

## LUDGERSHALL TOWN COUNCIL



### Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 25th October 2017 at 7-00pm

<b>Present:</b>	Cllr A Pickernell in the Chair	Cllr B Dance
	Cllr Hollis	Cllr Langley
	Cllr J White	Cllr M Giles
	Cllr CA Allan	
	Cllr O White (Memorial Hall Management Committee)	

	<u>Agenda Item</u>	<u>Action</u>
<b>86/17-18</b>	<b>1. Apologies</b> – Cllr B Cordery, ill, accepted.	
<b>87/17-18</b>	<b>2. Declaration of Interests</b> – Cllrs J White & A Pickernell declared an interest in point 3 and Cllr M Giles declared an interest in point 15	
<b>88/17-18</b>	<b>3. Perry's Cottage – valuation</b> – Cllr O White was invited to speak on behalf of the Management Committee of the Memorial Hall regarding the sale of land at the back of Perry's Cottage. Unfortunately due to the bad management of a previous committee, Perry's Cottage, which was gifted to the Town to help with running the hall, has cost the Hall very dearly the last few years. Repairs run in to thousands and although the Hall is bringing in a very small profit each month it cannot sustain the costs. A developer has made a good offer to buy the land and he will foot the bill for the associated costs of outline planning etc. which would be in the range of £4-£6k. If outline planning is not received then he would walk away but if it is he wants to buy the land. If the Management Committee fail to get these monies then it will fall back to LTC to manage the Hall and Perry's Cottage. The Hall committee would like LTC to be involved in the talks from now on but recommend that we go with his offer. The committee discussed and agreed to start provisional talks, Clerk to contact contractor and invite to come to next Finance and Policy.	Clerk
<b>89/17-18</b>	<b>4. Minutes</b> of previous meeting had been circulated and ratified at Full Town Council on 10th October 2017. Cllr M Giles pointed out that his name was present twice and Cllr B Cordery was not in the present section but had in fact been there. Clerk to rectify.	Clerk
<b>90/17-18</b>	<b>5. Financial Statement</b> - These were produced after reconciliation with accounts held at Lloyds Bank. There were no matters arising, the Clerk informed the committee that although halfway through the year LTC had only used 35% of their budget.	

91/17-18	<p><b>6. Bills for Payment</b></p> <table border="0"> <thead> <tr> <th></th> <th></th> <th style="text-align: right;">£</th> </tr> </thead> <tbody> <tr><td>Aster Living – Office Security</td><td>Direct Debit</td><td style="text-align: right;">27.50p</td></tr> <tr><td>Virgin Media – Phone/Internet</td><td>Direct Debit</td><td style="text-align: right;">91.45p</td></tr> <tr><td>Caretaker – Play area</td><td>Standing Order</td><td style="text-align: right;">399.00p</td></tr> <tr><td>Avon Security – plaque for 26 Engrs</td><td>Card Payment</td><td style="text-align: right;">59.50p</td></tr> <tr><td>Tesco – Fete stock</td><td>Card Payment</td><td style="text-align: right;">53.55p</td></tr> <tr><td>Rosebourne – Plants for Parade Dias</td><td>Card Payment</td><td style="text-align: right;">41.93p</td></tr> <tr><td>Screwfix – locks for Office door – refund</td><td>Card Payment</td><td style="text-align: right;">-43.98p</td></tr> <tr><td>Brandon Hire – Barriers for Remembrance</td><td>Card Payment</td><td style="text-align: right;">84.00p</td></tr> <tr><td>Oakley Cleaners – Market Towns Forum</td><td>Card Payment</td><td style="text-align: right;">24.00p</td></tr> <tr><td>**Rob Beale – Toilets for fete</td><td>Bank Transfer</td><td style="text-align: right;">288.00p</td></tr> <tr><td>**Critical Care – Fete</td><td>Bank Transfer</td><td style="text-align: right;">70.00p</td></tr> <tr><td>Wiltshire Council – non dom rates office</td><td>Bank Transfer</td><td style="text-align: right;">285.00p</td></tr> <tr><td>Wiltshire Council – non dom rates car park</td><td>Bank Transfer</td><td style="text-align: right;">452.00p</td></tr> <tr><td>Grist – skip</td><td>Bank Transfer</td><td style="text-align: right;">235.84p</td></tr> <tr><td>AON – Insurance</td><td>Bank Transfer</td><td style="text-align: right;">33.60p</td></tr> <tr><td>AJK Services – Electrical Report – Rose Gdn</td><td>Bank Transfer</td><td style="text-align: right;">150.00p</td></tr> <tr><td>Lyreco – stationary - refund</td><td>Bank Transfer</td><td style="text-align: right;">-4.79p</td></tr> <tr><td>*Brook Street – Temp w/c 02/10</td><td>Bank Transfer</td><td style="text-align: right;">212.04p</td></tr> <tr><td>*Brook Street – Temp w/c 09/10</td><td>Bank Transfer</td><td style="text-align: right;">190.84p</td></tr> <tr><td>*Bradsons – Traffic Management – parade</td><td>Bank Transfer</td><td style="text-align: right;">764.92p</td></tr> <tr><td>*Mark Fell – photos &amp; framing various</td><td>Bank Transfer</td><td style="text-align: right;">133.50p</td></tr> <tr><td>*Randall Parker Foods – burgers 14/10</td><td>Cheque</td><td style="text-align: right;">150.00p</td></tr> <tr><td>*Gavin Jones – Grounds Maintenance</td><td>Bank Transfer</td><td style="text-align: right;">667.64p</td></tr> <tr><td>Festive Lighting Co. – new lamp lights</td><td>Bank Transfer</td><td style="text-align: right;">1564.80p</td></tr> <tr><td>Wiltshire Council – raffle licence</td><td>Card Payment</td><td style="text-align: right;">40.00p</td></tr> <tr><td>Lyreco – Printer Ink</td><td>Bank Transfer</td><td style="text-align: right;">88.20p</td></tr> </tbody> </table> <p>*authorised at Finance &amp; Policy for immediate payment. ** paid due to urgency.</p>			£	Aster Living – Office Security	Direct Debit	27.50p	Virgin Media – Phone/Internet	Direct Debit	91.45p	Caretaker – Play area	Standing Order	399.00p	Avon Security – plaque for 26 Engrs	Card Payment	59.50p	Tesco – Fete stock	Card Payment	53.55p	Rosebourne – Plants for Parade Dias	Card Payment	41.93p	Screwfix – locks for Office door – refund	Card Payment	-43.98p	Brandon Hire – Barriers for Remembrance	Card Payment	84.00p	Oakley Cleaners – Market Towns Forum	Card Payment	24.00p	**Rob Beale – Toilets for fete	Bank Transfer	288.00p	**Critical Care – Fete	Bank Transfer	70.00p	Wiltshire Council – non dom rates office	Bank Transfer	285.00p	Wiltshire Council – non dom rates car park	Bank Transfer	452.00p	Grist – skip	Bank Transfer	235.84p	AON – Insurance	Bank Transfer	33.60p	AJK Services – Electrical Report – Rose Gdn	Bank Transfer	150.00p	Lyreco – stationary - refund	Bank Transfer	-4.79p	*Brook Street – Temp w/c 02/10	Bank Transfer	212.04p	*Brook Street – Temp w/c 09/10	Bank Transfer	190.84p	*Bradsons – Traffic Management – parade	Bank Transfer	764.92p	*Mark Fell – photos & framing various	Bank Transfer	133.50p	*Randall Parker Foods – burgers 14/10	Cheque	150.00p	*Gavin Jones – Grounds Maintenance	Bank Transfer	667.64p	Festive Lighting Co. – new lamp lights	Bank Transfer	1564.80p	Wiltshire Council – raffle licence	Card Payment	40.00p	Lyreco – Printer Ink	Bank Transfer	88.20p	Clerk
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92/17-18	<p><b>7. Salaries/Training/Office</b>– Salaries for October 2017 are £2324.56p which includes 15 hours overtime for September for the Town Clerk but does not include Employer’s National Insurance and Employer’s Pension, full staff costs will be available at FTC - note actual Clerk overtime 25 hours – 10 hours commuted to Holiday allowance as agreed and the Admin Assistant has used 2 weeks holiday and is now on sick leave. The Clerk explained what would be happening to the office whilst she was on holiday, the Temp has been booked for 5 more weeks to cover this time, and the costs are still within budget. Cllrs are asked to liaise with temp as much as is practicable but note specific dates and times, a calendar will be available. There will be a temporary email for 3 weeks, the temp will take all messages and Cllrs to check in from time to time to help. If the admin assistant is to continue to be on sick leave the one meeting the Clerk will be missing is to be covered by the Tidworth Clerk to take the minutes. All agendas will be started and ready for Chairman to check and the Temp will email out and print for notice boards. On return the Clerk will be attending training courses and extending the deadline for her Cilca qualification. Cllr N Allingham has emailed the office to report that the office will need emergency lighting. As LTC has public meetings in the office in the evening when it is dark, if</p>																																																																																		

	power fails there would be a light to assist safe egress of the office. The committee discussed and agree, Clerk to get quote from AJK.	Clerk
93/17-18	<b>8. <u>Committee Reports – Allotment, Cemetery &amp; Car park</u></b> – only cost is for the Hygiene Bins at £290 +VAT. <b>Recreation, Leisure &amp; Environment</b> – There were no costs to report. <b>Civic Events</b> – There were no costs to report. <b>Staffing Committee</b> – There were no costs to report, but the Grievance Policy & Disciplinary Policy have been updated. The committee approved the updates.	
94/17-18	<b>9. <u>Benchmarking</u></b> – Cllr Pickernell reported that this year Wiltshire Council will not be paying for this exercise. The cost will therefore be £350 plus VAT if LTC wish to continue with it. As LTC have the associated paperwork they could conduct their own surveys this year and then if so wanted pay next year. Cllr J White felt that LTC should pay for the continuity. Cllr Pickernell explained what LTC gain from the exercise and although this has been utilised in the past he suggests that LTC will not get anything more than last year. Cllr CA Allan proposed doing the exercise bi-annually, Cllr M Giles seconded, carried with 6 for 1 against. To look at doing in the New Year.	
95/17-18	<b>10. <u>Neighbourhood Plan – government funding</u></b> – Clerk updated the committee regarding Government funds that will be available to support the development of a Neighbourhood Plan. The committee were interested in the article, discussed and will await further information.	
96/17-18	<b>11. <u>Internal Audit</u></b> – The Clerk updated the committee regarding the audit and they reviewed all the recommendations. R1 is completed, R3 is being started now, R4 to acquire a lockable fireproof cabinet, Clerk to investigate. R5–8 will be looked at as soon as is practicable with the RLE committee. R9 – the Clerk will look into specific banks for local government organisations and report back to Finance & Policy. Clerk to put on FTC agenda for all Cllrs to be advised.	Clerk
97/17-18	<b>12. <u>Information Governance</u></b> – Clerk read out a briefing note from Wiltshire Council that reiterates the need for Cllrs to have a separate email under LTC for Data Protection.	
98/17-18	<b>13. <u>Standing Order Change</u></b> – Clerk to put on next agenda.	Clerk
99/17-18	<b>14. <u>Budget for 2018/2019</u></b> – Clerk discussed the draft budget with the committee, all precept proposals from all committees have been incorporated. LTC would like to keep the precept low at around 2%, Clerk to report back at next Finance & Policy and needs to keep in mind there could be a 3% increase in Business Rates. Earmarked funds have now been split to incorporate needs in the Playground area and emergency funds for the car park.	Clerk
100/17-18	<b>15. <u>Grant Requests</u></b> – Earlier in the year Men’s Shed had put forward a request of £800 for providing Electrical Supply to the premises, LTC had agreed to provide the grant in principle but needed paperwork from contractor with a quotation. The Clerk has received communication from Men’s Shed with a quote for the installation of £550 plus VAT totaling £660. Cllr J Langley proposed, Cllr CA Allan seconded, carried. To be ratified at FTC for payment.	

<b>101/17-18</b>	<b>16. <u>Agenda points for next month</u> – none.</b>	
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There being no further business to discuss the meeting closed at 8:14pm.

Next Meeting will be held on 29th November 2017 at 7pm, in the Town Council Office.

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