

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance & Policy Committee held on Wednesday 1st July 2015 (June 2015 meeting) in the Council Office, 22 High Street, Ludgershall at 7-00pm.		
Present:	Cllr Giles in the Chair	Cllr Pickernell
	Cllr Dixon	Cllr White
	Cllr Hindson	
Apologies:	No apologies received.	
Absent:	Cllr Dance	

	<u>Agenda Item</u>	<u>Action</u>
14/15	2. Declaration of Interest – no declarations received.	
15/15	3. Minutes of the previous meeting had been approved and signed at the June 2015 full Town Council Meeting.	
16/15	<p>4. Year Accounts – the clerk has completed April & May account entries on our Omega accounts package & a Financial statement has been circulated after reconciliation with accounts from Lloyds Bank on 31st May 2015. Accounting Solutions have sent two copies of a letter of engagement to be signed by the RFO accepting the terms for Accounting Solutions to provide outsourced accounting for ½ a day a month at a cost of £220-00p as agreed at June 2015 full Town Council minutes. This arrangement will not absolve the responsibilities of the Clerk and Responsible Financial Officer in maintaining proper accounting records, preparing for audit & financial statements. The first visit of the accountant will be Tuesday 14th July 2015.</p> <p>Payroll – this service was also agreed at June 2015 full Town Council. The clerk has had to complete HMRC64/8 forms and give employee details to Accounting Solutions before they can start processing the LTC payroll.</p> <p>Annual Statement – this document was sent to the external auditors by recorded delivery and an e-mail acknowledging receipt has been received. The accounts should be viewed by external auditors within 6-8 weeks.</p> <p>The ½ year VAT refund up to 31st March 2015 has been received, with £4,140-40p being credited to the current account.</p> <p>Further details on Parish election costs being reverted back to Town Council if it does not coincide with a Wiltshire Council election have been received.</p> <p>The approximate costs Ludgershall would have to pay for an election with one polling station is £3600-00p, our accountant has transferred £1,000-00p a year for the last 4 years in case of this happening.</p>	Clerk/RFO

17/15	<p>5. Bills For Payment (Received to date)</p> <p>Aster Living – Office Security Direct Debit £30-94p British Gas – Toilet electric charge..... Direct Debit £69-37p Post Office – Annual Statement postage Debit Visa £6-45p Post Office – Stamps for office Debit Visa £21-60p Seton – Dogs on lead sign Debit Visa £11-40p Wiltshire Council – non-domestic rates Office £264-00p Wiltshire Council – non-domestic rates car park £442-00p Gross Salaries & expenses £2560-88p Caretaker - Play area S/O £367-48p Beechfields Toilet Cleaning Contract £733.65p Virgin Media Business – Telephone/Broadband £78-94p Wiltshire Waste – Exchange skip £444-60p Soltice Signs – Banner, Rec sign, Height & Office address £321-00p Sovereign Housing - Office commercial building insurance £88-62p Gavin Jones – Weed control £287-27p Taits Printers – Business cards £30-00p Access Automation Ltd -Height Barrier Repairs £3028-80p The bills for payment listed it has been requested that salaries and expenses are quoted as gross not net.</p>	
18/15	<p>6. Town Council – Lapel Badge, a quote from Scotgold Products for 20 badges - 21mm display area with a 3D lens containing a Bitmap image of LTC crest would cost a total of £46-20p. It was agreed the clerk to obtain further information on an enamel badge, from Vaughtons and the firm used by TTC Fattorini.</p>	
19/15	<p>7. Website – the clerk reported no further progress with this project due to pressure of work and requested any help from Councillors with finding the correct web design for LTC. Remit to next meeting</p>	Clerk
20/15	<p>8. Section 137 – A thank you letter received from The Wellington Academy for the donation of £500-00p towards their summer festival. Some of the money will be used for art installation and the remaining money to go towards purchasing equipment to stage the outdoor part of this festival.</p>	
21/15	<p>9. Grant Application Form & Guidelines – a draft application form & guideline document has been circulated for discussion. The clerk thanked Cllr Dixon for her help in producing the forms. After discussion it was agreed to amend the application form by adding another question ‘Details of current accessible financial assets’. The form is now recommended for approval.</p>	
22/15	<p>10. Community First – An invitation to renew our membership of Community First cost £36-00p & Ludgershall Town Council would be helping to support vital projects in Wiltshire. Voting rights – group members will be asked to nominate a delegate from within their own organization to vote on their behalf on matters raised at the AGM. Cllr White proposed we should renew our membership, seconded by Cllr Hindson, carried.</p>	
23/15	<p>11. Flower Trough Auction – the 4 flower troughs purchased for the Freedom of the Town civic event were auctioned at the Summer Fete on 7th June 2015 and made a small profit of £50-00p. Cllr Giles has been in contact with Veterans in Action (a registered charity). They are organizing a fund</p>	

	raising event and he proposed in principle that LTC could sponsor the fund raising event with the above mentioned £50-00p. Cllr Giles will arrange for Mr McLeod to attend a full Town Council meeting to give a presentation before any further action.	Cllr Giles
24/15	<p>12. <u>Committee Reports</u></p> <p>a) <i>Allotment, Cemetery & Car Park</i> – A quote of £610-00p from AJK Services Ltd has been accepted for replacement water heater and expansion vessel in the toilet storeroom. The new grave markers and engraved plaques have been installed by Mr New of Will Case Funerals. The 7 hippo bags of bark chippings has been delivered, a works order to spread the bark will be given to Mr B Ward. A lease to be drawn up regarding the Allotment Shed on Dewey’s Lane charging a peppercorn rent of £1 per year. Cllr White reported paint and materials for painting the railings and wreath stands would cost approximately £100 - £120, it was agreed the purchase should go ahead so the working party could commence during the fine weather.</p> <p>b) <i>Recreation, Leisure & Environment</i> – A quote of £426-00p for further repair of rotation unit has been accepted taking the total cost of this repair to £945-00p. The quote for Willmont Building Services to repair the damaged wet pour surface at Dewey’s Lane would cost £160-00p as the Council will supply the materials, agreed to accept this quote before the summer holidays. Atkins Global will be contacted for a further 4 lighting columns to have sockets installed so Christmas motifs can be displayed.</p>	
25/15	<p>13. <u>Any Other Business</u> – (For information only) The transfer of the CVD old headquarters building is being offered as part of s.106 agreement for the development of this site to the Town Council to run as a Community Centre. Kevin Ladner Wiltshire Council will give a presentation at the July 2015 full Town Council meeting with a short question and answer session. Cllr Pickernell will try to arrange a tour of the building before next full Town Council meeting.</p>	
	There being no further business to discuss the meeting closed at 7-45pm	

Date of next meeting Wednesday 29th July 2015.

Signed.....Date.....