

	<p>Grist Environmental - skip 14/02/19 Bank Transfer £250.45 £41.74</p> <p>Tesco - office supplies Card Payment £16.33</p> <p>ICO renewal Card Payment £40.00</p> <p>Shred-it - Feb 19 Bank Transfer £77.70 £12.95</p> <p>Gavin Jones - Pruning back near skip Bank Transfer £56.11 £9.35</p> <p>Castledown FM - Grant Bank Transfer £2,500.00</p> <p>Chubb annual contract Bank Transfer £207.78 £34.63</p> <p>Post Office stamps Card Payment £20.88</p> <p>DCK Accounting - February 2019 accounts Bank Transfer £274.56 £45.76</p> <p>WH Smith - stationary Card Payment £18.95</p> <p style="text-align: right;">Total £4,916.80 £291.92</p> <p>* permission was given to pay these invoices after Finance & Policy</p>	Clerk
129/18-19	<p>6. <u>Committee Reports – Civic Events</u> – There were no monetary or policy requests.</p> <p>Allotment, Cemetery & Car park – Cllr J Langley asked that F & P agree to a cost of £262.64 to clear the moss from the cemetery path, the committee agreed, Clerk to accept quote. Recreation, Leisure & Environment – Cllr CD Allan asked that F & P agree to the following costs; £1,200.00 for the reinstatement of the badly rutted surface under the basket swing in the play area at Deweys Lane and to £1,500.00 to put the fence at Deweys Lane the correct way up and mend any posts, the committee discussed and agreed, Clerk to action. Cllr CD Allan also requested £4000.00 for Pretoria Road Play Park, for repairing wet pour under multiplay unit and swings and to rubdown and treat and repair the same units, this was passed by RLE at the last meeting. The committee discussed and suggestions were that as this play park is not being utilized that perhaps the play park should be closed, costs to bring the park up to a good standard is going to be in the region of £12,000 and this money could be used elsewhere. Clerk to put on agenda for next RLE for discussion. The Clerk stated that both committees had discussed preferred contractors and for Electrical & Plumbing needs. Both committees had voted for Electrit for the Electrical requirements at £35 ph for small jobs (less than 2 hours) over 2 hours at £28 per hour and a full day at £200. Also both committees voted for AJK Services for plumbing £50 call out fee and £37 ph for booked in jobs not out of hours. The committee discussed and asked the Clerk to confirm with both contractors.</p>	Clerk Clerk Clerk Clerk
130/18-19	7. <u>Grants</u> – none.	
131/18-19	8. <u>Mileage rate for Cllrs & Staff</u> – The clerk had been asked by the accountant to check with Wiltshire Council how this should be paid. After consulting with WC the confirmation is that mileage rate regardless of the engine size is paid at 45p per mile. The committee discussed and agreed that LTC should follow the guidance of WC. The change will take place as soon as these minutes are ratified at FTC.	Clerk
132/18-19	9. <u>Cllrs Missing Meetings</u> – There was a question as to how many meetings Cllrs can miss. The Clerk stated that in the Standing Orders it is 6 missing months from the first meeting missed from all meetings. The committee discussed and felt that perhaps it should be reiterated at FTC in May that really when a Cllr states he will be a member of a committee that he at least comes to a percentage of them. The Clerk will sort a wording that could be inserted into LTC's Standing Orders from May 2019 and bring back to the next F & P meeting.	Clerk
133/18-19	10. <u>Protocol for marking the death of a Senior National Figure</u> – the Clerk has had talks with fellow Clerks/Councils regarding this matter, she has pulled off a very good policy from another Town Council. The committee discussed and agreed that LTC should be ready for these sort of occasions and have items in stock, clerk to write a similar policy for LTC and order Black arm bands and Black ribbons for jewels.	Clerk
134/18-19	11. <u>Correspondence – Service Devolutions and Asset Transfer Programme</u> – this had	

	been circulated prior to meeting. The committee discussed and asked the Clerk to confirm with Wiltshire Council that LTC want to be kept in the loop and are available to talk on any aspect with our committee. LTC have no plans as such regarding managing any transferred assets & services and LTC would like to understand better prior to this what exactly is being thought of regarding devolved services and how much LTC will have to take on in 'time and cost'.	Clerk
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
135/18-19	12. <u>Salaries/ training/office</u> – After the ratification of the last minutes at FTC 12th February, the salary bill will be a lot higher than normal due to the Clerks back pay from April 2018. The total figure for Salaries before NI & Pension is £6361.35. The committee viewed the calculations and agreed for the Clerk to send to Payroll. The Clerk has a training webinar for taking on Local Services which she would like to watch but also recommends to Cllrs. The committee discussed and asked Clerk to email all Cllrs for interest. Dates for diaries – the Office will be shut for Accounts Closedown on 11th April & for Internal Audit on 17th April – the Annual Meeting of the Town will be held on 30th April. The Clerk stated that the TMV under the sink has still not been done and asked if she can now contact the preferred contractor for that and regarding the slow plug and smell in the sink. The committee agreed.	
136/18-19	13. <u>Agenda points for next month</u> – <ul style="list-style-type: none"> • outside canopy of office needs work 	

There being no further business to discuss the meeting closed at 8.30pm.

Next meeting will be held on 27th March 2019 at 7pm, in the Town Council Office.

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