

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 28th February 2018 at 7-00pm

Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance
	Cllr J Hollis	Cllr J Langley
	Cllr CA Allan	Cllr M Giles
	Cllr J White	Cllr B Cordery
	<u>Agenda Item</u>	<u>Action</u>
140/17-18	1. Apologies – none.	
141/17-18	2. Declaration of Interests – Cllrs B Dance, J White & B Cordery declared an interest on agenda point 5.	
142/17-18	3. Minutes of previous meeting had been circulated and ratified at Full Town Council on 13th February 2018. The Clerk gave a brief update on border review, a working party will need to be established in order to put LTC's case forward in 2021.	
143/17-18	4. Financial Statement/Fixed Term Deposit renewal/Pre-payment Card – The accounts were produced after reconciliation with accounts held at Lloyds Bank. The Clerk informed the committee that LTC are well within their budgets at this standing of the year. Also that the budget for Civic Events for 2018/19 has now been altered as per the request last month under agenda point 134/17-18. The Clerk informed the committee that LTC's fixed term deposit with Lloyds Bank was up for renewal 3rd April 2018. With the amount of monies being held in one bank the Clerk advised the Committee to spread the funds as per the Internal audit recommendations. The committee discussed the option, a decision will be made at the next Finance meeting. The committee discussed firstly the need for some form of quick and easy payment system to reimburse Cllrs, if an expenditure is needed and the office are unable to attend to it. And then debated pre-payment card or petty cash. All Cllrs agreed petty cash was the best form to cover these issues. LTC's Standing Orders state the RFO can maintain a float of £250, the Clerk has checked and confirmed that LTC are insured for this. The Clerk asked if this could wait to start in the new Financial Year, all agreed. A proper financial process will be set up prior to the start.	Clerk
144/17-18	5. Bills for Payment – received to date	
	Payments	Method
	Aster Living - Office security	Direct Debit
	Virgin Media Business – Council Offices	Direct Debit
	Scottish Power - Public Toilets Electricity	Direct Debit
		Cost
		£20.28
		£76.66
		£96.66

	<p>Scottish Power - Rec Electricity Direct Debit £80.45</p> <p>Odd Job Barry – play area S/O £399.00</p> <p>Memorial Hall - rent S/O £100.00</p> <p>SLCC - Local Council Administration 10th Edition Card Payment £73.60</p> <p>*Brook Street - Temp Administrator w/e 9/02/18 Bank Transfer £212.04</p> <p>Grist - skip Bank Transfer £235.84</p> <p>DCK Accounting Solutions Ltd - A/Cs February 2018 Bank Transfer £262.94</p> <p>*Brook Street - Temp Administrator w/e 16/02/18 Bank Transfer £176.70</p> <p>Chubb Fire & Security - office Bank Transfer £201.73</p> <p>Clerks & Councils Direct - subscription renewal Bank Transfer £24.00</p> <p>Wallgate - Handwash/dryers Maintenance - Public Toilets Bank Transfer £624.00</p> <p>Gavin Jones - Grounds Maintenance Bank Transfer £667.64</p> <p style="text-align: right;">Total £3,251.54</p> <p style="text-align: center;"><i>*to be authorised at Finance & Policy for immediate payment</i></p>		Clerk
145/17-18	<p>6. <u>Salaries/Training/Office/GDPR preparation</u> – Salaries for February 2018 are £1908.64p which includes 32 hours overtime for January for the Town Clerk, and SSP for long term sick for the admin assistant. This figure does not include Employer’s National Insurance and Employer’s Pension, full staff costs will be available at FTC. The Clerk informed the committee that the next Internal Audit date has been changed to coincide with the later Accounts closedown this year. The Clerk asked the committee if the Finance & Policy meeting in April can be brought forward to the 18th April, all agreed. There is a Pension Employer meeting on 22nd March which payroll will update the Clerk on. The Clerk has, after many discussions with comparison websites, renewed the Electricity contract for the Office, Toilets and Rec. Starting quote was 32.800p per day with 15.100p per unit and agreed renewal ended up being 26.800p per day with 13.03p per unit. The Clerk then ran through the key changes on Data Protection with the new General Data Protection Regulation. She now has a tool kit to work with for retention of documents, a checklist to comply and templates, policies and notices to use. The Clerk asked if LTC could have a working party set up for the archives sort through, this is to go on the next FTC agenda; the Clerk also invited the committee to come in and have a read of all the information.</p>		Clerk
146/17-18	<p>7. <u>Committee Reports</u> –</p> <p>Allotment, Cemetery & Car park – no monetary items to declare.</p> <p>Recreation, Leisure & Environment – no monetary items to declare.</p>		Clerk
147/17-18	<p>8. <u>Tree Survey</u> – As agreed in both committees a survey is necessary and as Gavin Jones has all the information from the last one the Clerk was asked to get a quote. This has come in at £859.52 +VAT. The committee asked the Clerk to accept this quote and get the work booked in.</p>		Clerk
148/17/18	<p>9. <u>Revision of Cemetery Fees</u> – the Allotment, Cemetery & Car park committee had agreed an increase in fees for 1st April 2018 under minute point 96/17-18, and put this to the Finance & Policy committee for</p>		

	authorisation. The Committee agreed. Clerk to inform undertakers and stone masons of the changes.	Clerk
149/17-18	10. Christmas Lights – Cllr CA Allan reported that the centre section of the lights on the Memorial Hall that go up each year have broken and the cost to repair these is prohibitive. New LED lights have been sourced from Festive Lighting and she passed around photos of a number of designs. The committee all agreed the ‘Santa & Sleigh’ design looked best at a cost of £1690, but asked for photos of this superimposed on to the wall of the hall and also on a black board (costs of which will need to be acquired). Cllr CA Allan will bring to the Civic Events meeting on 8th March as a decision will need to be made quickly due to these items being on sale.	Cllr CA Allan
150/17-18	11. Flag Pole – Cllr CA Allan has received 1 quote for the remounting of the Flag Pole to the front of the Memorial Hall, 2 more to come. Will liaise with Clerk. Clerk to check insurance policy, Flag is LTC’s and should be included in the Council’s insurance.	Cllr CA Allan & Clerk
151/17-18	12. Memorial Hall Requests – the Clerk explained that the Memorial Hall are now asking for a deposit of £100 each time a user hires the hall. As LTC gives a grant of £3500.00 per year to the hall the Clerk has asked that this be waived for LTC’s usage. This will be brought up at their next meeting and the Clerk will report back when reply is received.	Clerk
152/17-18	13. Grant Requests – there were none this month for discussion however, the Clerk is to set up a meeting with Wiltshire Council re S106 monies and the provision for pitches.	Clerk
153/17-18	14. Procedure for Handling breaking the Code of Conduct – The Clerk explained that many Councils have a policy/procedure for this which makes issues much clearer when this occurs. She asked if a small group could volunteer to research. Clerk to put on FTC agenda for volunteers.	
154/17-18	15. Change of Standing Orders to incorporate condition regarding use of modern technology with council meetings – Councils are being advised to incorporate a new wording. The Clerk had circulated the changes as follows: m) The public, press and Councillors may use modern technology and communications methods such as filming, audio-recording, blogging and tweeting to report the proceedings of the meetings of their councils and other local government bodies, as long as notice is given to the council of these intentions at least 48 hours’ prior to the meeting. Cllr M Giles explained that with modern technology comes the ability to doctor recordings and by putting this caveat in this then gives LTC the chance to arrange for their own recording so a true record of the meeting would be known. All Cllrs agreed this was the correct course of action. Clerk to update the Standing Orders and obtain ratification from the next FTC.	Clerk
155/17-18	16. Names in Minutes and other publications – the parish news has published extracts from LTC’s minutes for a number of years, last month it was queried that items within this publication were taken out of context and could be construed as at the least not of interest, to the worst damaging to the Council. The committee agreed that this should have	

	<p>been passed through the Office for checking before sending to the editor of the Parish News and that this is what should happen in the future. The Cllr that has been providing the information is stepping down from this duty and the committee asked the Clerk to raise at the next FTC.</p>	
156/17-18	<p>17. <u>Review of Letter from Cllr</u> – Cllr J White queried why she was asked to leave the Finance meeting on 29th November 2017 before the sealed quotes for Website/IT/Email tenders were opened, when she did not have a disclosable pecuniary interest in the matter. Under LTC’s Code of Conduct, Integrity is one of the Nolan Principles that apply which includes <i>‘you should not seek benefit for yourself, family, friends or close associates’</i>. As her Son-in-law was asked to quote, the Chairman & Committee all agreed that Cllr J White should not be involved with the decisions to come and as she did not declare an interest she could not therefore stay. Cllr J White felt this was unfair and she had had her democratic vote taken away, because as it turned out her Son-in-law did not send a quote in and the Clerk should have opened the quotes to see who had before she was asked to leave. LTC had asked 4 companies to quote 1 of which had outsourced their IT section and therefore there was 4 envelopes leading the Clerk to believe that all 4 companies had sent in quotes, there were also emails received asking questions about the quote that also led her to believe he had sent a quote in. The Clerk stated that in the future if any sealed bids are requested that these should not be opened in front of a full committee but in front of the Clerk and 2 others, therefore negating that problem. LTC, however at the time, felt they were acting in the best interest of the Town and the contractors involved in the process. Cllr J White asked for an apology from the Chair. Cllr M Giles stated that he had consulted with the monitoring office and Cllr J White had had a conflict of interest for some time because the existing Website/IT/Email contractor was related to her and she should have declared an interest in the past, and she had had many opportunities to do so. No apology was given. Cllr AKJ Pickernell closed the discussion and moved on to the next agenda point.</p>	
157/17-18	<p>18. <u>Correspondence</u> – a) Sale of Land at back of Perry’s Cottage - The Clerk explained to the Committee that a Planning application had been made but that there was a difference in the exact portion of land that LTC are selling to the Contractor and the land he has applied for planning permission on. The contractor has had to purchase a further small section costing an approx. £4000 (inc. legal fees), and he will therefore be reducing his offer for the land by that amount. Clerk to put on next FTC. b) Jay Miller Circus – The Clerk has just had a request for the Circus to come to Ludgershall and use LTC’s recreation ground on 8th to 10th May 2018. They also asked if the Council were thinking of making the gate post removable for easier access. The committee had a few ideas, Cllr C Giles to speak to fabricator. Clerk to put on next RLE agenda and to reply to the Circus, saying that the dates are fine but we cannot guarantee that the gate post will be ready by then.</p>	<p>Clerk</p> <p>Cllr C Giles</p> <p>Clerk</p>
158/17-18	<p>19. <u>Travel Expenses – information required</u> – Cllr AKJ Pickernell drew the Committee’s attention to a legal requirement that Cllrs and staff when using their vehicle on Council Business should have the correct insurance</p>	

	covering them for business use and bring in to the office along with their MOT and Driver's License so the Clerk can copy and keep on record. All agreed.	
159/17-18	<u>20. Agenda points for next month –</u> -Cllr B Dance would like to recommend someone to receive the Freedom of the Town, he must write in to the office and the Clerk will put on the next FTC. - Cllr CA Allan asked if she could resurrect the Newsletter group that had last met back in August. She has offered to coordinate.	Cllr B Dance

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

Next meeting will be held on 28th March 2018 at 7pm, in the Town Council Office.

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