

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 27th March 2019 at 7-00pm

Present:	Cllr AKJ Pickernell in the Chair	Cllr M Giles
	Cllr CA Allan	Cllr J Langley
	Cllr B Cordery	
	<u>Agenda Item</u>	Action
137/18-19	1. Apologies – Cllrs B Dance & CD Allan on holiday, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.	
138/18-19	2. Declaration of Interests – None.	
139/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 12th March 2019. Point 4 regarding SSE and allotment pathway, Cllrs are happy with the work being carried out & Point 6 regarding the chosen plumbing contractors, they are proving unreliable and the office is asking for details of alternatives from anyone so they can source someone new.	
140/18-19	4. Financial Statement to end month – The Clerk reported that LTC is performing well within the budget for month 11 of the financial year, being 7.36% less than the budget dictates. She has noticed a couple of items appear to have gone to the incorrect budget and will ensure this is changed for the end of the year. The Lloyds Fixed Term Deposit is maturing on 3rd April 2019, the Clerk has enquired regarding reinvesting - 6 months would yield .75% interest & 12 months would yield 1.15%. The committee asked the Clerk to reinvest the total amount for 12 months. Clerk will arrange.	
141/18-19	5. Bills for payment – Received to date for March 2019 Finance Meeting	
	Payments	Method Cost VAT
	Aster Living - Office security	Direct Debit £20.28
	Virgin Business - Telephone and broadband	Direct Debit £78.65 £13.11
	*Odd Job Barry – play area contract (March)	Bank Transfer £455.00
	Wiltshire Council - non-domestic rates - office	Bank Transfer £357.32
	Wiltshire Council - non-domestic rates - car park	Bank Transfer £478.70
	Wiltshire Council - non-domestic rates - cemetery	Bank Transfer £73.78
	*DCK Accounting - March payroll	Bank Transfer £30.00 £5.00
	Peninsular - HR March	Bank Transfer £124.50 £20.75
	*Hightrees - Email & IT support Feb	Bank Transfer £283.20
	Mant Leisure - play area works	Bank Transfer £10,020.00 £1,670.00
	Co-op - office supplies	Card Payment £3.40
	British Gas - electricity - centenary gardens	Direct Debit £17.46 £0.83
	Rob Beale Ltd - event loos for summer fete	Card Payment £234.00 £39.00
	DCK Accounting - March 2019 accounts	Card Payment £262.94 £43.82
	Shred-it - March 19	Bank Transfer £77.70 £12.95
	Pear Technology - tech support and software updates - Maps	Bank Transfer £180.00 £30.00
		Clerk

	<p>Screwfix - bulbs for office lights Card Payment £9.38 £1.56</p> <p>Wiltshire Council - DBS check - admin assistant Bank Transfer £59.50 £34.63</p> <p>DCK Accounting - Payroll end of year processing Bank Transfer £30.00 £5.00</p> <p style="text-align: right;">Total 12795.81 1876.65</p> <p>* permission was given to pay these invoices after Finance & Policy Cllr J Langley asked if the Telephone and broadband could be cheaper, Clerk to check out costs of other providers.</p>	Clerk
142/18-19	<p>6. Committee Reports – Civic Events – Cllr CA Allan asked the committee to agree the cost of £1535 for a new container which had been agreed during the last Civic Events meeting, the committee agreed. Cllr CA Allan passed the information to the Clerk, Clerk to get quote officially made out to LTC and Cllr CA Allan to provide all other quotes she received to the Clerk. In addition, Clerk to arrange for the fencing contractor, RLE are using, to meet with Cllr M Giles regarding the entrance to the new container (and at the same time fencing around plot 34 Dewey’s Lane Allotments) in order to get costings/quotes. Preparation for the container will also include ordering 6, 10 foot sleepers at approx. £30 each. All costs will need a resolution to use Rolling Capital Funds from FTC. The F&P Committee authorized use of petty cash for 2 banners at £35 each, Cllr CA Allan to liaise with Clerk. Costs for Christmas lights for the office and shop fronts within the area will wait till later in the year. The Clerk asked that the May meeting of Civic Events be after the FTC meeting to facilitate the process that should be followed after the May FTC meeting. Cllr CA Allan will arrange. Allotment, Cemetery & Car park – Cllr J Langley asked that F & P agree to the renewal of the two year cleaning contract for the public toilets at a 2.4% increase, which will be £770.04 per month, the committee agreed, Clerk to renew. Cllr J Langley also confirmed that there would be no increases in Cemetery Fees this year and asked the committee to agree petty cash of £21 for potting materials, committee authorized. Clerk to liaise with committee member. Recreation, Leisure & Environment – The committee 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, bringing this play area up to a better standard. The committee agreed, Clerk to accept quote.</p>	Clerk Clerk Clerk Clerk Cllr CA Allan Clerk Clerk Clerk
143/18-19	<p>7. Grants – a) Scout Hall Maintenance and upkeep – the clerk has received a request for help from The Scout Hall committee, as Kennet Friends will no longer be utilizing the hall. The monthly rental received from them was a substantial part of their income and will therefore until such time as they can find a replacement income put them in hardship. There are some maintenance works that will be required soon as well. The committee discussed and unfortunately LTC would not be able to help them with their loss of income - there is a foundation that Cllr M Giles will inform the Scout Hall committee about at their next meeting that could help them, however, if they could submit a grant form for something specific then LTC will look at helping that way. Clerk will send information to the Secretary/Treasurer. b) Form for S106 formal pitches, monies request – the Committee have received the proposed form prior to the meeting and all agreed the form is fine. Clerk to send to the grant recipients to complete.</p>	Cllr M Giles Clerk Clerk
144/18-19	<p>8. Investment Strategy – if a council has more that £100,000, whether earmarked funds or not they must produce an investment strategy. The Clerk had recently been informed that Councils should be spending their non-earmarked funds or producing an investment strategy. The committee discussed and asked the Clerk to find out if there is a date that this needs to be completed by. The committee said they would rather spend some of these funds on Ludgershall Town improvement and that there are a number of projects coming up that LTC can spend some of its funds on. The Clerk stated that she can get an investment firm that understands how local councils work</p>	Clerk

	and handle the funds of many councils, to talk to the Finance & Policy committee, when they are ready.	Clerk
145/18-19	9. <u>Changes to Standing Orders</u> – the committee have had a lot of time to read through the latest changes to the standing orders. The committee agreed to putting 3 mins in to point 1t, this then completes the review. Cllr J Langley proposed that the Standing Orders be put to FTC for adoption, Cllr B Cordery seconded, carried. Clerk will put on FTC Agenda.	Clerk
146/18-19	10. <u>Code of Conduct – Existing versus National Association of Local Councils (NALC)</u> – the Clerk has received a few questions about what should be declared as a pecuniary and non-pecuniary interest. She has researched and been told that the NALC model code of conduct has good explanations for this and is a better worded policy all round. The committee agreed that this was a better wording, Clerk will review both wordings and bring back a combined wording to F&P next month.	Clerk
147/18-19	11. <u>Correspondence – Perry’s Cottage</u> – the Clerk reported that she had just received correspondence from Barker Son & Isherwood LTC’s solicitors with a couple of proposed changes which have been suggested by the buyer’s solicitors. The committee asked the Clerk to set up a meeting between Cllr M Giles, Cllr AJK Pickernell and the Chair & Secretary of the Memorial Hall Committee, to help with answering the queries.	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.	
148/18-19	12. <u>Salaries/ training/office</u> – The clerk read out March salaries and overtime of 2.25 hours for the Clerk, together totaling £2951.64, exact figures will be available at FTC. The National Joint Council for Local Government Services (NJC) have agreed new pay scales for 2019/2020 to be implemented from 01/04/19. Beechfield Cleaning have agreed to keep the cost of cleaning the office and windows at the same price as the last contract, for 01/04/19 – 31/03/21, the committee agreed to continue with them. The blinds have been purchased for the office, committee asked the Clerk to ask the preferred contractor to install.	Clerk
149/18-19	13. <u>Agenda points for next month</u> – <ul style="list-style-type: none"> • Business rates – public conveniences & carparks • Standardizing the Terms of Reference for each committee 	

There being no further business to discuss the meeting closed at 8.15pm.

Next meeting will be held on 24th April 2019 at 7pm, in the Town Council Office.

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