

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance & Policy Committee held Wednesday 27th January 2016 in the Council Office, 22 High Street' Ludgershall at 7pm.

Present:	Cllr Giles in the Chair	Cllr Pickernell
	Cllr Hindson	Cllr Dixon
	Cllr White	
Absent;	Cllr Dance	

	<u>Agenda Item</u>	<u>Action</u>																																																			
1/16	1. Apologies – none received																																																				
2/16	2. Declaration of Interest – Cllr White declared an interest in agenda item 6 and 9 & Cllr Dixon declared an interest in agenda item 8.																																																				
3/16	3. Minutes - of the previous meeting had been approved and signed at the January 2016 full Town Council meeting.																																																				
4/16	4. Financial Statement –produced from the accounts package after reconciliation with accounts held at Lloyds Bank on 31 st December 2015. Balance sheet, income & expenditure sheet circulated to the committee.																																																				
5/16	<p>5. Bills for Payment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Aster Living – Office Security</td> <td style="width: 15%; text-align: center; color: red;">Direct Debit</td> <td style="width: 25%; text-align: right;">£36-96p</td> </tr> <tr> <td>Wiltshire Council – non-domestic rates Office</td> <td></td> <td style="text-align: right;">£264-00p</td> </tr> <tr> <td>Wiltshire Council – non-domestic rates car park</td> <td></td> <td style="text-align: right;">£442-00p</td> </tr> <tr> <td>Gross Salary</td> <td></td> <td style="text-align: right;">£1480-46p</td> </tr> <tr> <td>Caretaker - Play area</td> <td style="text-align: center; color: red;">S/O</td> <td style="text-align: right;">£399-00p</td> </tr> <tr> <td>Beechfields Toilet Cleaning Contract</td> <td></td> <td style="text-align: right;">£733.65p</td> </tr> <tr> <td>Virgin Media Business – Telephone/Broadband</td> <td></td> <td style="text-align: right;">£68-02p</td> </tr> <tr> <td>Accounting Solutions - Payroll</td> <td></td> <td style="text-align: right;">£30-00p</td> </tr> <tr> <td>Accounting Solutions – Accounts package</td> <td></td> <td style="text-align: right;">£262-94p</td> </tr> <tr> <td>CrystalNet – New website</td> <td></td> <td style="text-align: right;">£1604-00p</td> </tr> <tr> <td>CrystalNet – Exchange mailbox</td> <td></td> <td style="text-align: right;">£100-80p</td> </tr> <tr> <td>Sovereign play Systems Ltd – new equipment</td> <td style="text-align: center; color: red;">Paid 27/01/16</td> <td style="text-align: right;">£4711-27p</td> </tr> <tr> <td>Sovereign Play Systems Ltd - safety surface</td> <td style="text-align: center; color: red;">Paid 27/01/16</td> <td style="text-align: right;">£352-79p</td> </tr> <tr> <td>Rialtas – Accounts Licence/Maintenance</td> <td></td> <td style="text-align: right;">£282-00p</td> </tr> <tr> <td>AJK Services – Xmas lights Car Park & Rose Garden</td> <td></td> <td style="text-align: right;">£1579-20p</td> </tr> <tr> <td>CrystalNet – Domain name release charge</td> <td></td> <td style="text-align: right;">£21-60p</td> </tr> <tr> <td>Wiltshire Waste Recycling Ltd –Exchange skip</td> <td></td> <td style="text-align: right;">£222-30p</td> </tr> </table> <p>The clerk requested the two Sovereign Play Systems cheques were paid tonight.</p>	Aster Living – Office Security	Direct Debit	£36-96p	Wiltshire Council – non-domestic rates Office		£264-00p	Wiltshire Council – non-domestic rates car park		£442-00p	Gross Salary		£1480-46p	Caretaker - Play area	S/O	£399-00p	Beechfields Toilet Cleaning Contract		£733.65p	Virgin Media Business – Telephone/Broadband		£68-02p	Accounting Solutions - Payroll		£30-00p	Accounting Solutions – Accounts package		£262-94p	CrystalNet – New website		£1604-00p	CrystalNet – Exchange mailbox		£100-80p	Sovereign play Systems Ltd – new equipment	Paid 27/01/16	£4711-27p	Sovereign Play Systems Ltd - safety surface	Paid 27/01/16	£352-79p	Rialtas – Accounts Licence/Maintenance		£282-00p	AJK Services – Xmas lights Car Park & Rose Garden		£1579-20p	CrystalNet – Domain name release charge		£21-60p	Wiltshire Waste Recycling Ltd –Exchange skip		£222-30p	
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	A transfer of £6000-00p transfer for signature was requested from the Business 30 day account into the current account.	
6/16	6. Clerk's Overtime – details of work undertaken over 25 contracted hours since the admin assistant resigned on 18 th December 2015 was circulated. A total of 44 ½ hours worked, rate of pay £13-66p per hour total £607-87p. After discussion it was agreed more overtime may be required while the new Admin Assistant trained, Cllr Giles proposed this amount should be paid, seconded by Cllr Hindson, carried.	
7/16	7. Investments – Fixed Term Deposits A new 1 year Business fixed term account has been opened with Nationwide and the balance of matured Lloyds Fixed Term account ££72370-85p was used to open the account, interest rate 1.20%. Another Business Fixed Term Account for 6 months with The Co-op Bank is being investigated and the committee agreed the sum £74,500-00p would be transferred when the account was open leaving £2,250 -31p on the deposit account from the matured 6 month Lloyds Fixed term account otherwise the new account would be over the FCS as soon as it was opened.	Clerk
8/16	8. Ludgershall Garden Shed – The Garden Club had made a verbal request to have the shed handed to them, but unfortunately as this is a Town Council asset and listed separately on our Insurance Schedule the clerk has requested the individual cost to insure the shed, then the draft lease can be amended with this amount and sent to the Garden Club for approval.	
9/16	9. Code of Conduct – this matter has not progressed. After a lengthy discussion the committee agreed the way forward and Cllr Giles will contact Cllr Dance to attend a meeting on Mon 1 st February 2016 in the Council Chambers at 2pm.	Cllr Giles
10/16	10. Town Council Office – Power Point Projector – TCAB has some funding available under a members application for digital IT, the Town Council will approach the Community Engagement Manager regarding this matter.	Cllr White
11/16	11. Website – The domain name has been transferred to Ludgershall Town Council, the draft web site needs to be proof read for errors and then the Clerk & Admin Assistant need the content managed site explained.	Clerk
12/16	12. Works Pension – a complex subject still be investigated.	Admin
13/16	13. Metro Count Request for Butt Street – this has been received from Wiltshire Area Boards, Southern Locality Team and the committee felt it was not too long ago a count was undertaken along Butt Street, therefore the Clerk was asked to investigate with Marc Read, TCAB before support can be given.	Clerk
14/16	14. Committee Reports <i>Allotment, Cemetery & Car Park</i> – Cllr Pickernell reported a quote for £115-00p + VAT had been accepted for a metal stop cock lock to be made. The service contract with Wallgate for the hand washing machines in the Ladies & Gents toilet is up for renewal at £448-00p + VAT this is an increase of £12-00p from last year, accepted. The Cemetery Burial fees were reviewed in line with the Church of England 2016 charges and agreed to increase interment of body for burial to £320-00p, interment of body for burial of non-resident to £450-00p and interment of ashes of a non-resident to £230-00p with affect from 1 st April 2016. New Remembrance wreath stand, a quote received costing £145-00p + VAT, this had been accepted.	

	<p>Recreation Leisure & Environment- Cllr Hindson reported the new play and gym equipment installation complete and checked, site left in a clean and tidy state. Could the clerk please contact the firm for small signs giving instructions how to use the gym equipment.</p> <p>A renewal electric plan with B Gas Business has been agreed to take effect from June 2016 until 30th January 2017.</p>	
15/16	<p>15. Any Other Business (information only) Leaflet offering 7 days free trial on water coolers for the office, no further action.</p> <p>The application for funding submitted to Aster Communities re the flower planters has been rejected.</p> <p>No comments received regarding our 2016 entry on the VisitWiltshire website so the clerk will confirm no amendments.</p> <p>Victim Support have requested a contribution towards ongoing work, the clerk has sent a S.137 donation form for completion.</p>	Clerk
	There being no further business to discuss the meeting closed at 8-10pm.	

Date of next meeting will Wednesday 24th February 2016.

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