

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 27th June 2018 at 7-00pm			
Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance	
	Cllr CA Allan	Cllr M Giles	
	Cllr CD Allan	Cllr B Cordery	
	<i>Agenda Item</i>	Action	
16/18-19	1. Apologies – were received and accepted from Cllr J Langley (Holiday).		
17/18-19	2. Declaration of Interests – none were declared.		
18/18-19	3. Minutes of previous meeting had been circulated and ratified at Full Town Council on 12th June 2018. The Clerk confirmed she has a telephone appointment booked with Santander to set up the new 6 month deposit as agreed at last month’s meeting.		
19/18-19	4. Financial Statement – May 2018 – The Clerk reported that LTC is well within budget for the first 2 months of the year, but noted that the allotments repairs & maintenance budget was close to being used and that perhaps next year this needs to be increased.		
20/18-19	5. Bills for Payment – received to date		
	Payments	Method	Cost
	Aster Living - Office security	Direct Debit	£ 20.28
	Virgin Business - Telephone and broadband	Direct Debit	£ 75.36
	Wiltshire Council - non-dom rates - Office	Bank Transfer	£ 316.00
	Wiltshire Council - non-dom rates - Car park	Bank Transfer	£ 466.00
	Wiltshire Council - non-dom rates - Cemetery	Bank Transfer	£ 73.00
	*Odd Job Barry – play area contract	Bank Transfer	£ 455.00
	Flowers for Civic Events Chair - Chairs fund	Card payment	£ 10.00
	*Brook Street - Temp Administrator w/e 08/06/18	Bank Transfer	£ 169.63
	Grist Environment - skip	Bank Transfer	£ 250.45
	Shred-it - May	Bank Transfer	£ 77.34
	*DCK Accounting - Payroll info June	Bank Transfer	£ 56.00
	Timpson - keys for watering memorial garden	Card payment	£ 22.50
	Rospa - annual inspection of both play parks	Bank Transfer	£ 226.80
	*Brook Street - Temp Administrator w/e 15/06/18	Bank Transfer	£ 171.36
	Post office - sent AGAR	Card payment	£ 2.50
	Post office - stamps	Card payment	£ 20.88
	SLCC - Books for office	Bank Transfer	£ 71.82
	Taits Printers - Programmes for Fete	Bank Transfer	£ 220.00
	St James Church - parish news printing TC minutes	Bank Transfer	£ 150.00
	Lyreco - stationery	Bank Transfer	£ 38.87
	DCK Accounting - June	Bank Transfer	£ 262.94
		Total	£ 3,156.73
	<i>*were authorised at Finance & Policy for immediate payment</i>		
21/18-19	6. Committee Reports – Civic Events – Cllr CA Allan reported that the second hand equipment that is to be		

	<p>purchased needs to be done this weekend. Cllrs M Giles, B Dance & CA Allan are going to choose what LTC require as LTC have first choice, then the bill will be paid by the Clerk. Budget up to £900 (the profit made from the Summer Fete). No other costs to report.</p> <p>Allotment, Cemetery & Car park – no costs to report.</p> <p>Recreation, Leisure & Environment – new bin for Rec £400 + VAT and repair to bus stop panel at bottom of Simonds Road £140 + VAT.</p>	Clerk
22/18-19	7. Grants – no grant requests this month.	
23/18-19	8. Memorial Hall – The repair to the roof is going to be higher than expected and more than the monies received from Granby Gardens S106 monies. LTC had offered to run the payments through the Council to save VAT, the Clerk had spoken to LTC's accountant and HMRC to check, but it was under the proviso that LTC owned the hall (on behalf of the town). Unfortunately this appears not to be the case, the ground that the hall is built on is owned by the town and all the community groups that use the hall are represented on the Hall Committee. The council is only the custodian if at any time things go wrong. Therefore LTC is unable to help.	
24/18-19	9. Container – After the Summer Fete it was realised that LTC will need another container. The last one costs £2000 and was treated on the inside so it was weather proof. Cllrs to look in to this and put on August Finance agenda.	Clerk
25/18-19	10. Review of Standing Orders & Financial Regs – as the standing order template has been rewritten by the National Association of Local Councils, the clerk has to completely check through and will bring any changes to the next F & P meeting for approval.	
26/18-19	11. Correspondence – no correspondence this month.	
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
27/18-19	12. Salaries/training/office – Cllr B Dance queried the change of salaries over the first few months of the year. The Clerk explained that there has been months where no pay went through for the Admin Assistant and then went through the following month and also that one month had back pay for the Clerk. These had all been agreed at previous F & P meetings. The Total Salaries for June (not inc. employers NI and pension) is £2258.52 which includes 50 ½ hours overtime for the Clerk. Once a new Admin Assistant is in place her overtime will start to decrease. Interviews will be held mid-July. The lease for the office is up in October, the clerk is trying to negotiate a new shorter contract. Cllrs M Giles & AKJ Pickernell and the Clerk attended a Town and Parish training day in June, the Clerk has the slides and will forward to the committee for their information.	Clerk
28/18-19	13. Agenda points for next month – none.	

There being no further business to discuss the meeting closed at 8.18pm.

Next meeting will be held on 25th July 2018 at 7pm, in the Town Council Office.

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