

LUDGERSHALL TOWN COUNCIL



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

Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance																																																																																
	Cllr M Giles	Cllr CD Allan																																																																																
	Cllr CA Allan	Cllr J Langley																																																																																
	Cllr B Cordery																																																																																	
	<u>Agenda Item</u>	<u>Action</u>																																																																																
82/18-19	1. Apologies – none.																																																																																	
83/18-19	2. Declaration of Interests – Cllrs B Dance, CD Allan & CA Allan declared an interest in point 14.																																																																																	
84/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 13 th November 2018. There were no comments.																																																																																	
85/18-19	4. Financial Statement to end month – The Clerk reported that LTC is still within budget having spent 58.6% of the year's budget, in month 7 of the financial year.																																																																																	
86/18-19	<p>5. Bills for payment</p> <p><u>BILLS FOR PAYMENT – Received to date for November 2018</u></p> <p><u>Finance meeting</u></p> <table border="1"> <thead> <tr> <th>Payments</th> <th>Method</th> <th>Cost</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>Aster Living - Office security</td> <td>Direct Debit</td> <td>£20.28</td> <td></td> </tr> <tr> <td>Virgin Business - Telephone and broadband</td> <td>Direct Debit</td> <td>£75.53</td> <td>£12.59</td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Office</td> <td>Bank Transfer</td> <td>£316.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Car park</td> <td>Bank Transfer</td> <td>£466.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Cemetery</td> <td>Bank Transfer</td> <td>£73.00</td> <td></td> </tr> <tr> <td>*Odd Job Barry – play area contract (November)</td> <td>Bank Transfer</td> <td>£455.00</td> <td></td> </tr> <tr> <td>Comcen (office supplies- ink)</td> <td>Bank Transfer</td> <td>£85.56</td> <td>£14.26</td> </tr> <tr> <td>Bradsons (traffic marshalls for Remembrance Pde)</td> <td>Bank Transfer</td> <td>£738.14</td> <td>£123.02</td> </tr> <tr> <td>Tree Technique</td> <td>Bank Transfer</td> <td>£600.00</td> <td>£100.00</td> </tr> <tr> <td>SW Hygiene</td> <td>Bank Transfer</td> <td>£361.20</td> <td>£60.20</td> </tr> <tr> <td>*DCK Accounting Solutions (October)</td> <td>Bank Transfer</td> <td>£274.56</td> <td>£45.76</td> </tr> <tr> <td>DCK Accounting Solutions (November</td> <td>Bank Transfer</td> <td>£262.94</td> <td>£43.82</td> </tr> <tr> <td>Sovereign (rent and service charges</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sovereign (buildings Insurance</td> <td>Bank Transfer</td> <td>£116.99</td> <td></td> </tr> <tr> <td>Viking (Office supplies)</td> <td>Bank Transfer</td> <td>£45.32</td> <td>£7.55</td> </tr> <tr> <td>BS&I Solicitors (Lease renewal)</td> <td>Bank Transfer</td> <td>£600.00</td> <td>£100.00</td> </tr> <tr> <td>*Ludgershall Memorial Hall (Scarecrow comp hire)</td> <td>Bank Transfer</td> <td>£60.00</td> <td></td> </tr> <tr> <td>Ludgershall Memorial Hall (quartley payment)</td> <td>Bank Transfer</td> <td>£100.00</td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>£4,650.52</td> <td>£507.20</td> </tr> </tbody> </table>	Payments	Method	Cost	VAT	Aster Living - Office security	Direct Debit	£20.28		Virgin Business - Telephone and broadband	Direct Debit	£75.53	£12.59	Wiltshire Council - non-dom rates - Office	Bank Transfer	£316.00		Wiltshire Council - non-dom rates - Car park	Bank Transfer	£466.00		Wiltshire Council - non-dom rates - Cemetery	Bank Transfer	£73.00		*Odd Job Barry – play area contract (November)	Bank Transfer	£455.00		Comcen (office supplies- ink)	Bank Transfer	£85.56	£14.26	Bradsons (traffic marshalls for Remembrance Pde)	Bank Transfer	£738.14	£123.02	Tree Technique	Bank Transfer	£600.00	£100.00	SW Hygiene	Bank Transfer	£361.20	£60.20	*DCK Accounting Solutions (October)	Bank Transfer	£274.56	£45.76	DCK Accounting Solutions (November	Bank Transfer	£262.94	£43.82	Sovereign (rent and service charges				Sovereign (buildings Insurance	Bank Transfer	£116.99		Viking (Office supplies)	Bank Transfer	£45.32	£7.55	BS&I Solicitors (Lease renewal)	Bank Transfer	£600.00	£100.00	*Ludgershall Memorial Hall (Scarecrow comp hire)	Bank Transfer	£60.00		Ludgershall Memorial Hall (quartley payment)	Bank Transfer	£100.00		Total		£4,650.52	£507.20	
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	* permission to pay these invoices after Finance & Policy was given.	Clerk
87/18-19	<p>6. <u>Committee Reports – Civic Events</u> – Cllr CA Allan reported that food for Christmas fayre will be slightly more than agreed at Civic Events, totaling £65.00. All agreed to accept. Allotment, Cemetery & Car park – Cllr J Langley reported that quote for £356.78+ VAT for weeding of headstone borders in the Cemetery, had been agreed by committee. Also mentioned was the pruning of the laurel small works quote at cemetery costing £187.67 + VAT, committee waiting for Cllr J Hollis to inspect and will report back to committee next month. Contractor Odd Job Barry requires change of contract to incorporate emptying of the centenary garden bin.</p> <p>Recreation, Leisure & Environment – Cllr CD Allan reported that the committee had agreed to purchase 12 dog fouling signs to be put up around Ludgershall, at £22.50 each totaling £270.00 + VAT.</p>	
88/18-19	7. Grants - none	
89/18-19	<p>8. <u>Budget/precept proposal</u> Cllr M Giles explained re-capping of budget in three years and expressed how adding to devolved services budget is a good way to keep ahead. In that vein the Clerk reported 3 choices for the precept 2019/2020, as follows; basic budget increase of 2.04% or £2.06 per year. This increase is the basic budget worked through with accountant, and is mainly due to the increase in general maintenance costs, the increase in overall utility type bills & adding to LTC's devolved services budget. The Clerk then said if LTC wants to keep ahead as discussed earlier they could chose to increase the devolved services budget by £2,500 which would increase the precept request to 3.64% or £3.68 per year or up by £5,000 which would increase the precept request to 5.24% or £5.29. The highest one would be an increase of 10p per week per household. The committee discussed and asked the Clerk to put all 3 options forward to FTC, for a vote.</p>	
90/18-19	<p>9. <u>Internal Audit results of report</u> – The Audit report had been circulated the Clerk reported that overall it has been noted that all recommendations from last year have been considered by LTC and agreed. LTC continues to operate adequate and effective internal controls in all areas of our review to date, which has resulted in a small number of recommendations from this report. It was noted that the numbering of the Civic events committee minutes had overlapped Clerk to correct and get these minutes ratified at FTC. Recording of expenditure/grants to be resolved and quote appropriate powers in minutes. Clerk will do this from now until Cilca obtained and LTC will be back operating under the General Power of Competency. The auditor commented on the fact that employee contracts were being looked at by Peninsula and that LTC should use the NALC model contract as a base and finally with new legal requirements that came in on 1st April 2018, LTC should develop an investment strategy. Clerk is already starting this and will report back next month.</p>	
91/18-19	10. <u>Standing Orders</u> – To be reviewed at next F+P meeting	
92-18/19	<p>11. <u>Correspondence</u> – a) Lovell have suggested that further to the planting out ceremony where it was noted that the quality & size of the small whips could lead to likelihood of failure could we perhaps replace with larger saplings. Durrington Council have successfully done this and Lovell have promised that they will plant the trees. The committee asked the Clerk to find out the cost and put on FTC to discuss. b) The Clerk read out a thanks from Claire Perry MP, and will do the same at FTC. c) Letter from Cllr B Dance was read reference Memorial Hall accepting the increased grant of £4000 plus 4 free uses of hall for LTC. Also Cllr CD Allan has been accepted as one of LTC's representatives on the Memorial Hall Committee.</p>	
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
93/18-19	12. <u>Salaries/ training/office</u> – The Clerk asked the committee if they want to pay Admin Assistant up to her last day (10/12/18) in December's pay or leave till January.	

	Committee resolved to pay in Decembers pay. Therefore November salaries plus 29 ¼ hours overtime for the clerk in October & December for Admin Assistant comes to £2818.24 not inc NI and Pension. The office will be closed on a Friday whilst Clerk is studying for Cilca. Staffing committee reported that the Clerk will be increasing her hours to 30 from 1st December 2018, to reflect the changes put forward for the new admin assistants role see below.	
94/18-19	13. <u>Admin Assistant</u> – Staffing committee reported that the new position is being advertised as 20 hours per week 9am till 1pm (plus evening meetings hours agreed). A temporary Admin Assistant will be hired working 15 hours a week between the hours of 10.00am and 1.00pm until a permanent candidate fills the position. The Clerk reported that there has been a significant interest in the position already. Clerk to contact Mike Kelly to request the Youth Club as a venue for interviewing.	
95-18/19	14. <u>Formal Cllr complaint</u> – Cllrs B Dance and CD Allan left the meeting at 8.25pm. A letter that had been given to LTC was read regarding a Cllrs conduct that had occurred on the street near to Perrys Cottage. These actions of the Cllr could bring the Council into disrepute and would be a breach of LTC’s Code of Conduct, as the Cllr was representing LTC at the time. F+P committee are taking this seriously and will be investigating this matter further until it is resolved, first step Clerk to write to said Cllr and ask for their account.	
96-18/19	15. <u>Agenda points for next month</u> – Bullying Committee Chairperson to be put on FTC agenda.	

There being no further business to discuss the meeting closed at 8.56pm.

Next meeting will be held on 2nd January 2019 at 7pm, in the Town Council Office.

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