

## LUDGERSHALL TOWN COUNCIL



### Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Thursday 28th July 2017 at 7-00pm

<b>Present:</b>	Cllr Pickernell in the Chair	Cllr Cordery
	Cllr Hollis	Cllr Langley
	Cllr J White	
	<u>Agenda Item</u>	<u>Action</u>
<b>38/17-18</b>	<b>1. Apologies</b> – Cllr M Giles holiday, accepted.	
<b>39/17-18</b>	<b>2. Declaration of Interests</b> – none.	
<b>40/17-18</b>	<b>3. Minutes</b> of previous meeting had been circulated a section has been added to the end of Point 5 as agreed at full Town Council on 11th July 2017. These minutes will need ratifying at the next FTC.	
<b>41/17-18</b>	<b>4. Financial Statement</b> - These were produced after reconciliation with accounts held at Lloyds Bank. Clerk is to arrange a session with committee members on understanding the paperwork. The Clerk asked if a resolution can be put to FTC to take monies for installing a CCTV unit at the Recreation Ground from the Rolling Capital Fund the committee agreed Clerk to refer to FTC. Clerk discussed for future thoughts of the Finance Committee that the Rolling Capital Fund could have a portion of the Village Hall monies if needed. Cllr Pickernell mentioned that Wiltshire Council have gone to Plain Action for a grant with regards to the Community Building at Corunna Barracks, he has requested from Wiltshire Council what this is for/who it is for/will LTC have some control over these monies? He awaits their reply. The Clerk stated that the accountants have requested a date for Budget Setting and the cost will be £465 plus mileage, all agreed, clerk to get date booked in.	Clerk
<b>42/17-18</b>	<b>5. Bills for Payment</b>	<b>£</b>
	Aster Living – Office Security	Direct Debit 27.50p
	Virgin Media – Phone/Internet	Direct Debit 86.95p
	Scottish Power – Office	Direct Debit 454.97p
	Scottish Power – Office	Direct Debit 60.00p
	Scottish Power – Rec	Direct Debit 40.00p
	Scottish Power – Toilets	Direct Debit 23.00p
	Scottish Power – Toilets	Refund DD -67.85p
	Caretaker – Play area	Standing Order 399.00p
	Wickes – Repairs to Rec	Card Payment 74.75p
	Aldi – items for summer fete	Card Payment 80.76p
	Post Office – Stamps	Card Payment 0.98p
	Screwfix – fireproof safe	Card Payment 89.99p

	<p>ILCA Training – Hayley McClure    Card Payment    118.80p  SLCC Membership – Karen Allingham    Card Payment    200.00p  Wiltshire Council – non dom rates office    Bank Transfer    285.00p  Wiltshire Council – non dom rates car park    Bank Transfer    452.00p  Grist Environmental - skip    Bank Transfer    235.84p  Bulpitt Print Ltd – Invitations    Bank Transfer    86.58p  Online Playgrounds – repair kit play surface    Bank Transfer    72.00p  Parish News – annual payment for 2 pages    Bank Transfer    150.00p  AJK Services Ltd – office PAT testing    Bank Transfer    308.14p  AJK Services Ltd – Repair PTV in Toilets    Bank Transfer    182.09p  Gavin Jones – Grounds Maintenance    Bank Transfer    667.64p</p> <p>The Clerk stated that the £5031.00 for the play surface that was listed on the bills for payment on the agenda was actually paid (less £200) last month and should not have been included this month. Cllr J White asked the clerk what all the Scottish Power payments were for, the clerk explained that when LTC added the Rec &amp; Toilets electricity to the Office account that a new DD was set up with Scottish Power unfortunately this did not get set up with the correct amount and took a long time to start taking payments, which meant that the bill over the winter period mounted up and the Clerk had to clear the larger payment for the office and claim back a refund on the toilets to clear and start afresh.</p>	Clerk
43/17-18	<p><b>6. Salaries/training /Office</b>– Salaries for July 2017 are £2097.05p which includes 18.5 hours overtime for June for the Town Clerk, but does not include employer’s National insurance and employer’s pension, full staff costs will be available at FTC. Cllr Pickernell stated that the staffing committee had had a meeting to put in place a plan to help cover the office whilst the Admin Assistant is on Maternity Leave. As the Admin Assistant did not meet the qualifying period for Statutory Maternity Pay LTC are not responsible to pay this and can use some of the money saved to hire a temp to cover the office time for 6 or 7 weeks. Costings have been looked in to and to save time an agency will be used. Cllr Pickernell and the clerk will update Cllr M Giles when he returns from holiday and acquire his agreement and then go ahead and put this in place. Cllr Hollis mentioned that the office should stay locked till opening time of 10am the Clerk asked if Cllrs could also, unless requested, keep to the opening times of the office. All agreed, clerk to confirm to the rest of the council. The clerk asked can LTC agree that dogs are not allowed (accept Service Dogs) at any Council Meetings. This is due to the fact that several Cllr’s have complained for a variety of reasons about dogs in council meetings. The committee agreed that this would be agreeable the clerk to put on the next FTC agenda and if agreed this will need to be put in LTC’s Standing Orders. The Admin Assistant had looked at costs of hiring a printer, at the moment this is a prohibitive cost but as the cost of the ink for the office model is getting higher and higher suggests looking at new printers in the future.</p>	Cllr Pickernell & Clerk  Clerk  Clerk
44/17-18	<p><b>7. Committee Reports</b>  <b>Allotment, Cemetery &amp; Car park</b> – Repair of overflow pipe in Toilets costs £182.09p. <b>Recreation, Leisure &amp; Environment</b> – Paint and cement bought to do repairs in Recreation ground £74.75p. <b>Civic Events</b> – additional items</p>	

	for fete were £80.76 and invitations for the Freedom Parade were £86.58p.	
<b>45/17-18</b>	<b>8. <u>Grants</u></b> – Cllr Pickernell left the room in order for the committee to discuss the request for payment of the agreed Grant for continuance of TCAP. As this had been agreed previously the committee agreed the payment clerk to put on Bills for Payment, to be ratified at FTC. Cllr Pickernell returned.	
<b>46/17-18</b>	<b>9. <u>Review of Code of Practice in Handling Complaints</u></b> – This has been reviewed and accepted. Subject to review date change.	
<b>47/17-18</b>	<b>10. <u>Review of Equal Opportunities Policy</u></b> - This has been reviewed and accepted. Subject to review date change.	
<b>48/17-18</b>	<b>11. <u>Review of Finance terms of reference</u></b> – The Clerk brought up that now the Civic Events committee have a budget and have changed their Terms of Reference that the Finance Terms of Reference should now have the Chair & Vice Chair of all three spending committees on this committee. The committee discussed and agreed to change the terms of reference. To be ratified at FTC.	
<b>49/17-18</b>	<b>12. <u>Review of Health and safety Policy</u></b> – This is now with Cllr M Williams.	
<b>50/17-18</b>	<b>13. <u>LTC Emergency Plan</u></b> – Clerk is to contact Wiltshire Council and liaise with Cllr M Williams.	Clerk
<b>51/17-18</b>	<b>14. <u>Citizens Advice Bureau</u></b> - Correspondence requesting monetary support to help the roll out of universal credit. The committee discussed and decided not to support.	
<b>52/17-18</b>	<b>15. <u>Defibrillator</u></b> – Tidworth Area Board have accepted LTC grant request and payment has been received. This means that LTC can now advertise that we have a defibrillator, the Clerk asked for the sign to be put up on the Memorial Hall. Also LTC can now have the Towns familiarization evening. Clerk to contact memorial hall for dates, and then get Councillors to attend.	Clerk
<b>53/17-18</b>	<b>16. <u>Agenda points for next month</u></b> <ul style="list-style-type: none"> <li>• Clerk spoke re LTC's Benchmarking exercise, Wiltshire Council will be deciding in September if they will be funding this again, clerk to put on Finance and Policy agenda in September.</li> </ul>	Clerk

There being no further business to discuss the meeting closed at 8:16pm

Next Meeting will be held on 30th August 2017 at 7pm, in the Town Council Office.

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