

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 29th November 2017 at 7-00pm

Present:	Cllr M Giles in the Chair	Cllr B Dance																																																						
	Cllr Hollis	Cllr Langley																																																						
	Cllr J White	Cllr AKJ Pickernell																																																						
	Cllr B Cordery																																																							
	<u>Agenda Item</u>	<u>Action</u>																																																						
102/17-18	1. Apologies – Cllr CA Allan, ill, accepted.																																																							
103/17-18	2. Declaration of Interests – Cllrs J White, A Pickernell, B Dance & B Cordery declared an interest in point 5 & 8 and Cllrs M Giles & J Hollis declared an interest in point 5.																																																							
104/17-18	3. Minutes of previous meeting had been circulated and ratified at Full Town Council on 14th November 2017. The Clerk advised that she had not been able to speak to the contractor regarding Perry’s Cottage in time for the agenda setting, however, she has been in contact with him since. The committee asked the Clerk to contact him in view to coming to the next FTC.	Clerk																																																						
105/17-18	4. Financial Statement - These were produced after reconciliation with accounts held at Lloyds Bank. There were no matters arising.																																																							
106/17-18	5. Bills for Payment <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr> <td>Aster Living – Office Security</td> <td>Direct Debit</td> <td style="text-align: right;">20.28p</td> </tr> <tr> <td>Virgin Media – Phone/Internet</td> <td>Direct Debit</td> <td style="text-align: right;">78.44p</td> </tr> <tr> <td>Water2business – Allotments & Office</td> <td>Direct Debit</td> <td style="text-align: right;">691.43p</td> </tr> <tr> <td>Water2business – Recreation ground</td> <td>Direct Debit</td> <td style="text-align: right;">41.97p</td> </tr> <tr> <td>Caretaker – Play area</td> <td>Standing Order</td> <td style="text-align: right;">399.00p</td> </tr> <tr> <td>Memorial Hall – rent</td> <td>Standing Order</td> <td style="text-align: right;">100.00p</td> </tr> <tr> <td>Screwfix – locks for cemetery & Bell St Allot</td> <td>Card Payment</td> <td style="text-align: right;">13.98p</td> </tr> <tr> <td>Wiltshire Council – non domestic rates office</td> <td>Bank Transfer</td> <td style="text-align: right;">285.00p</td> </tr> <tr> <td>Wiltshire Council – non domestic rates car pa</td> <td>Bank Transfer</td> <td style="text-align: right;">452.00p</td> </tr> <tr> <td>Cliveden Conservation – War Memorial Clean</td> <td>Bank Transfer</td> <td style="text-align: right;">371.42p</td> </tr> <tr> <td>Ludgershall Memorial Hall – Christmas Fayre</td> <td>Bank Transfer</td> <td style="text-align: right;">75.00p</td> </tr> <tr> <td>*Brook Street – Temp w/c 03/11</td> <td>Bank Transfer</td> <td style="text-align: right;">208.50p</td> </tr> <tr> <td>*Brook Street – Temp w/c 10/11</td> <td>Bank Transfer</td> <td style="text-align: right;">212.04p</td> </tr> <tr> <td>*Brook Street – Temp w/c 17/11</td> <td>Bank Transfer</td> <td style="text-align: right;">134.29p</td> </tr> <tr> <td>*Bradsons – Traffic Managmt – Remembra</td> <td>Bank Transfer</td> <td style="text-align: right;">712.60p</td> </tr> <tr> <td>*Mens Shed – Grant</td> <td>Bank Transfer</td> <td style="text-align: right;">660.00p</td> </tr> <tr> <td colspan="3">Additional bills for payments (received after agenda placed)</td> </tr> </tbody> </table>			£	Aster Living – Office Security	Direct Debit	20.28p	Virgin Media – Phone/Internet	Direct Debit	78.44p	Water2business – Allotments & Office	Direct Debit	691.43p	Water2business – Recreation ground	Direct Debit	41.97p	Caretaker – Play area	Standing Order	399.00p	Memorial Hall – rent	Standing Order	100.00p	Screwfix – locks for cemetery & Bell St Allot	Card Payment	13.98p	Wiltshire Council – non domestic rates office	Bank Transfer	285.00p	Wiltshire Council – non domestic rates car pa	Bank Transfer	452.00p	Cliveden Conservation – War Memorial Clean	Bank Transfer	371.42p	Ludgershall Memorial Hall – Christmas Fayre	Bank Transfer	75.00p	*Brook Street – Temp w/c 03/11	Bank Transfer	208.50p	*Brook Street – Temp w/c 10/11	Bank Transfer	212.04p	*Brook Street – Temp w/c 17/11	Bank Transfer	134.29p	*Bradsons – Traffic Managmt – Remembra	Bank Transfer	712.60p	*Mens Shed – Grant	Bank Transfer	660.00p	Additional bills for payments (received after agenda placed)			Clerk
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	<p>Timpson Ltd – keys for new lock Card Payment 32.00p B & M – Christmas Fayre Card Payment 136.19p Aldi – Christmas Fayre Card Payment 83.27p Tesco – Christmas Fayre Card Payment 115.09p Home Bargains – Christmas Fayre Card Payment 40.84p DCK Accounting Solutions – Nov accs Bank Transfer 262.94p Gavin Jones – Nov Maintenance Bank Transfer 667.64p *365 Linen Hire – freedom lost items Bank Transfer 24.30p *Tesco – Santa Sweets pay to Cllr CA Allan Bank Transfer 12.00p *B & M – Christmas Fayre pay Cllr V Dixon Bank Transfer 73.81p *Wyevale – Freedom Planters – Cllr V Dixon Bank Transfer 12.00p <i>*authorised at Finance & Policy for immediate payment</i></p> <p>Total 7916.03p</p>	
107/17-18	<p>6. Salaries/Training/Office– The Clerk explained that with the admin administrator off on long term sick and the temp only covering 15 hours a week, cover of the other 10 hours has fallen to her. Salaries for November 2017 are £2,224.78p which includes 45.5 hours overtime for October for the Town Clerk, and a reduction to ½ pay for long term sick for the admin assistant has now started. This figure does not include Employer’s National Insurance and Employer’s Pension, full staff costs will be available at FTC. The Clerk attended an SLCC regional training seminar, where she brought back contacts for many different items that LTC are looking into. The day included invaluable information about financial and legal changes coming up, and she has expanded her contacts for HR resources. The changes in 2018 regarding data protection are still being developed and the SLCC have stated that the Society <i>intends to provide all the advice and support on this subject, as you would expect from your professional body. This will include the Advisory Service providing a full set of model documentation as part of your normal membership service.</i> The Clerk will report in the New Year when this is ready.</p>	Clerk
108/17-18	<p>7. Committee Reports – Allotment, Cemetery & Car park – new locks for cemetery & Bell Street allotment purchased & the invoice for the War Memorial clean is to be paid. Also the Allotment Rules have been amended and payments of 2018 Allotment fees are starting to be received, date for collection evening 13/12/17. Recreation, Leisure & Environment – CCTV installation has been completed, Clerk gave the committee the completed LTC CCTV Policy which had been previously drafted with F&P committee, the committee agreed wording, Clerk to date. DBS checks & training on the system is now to be completed for the volunteers & Clerk, date of training 13/12/17 at 9am in the council office. Civic Events – payment for Remembrance road closure due, & costs for Christmas Fayre ongoing. Whilst the Christmas lights were being put up at the Memorial Hall it has been noticed that the fixings used previously do not comply with British Standards. The Contractor will be correcting this issue.</p>	Clerk
109/17-18	<p>8. Grant Requests – a) Castledown FM - LTC have received a letter of thanks for supporting Castledown FM along with the request for Castledown FM’s annual grant, this is the last one of this agreement. The</p>	

	committee agreed to put forward for payment at FTC. b) Memorial Hall – LTC have received a request for the annual maintenance grant for the Memorial Hall to be paid. The committee agreed to put forward for payment at FTC. c) Ludgershall Sports Youth FC – The Clerk has had correspondence regarding a grant requested earlier in the year. The committee discussed. Clerk to find out exactly what is needed currently. There could be alternative funding for part of this request. Clerk to check with Wiltshire Council.	Clerk
110/17-18	9. <u>Social Media Policy</u> – to be discussed at next meeting.	
111/17-18	10. <u>Standing Orders update</u> – LTC's Standing Orders have been updated, ref. no animals except 'service animals' to be allowed at any Council Meetings, the committee were happy with the wording. To be ratified at FTC, Clerk to report date on policy.	Clerk
112/17-18	11. <u>Correspondence</u> – a) Question from resident re what has happened to the heritage railway project, unfortunately the interest was changed to Andover. Clerk to reply to resident. b) Over 50's Computer Club – Learn Direct are providing, is this something LTC would be interested in? Discussed, Clerk to find out if there is a cost involved. c) Councillors Briefing Note no.336 – had been circulated, no comments. d) Help shape Wiltshire's plans to 2036 had been circulated, councillors to comment via website. e) Request to advertise on LTC's website from Southwest Health & Safety they are located at Ludgershall's business centre. The committee discussed and will include them in the next update of LTC's local information leaflet which will be incorporated within the website. f) External Audit Apt – Clerk confirmed LTC's new external auditor for the year beginning April 2017 for 5 years will be PKF Littlejohn LLP. g) Family Learning Festival 2018 – Clerk read an email from the community engagement manager for the area stating the success of 2017 and asking if a small fund (£200) could be precepted to help cover the cost for 2018 and for a volunteer to sit on the steering group - the committee discussed Cllr Pickernell volunteered to sit on the group for LTC, and the committee agreed that £200 should be kept for this event. h) WWCE Fund – the Clerk asked if there were any projects that could benefit from this fund within the area, the committee discussed and unfortunately there are not. i) Pre-consultation for proposed Speed & Weight Limits – the Clerk read out information regarding the proposed link road. A series of Traffic Regulation Orders will be required in order to facilitate this new route. The committee asked for this to be forwarded to them.	Clerk Clerk
113/17-18	12. <u>Budget for 2018/2019</u> – Clerk explained that the original budget prepared with the Accountant did not take in to account the change in the tax base, now she has the correct figures to work with, she has some accuracy. The Clerk discussed 2 options with the committee – Option 1: £147,513 an increase of .97% per band D property and takes in to account business rates that may need to be taken into consideration regarding the Cemetery; and Option 2: £148,263 an increase of 1.49% per band D property, has a small budget for new lockable fireproof cabinets that are recommended within the last Internal Budget. The committee discussed and chose the second budget to go forward to FTC for approval. This is	Clerk

	keeping within the remit of no more than 2% as requested last month.	
114/17-18	<p>13. Agenda points for next month –</p> <ul style="list-style-type: none"> - Cllr Cordery asked if LTC could put a better seat in at the bottom of Central Street. To put on RLE agenda. - Cllr Dance proposed to revert back to the Clerk not taking the committee meeting minutes, Cllr Pickernell stated that it is a legal requirement that the minutes be taken by the Clerk/Admin. 	Clerk
	Cllr M Giles asked Cllr J White to leave the meeting	
115/17-18	<p>14. Website/IT quotes – four companies, including the existing contractor, had been asked to send in sealed quotes. The Clerk opened the envelopes in the presence of the committee, all were unaware of the contents. Three companies had quoted for the website, however, one had passed out the IT section to another company. The committee were discussing the quotes when Cllr O White arrived and interrupted the meeting. Cllr O White is not a member of the Finance and Policy Committee. After Cllr O White left the discussions concluded, the Clerk is to arrange an evening for the chosen top 2 to do a brief presentation to LTC, asap.</p>	Clerk

There being no further business to discuss the meeting closed at 9.07pm.

Next Meeting will be held on 3rd January 2018 at 7pm, in the Town Council Office.

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