LUDGERSHALL TOWN COUNCIL



Minut	es of Finance & Policy Meeting held in the Tow Wednesday 27th Februa		_	eet, Ludgersh	all on
Present:	Cllr AKJ Pickernell in the Chair	Cllr M Giles			
	Cllr CA Allan	Cllr J Langle	у		
	Cllr B Dance	Cllr CD Allar)		
	Cllr B Cordery				
	Agenda Item				Action
124/18-19	1. Apologies – None.				
125/18-19	2. <u>Declaration of Interests</u> – None.				
126/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 12th				
	February 2019. The Clerk reported regarding t	the query on Insu	rance for Pla	ay Areas;	
	after speaking with LTC's insurers they confirm	not need to	be on a		
	separate insurance contract and that the sum insured is £167,054.				
127/18-19	4. Financial Statement to end month – The Clo	erk reported that	t LTC is perfo	rming well	
	within the budget for month 10 of the financial year. The Clerk mentioned that the ear				
	marked budget for the refurbishment of the now Centenary Garden had not all been used and that £1273 could be used on something else for the Town. Cllr M Giles suggested that LTC pay for the new bench that is going to be installed on the corner of				
	Andover Road and Central Street, from this budget. This will need to be agreed at FTC			Clerk	
	by the full council and resolved to use that budget for the bench. Clerk will put on FTC				
	Agenda. Cllr J Langley was worried about the damage that has been caused by SSE in the Bell Street Allotment, and as to who will have to pay for the repairs to the path. The Clerk reported that she had spoken with SSE and the Contract Manager prior to the				
	work starting, and they had agreed to ensure the allotments were put back to pre-work condition. The Clerk has taken pre work photos. The Chair asked the clerk to contact				
					Clerk
	them and reiterate this and follow up with a letter of confirmation.				
128/18-19	5. Bills for payment				
	BILLS FOR PAYMENT – Received to da Finance meeting		<u>/ 2019</u>		
	Payments	Method	Cost	VAT	
	Aster Living - Office security	Direct Debit	£20.28	<u>'</u>	
	Virgin Business - Telephone and broadband	Direct Debit	£75.48	£12.58	
	*Odd Job Barry – play area contract (February)	Bank Transfer	£455.00		
	Ludgershall Memorial Hall - quarterly rent for 2				
	rooms	Direct Debit	£100.00		
	Amazon UK - 4 blinds for office windows	Card Payment	£67.10	£11.18	
	Amazon UK - 2 blinds for office doors *Hightrees - email and IT support/setting up	Card Payment	£31.78	£6.33	
	tablets	Bank Transfer	£337.20	£56.20	
	Maceman - Bench for Andover/Short Street	Bank Transfer	£367.20	£61.20	

	Grist Environmental - skip 14/02/19	Bank Transfer	£250.45	£41.74	
	Tesco - office supplies	Card Payment	£16.33		
	ICO renewal	Card Payment	£40.00		
	Shred-it - Feb 19	Bank Transfer	£77.70	£12.95	
	Gavin Jones - Pruning back near skip	Bank Transfer	£56.11	£9.35	
	Castledown FM - Grant	Bank Transfer	£2,500.00		
	Chubb annual contract	Bank Transfer	£207.78	£34.63	
	Post Office stamps	Card Payment	£20.88		
	DCK Accounting - February 2019 accounts	Bank Transfer	£274.56	£45.76	
	WH Smith - stationary	Card Payment	£18.95		
	,	Total	£4,916.80	£291.92	
	* permission was given to pay these invoices afto				Clerk
129/18-19	6. Committee Reports – Civic Events – There w			eauests.	
===, == ==	Allotment, Cemetery & Car park – Clir J Langle			•	
	£262.64 to clear the moss from the cemetery p	=	_		
	accept quote. Recreation, Leisure & Environm		_		
	agree to the following costs; £1,200.00 for the				
	surface under the basket swing in the play area		•		
	the fence at Deweys Lane the correct way up a	•		•	
	discussed and agreed, Clerk to action. Cllr CD				Clerk
	Pretoria Road Play Park, for repairing wet pour	•			
	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				
					Clerk
	a good standard is going to be in the region of		_		
	elsewhere. Clerk to put on agenda for next RLI		' - '		
	both committees had discussed preferred cont				
	needs. Both committees had voted for Electrit			_	
	for small jobs (less than 2 hours) over 2 hours a		•	•	Clerk
	Also both committees voted for AJK Services for	•	•		
	for booked in jobs not out of hours. The comm	ittee discussed	and asked the	e Clerk to	
	confirm with both contractors.				Clerk
130/18-19	7. Grants – none.				
131/18-19	8. Mileage rate for Cllrs & Staff - The clerk had	d been asked by	the accounta	ant to check	
	with Wiltshire Council how this should be paid				
	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 th	ie guidance o	f WC. The	
	change will take place as soon as these minute	s are ratified at	FTC.		Clerk
132/18-19	9. Cllrs Missing Meetings – There was a questi	on as to how ma	any meetings	Cllrs can	
	miss. The Clerk stated that in the Standing Ord	lers it is 6 missir	ng months fro	m the first	
	meeting missed from all meetings. The commi	ttee discussed a	ind felt that p	erhaps it	
	should be reiterated at FTC in May that really v	vhen a Cllr state	s he will be a	member of	
	a committee that he at least comes to a percer	ntage of them. I	Γhe Clerk will	sort a	
	wording that could be inserted into LTC's Stand	ding Orders fron	n May 2019 a	ind bring	
	back to the next F & P meeting.				Clerk
133/18-19	10. Protocol for marking the death of a Senior	National Figure	<u> – </u> the Clerk	has had talks	
	with fellow Clerks/Councils regarding this matt	er, she has pulle	ed off a very \S	good policy	
	from another Town Council. The committee di	iscussed and agr	eed that LTC	should be	
	ready for these sort of occasions and have iten	ns in stock, clerk	to write a sii	milar policy	
	for LTC and order Black arm bands and Black ri	bbons for jewels	S.		Clerk
134/18-19	11. Correspondence – Service Devolutions and	d Asset Transfer	Programme	<u>–</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	Clerk
	have to take on in 'time and cost'. 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. Salaries/ training/office – 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. Agenda points for next month –	
	 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 Offic	9 at 7pm, in the Town Council Office.
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Signed......Date....