

## LUDGERSHALL TOWN COUNCIL



### Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 27th September 2017 at 7-00pm

<b>Present:</b>	Cllr M Giles in the Chair	Cllr B Dance																																																												
	Cllr Hollis	Cllr Langley																																																												
	Cllr J White	Cllr M Giles																																																												
	Cllr CA Allan																																																													
	<u>Agenda Item</u>	<u>Action</u>																																																												
<b>71/17-18</b>	<b>1. <u>Apologies</u></b> – Cllr Pickernell will be late.																																																													
<b>72/17-18</b>	<b>2. <u>Declaration of Interests</u></b> – none.																																																													
<b>73/17-18</b>	<b>3. <u>Minutes</u></b> of previous meeting had been circulated and ratified at Full Town Council on 12th September 2017. No comments were made.																																																													
<b>74/17-18</b>	<b>4. <u>Financial Statement</u></b> - These were produced after reconciliation with accounts held at Lloyds Bank. There were no matters arising, the Clerk informed the committee that LTC have received the second half of the precept for 2017/18. <b>Fixed Term Deposit Renewal</b> – As per the last Finance meeting the Clerk has spoken with Lloyds Bank and there have been no changes to the interest rate, so renewal as agreed will be 6 months at .36%. Clerk to action.	Clerk																																																												
<b>75/17-18</b>	<b>5. <u>Bills for Payment</u></b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr><td>Aster Living – Office Security</td><td>Direct Debit</td><td style="text-align: right;">27.50p</td></tr> <tr><td>Virgin Media – Phone/Internet</td><td>Direct Debit</td><td style="text-align: right;">83.86p</td></tr> <tr><td>British Gas – electricity Rose garden</td><td>Direct Debit</td><td style="text-align: right;">21.10p</td></tr> <tr><td>Caretaker – Play area</td><td>Standing Order</td><td style="text-align: right;">399.00p</td></tr> <tr><td>Amazon – bin for toilets</td><td>Card Payment</td><td style="text-align: right;">5.85p</td></tr> <tr><td>Amazon – spray marker paint for allots</td><td>Card Payment</td><td style="text-align: right;">5.98p</td></tr> <tr><td>Kenyons – Coconuts for fete</td><td>Card Payment</td><td style="text-align: right;">28.00p</td></tr> <tr><td>Post Office – reg post allot eviction</td><td>Card Payment</td><td style="text-align: right;">1.75p</td></tr> <tr><td>Post Office – stamps/post for war memorial</td><td>Card Payment</td><td style="text-align: right;">19.89p</td></tr> <tr><td>Wiltshire Council – non dom rates office</td><td>Bank Transfer</td><td style="text-align: right;">285.00p</td></tr> <tr><td>Wiltshire Council – non dom rates car park</td><td>Bank Transfer</td><td style="text-align: right;">452.00p</td></tr> <tr><td>Elite Playground Insps –qtrly inspection</td><td>Bank Transfer</td><td style="text-align: right;">101.71p</td></tr> <tr><td>Ludgershall Memorial Hall – Hire Fee 14/10</td><td>Bank Transfer</td><td style="text-align: right;">75.00p</td></tr> <tr><td>Taits Printers</td><td>Bank Transfer</td><td style="text-align: right;">48.00p</td></tr> <tr><td>Grant Thornton – Annual Return fee</td><td>Bank Transfer</td><td style="text-align: right;">480.00p</td></tr> <tr><td>*Brook Street – Temp w/c 8/9</td><td>Bank Transfer</td><td style="text-align: right;">212.04p</td></tr> <tr><td>*Choices hire – cups/saucers – 14/10</td><td>Bank Transfer</td><td style="text-align: right;">19.66p</td></tr> <tr><td>*365 Linen Hire – table cloths etc 14/10</td><td>Bank Transfer</td><td style="text-align: right;">94.00p</td></tr> <tr><td>*Randall Parker Foods – burgers 14/10</td><td>Cheque</td><td style="text-align: right;">150.00p</td></tr> </tbody> </table>			£	Aster Living – Office Security	Direct Debit	27.50p	Virgin Media – Phone/Internet	Direct Debit	83.86p	British Gas – electricity Rose garden	Direct Debit	21.10p	Caretaker – Play area	Standing Order	399.00p	Amazon – bin for toilets	Card Payment	5.85p	Amazon – spray marker paint for allots	Card Payment	5.98p	Kenyons – Coconuts for fete	Card Payment	28.00p	Post Office – reg post allot eviction	Card Payment	1.75p	Post Office – stamps/post for war memorial	Card Payment	19.89p	Wiltshire Council – non dom rates office	Bank Transfer	285.00p	Wiltshire Council – non dom rates car park	Bank Transfer	452.00p	Elite Playground Insps –qtrly inspection	Bank Transfer	101.71p	Ludgershall Memorial Hall – Hire Fee 14/10	Bank Transfer	75.00p	Taits Printers	Bank Transfer	48.00p	Grant Thornton – Annual Return fee	Bank Transfer	480.00p	*Brook Street – Temp w/c 8/9	Bank Transfer	212.04p	*Choices hire – cups/saucers – 14/10	Bank Transfer	19.66p	*365 Linen Hire – table cloths etc 14/10	Bank Transfer	94.00p	*Randall Parker Foods – burgers 14/10	Cheque	150.00p	
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	identification. The committee discussed and decided, as more and more functions are happening, and the Mayor cannot attend all of them, there was a need for this regalia. Clerk to minute and Cllr A Pickernell to bring up under Committee Reports.	Clerk & Cllr A Pickernell
<b>82/17-18</b>	<b>12. Perry's Cottage – valuation</b> – Clerk awaiting Valuation from estate agent and needs to contact Chippenham Council Office Archives to gain evidence of the change to Town Council. Clerk to relay to Solicitor's when received.	Clerk
<b>83/17-18</b>	<b>13. Fixed Penalty Notices</b> – after discussing Fixed Penalty Notices in last month's F&P meeting and within the Allotment committee it was decided that as LTC renew signs around the Town that we add the wording for an FPN. Clerk to action as and when.	Clerk
<b>84/17-18</b>	<b>14. Budget for 2018/2019</b> – clerk read out information just received from Wiltshire financial planning, referring to Central Government asking town and parish councils to demonstrate restraint when setting precept increases for 2018/19. The Government expects parishes to consider all available options to mitigate the need for council tax increase including the use of reserves. The Clerk reminded the committee of a new cost which was discussed earlier in the year, the need for a budget to cover an adjudicator for pension disputes, at the current rate of £207 per hour this could, if it ever happens, run quite high. The committee discussed and decided to put in £500 per year until it hits £5000. Cllr M Giles proposed, Cllr J White seconded, carried. Clerk to include in budgeting with Accountant. The Clerk suggested that Civic Events should now have its own cost centre within the accounting system like the other committees, as this would be easier. All agreed. As the Freedom Parade was not budgeted for, it was suggested that in the future the cost of a Road Closure (approx. £650) should be put in as its own budget each year. For this year as there are 2 happening help may be needed with the Civic Events budget, LTC could use some of the Rolling Capital Fund. The committee then discussed the Grant section of the budget, Castledown FM have not requested a further grant, clerk to move that budget into the S137 Grants. Also to bring the £650 ongoing Grant that is given to St James out of the S137 Grants and into its own budget.	Clerk
<b>85/17-18</b>	<b>15. Agenda points for next month</b> <ul style="list-style-type: none"> <li>• Cllr B Dance queried the cost of rates on the Toilets and Car park as to whether LTC could recoup some costs by charging for the Car park. It was briefly discussed, clerk to put on Allotment, Toilets &amp; Car park agenda for next month.</li> </ul>	Clerk

There being no further business to discuss the meeting closed at 8:30pm.

Next Meeting will be held on 25th October 2017 at 7pm, in the Town Council Office.

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