

## LUDGERSHALL TOWN COUNCIL



<b>Minutes of Finance &amp; Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 28th March 2018 at 7-00pm</b>					
<b>Present:</b>	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>
<b>160/17-18</b>	<b>1. Apologies</b> – none.				
<b>161/17-18</b>	<b>2. Declaration of Interests</b> – Cllr M Giles declared an interest on agenda point 5.				
<b>162/17-18</b>	<b>3. Minutes</b> of previous meeting had been circulated and ratified at Full Town Council on 13th March 2018. There were no comments.				
<b>163/17-18</b>	<b>4. Financial Statement/Fixed Term Deposit renewal</b> The accounts were produced after reconciliation with accounts held at Lloyds Bank. The Clerk informed the committee that LTC are still well within their budgets, with just one month left there is 21.5% of the budget left. Some larger items will bring this down this month however, LTC will be able to increase its General Reserve to above the required amount at the end of the accounting year. The Clerk needs confirmation from the committee that LTC’s fixed term deposit with Lloyds Bank can be renewed on 3rd April 2018. The updated interest rate as of 27th March 2018 is .55. All agreed to continue, Clerk to confirm with Lloyds. The Clerk referred the committee to last meeting’s conversation re spreading funds as per the last internal audit. The Clerk explained the upcoming income and expenditure and that LTC should have excess funds to start a new Fixed term deposit scheme with another bank. The committee agreed to put £50,000 into a new Santander account for 12 months after receipt of the precept in May, the interest at the moment is .60%. Clerk to put on May’s agenda. Cllr AKJ Pickernell asked about the payment that has not been received from Stokes Fair. The committee asked the Clerk to write and call again to access the monies.				Clerk
<b>164/17-18</b>	<b>5. Bills for Payment – received to date</b>				
	Aster Living - Office security	Direct Debit	£	20.28	
	Virgin Media Business – Council Offices	Direct Debit	£	79.42	
	Wiltshire Council - non-dom rates - Office	Direct Debit	£	312.77	
	Wiltshire Council - non-dom rates - Car park	Direct Debit	£	462.00	
	Wiltshire Council - non-dom rates - Cemetery	Direct Debit	£	75.00	
	Odd Job Barry – play area contract	S/O	£	399.00	
	British Gas - Electricity - Rose Garden	Direct Debit	£	22.08	
	*Brook Street - Temp Administrator w/e 09/03/18	Bank Transfer	£	212.04	
	Amazon - stationery	Card payment	£	10.95	

	<p>Amazon - stationery (inc A3 Laminator) Card payment £ 59.90</p> <p>Comcen (ink) Bank Transfer £ 84.07</p> <p>Pear Technology - Map software Bank Transfer £ 180.00</p> <p>WALC /NALC - annual subscription Bank Transfer £ 1,081.64</p> <p>Memorial Hall - returnable deposit for Good Friday hire of hall Bank Transfer £ 100.00</p> <p>Gavin Jones - Tree condition survey Bank Transfer £ 1,031.42</p> <p>Mike Giles - travel expenses Bank Transfer £ 17.78</p> <p>Amazon - stationery Card payment £ 18.10</p> <p>Wiltshire Council - DBS admin charge Bank Transfer £ 106.00</p> <p>Hightrees Organisation - monthly mailbox and IT support Bank Transfer £ 369.60</p> <p style="text-align: right;">Total £ 4,642.05</p> <p style="text-align: center;"><i>*was authorised at Finance &amp; Policy for immediate payment</i></p>	Clerk
<b>165/17-18</b>	<p><b>6. <u>Salaries/Training/Office/-</u></b> Salaries for March 2018 are £4724.19p which includes 36 hours overtime for January for the Town Clerk, 7 days SSP, 14 days holiday and 1 day bank holiday for the Admin Assistant. Cllr AKJ Pickernell updated the committee with the sick leave situation of the Admin Assistant. Also included in this figure is back pay to the interim salary point, agreed by the Staffing Committee, for the Town Clerk. An explanation was given to each of the committee members (to be returned before leaving the meeting). The forms have been completed and are with the Staffing Committee before being sent for an independent evaluation, but as LTC is going in to a new accounting year it was felt that use of the Salary budget for 2017/18 was prudent. This figure does not include Employer’s National Insurance and Employer’s Pension, full staff costs will be available at FTC. The Clerk updated the committee on items discussed at the Wiltshire Branch meeting of SLCC; GDPR documentation from SLCC received, Community Asset Transfers – clerk suggests looking at this for next precept, joint event with Wiltshire Council preferred date 15th June, Cllr Pickernell asked the Clerk to confirm who will be attending from each Council. Another item that has been brought to the Clerk’s attentions due to the changes in GDPR is storing and shredding of confidential paperwork. A company called Shred-it, who provide secure collections and destruction by BS7858 vetted operatives and are also EN15713 accredited, are handling LTC’s one-off collection after the Archives have been updated for GDPR. They also provide 4 weekly collections, at a cost of £59.95 +VAT per visit, of a security console which they supply for the day to day confidential paperwork and other paperwork. There is an audit trail and certificate of destruction and as they are recycling LTC will be environmentally friendly as well. The committee discussed and agreed that as this is another tick to becoming GDPR compliant this was necessary. Clerk to contact Shred-it to confirm contract. Cllr M Giles stated that as employers the Council should provide lockers for its employees personal items, the committee agreed and asked the Clerk to find out costings.</p>	Clerk  Clerk  Clerk
<b>166/17-18</b>	<p><b>7. <u>Committee Reports –</u></b></p> <p><b>Allotment, Cemetery &amp; Car park</b> – no monetary items to declare. <b>Recreation, Leisure &amp; Environment</b> – the committee had accepted a quote for new equipment and refurbishment of another piece for £6900.00. <b>Civic Events</b> – the Easter Disco costings will be £96.00 (disco and prizes).</p>	Clerk
<b>167/17-18</b>	<p><b>8. <u>Play Area Contract &amp; Small Works Contract</u></b> – Clerk will put details through committees in April and bring back to next Finance for confirmation. Clerk to</p>	

	continue as per last year for this month.	Clerk
<b>168/17/18</b>	<b>9. Planning Terms of Reference</b> – at the 13th March Planning meeting the wording for Planning Committee Terms of Reference was read and agreed. Therefore this wording must now be agreed by Finance & Policy committee. The Committee were all in favour. To be ratified at FTC ready to start in May 2018.	Clerk
<b>169/17-18</b>	<b>10. Flag Pole</b> - 3 quotes were requested and 2 received to reaffix the flag pole correctly to the Memorial Hall but allowing access to easily remove when needed. The committee asked the Clerk to request more information on the quotes. Clerk reported that LTC insurance covers the Flag Pole and any liabilities.	Clerk
<b>170/17-18</b>	<b>11. Memorial Hall Deposits</b> – The Clerk reported back to the committee that the Memorial Hall Trustees have decided that LTC should pay a £100 deposit each time they rent the hall. The deposit must be given when the hire form is accepted. The Clerk has paid the deposit for the Easter Disco event.	
<b>171/17-18</b>	<b>12. Grant Requests</b> – LTC has received a thank you letter from Castledown FM. The Sunset Club have put in their request for £350 for 2018 Christmas lunch. The committee will have to wait till next month, when in the new accounting year, to discuss this application. The committee discussed, \$106 monies for Sports Pitches collected from the Granby Gardens development. Cllrs are going to look into whether it is possible for a formal pitch to be laid on the Rec, and gather costs. A meeting will be set up with all involved, Clerk will confirm date.	Clerk
<b>172/17-18</b>	<b>19. Correspondence</b> – <b>i) Cllrs Briefing Note no. 346</b> – Ofsted inspection praises Wiltshire’s joint working to support children and young people with send. <b>ii) Tree Survey</b> – has been completed, the Clerk has gathered actions and will report to both committees responsible at their next meeting. One item is to be completed ASAP the clerk read the location and action, the committee agreed that this was not actually LTC’s property.	
<b>173/17-18</b>	<b>20. Agenda points for next month</b> – -It has been brought to the Clerk’s attention that LTC need a Scheme of Delegation, to be put on the next agenda.	

There being no further business to discuss the meeting closed at 8.47pm.

Next meeting will be held on 18th April 2018 at 7pm, in the Town Council Office.

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