

	<p>this includes 8 ½ hours overtime for the town clerk and 2 days unpaid leave for the admin assistant. This total doesn't include tax, employer's national insurance and the employer's pension. Admin Assistants pension will start 1st April 2017 with the first payment taken from Mays pay. The admin assistant's probation period has now finished, the contract of employment is ready to be signed. Cllr O White to check the contract and sign. Clerk mentioned about if anyone does have a meeting at the office, if they could let the clerk know as we do have our own meetings occasionally, and we don't want anything to clash. Also the clerk has had some comments from the public about not wanting to come into the office when a meeting is on as it can be intimidating. Cllr M Giles and Cllr AJ Pickernell suggested using the council chambers and that if anyone does have any meetings they let the town clerk know in advance. Cllr K Hall suggested a meetings diary, the committee agreed. Clerk read out a statement about how since December 2016 they felt undermined and uncomfortable due to the behavior of a councillor. The clerk has sought advice on this matter as it is now effecting their health. The clerk was advised that a dignity at work/bullying and harassment policy must come in to effect (which will help in other matters too) The clerk shared wording which if agreed by finance and policy, needs to be formalized at FTC. The committee agreed. Clerk to put on agenda for FTC. Secondly LTC must create a staffing committee for such issues. The clerk shared terms of reference for this committee, after discussion the councillors decided that the chairs of finance and policy, allotment and cemetery and Recreation, Leisure and environment should be the 3 members of the new staffing committee. Clerk to update terms of ref and to put on the FTC agenda for ratification. Admin assistant's clerks training morning was cancelled due to staffing issues. The Clerk had been on audit training with Grant Thornton (LTC's auditors). The clerk, Cllr M Giles and Cllr AJ Pickernell are on insurance training next week. Admin assistant and Cllr O White will be attending social media for local councils training. The clerk stated that Crystalnet have still not replied to an email sent a while ago about all of the password changes. The committee requested clerk to email Crystalnet again with the questions, requesting that the Finance and policy committee would like an answer.</p>	Clerk
229/17	<p>7. <u>Neighborhood Plan</u> – Cllr AJ Pickernell had been in talks with another Council about their neighborhood plan, and how much work had to go into them. After lengthy discussion it was decided to put the plan on the back burner for now.</p>	
230/17	<p>8. <u>CIL / S106 Monies</u> – CIL monies for 178 and Malbar, Andover Road amount to around £4000.00. Clerk to ask if we can use this money for the parking issues at Castle Street. S106 Monies in relation to Granby gardens, £101,392.65 for social and community infrastructure was paid on the 5th July 2016 to Wiltshire Council. This was earmarked to go towards fixing the roof of the Ludgershall Memorial. Cllr AJ Pickernell to enquire where this money is.</p>	Clerk
231/17	<p>9. <u>Committee Reports</u> <i>Allotment, Cemetery & Car park</i> – Garden club have requested a copy of</p>	

	<p>the insurance policy for the Garden shop structure. The committee agreed. Clerk to send the relevant documents to the Garden Club secretary.</p> <p>Recreation, Leisure & Environment – None.</p> <p>Civic Events – None.</p>	Clerk
232/17	<p>10. Grants – a) Mens Shed – Total cost for the men’s shed project is £6000.00, they have asked for a grant of £800.00 to cover part of the electricity installation costs. Clerk to go back to the Mens shed to get their quote for the electricity installation, as we have not received it yet. Bring to the next Full town council.</p> <p>b) Scout hall – Have asked for a grant of £1000.00 to go towards a new boiler which costs £3494.00. The committee suggested we award the Scout hall with £500.00. The committee have asked that the clerk is to go back to the Ludgershall Scout hall trustees and management committee and find out the guarantees on the new boiler and insurance. Cllr O White will present this application at the next Full Town Council.</p>	Clerk
233/17	<p>11. Perry’s Cottage – Clerk has been back to the solicitor to let them know that Ludgershall Town Council can go ahead with the sale of the land behind Perrys cottage. In order to start the land registration process, Ludgershall Town Council must provide the original titles deeds to the solicitors. Cllr O White to give the deeds to the clerk to provide to BSI and the registration fee for the property value between £200,000 and £500,000 is £200.00, this was agreed by the committee to be paid.</p>	Cllr O White and Clerk
234/17	<p>12. Caretaker’s agreements – Clerk added the dates to the caretaker’s contract for 1 year from 1st April – 31st March 2017. Clerk to get the contacts signed by the caretaker. All in agreement.</p>	Clerk
235/17	<p>13. Change of the cemetery rules- The rules were amended to read - Grave – Basestone 36 inches by 18 inches. Plinth to be safely within the measurements of the basestone. Total memorial height including headstone tablet not exceeding 43 inches. The committee agreed.</p>	
236/17	<p>14. Standing orders and financial regulations – No changes in any legal requirements. Existing standing orders and regs to be given to all Councillors in May Full Town Council. Annual check of wordings to be raised at the May finance and policy committee for June FTC.</p>	
2372/17	<p>11. Any Other Business</p> <ul style="list-style-type: none"> • Cllr K Hall will not be standing again due to work commitments. 	

There being no further business to discuss the meeting closed at 8:19pm

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