

## LUDGERSHALL TOWN COUNCIL



<b>Minutes of Finance &amp; Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 18th April 2018 at 7-00pm</b>			
<b>Present:</b>	Cllr M Giles in the Chair	Cllr B Dance	
	Cllr J Hollis	Cllr J Langley	
	Cllr J White		
<b>Absent:</b>	Cllr B Cordery		
	<u>Agenda Item</u>	<u>Action</u>	
<b>174/17-18</b>	<b>1. Apologies</b> – were received and accepted from Cllr AKJ Pickernell (work) and Cllr CA Allan will be late.		
<b>175/17-18</b>	<b>2. Declaration of Interests</b> – there were none.		
<b>176/17-18</b>	<b>3. Minutes</b> of previous meeting had been circulated and ratified at Full Town Council on 13th March 2018. The Clerk commented that when she confirmed the Lloyds fixed term deposit that the interest to be given for this year had increased from .55% to .65%.		
	<b>Cllr CA Allan arrived.</b>		
<b>177/17-18</b>	<b>4. Financial Statement</b> - The accounts were produced after reconciliation with accounts held at Lloyds Bank. There will be a few adjustments for the end of year accounts, but generally LTC has stayed within their overall budget within the financial year of 2017/2018.		
<b>178/17-18</b>	<b>5. Bills for Payment – received to date</b>		
	<b>Payments</b>	<b>Method</b>	<b>Cost</b>
	Aster Living - Office security	Direct Debit	£ 20.28
	Wiltshire Council - non-dom rates - Office	Direct Debit	£ 316.00
	Wiltshire Council - non-dom rates - Car park	Direct Debit	£ 466.00
	Wiltshire Council - non-dom rates - Cemetery	Direct Debit	£ 73.00
	Odd Job Barry – play area contract	S/O	£ 399.00
	*Brook Street - Temp Administrator w/e 30/03/18	Bank Transfer	£ 169.63
	Amazon - stationery	Card payment	£ 10.95
	Amazon - office phone	Card payment	£ 32.99
	Slithers and Wiggles petting zoo - summer fete	Bank Transfer	£ 60.00
	Recorded Post - HR	Card payment	£ 1.77
	Wiltshire Council - Tens licence - summer fete	Card payment	£ 21.00
	*Brook Street - Temp Administrator w/e 06/04/18	Bank Transfer	£ 169.63
	*DCK Accounting - Accountant fee March 2018	Bank Transfer	£ 262.94
		Total	£ 2,003.19
	<i>*were authorised at Finance &amp; Policy for immediate payment</i>		Clerk

179/17-18	<p><b>6. <u>Salaries/Training/Office/-</u></b> Salaries for April 2018 are £2101.75 p which includes 39 ¼ hours overtime for March for the Town Clerk, no SSP as doctors certificate not received, but 1 day bank holiday for the Admin Assistant. The Clerk updated the committee that the Section 137 Allowance for 2018/19 is now £7.86. As requested the Clerk had costings for lockers for the office the committee discussed and approved a 3 door locker cabinet costing £103.99. The Clerk is on a study day course for Cilca on 20th April 2018.</p>	Clerk
180/17-18	<p><b>7. <u>Committee Reports –</u></b>  <b>Allotment, Cemetery &amp; Car park</b> – the Small Works Contract has been altered, Clerk to confirm with contractor and ask for quote for hourly rate. <b>Recreation, Leisure &amp; Environment</b> – the Play Area agreement had been discussed at the RLE meeting and a proposal to increase the hourly rate was put forward, however, this needs to come from the contractor. Clerk to contact and ask him to send in a quote. <b>Civic Events</b> – costs for the summer fete for multiple items add up to around £1000, items will be bought on the run up to the event, and events paid for either prior to the day or on the day. Cllr CA Allan has revised the cost of the programmes as increasing the order brings the costs to a better level. 200 programmes for £165, this figure is include in the £1000.</p>	Clerk  Clerk
181/17-18	<p><b>8. <u>Play Area Contract &amp; Small Works Contract</u></b> – as discussed in point 7 Committee Reports.</p>	
182/17-18	<p><b>9. <u>Flag Pole</u></b> – the committee discussed both quotes and agreed to go with Sparkx, Clerk to accept quote.</p>	
183/17-18	<p><b>10. <u>Grants</u></b> – i) Sunset Club have requested their usual grant of £350, the committee discussed and agreed to put through to FTC for approval. ii) The Clerk explained that there was one more year left on the grant request from Castledown FM, and therefore she will get the accountant to change the budget headings back. iii) The Clerk confirmed that the meeting referring to the Formal Sports Pitches Section 106 monies is 10th May 2018 at 7pm in the Town Council office.</p>	
184/17-18	<p><b>11. <u>Email Policy</u></b> – this had been circulated, the Clerk had a couple of changes, the committee discussed, and asked the Clerk to ensure all Cllrs get a copy prior to the FTC so all can agree. After the policy is in place all Cllrs will be getting their own Council email.</p>	
185/17-18	<p><b>12. <u>LTC Scheme of Delegation</u></b> – this had been circulated, the committee discussed, clerk to put on next agenda. Committee to do some research.</p>	
186/17-18	<p><b>13. <u>Correspondence</u></b> –  <b>i) <u>Guidance on receiving and use of CIL funds</u></b> – had been circulated.  <b>ii) <u>Insurance renewal</u></b> – the Clerk explained that NALC have approved a new brokers ‘BHIB’ that work specifically with local councils, they will be changing our insurers to Aviva but LTC will still have the same cover. There is going to be a small discount which means that the premium will reduce. The new premium is £2664.58 inc IPT but there may be a small increase for the addition of the new office cabinet. The committee discussed and will put this forward to FTC for approval. Renewal is 1st June 2018.  <b>iii) <u>Cllrs Briefing note 348</u></b> – regarding boundary reviews – the Clerk asked that herself and a number of LTC Cllr’s should attend the Area Board meeting 14th May 2018, to be briefed on the review &amp; consultation.</p>	
187/17-18	<p><b>14. <u>Agenda points for next month</u></b> – none.</p>	

There being no further business to discuss the meeting closed at 8.06pm.

Next meeting will be held on 30th May 2018 at 7pm, in the Town Council Office.

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