

LUDGERSHALL TOWN COUNCIL



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

Present:	Cllr Pickernell in the Chair	Cllr Cordery
	Cllr Hollis	Cllr Langley
	Cllr M Giles	

	<u>Agenda Item</u>	<u>Action</u>																																																												
18/17-18	1. Apologies – Cllr J White family commitments, accepted.																																																													
19/17-18	2. Declaration of Interests – Cllr J Hollis item 12.																																																													
20/17-18	3. Minutes of previous meeting had been circulated and ratified at full Town Council on 13 th June 2017.																																																													
21/17-18	4. Financial Statement - These were produced after reconciliation with accounts held at Lloyds Bank. Clerk suggested that she could arrange a separate meeting with the committee to go through the statements to help the committee have a better understanding of what it all entails. The committee agreed, clerk to arrange.	Clerk																																																												
22/17-18	<p>5. Bills for Payment</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Aster Living – Office Security</td><td style="width: 20%;">Direct Debit</td><td style="width: 30%; text-align: right;">£27.50p</td></tr> <tr><td>Virgin Media – Phone/Internet</td><td>Direct Debit</td><td style="text-align: right;">£75.83p</td></tr> <tr><td>Scottish Power – Office</td><td>Direct Debit</td><td style="text-align: right;">£40.00p</td></tr> <tr><td>Scottish Power – Rec</td><td>Direct Debit</td><td style="text-align: right;">£25.00p</td></tr> <tr><td>Scottish Power – Toilets</td><td>Direct Debit</td><td style="text-align: right;">£40.00p</td></tr> <tr><td>British gas – Rose garden</td><td>Direct Debit</td><td style="text-align: right;">£2.80p</td></tr> <tr><td>Caretaker – Play area</td><td>Standing Order</td><td style="text-align: right;">£399.00p</td></tr> <tr><td>Wiltshire Council – non domestic rates office</td><td>Bank Transfer</td><td style="text-align: right;">£285.00p</td></tr> <tr><td>Wiltshire Council – non domestic rates car park</td><td>Bank Transfer</td><td style="text-align: right;">£452.00p</td></tr> <tr><td>Accounting Solutions – Accountant</td><td>Bank Transfer</td><td style="text-align: right;">£262.94p</td></tr> <tr><td>Grist Environmental - skip</td><td>Bank Transfer</td><td style="text-align: right;">£235.84p</td></tr> <tr><td>*Outdoor Play southwest – play surface</td><td>Bank transfer</td><td style="text-align: right;">£5031.00p</td></tr> <tr><td>Rosettes 4 u – Rosettes for Summer fete</td><td>Bank Transfer</td><td style="text-align: right;">£9.60p</td></tr> <tr><td>Lyreco – Ink cartridges</td><td>Bank Transfer</td><td style="text-align: right;">£346.00p</td></tr> <tr><td>Screwfix – Hose</td><td>Card Payment</td><td style="text-align: right;">£93.44p</td></tr> <tr><td>Screwfix – Hose Connector</td><td>Card Payment</td><td style="text-align: right;">£8.97p</td></tr> <tr><td>Post Office – Stamps</td><td>Card Payment</td><td style="text-align: right;">£21.24p</td></tr> <tr><td>Kenyons – Coconuts</td><td>Card Payment</td><td></td></tr> <tr><td>£28.00p</td><td></td><td></td></tr> <tr><td>*Urgent Payment</td><td></td><td></td></tr> </table> <p>Councillors were concerned about the way the safety surface installation has been carried out. Elite playground inspections inspected the surface</p>	Aster Living – Office Security	Direct Debit	£27.50p	Virgin Media – Phone/Internet	Direct Debit	£75.83p	Scottish Power – Office	Direct Debit	£40.00p	Scottish Power – Rec	Direct Debit	£25.00p	Scottish Power – Toilets	Direct Debit	£40.00p	British gas – Rose garden	Direct Debit	£2.80p	Caretaker – Play area	Standing Order	£399.00p	Wiltshire Council – non domestic rates office	Bank Transfer	£285.00p	Wiltshire Council – non domestic rates car park	Bank Transfer	£452.00p	Accounting Solutions – Accountant	Bank Transfer	£262.94p	Grist Environmental - skip	Bank Transfer	£235.84p	*Outdoor Play southwest – play surface	Bank transfer	£5031.00p	Rosettes 4 u – Rosettes for Summer fete	Bank Transfer	£9.60p	Lyreco – Ink cartridges	Bank Transfer	£346.00p	Screwfix – Hose	Card Payment	£93.44p	Screwfix – Hose Connector	Card Payment	£8.97p	Post Office – Stamps	Card Payment	£21.24p	Kenyons – Coconuts	Card Payment		£28.00p			*Urgent Payment			
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	and didn't believe it was the right depth. Cllr CD Allan had a look and thought it was the right depth. Elite Playground inspections suggested that LTC would need to have a ROSPA inspection, who will inspect the site thoroughly and let LTC know if the play surface is acceptable. The cost for this inspection would be £395.00p + VAT, and would last for one year. The committee agreed that we must have this inspection before we pay the remaining balance to Outdoor Play southwest. Clerk to arrange and asked that if the inspection comes back all ok she would then pay the remaining balance to Outdoor play southwest, the committee agreed. Clerk mentioned that the cost of the ink cartridges is getting very high because the printers are now out of production. Clerk has been comparing prices and Lyreco were the cheapest supplier.	Clerk
23/17-18	6. <u>Salaries/training / Pension dispute process</u> – Clerk stated that there are new pay scales for 2017-2018, clerk's new hourly rate would be £11.54p and the admin assistant's new hourly rate would be £8.873p. Salaries for May 2017 are £2478.75p which includes 23 hours overtime for May for the Town Clerk, the back pay from April 2017 with the new hourly rates, but does not include employer's National insurance and employer's pension, full staff costs will be available at FTC. The employers pension rates the LTC have to pay have gone from 21.5% to 20.8%, LTC will receive a refund for this. There has been no training courses this month. Clerk stated that she is behind with her CILCA training and will need to put in more hours to get this completed as the clerk only has a year to do this. The committee agreed.	
24/17-18	7. <u>Fire proof box</u> – After the LTC Audit, the auditors recommended having a fire proof box/safe in the LTC office for petty cash. Clerk acquired some prices for a box and a safe. Cllr AJ Pickernell stated that it would need to be screwed down to the floor. Cllr M Giles suggested that we put this forward to Full Town Council.	Clerk
25/17-18	8. <u>Committee Reports</u> Allotment, Cemetery & Car park – No expenditure to report. Recreation, Leisure & Environment – No expenditure to report. Civic Events – Coconuts total cost of £28.00p. Rosettes total cost of £9.60p. There must be a nominated person to act as treasurer for the Summer fete.	
26/17-18	9. <u>Questions for SLCC meeting</u> – Clerk will be attending the SLCC meeting on the 21 st July 2017 and asked if LTC had any questions they wanted to ask. No one had any questions.	
27/17-18	10. <u>Financial Services compensation scheme</u> – A few years ago when the banks were in trouble, a financial services compensation scheme was put in place. The amount protected was increased from £75,000p to £85,000p. LTC currently have two deposit accounts with Lloyds TSB, when going through the paperwork clerk noticed that under the information sheet it stated that if you have more eligible deposits at the same bank the total is subject to limit to £85,000. Clerk contacted Lloyds bank to query this, and it means that both the deposits that LTC have with Lloyds amounting to £197,128p LTC would only get £85,000p if something were to go wrong. Committee suggested looking at	Clerk

	alternatives, clerk to look into this.	
28/17-18	11. Grants – Garden Club – Grant request was submitted from the Garden club for £150.00 to go towards the Ludgershall in Bloom. Cllr AJ Pickernell stated that we support this every year. The committee agreed.	
29/17-18	12. Parish News St James – Contribution – To put two A4 pages in the Parish news a month would be £200.00 a year. The committee agreed this cost, Clerk to arrange payment.	Clerk
30/17-18	13. Review of Code of Conduct – This has been reviewed and accepted. Subject to review date change.	Clerk
31/17-18	14. Review of Health and safety Policy - Clerk stated that the policy is very old, Councillors to have another look at it. Clerk to contact Cllr M Williams to have a look and to put on the next Full town council agenda.	Clerk
32/17-18	15. Review of Finance terms of reference – Cllr AJ Pickernell asked that we put this on the next Finance and Policy agenda.	Clerk
33/17-18	16. LTC website – LTC are looking into bringing the website up to date.	
34/17-18	17. LTC Emergency Plan – Cllr O White emailed suggesting that LTC would need to look at the emergency plan, as it will need updating. Clerk to contact Wiltshire Council stating that LTC would like to revise the emergency plan. Then LTC would need to organize a meeting for a few volunteers to review the emergency plan.	Clerk
35/17-18	18. Defibrillator – Southwest ambulance have informed LTC that they do not need to carry out any training sessions to be on the accredited scheme, but suggested that LTC hold an open evening and put some of the equipment out and put the DVDs on that the British Heart Foundation provided for the public so that they can become more aware of what to do with the defibrillator.	
36/17-18	19. Updated terms of reference from other committees to be agreed – Clerk read out the changes, this has been reviewed and accepted. Clerk to change the review date to June 2017.	Clerk
37/17-18	17. Agenda points for next month <ul style="list-style-type: none"> • Which policies to review next month – LTC will review the code of practice in handling complaints and Equal opportunities policy at the next Finance and Policy meeting. 	Clerk

There being no further business to discuss the meeting closed at 8:55pm

Next Meeting will be held on 26th July 2017 at 7pm, in the Town Council Office.

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