

# LUDGERSHALL TOWN COUNCIL



<b>Minutes of Finance &amp; Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 25<sup>th</sup> January 2017 at 7-00pm</b>																										
<b>Present:</b>	Cllr Giles in the Chair	Cllr White																								
	Cllr Hall	Cllr Langley																								
	Cllr Pickernell	Cllr Hollis																								
	<u>Agenda Item</u>	<u>Action</u>																								
<b>196/17</b>	<b>1. Apologies</b> – there were no apologies																									
<b>197/17</b>	<b>2. Declaration of Interests</b> - no declarations received.																									
<b>198/17</b>	<b>3. Minutes</b> – of previous meeting had been circulated and ratified at full Town Council on 10th January 2017 there were no matters arising.																									
<b>199/17</b>	<b>4. Financial Statement</b> - Had been circulated, they were produced after reconciliation with accounts held at Lloyds Bank.	Clerk																								
<b>200/17</b>	<p><b>5. Bills for Payment</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Aster Living – Office Security</td> <td style="width: 20%;">Direct Debit</td> <td style="width: 30%; text-align: right;">£33.12p</td> </tr> <tr> <td>Virgin</td> <td>Direct Debt</td> <td style="text-align: right;">£82.36p</td> </tr> <tr> <td>Caretaker – Play area</td> <td>Standing Order</td> <td style="text-align: right;">£399.00p</td> </tr> <tr> <td>Norton Virus protection</td> <td>Debit Visa</td> <td style="text-align: right;">£69.99p</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Car park</td> <td></td> <td style="text-align: right;">£469.00p</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Council Office</td> <td></td> <td style="text-align: right;">£240.00p</td> </tr> <tr> <td>Accounting Solutions</td> <td></td> <td style="text-align: right;">£205.84p</td> </tr> <tr> <td>AJK Services Ltd.</td> <td></td> <td style="text-align: right;">£3228.00p</td> </tr> </table> <p>*Urgent Payments to raise at Finance &amp; Policy</p> <p>Cllr J Hollis enquired if the £469.00p for the car park was a monthly or yearly payment. It was stated that it was monthly. All councillors were shocked at the costs. Clerk to remit to the next Allotment, Cemetery and Carpark committee as an agenda point.</p>	Aster Living – Office Security	Direct Debit	£33.12p	Virgin	Direct Debt	£82.36p	Caretaker – Play area	Standing Order	£399.00p	Norton Virus protection	Debit Visa	£69.99p	Wiltshire Council – Non-domestic rates Car park		£469.00p	Wiltshire Council – Non-domestic rates Council Office		£240.00p	Accounting Solutions		£205.84p	AJK Services Ltd.		£3228.00p	Clerk
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<b>201/17</b>	<b>6. Internal Audit Report</b> - Clerk confirmed that all 5 recommendations from LTC's internal auditor have been implemented.																									
<b>202/17</b>	<b>7. Salaries/update on office staff</b> – salaries for the month of January 2017 discussed with the councilors is £2258.37 – this doesn't include National insurance as we have not received this information – committee agreed figures. Clerk read a letter out from the Admin Assistant stating that she was pregnant, and didn't want it to affect her position at LTC. Clerk explained the legal side – Admin assistant wouldn't be entitled to Statutory maternity pay as she hasn't been here long enough, but can apply herself for maternity allowance. Admin assistant is entitled to time off for ante natal classes and appointments – but she is going to organize these outside of work. Admin assistant plans to take 5 weeks off in August 2017 and has already organized childcare for September – Clerk will not be on leave in this time, but Admin assistant has stated she will come into the office if the clerk needs help at all – these are called 'keeping in touch days' of which the admin assistant is	Clerk																								

	entitled to 10 of these. Cllrs were happy. Clerk discussed the enrolment into Wiltshire Pensions Fund with the Committee, this will start on the 1 <sup>st</sup> February 2017 to comply with the Governments auto enrolment scheme. The employers' discretion policy for LTC was circulated and the wording agreed by the committee this will need to be ratified at the next FTC. The pension contribution for February and March 2017 haven't been budgeted for, but going forward has been.	Clerk
203/17	<b>8. <u>Nationwide Fixed Term</u></b> – Clerk has renewed. The business saver account will be fixed until 2018 and would earn £476.05 at 0.65%. 2016/2017 interest was £863.69.	
204/17	<b>09. <u>Neighborhood Plan</u></b> – Clerk stated that we have asked four other companies for quotes and are still awaiting these. Cllr T Pickernell to help the admin assistant fill out the grant paperwork.	Cllr T Pickernell
205/17	<b>10. <u>New policy for rules and Regulations for users of cemetery</u></b> – had been circulated the committee agreed wording needs to be ratified at the next FTC.	Clerk
206/17	<p><b>11. <u>Correspondence</u></b> – a) <b>Email from History Centre in Chippenham</b> – The History center has now received five copies of found newsletters. Cllr T Pickernell has also found some and will bring them in to send off.</p> <p>b) <b>Letter from Resident</b> – sent correspondence to resident, who then emailed again to complain about another incident, the letter was sent again and the new complaint was reported to Wiltshire Council.</p> <p>c) <b>Email regarding change of the auditor</b> – new external auditors have been appointed by the government PKF LittleJohn LLP is the company responsible for Wiltshire Councils and will be effective from 01/04/2017- to 31/03/2022.</p> <p>d) <b>Email from Wiltshire Council – Council tax referendum principles 2017/2018</b> – last year there was a worrying 6.1% rise in precepts by town and Parish Councils. The government consulted on extending Council Tax referendum principles to larger town and parish councils. Deferring proposal till next year keeping the level of precept set by town and parish council's under close review.</p> <p>e) <b>Counseling service request for funds</b> – Help are a team of volunteers working in Trowbridge offering free counselling sessions. They have asked for a donation to help with costs. Cllr M Giles suggested we ask them how many people from Ludgershall attend the sessions. If it's more than 20, then we may be able to donate. If it's none or they don't give us the information then we won't be donating. Clerk to look into this.</p> <p>f) <b><u>Wallgate hand washing and drying units</u></b> – the contract is up for renewal 1<sup>st</sup> February 2017. The cost per unit will be £240.00p +VAT, this is an increase of £32.00p – price agreed - clerk to renew with Wallgate.</p>	<p>Cllr T Pickernell</p> <p>Clerk</p> <p>Clerk</p>
207/17	<p><b>12. <u>Committee Reports</u></b></p> <p><b>Allotment, Cemetery &amp; Car park</b> – Car park white lining and clearing has been completed.</p> <p><b>Recreation, Leisure &amp; Environment</b> - No Expenditure to report.</p> <p><b>Civic Events</b> – dates for events have changed. Waiting to hear from 26 Engr about the freedom of the town and Castledown FM about dates for the Summer Fete.</p>	
208/17	<b>13. <u>Computer/Email backups</u></b> – Clerk discussed the quotes that we had got in, and it was agreed that the clerk could purchase the 1TB back up unit from	Clerk

	Argos for £44.49p. A fireproof safe was discussed, but the costs were not justified.	
209/17	<p><b>14. <u>Any Other Business</u></b></p> <ul style="list-style-type: none"> <li>• Wessex water are now called water2business and Ofwat are allowing new retailers to enter the market, therefore, we can now decide who we want to supply us with water.</li> <li>• Cllr O White mentioned that LTC need to get a decision from Castledown FM to see if they are going to cover Ludgershall' s remembrance Sunday. Clerk to arrange a formal meeting between Mr A Connolly and the finance committee. Clerk stated that if they can't cover the event for LTC then maybe we should take the costs of having to get someone else to do the event out of the grant money that Castledown FM receive from LTC.</li> </ul>	Clerk

There being no further business to discuss the meeting closed at 7.46pm.

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