

# LUDGERSHALL TOWN COUNCIL



## Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 28th August 2019 at 7-00pm

<b>Present:</b>	Cllr B Cordery in the Chair	Cllr B Dance
	Cllr M Giles	Cllr J Langley
	Cllr J White	Cllr CA Allan
	<u>Agenda Item</u>	
<b>043/19-20</b>	<b>1. Apologies</b> – Cllr CD Allan – the committee resolved to accept these and record under the LGA 1972 Section 99 and Sch 12 para 40.	
<b>044/19-20</b>	<b>2. Declaration of Interest</b> – Cllr M Giles regarding point 6.	
<b>045/19-20</b>	<b>3. Minutes of last meeting</b> - had been circulated and ratified at FTC on 13th August 2019. There were no comments.	
<b>046/19-20</b>	<b>4. Financial Statement to end month 4</b> - the Clerk reported to the committee that at month 4 LTC is within budget – currently 31% of total budget has been spent. She also reported that certain budgets that were new this year will need to be increased at the next budget such as tree maintenance and CCTV maintenance. The Chair asked for a proposer; Cllr J Langley obliged and Cllr B Dance seconded, all in favour.	
<b>047/19-20</b>	<b>5. Bills for payment – Received to date for Aug 2019 Finance Meeting</b>	
	<b>Payments</b>	<b>Method      Cost      VAT</b>
	Aster Living - Office security	Direct Debit      £20.28
	Virgin Business - Telephone and broadband	Direct Debit      £81.67      £13.61
	*Odd Job Barry – play area contract (Aug)	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
	Wiltshire Council - non-domestic rates - cemetery	Bank Transfer      £75.00
	British Gas - electric bill for Centenary Garden	Direct Debit      £7.31      £0.34
	SLCC - webinar - Website Accessibility Guidelines	Bank Transfer      £72.00      £12.00
	Gavin Jones - clearing plot 36a @ Bell St allotments	Bank Transfer      £38.86      £6.48
	Lyreco - office supplies	Bank Transfer      £64.69      £10.78
	*PKF Littlejohn - review of Annual Governance	Bank Transfer      £720.00      £120.00
	Gavin Jones - clearing plot 21 @ Bell St allotments	Bank Transfer      £77.71      £12.95
	*DCK Accounting - monthly accounts fee	Bank Transfer      £280.04      £46.67
	Gavin Jones - removal of green waste from Church	Bank Transfer      £223.92      £37.32
	WALC - fee for VAT Training Course	Bank Transfer      £78.00      £13.00
	Memorial Hall quarterly rent	Direct Debit      £100.00
	Total	<b>£3,125.48      £273.15</b>
	* <b>permission to pay these invoices after Finance &amp; Policy</b> Proposed for payment by Cllr J White, seconded by Cllr M Giles, all in favour. Clerk to pay those invoices due immediately.	
		Clerk

048/19-20	<p><b>6. <u>Committee Reports</u></b> – Cllr CA Allan reported from Civic Events that items to be purchased are 8 new banners for the Christmas Fayre at £280.00. Cllr CA Allan will arrange for the office to have the details to order the banners. For the Freedom Parade, items that had not been discussed at the recent Committee meeting; purchase of planters (for the dias) made by Men’s Shed cost £30 and funds needed for soil and plants (chrysanthemums). Cllr B Cordery proposed the purchase of these items, seconded by Cllr CA Allan, all in favour. Cllr M Giles did not vote as he has an interest in this item. Clerk to provide funds for these items. Cllr J Langley reported from Allotments; it has been agreed that the cost of £64 exc VAT for a full plot strim and £32 exc VAT for a half plot can be authorized by the Chairman in the case where allotments are re-possessed and need to be cleared for the next person on the waiting list. £61.76 + VAT had also been agreed for payment to the Grounds Maintenance contractors to clear the footpath into the allotments from Coronation Road. The Allotment Committee also agreed to spend £120.00 + VAT to have the drain cleared in the corner of the Car Park. The War Memorial repair quotes were considered at the Allotment Committee meeting and it was agreed to instruct a local Stonemason to do a long lasting repair at a cost of £3766 exc VAT, 50% is required upfront. Clerk to do a resolution for FTC in September, Finance Committee agreed to re-appropriate the funds from the Earmarked Car Park fund for this necessary repair. Clerk to pay 50% - £2259.60 inc VAT asap. Proposed by Cllr CA Allan, seconded by Cllr J White, all in favour. Cllr J White reported that there were no costs agreed at the last Recreation, Leisure and Environment meeting and that potential costs and quotes were pending the next meeting when Mant Leisure will be attending to discuss a possible Service Agreement for the Play Areas.</p>	<p>Cllr CA Allan</p> <p>Clerk</p> <p>Clerk</p>
049/19-20	<p><b>7. <u>Grants – Youth Football, Sports Club</u></b> – The Committee discussed the Application and requested the Clerk go back to the Applicant for more information.</p>	<p>Clerk</p>
050/19-20	<p><b>8. <u>Correspondence – ICO Fact Sheet for Councils</u></b> – The Clerk re-iterated the need for the Councillors to have an LTC email address as per the document previously issued. This could be used on a PC or other device as opposed to an LTC tablet, however spot checks may be required. Discussion resulted in an agreement that the Clerk will continue to issue tablets to those that require them and roll out all remaining LTC email addresses. Refresher training will also be made available to those Councillors who need it. The office had also received a letter from St John Ambulance asking for a donation. This was discussed, Clerk to go back to them and ask who the local representative is so that we may ask them to attend local events and establish if there is a charge to attend. Consideration can then be given to any donation made.</p>	<p>Clerk</p> <p>Clerk</p>
051/19-20	<p><b>9. <u>London Bridge Protocol</u></b> - The procedure is being finalised by the Clerk and will be issued to all Councillors within good time prior to the next Finance meeting for further discussion and agreement.</p>	<p>Clerk</p>
052/19-20	<p><b>10. <u>Notice of Conclusion of Audit</u></b> – The Clerk reported that the notice has been received from the external auditor confirming that Ludgershall Town Council’s affairs are all in order and there are no matters causing concern. The notice will be put on the board in the office and onto the website in due course. Cllr B Cordery offered LTC’s congratulations and thanks to the Clerk for this.</p>	<p>Clerk</p>
053/19-20	<p><b>11. <u>Financial Regs updated for approval</u></b> – The office had previously issued the proposed updated document and the Finance Committee approved these. Clerk to finalise amendments and put on agenda for FTC adoption.</p>	<p>Clerk</p>
054/19-20	<p><b>12. <u>Health and Safety /Risk Assessments – update and third party quote</u></b> – The Clerk advised that she had contact from a Contractor on Health and Safety provisions for the Council to ensure adequate measures are in place. A quote had been provided by the contractor to review and manage all aspects of Health and Safety for LTC. The Committee questioned the need for this if there is Public Liability Insurance in place and</p>	

	asked the Clerk to seek guidance from NALC. This decision was proposed by Cllr M Giles, seconded by Cllr B Dance, all in favour. Clerk to contact NALC.	Clerk
055/19-20	<b>13. Community Governance Review</b> – the Clerk had previously issued documents and proposals for consideration, to FTC requesting views and opinions be returned prior to the Finance meeting. Comments received were in favour of option B - to bring Perham into Ludgershall but have 2 wards. The matter will be voted on at Full Town Council and the options available will be: a) 2 wards with 16 councillors - Ludgershall South and Perham and Ludgershall North <u>or</u> b) 1 ward with 16 councillors - Ludgershall and Perham. Cllr B Cordery will be chairing the September FTC meeting and will ask each Councillor for their opinion before a vote is taken. There will be an additional vote at FTC to ask if LTC should notify Tidworth Town Council of their intentions prior to contact with Wiltshire Council.	
	<b>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.</b>	
056/19-20	<b>14. Salaries/training/office</b> – The Town Clerk asked for and obtained signatures from authorised Bank signatories to gain access to internet banking for the Admin Assistant. She also reported the salaries for payment in August as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. The committee confirmed that a report regarding the current office hours of 12pm – 2pm, Monday to Thursday, will be expected at FTC, in September. It was confirmed that the training course Charring Skills was fully booked, so another course is being offered by NALC in early 2020 and the Clerk will book all Councillors who were interested onto the new course (subject to their availability). The Clerk confirmed she had attended a Website Accessibility Training webinar recently and the LTC website is compliant however we need to change the way minutes and agendas are written and added and the organisation of the documents on the website needs looking at. There is training need here – Clerk to investigate and report back. There is a VAT course next week being attended by the Clerk off site and has requested that she attend the SLCC annual seminar in November 2019 in Bournemouth at a cost of £80 + VAT. The Committee agreed to this request. The Clerk also advised the meeting of the webinars to be completed by the Admin Assistant between now and the end of January and they agreed that morning sessions can be attended with office closure, if needed. The Clerk also read out a report regarding proposed changes to the office computers and recommendations from Hightrees in relation to having functioning and compliant PC's for the public and faster PC's for the Clerk and Admin Assistant. The total cost of the proposals is £1750 plus a fee of £10 per month for the necessary licences.	Clerk  Clerk  Clerk
057/19-20	<b>15. Adecco Fee</b> – The Clerk informed the Committee that the agency that provided the Admin Assistant for 1 week last November for 3 hours a day (as Front of House temp) had submitted an invoice for their Introduction fee. They discovered that employment had been offered to her within 12 months of placement through the agency. The Clerk explained that after much consultation with the HR company and WALC that the contract is watertight. Nothing had been signed but payment of the original week's invoice had inadvertently tied LTC into the contract Terms and Conditions. The Clerk managed to negotiate the fee and has managed to get it reduced from £3456.20 to £1893.97 + VAT. The Committee agreed that in the circumstances there was no alternative but to pay it. Clerk to add to Bills of Payment which will be presented at FTC in September.	Clerk
058/19-20	<b>16. Agenda points for next month</b> – none.	

There being no further business to discuss the meeting closed at 8.36pm.

Next meeting will be held on 25th September 2019 at 7pm, in the Town Council Office.

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