

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 29th May 2019 at 7-00pm

Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance	
	Cllr CA Allan	Cllr J Langley	
	Cllr B Cordery	Cllr CD Allan	
	<u>Agenda Item</u>		
001/19-20	1. Apologies – Cllr M Giles is attending Buckingham Palace Garden Party, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.		
002/19-20	2. Declaration of Interests – None.		
003/19-20	3. Minutes of previous meetings had been circulated and ratified at FTC on 14th May 2019. There were no comments.		
004/19-20	4. Financial Statement to end month 1 & confirmation of queries from FTC – The Clerk confirmed that the £2100 that was identified as Tourism was infact Christmas lights and has been changed. This did not affect the end of year information for the external audit. The wooden shelter will be taken of the assets for this year 2019/2020. The Clerk then referred to the Detailed Balance Sheet which now has the Rolling Capital Fund spread over specific ear marked funds (EMR) which was recommended by the Internal Audit. As the EMR’s were not part of the budgeting process and precept, any request to use these will need to be agreed by the full council. Month 1 report all in order and within the budgets.		
005/19-20	5. Bills for payment – Received to date for May 2019 Finance Meeting		
	Payments	Method	
		Cost	
		VAT	
	Aster Living - Office security	Direct Debit	£20.28
	Virgin Business - Telephone and broadband	Direct Debit	£80.92 £13.49
	*Odd Job Barry – play area contract (March)	Bank Transfer	£455.00
	Ludgershall Memorial Hall - Rent of chambers	Direct Debit	£100.00
	Wiltshire Council - non-domestic rates - office	Bank Transfer	£355.00
	Wiltshire Council - non-domestic rates - car park	Bank Transfer	£476.00
	Wiltshire Council - non-domestic rates - cemetery	Bank Transfer	£75.00
	Shred-it - May 19	Bank Transfer	£81.59 £13.60
	Grist Environmental - 22/05/19	Bank Transfer	£267.98 £44.66
	Ali Jarvis - mileage to training	Bank Transfer	£18.45
	Parsons Containers - 50% paid	Bank Transfer	£1,122.00 £187.00
	*Parsons Containers - 50% on receipt	Bank Transfer	£1,122.00 £187.00
	Parker Randall Foods - Summer Fete	Bank Transfer	£165.00
	*WALC - Clerks year training course for admin	Bank Transfer	£78.00
	ROSPA annual inspection on both play areas	Bank Transfer	£223.20 £37.20
	Auditing Solutions Ltd - Internal Audit	Bank Transfer	£516.00 £86.00
	All Plumbing Services - Tap on rec	Bank Transfer	£237.60 £39.60
	Total		£5,394.02 £445.75
	* permission to pay these invoices after Finance & Policy		Clerk

006/19-20	<p>6. <u>Committee Reports</u> – Civic Events – The Clerk referred to minute 005/19-20. The April minutes have been ratified, to change something would mean bringing the revised minutes back for ratification at the FTC in June. Cllr CA Allan was happy that her comment had been minuted in the May Civic Events minutes and did not ask for the April minutes to be officially changed. There were no requests to Finance & Policy, this month. Allotment, Cemetery & Car park – Cllr J Langley reported that the committee had accepted the quote for a new metal post for the Deweys Lane Allotment entrance at £105 parts and £25 per hour labour. Clerk/Admin to put the orders in. Recreation, Leisure & Environment – Cllr CD Allan stated that there was no requests to Finance & Policy this month to be reported.</p>	Clerk/Admin
007/19-20	<p>7. <u>Grants</u> – a) The Clerk read out a thank you letter from Castledown FM. b) Scout Hall- - the Committee discussed the request and asked the Clerk to confirm with the Scout Hall committee, that in order for LTC to make a decision of whether to award a grant or note, that quotes for the works mentioned should be sent to the office. c) Ludgershall Community Centre (Friday Club) – the Committee discussed and asked the Clerk to decline the application due to two reasons; i) LTC would not grant funds to help with the weekly cost of food or for rent payable and ii) this is not a membership club. If they were to charge a small fee most of these items would be covered.</p>	Clerk Clerk
008/19-20	<p>8. <u>Re worded Code of Conduct</u> – The Clerk has completed the change required by the committee last month. The committee agreed the new wording, Clerk to take to FTC in June for full acceptance. The Clerk has also produced a page for the website to explain ‘How to complain about a Ludgershall Town Council Member’, by utilising a page off Wiltshire Councils website and links to it. The committee agreed this should be made available on LTC’s website. Clerk to take to FTC also for acceptance.</p>	Clerk
009/19-20	<p>9. <u>Re worded Terms of reference for Finance & Policy Committee</u> - After the Committee had not agreed with the Clerks proposal (to comply with Internal Audit) to reduce the numbers within this committee to a third of FTC (being 5 members), she has reworded the F & P Terms of Reference to reflect this. There had also been a query into the office regarding the reduction of one member, due to one person being a Vice Chair on 2 spending committees. The Clerk had drafted a line to take this into consideration ‘<i>if a Cllr has a position on 2 spending committees then another member from one of those committees shall be a representative</i>’. The committee discussed and did not see the need for this wording to be added. The Terms of Reference without this wording was then accepted by the committee. Clerk to add to Website.</p>	Clerk
010/19-20	<p>10. <u>LTC Financial Regulations</u> - The Clerk confirmed that there have been no legal changes to the Financial Regulations and asked the committee to accept and approve. Cllr J Langley proposed that these Financial Regulations be approved, Cllr CD Allan seconded, all agreed. Clerk will put through FTC for ratification.</p>	Clerk
011/19-20	<p>11. <u>Parnhams Covenant</u> – The Clerk updated the committee, Parnhams solicitor has acknowledged the covenant. LTC’s solicitor has advised LTC to get a valuation and negotiate with Parnhams regarding consent for their proposed development. The committee asked the Clerk to obtain a valuation.</p>	Clerk
012/19-20	<p>12. <u>Correspondence</u> – Payment for the entry of the extract of the Councils minutes to the Parish News, will have a small increase in fee this year.</p>	
	<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.</p>	
013/19-20	<p>13. <u>Salaries/ training/office</u> – The Clerk read out May salaries and overtime from April of 32 hours for the Clerk, and 3 ¼ hours for the Admin Assistant. The Clerk explained that April and May are particularly busy times. Also, as reported last month certain specific jobs that are required of the office are not being completed due to the lack of hours the office has been given. The committee discussed and asked the Clerk to call a</p>	

	Staffing Meeting to discuss hours as per last month's minutes. The Admin Assistant has now finished 2 sections of ILCA and completed an all-day training course run by WALC. The Clerk has almost finished the second section of CILCA. As requested the maintenance of the outer area of the office will be spruced up very soon by Sovereigns maintenance contractors. The Clerk asked for a budget of approx. £165.00 to obtain the formal paraphernalia that is needed by a local council in case of the death of the Head of State. Clerk will order items.	Clerk Clerk
014/19-20	14. <u>Agenda points for next month</u> – none	

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

Next meeting will be held on 26th June 2019 at 7pm, in the Town Council Office.

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