

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 24th April 2019 at 7-00pm

Present:	Cllr AKJ Pickernell in the Chair	Cllr M Giles	
	Cllr CA Allan	Cllr J Langley	
	Cllr B Cordery	Cllr CD Allan	
	<u>Agenda Item</u>		<u>Action</u>
150/18-19	1. Apologies – Cllr B Dance has been in hospital, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.		
151/18-19	2. Declaration of Interests – None.		
152/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 9th April 2019. Point 8 Investment Strategy, the Clerk confirmed that it is a legal requirement and that the Internal Audit will highlight this.		
153/18-19	4. Financial Statement to end month 12 & Year End Information – The Clerk reported that LTC ended the year with £6,362 of its budgets left. Unfortunately the end of year accounts have not been produced in time for the meeting along with the Internal Audit, therefore the Clerk will call an additional Finance meeting prior to the FTC in May so that the committee can be acquainted with the figures and audit. Clerk was asked to get the meeting set up asap regarding the refurbishment of the Rec entrance.		
154/18-19	5. Bills for payment – Received to date for April 2019 Finance Meeting		
	Payments	Method	Cost
	Aster Living - Office security	Direct Debit	£20.28
	Virgin Business - Telephone and broadband	Direct Debit	£81.55
	*Odd Job Barry – play area contract (March)	Bank Transfer	£455.00
	Wiltshire Council - non-domestic rates - office	Bank Transfer	£355.00
	Wiltshire Council - non-domestic rates - car park	Bank Transfer	£476.00
	Wiltshire Council - non-domestic rates - cemetery	Bank Transfer	£75.00
	*Premier Fire - 18/09/18 - adjust CCTV	Bank Transfer	£102.00
	*Premier Fire - 02/10/18 - issue with office Alarm	Bank Transfer	£84.96
	DCK Accounting - March A/cs and year end	Bank Transfer	£474.06
	Peninsular - HR April	Bank Transfer	£124.50
	WALC - subscriptions to WALC & NALC	Bank Transfer	£1,097.80
	DCK Accounting - April Payroll	Bank Transfer	£30.00
	Shred-it - April 19	Bank Transfer	£81.59
	Post Office - Postage for Town Meeting	Card Payment	£3.96
	Grist Environmental - 16/04/19	Bank Transfer	£267.98
	Lyreco - ink and paper	Bank Transfer	£123.48
	*Mrs L Mais - 1/2 yr refund of allotment fee (Min.82/18-19 4b)	Bank Transfer	£8.75
	Total		£3,861.91
	* permission to pay these invoices after Finance & Policy was given.		

155/18-19	<p>6. Committee Reports – Civic Events – The Chair asked Cllr CA Allan to report on the Easter Event. Cllr CA Allan stated that even more children came to this year’s disco and that it had been a great event, she then asked the Clerk to pay the DJ, the remainder of her fee; £80, who had expected payment on the day. Cllr CA Allan then handed the money that had been earned from the event, on the raffle and refreshments, to the Clerk. The Clerk had been worried about handling of money at the event as the Clerk/Admin were told not to attend and no float had been given. The committee agreed that at future small events a deputized Cllr will have to sign out monies and sign back in monies from the office, so that a proper audit trail is accounted for, and any monies received would be brought to the office asap for insurance purposes (the Clerk & Cllr CA Allan counted and signed for the receipt of these monies after the meeting they totaled £81.98). Cllr CA Allan asked the committee to agree the cost of approx. £572.50 for items for the Summer Fete as listed in the Civic Events minutes. The Clerk stated that this money should be taken in stages as the Petty Cash fund is only £250, and Cllrs are not insured, Cllr CA Allan agreed. Part of the figure is for Burgers which the Clerk can pay by invoice, which reduces the Petty cash request. Regarding the new container, Cllr CA Allan confirmed that the tree had been removed and asked the Clerk to order 8 (not 6 that had been minuted) sleepers asap and then order new container. Cllr CA Allan also asked the F&P Committee to authorize for 2 further banners at £84, the committee agreed, Clerk/Admin to order. Cllr CA Allan asked if the next Civic Events meeting could be held on 16th May 3.30pm, committee agreed. Allotment, Cemetery & Car park – Cllr J Langley stated that the committee had agreed to Tree Techniques quote for tree works, this is the last recommendations from the tree survey of last year. The cost is £1450 +VAT for both RLE and Allotments. Also the committee had agreed the cost of £5190 +VAT for installation of CCTV cameras in the Car Park. A third item of cost was also agreed by the committee for trimming the hedge in the cemetery for £1554.00. All of these were passed by F&P. Clerk/Admin to put the orders in.</p> <p>Recreation, Leisure & Environment – Cllr CD Allan stated that the committee had agreed to Tree Techniques quote for tree works, as did Allotments, this is the last recommendations from the tree survey of last year. The cost is £1450 +VAT for both RLE and Allotments. The committee also had agreed and update to the installation of the CCTV to using a 4g router for ease of viewing. The cost has now been officially quoted at £490 which is a little higher than the annual cost of £395 which had been discussed by the committee this is because of installation costs. The committee agreed to both of these requests, Clerk/Admin to accept quotes. The Clerk then updated the Finance Committee that she is in receipt of the payment from the funfair that had been owed.</p>	<p>Cllr CA Allan</p> <p>Clerk</p> <p>Clerk/ Admin</p> <p>Clerk</p> <p>Cllr CA Allan</p> <p>Clerk/ Admin</p> <p>Clerk/ Admin</p> <p>Clerk/ Admin</p>
156/18-19	<p>7. Grants - none</p>	
157/18-19	<p>8. Change to Code of Practice of Handling Complaints – Cllr J White had written to the office concerned with the wording in this policy regarding setting up a Complaints Committee. The Clerk has looked into this and found that the wording did not agree with LTC’s Standing Orders and as such has amended the wording to agree, and also updated the legal changes regarding Data Protection and GDPR at the same time. The changes had been forwarded to the committee prior to the meeting, the committee discussed and agreed the changes. The Clerk will post the revised Code to LTC’s website.</p>	<p>Clerk</p>
158/18-19	<p>9. Newly worded Code of Conduct – The Clerk presented the proposed new Code of Conduct for LTC. The Committee agreed it was much better and easier to ascertain what is or is not a pecuniary or non-pecuniary interest. However the word ‘shall’ was asked to be changed to ‘are expected to’. The Clerk will change and continue to look into what sanctions can be given if there is a break of the Code of Conduct, and bring back to the next Finance meeting.</p>	<p>Clerk</p>

159/18-19	10. <u>Business Rates for public conveniences and car parks</u> – nothing to report.	
160/18-19	11. <u>Newly worded Terms of reference for each Committee</u> - the Clerk explained that she was standardizing the Terms of reference. There was one change that had been suggested during the Internal Audit, that the Finance & Policy Committee should only have one third members of the FTC (in LTC's case that would be 5). The Clerk suggested that to comply with this that only the Chairs of the spending committees were members (along with the Chair & Vice Chair of FTC), with the Vice Chairs of the spending committees' standing in when needed. The F&P committee did not agree with this change. Clerk to refer F&P terms of reference back to this meeting next month. All other alterations to Terms of References were accepted, Clerk will publish on LTC's website.	Clerk
161/18-19	12. <u>Correspondence</u> – none.	
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
162/18-19	13. <u>Salaries/ training/office(Telephone & Broadband price comparison</u> – The clerk read out April salaries and overtime from March of 7 hours for the Clerk, together totaling £3109.40, exact figures will be available at FTC. The total hours of work at the office is currently 51.25, and even though there are now 2 office staff these hours are only enough to cover the weekly normal amount of work. There are many larger projects that need to be addressed and with ever increasing demands on the service of the office this means that the larger projects are being left behind. The staff will put together background information of exactly how the hours are being used over the next 2 months and then take this along with a proposal to the Staffing Committee. The Clerk had looked on a price comparison website, and was unable to get any costs for the type of business that LTC require other than Virgin. She will continue to check and bring back next month.	Clerk
163/18-19	14. <u>Agenda points for next month</u> – <ul style="list-style-type: none"> • Parnhams Covenant 	

There being no further business to discuss the meeting closed at 8.35pm.

Next meeting will be held on 29th May 2019 at 7pm, in the Town Council Office.

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