

# LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 29th August 2018 at 7-00pm				
<b>Present:</b>	Cllr M Giles in the Chair	Cllr B Dance		
	Cllr CA Allan	Cllr J Langley		
	<u>Agenda Item</u>			<b>Action</b>
<b>43/18-19</b>	<b>1. Apologies</b> – Were received and accepted from Cllr AKJ Pickernell (holiday), Cllr CD Allan (work) and Cllr B Cordery (family).			
<b>44/18-19</b>	<b>2. Declaration of Interests</b> – none were declared.			
<b>45/18-19</b>	<b>3. Minutes</b> of previous meeting had been circulated and ratified at FTC on 14 <sup>th</sup> August 2018. The Clerk confirmed to the committee that insurance cover for travel on council business can either be worded as business use or volunteer use. All Cllrs who do mileage for the council must have this insurance cover. The clerk confirmed that the Standing Orders template would be reviewed next month.			
<b>46/18-19</b>	<b>4. Financial Statement – Jul 2018</b> – The Clerk reported that LTC is still well within budget. The clerk reminded the committee that budgets are now high on our agenda over the next couple of months, she intends to adjust the budget headings to ensure clearer understanding of committee budgets.			
<b>47/18-19</b>	<b>5. Bills for Payment – received to date</b>			
	<b>Payments</b>	<b>Method</b>	<b>Cost £</b>	<b>VAT £</b>
	Aster Living - Office security	Direct Debit	20.28	
	Ludgershall Memorial Hall rent	Bank Transfer	100.00	
	Virgin Business - Telephone and broadband	Direct Debit	81.26	13.54
	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 (August)	Bank Transfer	455.00	
	Scottish Power (Rec)	Bank Transfer	46.05	2.19
	Scottish Power (Public Con)	Bank Transfer	67.03	3.19
	Scottish Power (office)	Bank Transfer	95.52	4.55
	Viking (office supplies)	Bank Transfer	57.17	
	Post Office (stamps)	Card payment	20.88	
	The Range (Chair’s fund Ludgershall in Bloom)	Card payment	5.97	
	*Brook Street – Temp Administrator w/e /10/08/18	Bank Transfer	171.36	28.56
	*Brook Street - Temp Administrator w/e 17/08/18	Bank Transfer	214.20	35.70
	Minimarket LTD (office supplies)	Bank Transfer	2.25	0.38
	DCK Accounting solutions (August accounts)	Bank Transfer	274.56	45.76
	David Ogilvie Engineering Ltd (Lectern and bin)	Bank Transfer	1,295.40	215.90
	Grist Environmental (skip 16th August)	Bank Transfer	250.45	41.74
		Total	4,012.38	401.04
	<i>*were authorised at Finance &amp; Policy for immediate payment</i>			
<b>48/18-19</b>	<b>6. Committee Reports –</b>			

	<p><b>Civic Events</b> – Cllr CA Allan reported to the committee that the following amounts had been agreed for the Christmas Fayre. Approximate budgets are £350.00 for childrens' gifts, £100.00 for tombola, £86.00 for the bar, Cllr CA Allan will liaise with the Clerk for petty cash. Clerk to apply for tens and gambling licenses - £100.00 first prize for the raffle.</p> <p><b>Allotment, Cemetery &amp; Car park</b> – Installation of bollards at Bell Street and cemetery costs £320.00 were agreed. The car park barrier insurance claim excess of £125 was also agreed. Allotment privacy notice and exclusive rights for burial privacy notice agreed with small change in minute point 8 below.</p> <p><b>Recreation, Leisure &amp; Environment</b> – No costs or policy to report.</p>	Clerk
49/18-19	<b>7. Grants</b> – There were no requests this month.	
50/18/19	<b>8. New policies regarding GDPR – privacy notices, email notice and policy for email/tablet use</b> – Policies were circulated; after a lengthy discussion the Finance and Policy Committee are recommending these to Full Town Council for ratification. Once ratified, clerk will publish necessary documents.	
51/18/19	<b>9. Discuss if an Investigation of the exact wordings of contracts &amp; covenants re ownership of hall, land and environment are required</b> – Cllr M Giles explained the need for clarification of ownership of memorial hall and the land around it. The committee agreed and suggested that a solicitor should be engaged to investigate and produce a translation for all to understand. Three questions need to be asked; who owns what? Who is responsible for what? And to whom? After ratification at FTC clerk will engage solicitor.	
52/18-19	<p><b>10. Correspondence</b> –</p> <ul style="list-style-type: none"> <li>Letter from Cllr B Cordery resigning as Cllr representative on the memorial hall committee has been received. Clerk will put on an agenda point for FTC for new representative to be decided.</li> <li>Wiltshire Council electoral review, recent emails have been forwarded to FTC on this subject; clerk explained that the number of Wiltshire Cllr is not changing, however the area board and ward areas may be changing.</li> <li>A Bootcamp is asking to set up on Ludgershall Rec in September, clerk to request liability insurance and qualifications. FTC to discuss and clerk will inform Bootcamp on decision made.</li> </ul>	Clerk  Clerk
	<b>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.</b>	
53/18-19	<b>11. Salaries/training/office</b> –The Total Salaries for August (not inc. employers NI and pension) are £2370.85 which includes 37 ¾ hours overtime for the Clerk and 33 ½ hours for the admin assistant. Clerk and admin assistant will be registering for their respective exams.	Clerk
54/18-19	<p><b>14. Agenda points for next month</b> –</p> <ul style="list-style-type: none"> <li>Nomination for freedom of the town</li> <li>Land behind Perry's Cottage, clerk will forward FTC agenda and update committee.</li> <li>Section 106 sports pitches, clerk will forward to FTC agenda and update committee.</li> <li>Police viewing CCTV, clerk will forward to FTC agenda.</li> </ul>	Clerk

There being no further business to discuss the meeting closed at 8.05pm.

Next meeting will be held on 26th Sep 2018 at 7pm, in the Town Council Office.

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