

LUDGERSHALL TOWN COUNCIL



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

Present:	Cllr B Cordery in the Chair	Cllr B Dance																																																									
	Cllr M Giles	Cllr J Langley																																																									
	Cllr J White	Cllr CA Allan																																																									
	Cllr CD Allan																																																										
Public	1 member of the public																																																										
	<u>Agenda Item</u>		Action																																																								
082/19-20	1. Apologies – none.																																																										
083/19-20	2. Declaration of Interest – none.																																																										
084/19-20	<p>3. Minutes of last meeting – held 30th October 2019 had been circulated and ratified at FTC on 12th November 2019. The Clerk referred to the request of the committee for information regarding the contract with Peninsula (HR). The Clerk read out that the service provided is basic, telephone assessments of documentation old and new, 24/7 advice on employment law, HR and payroll and webinar training on HR items, of which she has attended a couple. Also included in the monthly fee is Employment insurance. The contract is for 3 years from 11th April 2018 and was agreed at the April FTC. The committee discussed and were happy with the explanation. Cllr J White requested that when catering for the Remembrance buffet next year that research is done on numbers that will attend, due to the amount that was leftover. It was confirmed that this food was given to Bartlett House, with all ingredients listed. There were no further comments.</p>																																																										
085/19-20	<p>4. Financial Statement to end month 7 – The Clerk reported that at month 7 LTC is still within budget – currently 52.4% of total budget has been spent (should be 58.3%). The Chair asked for a proposer for the Financial Statement to be accepted; Cllr M Giles proposed, Cllr CA Allan seconded, all in favour, carried.</p>																																																										
086/19-20	<p>5. Bills for payment – Received to date for November 2019 Finance Meeting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Payments</th> <th style="width: 15%;">Method</th> <th style="width: 15%;">Cost</th> <th style="width: 20%;">VAT</th> </tr> </thead> <tbody> <tr> <td>Aster Living - Office security</td> <td>Direct Debit</td> <td>£20.28</td> <td></td> </tr> <tr> <td>Virgin Business - Telephone and broadband</td> <td>Direct Debit</td> <td>£88.82</td> <td>£14.80</td> </tr> <tr> <td>*Odd Job Barry – play area contract (Nov)</td> <td>Bank Transfer</td> <td>£455.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-domestic rates - office</td> <td>Bank Transfer</td> <td>£355.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-domestic rates - car park</td> <td>Bank Transfer</td> <td>£476.00</td> <td></td> </tr> <tr> <td>Sovereign - Commercial Building Ins 4.11.19 - 4.11.20</td> <td>Bank Transfer</td> <td>£120.50</td> <td></td> </tr> <tr> <td>*DCK Accounting - monthly payroll fee</td> <td>Bank Transfer</td> <td>£30.00</td> <td>£5.00</td> </tr> <tr> <td>DCK Accounting - Accounts for Nov 2019</td> <td>Bank Transfer</td> <td>£280.04</td> <td>£46.67</td> </tr> <tr> <td>*Peninsula - HR</td> <td>Bank Transfer</td> <td>£124.50</td> <td>£20.75</td> </tr> <tr> <td>British Gas - Electricity supply in Centenary Garden</td> <td>Direct Debit</td> <td>£11.26</td> <td>£0.53</td> </tr> <tr> <td>Bradsons - Road Closure for Remembrance</td> <td>Bank Transfer</td> <td>£798.30</td> <td>£133.05</td> </tr> <tr> <td>Water 2 Business - standpipe - Recreation Ground</td> <td>Direct Debit</td> <td>£13.59</td> <td></td> </tr> <tr> <td>*Hightrees - Mailboxes and IT</td> <td>Bank Transfer</td> <td>£126.60</td> <td>£21.10</td> </tr> </tbody> </table>			Payments	Method	Cost	VAT	Aster Living - Office security	Direct Debit	£20.28		Virgin Business - Telephone and broadband	Direct Debit	£88.82	£14.80	*Odd Job Barry – play area contract (Nov)	Bank Transfer	£455.00		Wiltshire Council - non-domestic rates - office	Bank Transfer	£355.00		Wiltshire Council - non-domestic rates - car park	Bank Transfer	£476.00		Sovereign - Commercial Building Ins 4.11.19 - 4.11.20	Bank Transfer	£120.50		*DCK Accounting - monthly payroll fee	Bank Transfer	£30.00	£5.00	DCK Accounting - Accounts for Nov 2019	Bank Transfer	£280.04	£46.67	*Peninsula - HR	Bank Transfer	£124.50	£20.75	British Gas - Electricity supply in Centenary Garden	Direct Debit	£11.26	£0.53	Bradsons - Road Closure for Remembrance	Bank Transfer	£798.30	£133.05	Water 2 Business - standpipe - Recreation Ground	Direct Debit	£13.59		*Hightrees - Mailboxes and IT	Bank Transfer	£126.60	£21.10
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	<p>Ludgershall Memorial Hall - quarterly rental charge Standing Order £100.00</p> <p>Tesco - office supplies Card Payment £9.22</p> <p>Aldi - sweets for Santa Sleigh visits Card Payment £23.94</p> <p>Post Office - Christmas Fayre payment for entertainment Card Payment £290.00</p> <p>SLCC - Regional Training Seminar fee - Karen attending Bank Transfer £96.00 £16.00</p> <p style="text-align: right;">Total £3,419.05 £257.90</p> <p>* permission to pay these invoices after Finance & Policy</p> <p>Proposed for payment by Cllr CA Allan, seconded by Cllr B Dance, all in favour. Clerk to pay those invoices due immediately.</p>	Clerk
087/19-20	<p>6. <u>Committee Reports</u> – Cllr CD Allan reported from the RLE Committee meeting that the committee agreed ALL the necessary repairs that are required for both play parks (Rec - £4360 exc. VAT and Pretoria Road - £750 exc. VAT) these were agreed by Finance last month, but need to go through FTC for a resolution to be agreed for payment. They also agreed the Skatepark resurfacing at a cost of £5276.56 exc. VAT. These repairs total £10386.56 the Clerk confirmed that the funds can come from the earmarked play equipment fund (£12980). The committee discussed Cllr M Giles proposed the resolution be put forward to FTC, seconded by Cllr CD Allan, all in favour. Cllr J Langley reported from the Allotment Committee that the committee had agreed to the quote for £525.00 to remove the hedge at the front of Jubilee Garden. Cllr J White asked the Clerk to check the original planning permission prior to the works being done. Cllr B Dance proposed that after the planning is checked that the works go ahead, seconded by Cllr CA Allan, all in favour. Cllr CA Allan had nothing to report from Civic Events. The Clerk confirmed that some extra sweets had been bought for the Santa Sleigh run.</p>	Clerk Clerk
088/19-20	<p>7. <u>LTC Events/Civic Events – VE DAY</u> – The Clerk asked for confirmation that it was just VE Day that was now going to be an FTC event and not other events. This was confirmed. The Clerk will put on FTC agenda for a full discussion in December. Cllr CA Allan will update FTC of what had been agreed so far, and then a meeting will need to be set up with all involved from the town.</p>	
089/19-20	<p>8. <u>Precept 2020/2021 proposals</u> – the Clerk went through every cost centre and confirmed with Finance their agreement to all the figures. She presented 3 precept increases, the highest one has all budgetary requirements needed and agreed with accountant, the middle one had a £7,000 reduction spread over a number of cost centres and the bottom one had an additional reduction of £2,500 (which came out of the Devolved Services budget). The committee discussed and decided that the top 2 budgets should be put forward to FTC in December as the unknown costs of services that are going to be passed on to LTC could prove to be high and LTC would like to keep ahead of this. On 03/12/19 there is a representative from Wiltshire Council visiting the 5 Year Plan Sub Committee to discuss devolved services, if LTC decide after this meeting that these figures need revising the Clerk will email full Finance Committee for agreement. Cllr M Giles proposed that the 2 top figures for precept is put forward to FTC, provided no additional budgets needed after the meeting on 03/12/19, Cllr CA Allan seconded, all in favour, carried.</p>	Clerk
090/19-20	<p>9. <u>Revised Cemetery Rules</u> – the revised Fees & Charges which takes in to account the change regarding Childrens Funeral Fund had been circulated prior to the meeting. The committee discussed and agreed the changes. After ratification at FTC the new wording will be used.</p>	Clerk/Admin
091/19-20	<p>10. <u>5 Year Plan Sub Committee – Terms of Reference</u> – this had been circulated prior to the meeting. The committee discussed and agreed these new terms.</p>	
092/19-20	<p>11. <u>Grants</u> – the Clerk reported that she has an update on the requested Grant from the Football club. She had gone back to the grantee with FTC’s decision, to pay 50%</p>	

	direct to the supplier, on 10th October and asked for the invoice. On the 12th November the Clerk received an email with a copy of an invoice (reduced to £476.42 ex VAT) dated 09/10/19, which had already been paid, by the individual not the club. The committee discussed and decided as LTC's requests for information had not been complied with that this request will not be fulfilled this time. Cllr J Langley proposed that the Grant request not be paid, Cllr CD Allan seconded, all in favour, carried. Clerk to notify grantee.	Clerk
093/19-20	12. Correspondence – News regarding the changes to the Code of Conduct has been received from the National Association of Local Councils. NALC will be developing a new Model Code of Conduct, the Clerk will bring back to Finance & Policy when that is produced. 2 members of the public have written to LTC regarding the dangerous bend at Butt Street to Castle Street and the amount of accidents that happen there. The Committee discussed and agreed that something needs to be done and asked the Clerk to bring to FTC.	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.	
094/19-20	13. Salaries/training/office – The Admin Assistant reported the salaries for payment of November as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. Both the Clerk and Admin Assistant have 3.5 hours extra each which will be taken back over the next few weeks. Clerk attended the Regional Training Conference, both the Clerk and Admin are booked in to training on Audit for 2020. LTC have received notification of Wiltshire Pension Fund employer rates for the next 3 years, 2020/21 20.7%, 2021/22 19.7% & 2022/23 18.7%. Admin and Clerk to continue with finding a value for money internet/phone provider.	
095/19-20	14. Agenda points for next month – Internal Audit will be presented at the next meeting.	Clerk

There being no further business to discuss the meeting closed at 8.35pm.

Next meeting will be held on 2nd January 2019 at 7pm, in the Town Council Office.

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