

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 26th September 2018 at 7-00pm				
Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance		
	Cllr M Giles	Cllr B Cordery		
	Cllr CA Allan	Cllr J Langley		
	<u>Agenda Item</u>			<u>Action</u>
55/18-19	1. Apologies – Were received and accepted from Cllr CD Allan (work).			
56/18-19	2. Declaration of Interests – none were declared.			
57/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 11 th September 2018. Cllr CD Allan has indicated he would like to be LTC’s other representative on the Memorial Hall committee, he will check with the committee that this is acceptable and let the Clerk know.			
58/18-19	4. Financial Statement – Aug 2018 – The Clerk reported that LTC is still well within budget. Cllr J Langley expressed a concern for one of the allotment budgets to be low in funds mid-year, clerk explained how this will even out during the year and that the 2019 budget for allotments will accommodate future costs. Lloyds bank fixed term deposit is due for renewal clerk has interest quoted as .75% for the next 6 months the committee discussed and agreed to continue with Lloyds bank, Clerk will renew.			Clerk
59/18-19	5. Pre budget discussion – Clerk explained to the committee that the office would be closed on the 17 th October from 11.30 am for budget setting and the 19 th October all day for internal audit. Clerk then explained in depth the relevant changes to budget headings for 2019/20 for all committees this is to make items clearer for all concerned. Civic Events budget - It was discussed and agreed by committee for all road closures for events will be budgeted through democratic costs. Civic Events budget is to increase to cover what could be 2 Freedom of the Towns for 2019/20. All other budgets were discussed and the Clerk will produce a table of increase/decrease to budget headings as per the committee’s advice for the preliminary budget. Once the Accountant has gone through LTC’s suggestion and Wiltshire Council produce the numbers for the precept calculation, the budget can be confirmed. Cllr AKJ Pickernell discussed disputing the charge for rates at the Car Park as it is not a chargeable car park therefore LTC is not making any money from it, he is looking into this matter. The committee discussed the Grants budget, Cllr AKJ Pickernell declared an interest in the TCAP element and Cllr B Dance declared an interest in the Memorial Hall. Letter received from Memorial Hall committee regarding an increase to the yearly grant, the Finance Committee discussed and agreed to a £500 increase, with an agreement that LTC can use the hall up to four times a year for no cost. Clerk to confirm with Memorial Hall after ratification at FTC.			Cllr AKJ Pickernell Clerk/Ad min
60/18-19	6. Bills for Payment – received to date			
	Payments	Method	Cost £	VAT
	Aster Living - Office security	Direct Debit	£20.28	

	<p>Virgin Business - Telephone and broadband Direct Debit £70.84 £11.81</p> <p>Wiltshire Council - non-dom rates - Office Bank Transfer £316.00</p> <p>Wiltshire Council - non-dom rates - Car park Bank Transfer £ 466.00</p> <p>Wiltshire Council - non-dom rates - Cemetery Bank Transfer £ 73.00</p> <p>*Odd Job Barry – play area contract (September) Bank Transfer £455.00</p> <p>*ATF Supplies (Centenary Garden) Bank Transfer £121.72 £20.29</p> <p>Lyreco (office supplies) Bank Transfer £72.60 £12.10</p> <p>Lyreco (office supplies) Bank Transfer £59.94 £9.99</p> <p>Wiltshire Council (Lottery license) Card payment £20.00</p> <p>Post Office (stamps) Card payment £27.84</p> <p>*Comcen (Computer supplies, ink Apr late invoice) Bank Transfer £84.07 £14.01</p> <p>*Comcen (Computer supplies, ink June late invoice) Bank Transfer £84.07 £14.01</p> <p>Range (office supplies) Card payment £6.99</p> <p>DCK Accounting solutions (September accounts) Bank Transfer £262.94 £43.82</p> <p>Grist Environmental (skip) Bank Transfer £250.45 £41.74</p> <p>PKF Accounts and Business Advisers Bank Transfer £480.00 £80.00</p> <p>*Reads Gifts and Services (Memorial plate) Bank Transfer £746.00</p> <p>The Festive Lighting Company Bank Transfer £2,052.00 £342.00</p> <p>Total £5,669.74 £589.77</p> <p><i>*were authorised at Finance & Policy for immediate payment</i></p>	
		Clerk
61/18-19	<p>7. Committee Reports – Civic Events – Cllr CA Allan reported to the committee that the following costs had been agreed by Civic Events committee, extra £125 is requested for Christmas gifts for the fayre and extra £100 is requested for the inflatable Santa’s grotto plus approximately £36 for representative’s hours. Cllr CA Allan is still reviewing costs for new lights on trees in carpark and tree by memorial hall and for putting up of lights options will be reviewed at next Civic events meeting.</p> <p>Allotment, Cemetery & Car park – Quote has been agreed and accepted for Tree Technique to do works costing £450 plus VAT. Key press for the cemetery is to be bought. Installation of bollards at Bell Street and cemetery has been agreed but clerk/admin to chase when installation will take place. The car park barrier works quote has been accepted, clerk/admin to follow up when works will take place. Quote from Gavin Jones regarding St James’ garden waste removal, committee agreed to accept quote for next year if needed.</p> <p>Recreation, Leisure & Environment – As the meeting was cancelled due to lack of quorum Clerk had emailed committee the 3 quotes for the second part of the tree survey, replies to the email have accepted Tree Technique for £50 plus VAT. Clerk/admin to confirm after ratification. Dog fowling to go on next RLE agenda.</p>	<p>Cllr CA Allan</p> <p>Clerk/admin</p> <p>Clerk/admin</p>
62/18-19	<p>8. Grants – a letter has been received from Memorial Hall Committee requesting payment of the agreed grant of £3500. Clerk will arrange payment after ratification.</p>	Clerk
63/18-19	<p>9. Flyposting and clearance – Cllr AKJ Pickernell suggested paying Odd Job Barry to take away flyposting as and when they are seen to be put up. Committee agreed, Clerk to speak to contractor & add small works contract after ratification.</p>	Clerk
64/18-19	<p>10. Standing Orders – Committee will take time to visit office and read Standing Orders and its relevant changes made and this will be addressed and discussed</p>	

	further at next month's meeting.	
65/18-19	11. <u>Perry's Cottage</u> – Clerk updated committee that Land Registry is ongoing, along with sale. Clerk to follow up. Cllr AKJ Pickernell explained why Wiltshire Council Planning want LTC to be responsible for the funds and payments. Therefore LTC will receive the relevant monies, have a separate accounts pot and pay relevant invoices direct, rather than Memorial Hall committee receiving full funds. The Committee understood and agreed.	Clerk
66/18-19	12. <u>Correspondance</u> – <ul style="list-style-type: none"> • Grist are now going to charge more if the weight of skips being returned exceed a certain amount. Cllr M Giles asked Clerk to confirm which amount would be charged to LTC. • Spacial planning event, committee agreed Chair and Vice Chair of Planning Committee should be in attendance. Clerk to confirm. 	Clerk Clerk/Admin
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
67/18-19	13. <u>Salaries/training/office</u> – Firstly congratulations was given to Admin Assistant for gaining her degree in Criminology and Psychological studies. September salaries plus 24 ¾ hours overtime for August for Clerk comes to £2841.90 not inc NI and Pension. Admin Assistant is to attend Training Day 13 th December.	Admin
68/18-19	14. <u>Freedom of the town</u> -Clerk read the Freedom of the Town nomination written by Cllr B Dance. Committee discussed and agreed he was deserving of this honour. Clerk to arrange Extraordinary Meeting to be held before next FTC meeting.	Clerk
69/18-19	15. <u>Agenda Points for next month</u> – <ul style="list-style-type: none"> • Standing Orders 	

There being no further business to discuss the meeting closed at 9.30pm.

Next meeting will be held on 31st Oct 2018 at 7pm, in the Town Council Office.

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