LUDGERSHALL TOWN COUNCIL



Present:	esday 29th March 2017 at 7-00pm Cllr Giles in the Chair	Cllr White			
	Cllr Hollis	Cllr Langley			
	Cllr Pickernell	Cllr Hall			
	Agenda Item			Action	
223/17	1. Apologies – None				
224/17	2. Declaration of Interests – Cllr M Giles and Cllr J Hollis declared an				
	interest in 10a. Cllr AJ Pickernell declared an interest in 11.				
225/17	3. <u>Minutes</u> – of previous meeting had bee	n circulated and rat	ified at full		
	Town Council on 14th February 2017 there were no other matters arising.				
	Point 5 Lloyds fixed term deposit renewal the interest rate has gone down				
	again from 0.6% to 0.55% for 6 months. The committee agreed to reinvest				
	at this rate.				
226/17	4. <u>Financial Statement</u> - Had been circulated, they were produced after				
	reconciliation with accounts held at Lloyds Bank. The clerk showed all				
	what funds are left to cover the rest of the year with their spending				
	committees. Pillar clock to be put forward to 2018-19 budget.				
227/17	5. Bills for Payment				
	Aster Living – Office Security	Direct Debit	£27.50p		
	Virgin Media – Phone/Internet	Direct Debit	£85.88p		
	Scottish Power – Office	Direct Debit	£40.00p		
	Scottish Power – Rec	Direct Debit	£25.00p		
	Scottish Power – Toilets	Direct Debit	£40.00p		
	Clerks and Councils direct - subscription	Bank Transfer	£24.00p		
	Southern water – Toilets	Bank Transfer	£153.79p		
	Karen Allingham – Travel exps	Bank Transfer	£20.35p		
	AJK Services Ltd	Bank Transfer	£234.00p		
	Comcen – Ink cartridges	Bank Transfer	£265.52p		
	Pear Technology	Bank Transfer	£180.00p		
	Gavin Jones	Bank Transfer	£667.64p		
	Gavin Headstones	Bank Transfer	£1800.00p		
	DCK Beavers March	Bank Transfer	£262.94p		
	RAM Enterprise	Card Payment	£1.99p		
	Caretaker – Play area	Standing Order	£399.00p		
	£28.88p to be refunded back from Aster communities for Ludgershall				
	Town Council Office panic alarm.				
228/17	6. Salaries/update on office staff – Salarie	es for March 2017 a	re £2135.62,		

	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	Clerk
	national insurance and the employer's pension. Admin Assistants pension	CICIK
	will start 1 st 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 clash. Also the clerk has had	
	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 seeked	
	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 Thorton (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.	
229/17	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.	
230/17	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	Clark
	parking issues at Castle Street. S106 Monies in relation to Granby gardens,	Clerk
	£101,392.65 for social and community infrastructure was paid on the 5 th	
	July 2016 to Wiltshire Council. This was earmarked to go towards fixing	
	the roof of the Ludgershall Memorial. Cllr AJ Pickernell to enquire where	
224/47	this money is.	
231/17	9. <u>Committee Reports</u>	
	Allotment, Cemetery & Car park – Garden club have requested a copy of	

	the insurance policy for the Garden shop structure. The committee	Clerk
	agreed. Clerk to send the relevant documents to the Garden Club	CIEIK
	secretary.	
	Recreation, Leisure & Environment – None.	
	<i>Civic Events</i> – None.	
232/17	10. <u>Grants</u> – a) Mens Shed – Total cost for the men's shed project is	
232/17	£6000.00, they have asked for a grant of £800.00 to cover part of the	Clerk
	electricity installation costs. Clerk to go back to the Mens shed to get their	CIEIK
	quote for the electricity installation, as we have not received it yet. Bring	
	to the next Full town council.	
	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.	
233/17	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,	Cllr O White
	Ludgershall Town Council must provide the original titles deeds to the	and Clerk
	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.	
234/17	12. Caretaker's agreements – Clerk added the dates to the caretaker's	
•	contract for 1 year from 1^{st} April – 31^{st} March 2017. Clerk to get the	Clerk
	contacts signed by the caretaker. All in agreement.	
235/17	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.	
236/17	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.	
2372/17	11. Any Other Business	
-	Cllr K Hall will not be standing again due to work commitments.	
Thora hai	ng no further husiness to discuss the meeting closed at 8.19nm	

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

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