

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 24th July 2018 at 7-00pm			
Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance	
	Cllr CA Allan	Cllr M Giles	
	Cllr CD Allan	Cllr B Cordery	
	Cllr J Langley		
	<i>Agenda Item</i>	Action	
29/18-19	1. Apologies – none.		
30/18-19	2. Declaration of Interests – none were declared.		
31/18-19	3. Minutes of previous meeting had been circulated and ratified at Full Town Council on 10th July 2018. The Clerk confirmed the application for the new 6 month deposit with Santander is nearly finalized.		
32/18-19	4. Financial Statement – June 2018 – The Clerk reported that LTC is well within budget for the first quarter of the year. Also the Accountants have asked if we need a VAT Partial Exemption return calculated, as we do not charge VAT the decision was not to get this done. Cllr CA Allan queried the Travel payment under Civic Events, Clerk will move to correct heading next month. To make payments clearer to the Council the Clerk will highlight those items that are subject to refundable VAT.		
33/18-19	5. Bills for Payment – received to date		
	Payments	Method	Cost
	Aster Living - Office security	Direct Debit	£ 20.28
	Virgin Business - Telephone and broadband	Direct Debit	£ 74.11
	Wiltshire Council - non-dom rates - Office	Bank Transfer	£ 316.00
	Wiltshire Council - non-dom rates - Car park	Bank Transfer	£ 466.00
	Wiltshire Council - non-dom rates - Cemetery	Bank Transfer	£ 73.00
	*Odd Job Barry – play area contract	Bank Transfer	£ 455.00
	*Gavin Jones - June Grounds Maintenance	Bank Transfer	£ 687.66
	St James Church - hire of hall	Bank Transfer	£ 97.50
	Grist Environment - skip	Bank Transfer	£ 250.45
	Shred-it - June	Bank Transfer	£ 78.06
	Screwfix - new handles for cabinet drawers	Card payment	£ 1.98
	*Glasdon - Bin for Rec	Bank Transfer	£ 450.27
	*Brook Street - Temp Administrator w/e 06/07/18	Bank Transfer	£ 214.20
	Owen White - travel exps - planning appeal	Card payment	£ 20.60
	Lyreco - stationery	Bank Transfer	£ 67.20
		Total	£ 3,272.31
	<i>*were authorised at Finance & Policy for immediate payment</i>		
34/18-19	6. Committee Reports –		
	Civic Events –No costs to report.		
	Allotment, Cemetery & Car park – discussed matter of rubbish removal from plot, LTC has already removed 50% of rubbish. Clerk to email plot holders and ask them to		
			Clerk

	<p>remove the rubbish and LTC would make a contribution. PRV is being replaced in Toilet cupboard, Clerk will ask for the plumber to look at a TMV for the disabled toilet now that the hot water is connected. Also to maintain the one in the office.</p> <p>Recreation, Leisure & Environment – Query as to why the Clerk had booked the contractors to put the wooden posts around Castle Street. She had understood that there was an urgency requested to get booked in and apologized for passing F&P committee. As not all the cost is covered by CIL monies, there is £663.90 to find, committee agreed to use the Highways budget. A refund of £100 will be coming from Willmont ref. paving slabs.</p>	
35/18-19	<p>7. Grants – request from Age UK in Ludgershall for an indoor curling set which is to be for other groups' use within Ludgershall. The Committee discussed and decided to buy the item and donate to Age UK Ludgershall with a letter that states this will be for use of other groups within Ludgershall.</p>	Clerk
36/18-19	<p>8. Tree Maintenance Quotes – decision on which budget heading to use – The committees had decided to appoint Tree Technique for this job. The Clerk suggested that the maintenance budget be used for each site, but that next year a specific heading for Trees would need to be put in to the budget. Clerk to accept quote and write to others declining.</p>	Clerk
37/18-19	<p>9. Review of New Standing Orders Template & any changes to Financial Regs – this exercise has taken longer than the Clerk thought, comparing the old and new has been completed but updating is not finished as yet. This will be ready for next month's F & P.</p>	Clerk
38/18-19	<p>10. Mileage expenses & insurance – Clerk mentioned that the accountant has said that LTC should be using a unified amount of 45p as recommended by the Government. Committee asked Clerk to check with Wiltshire Council. The Clerk was also worried that some Cllrs do not have business use on their insurance. The committee discussed and will research and get back to the Committee next month.</p>	
39/18/19	<p>11. Council Emails/Tablets – decision on which to choose – As Cllrs were worried about the cost the Clerk had produced a comparison of producing paper agendas and associated paper work for all Cllrs or buying tablets and emailing the information over. The cost on a conservative month over a year was £1384.32 (without adding in the time to do the printing etc.) and the cost of buying 15 10" android tablets is £1206.15 or £1028.4 for 15 8" kindle fires. After a very lengthy discussion the decision was to go with the 10" android as this will be easier to adapt and use. The Clerk suggested that for future maintenance that a budget be agreed at the next precept and added to each year. The tablets will not all break down at the same time and the average life span for a well-used tablet is 3 years. A Resolution will need to be made at FTC to use Rolling Capital Fund.</p>	
40/18-19	<p>12. Correspondence – LTC has not received notification officially about the consultation for closure of the Everleigh recycle centre. A concerned resident had asked the Clerk how she could view this consultation, the clerk now asked if she could put this consultation on both the LTC Website and their FB page. The Committee said yes and that all consultation should go out to the public this way.</p>	Clerk
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.</p>	
41/18-19	<p>13. Salaries/training/office –The Total Salaries for July (not inc. employers NI and pension) are £2112.76 which includes 40 ¼ hours overtime for the Clerk. A new Admin Assistant has been appointed and will start at the end of August. The Clerk is working on her induction and contract at the moment. Cllr AKJ Pickernell stated that the LTC office should not be used for meetings in the afternoon in the future, because it disturbs the staff if working and if not working will cost LTC for opening and closing. The Council Chambers can be used instead, all agreed.</p>	Clerk

42/18-19	14. <u>Agenda points for next month –</u> <ul style="list-style-type: none"> • Investigation of the exact wordings of contracts & covenants re ownership of hall, land and environment. 	
----------	---	--

There being no further business to discuss the meeting closed at 8.55pm.

Next meeting will be held on 29th Aug 2018 at 7pm, in the Town Council Office.

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