

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy October 2016 Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 2nd November 2016 at 7-00pm		
Present:	Cllr Giles in the Chair	Cllr White
	Cllr Hall	Cllr Langley
	Cllr Hollis	

	<u>Agenda Item</u>	<u>Action</u>																																																									
155/16	1. Apologies – Cllr Pickernell (meeting)																																																										
156/16	2. Declaration of Interests. Cllr White declared an interest in item 5																																																										
157/16	3. Minutes of previous meeting had been circulated and ratified at full Town Council on 11th October 2016. Matters Arising point 7 Precept the Clerk said that we had acknowledgement from our MP but not a reply as yet, but we did have a copy correspondence from Wiltshire Council to the NALC questions, in which they have responded similar to LTC did.																																																										
158/16	4. Financial Statement had been circulated they were produced after reconciliation with accounts held at Lloyds Bank. There was no comments.																																																										
159/16	<p>5. Bills for Payment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Aster Living – Office Security</td> <td style="width: 20%;">Direct Debit</td> <td style="width: 30%; text-align: right;">£33.12p</td> </tr> <tr> <td>Caretaker – Play area</td> <td>Standing Order</td> <td style="text-align: right;">£399.00</td> </tr> <tr> <td>Virgin Media Business – Council Offices</td> <td>Direct Debit</td> <td style="text-align: right;">£75.86p</td> </tr> <tr> <td>Post Office – stamps</td> <td>Debit Visa</td> <td style="text-align: right;">£15.36p</td> </tr> <tr> <td>Wiltshire Council – TENS</td> <td>Paid 17/10/16</td> <td style="text-align: right;">£21.00</td> </tr> <tr> <td>RBL Poppy Appeal – 2 wreaths</td> <td>Paid 18/10/16</td> <td style="text-align: right;">£49.00</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Car park</td> <td></td> <td style="text-align: right;">£469.00</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Council Office</td> <td></td> <td style="text-align: right;">£240.00</td> </tr> <tr> <td>Grist Environmental Ltd – Emptying skip</td> <td></td> <td style="text-align: right;">£228.97p</td> </tr> <tr> <td>Chairmans Fund</td> <td></td> <td style="text-align: right;">£80.00</td> </tr> <tr> <td>Wyevale Garden Centre – Plants War Memorial</td> <td></td> <td style="text-align: right;">£31.96p</td> </tr> <tr> <td>AJK Services Ltd – Investigate Floodlight</td> <td></td> <td style="text-align: right;">£61.20p</td> </tr> <tr> <td>Wilmont Building Services – Repairs Cemetery/Rec</td> <td></td> <td style="text-align: right;">£484.80p</td> </tr> <tr> <td>Accounting Solution’s – account data</td> <td></td> <td style="text-align: right;">£262.94p</td> </tr> <tr> <td>Vaugtons – Regalia Case</td> <td></td> <td style="text-align: right;">£432.60p</td> </tr> <tr> <td>Barker Son & Isherwood – Admin Assistant</td> <td></td> <td style="text-align: right;">£282.00</td> </tr> <tr> <td>Mrs K Allingham expenses – training</td> <td></td> <td style="text-align: right;">£65.70p</td> </tr> <tr> <td>Mrs K Allingham – Presents for Christmas Fayre</td> <td></td> <td style="text-align: right;">£304.60p</td> </tr> <tr> <td>Gavin Jones – Grounds Maintenance</td> <td></td> <td style="text-align: right;">£667.64p</td> </tr> </table> <p>The clerk requested 2 invoices were paid on 2nd November 2016 as they</p>	Aster Living – Office Security	Direct Debit	£33.12p	Caretaker – Play area	Standing Order	£399.00	Virgin Media Business – Council Offices	Direct Debit	£75.86p	Post Office – stamps	Debit Visa	£15.36p	Wiltshire Council – TENS	Paid 17/10/16	£21.00	RBL Poppy Appeal – 2 wreaths	Paid 18/10/16	£49.00	Wiltshire Council – Non-domestic rates Car park		£469.00	Wiltshire Council – Non-domestic rates Council Office		£240.00	Grist Environmental Ltd – Emptying skip		£228.97p	Chairmans Fund		£80.00	Wyevale Garden Centre – Plants War Memorial		£31.96p	AJK Services Ltd – Investigate Floodlight		£61.20p	Wilmont Building Services – Repairs Cemetery/Rec		£484.80p	Accounting Solution’s – account data		£262.94p	Vaugtons – Regalia Case		£432.60p	Barker Son & Isherwood – Admin Assistant		£282.00	Mrs K Allingham expenses – training		£65.70p	Mrs K Allingham – Presents for Christmas Fayre		£304.60p	Gavin Jones – Grounds Maintenance		£667.64p	
Aster Living – Office Security	Direct Debit	£33.12p																																																									
Caretaker – Play area	Standing Order	£399.00																																																									
Virgin Media Business – Council Offices	Direct Debit	£75.86p																																																									
Post Office – stamps	Debit Visa	£15.36p																																																									
Wiltshire Council – TENS	Paid 17/10/16	£21.00																																																									
RBL Poppy Appeal – 2 wreaths	Paid 18/10/16	£49.00																																																									
Wiltshire Council – Non-domestic rates Car park		£469.00																																																									
Wiltshire Council – Non-domestic rates Council Office		£240.00																																																									
Grist Environmental Ltd – Emptying skip		£228.97p																																																									
Chairmans Fund		£80.00																																																									
Wyevale Garden Centre – Plants War Memorial		£31.96p																																																									
AJK Services Ltd – Investigate Floodlight		£61.20p																																																									
Wilmont Building Services – Repairs Cemetery/Rec		£484.80p																																																									
Accounting Solution’s – account data		£262.94p																																																									
Vaugtons – Regalia Case		£432.60p																																																									
Barker Son & Isherwood – Admin Assistant		£282.00																																																									
Mrs K Allingham expenses – training		£65.70p																																																									
Mrs K Allingham – Presents for Christmas Fayre		£304.60p																																																									
Gavin Jones – Grounds Maintenance		£667.64p																																																									

	would be overdue by full Town Council. The VAT for the first 6 months of the year has been received.	
160/16	6. <u>Draft Budget/Precept</u> had been circulated it was produced in consultation with our accountants. Clerk to check one item ref Loan Repayments with Accountant, otherwise all happy to go to FTC.	Clerk
161/16	7. <u>Bank Mandate</u> ongoing Signatories have now been changed, debit card has been stopped awaiting confirmation from bank that online access is ready for Clerk and new debit card requested.	
162/16	8. <u>Update on new Admin Assistant</u> – unfortunately due to health issues the new admin assistant has turned down the offer. The position is being re advertised.	
163/16	9. <u>S137 –a) Amendment to application form</u> it was proposed that the Application for Grant form should have a clause reading ‘ <i>The Grant is to be refunded to LTC, in the event the monies granted are not used for the purpose they were granted for</i> ’ & to add in where total cost of project is ‘ <i>please inc.quotes where applicable</i> ’. In Addition when sending the application out to request a copy of their latest bank statement – Cllr White proposed Cllr Langley seconded, carried. It was also discussed that we request an update from Grant recipients as to how they have used the funds, remit for further discussion at next meeting. b) Application for Grant from Ludgershall Sports youth FC clerk read out application committee requested Clerk contact applicant and ask how many Ludgershall residents are benefiting from the club and can quotes be provided for the request. Also to ask if they get funds from any other organisations? c)Men’s Shed Charity – Cllr M Giles & Cllr Hollis will not apply for a grant until 2017.	Clerk Clerk
164/16	10. <u>Correspondence – Casual Vacancies</u> – Clerk reported that as 2 vacancies had arisen the Wiltshire Council had been notified the Notice of Vacancies had been on noticeboards and the 3rd November 2016 was the last date to apply. Awaiting confirmation from Wiltshire Council whether there will be an election or co-option.	
165/16	11. <u>Regalia - Deputy Mayor & engraving</u> – it was proposed that the new regalia needs engraving, a decision was taken that the round medal at the bottom of the chain should have the inaugural year (2016) and that one up from this will be the name of the Mayor and year of office on alternate sides as the years go by. The first engraving will not be requested until January as the Mayor has many official events to attend beforehand. The Deputy Mayor is to have a Jewel and Ribbon the same as the old Chairman’s regalia and the Clerk is to request costings from Vaughtons as they already have the artwork. Cllr Langley proposed Cllr Hall seconded, carried.	
166/16	12. <u>Committee Reports</u> <i>Allotment, Cemetery & Car park-</i> the clerk reported that the white lines in the carpark is ongoing awaiting costings from Wiltshire Councils representatives. Cllr Langley raised the issue of clearing the leaves for Remembrance Sunday, a working party will be needed suggested 9th & 10th 2pm both days to remit to FTC. <i>Recreation, Leisure & Environment-</i> The picnic table in the Rec has been removed now to keep an eye on the swings in the same area. New safety surface in the Rec is ongoing Clerk has met with 2 companies a further to be sort before any decisions made. <i>Civic Events-</i> Freedom of the Town 2017 WO1 R Hines wants to provide	Clerk Clerk

	LTC with hospitality but may need a grant for supply of food. Remit for next Civic Events meeting.	Clerk
167/16	13. <u>Any Other Business</u> <ul style="list-style-type: none"> • The temporary road closure for Remembrance Sunday has been received and is being displayed on notice boards • Grant Thornton the External Auditor have not raised their invoices as yet and will be rectifying this as soon as possible • Letter from BT ref fibre broadband and match funding grants Cllr White said that Wiltshire Council have said they will be funding this and will remit to Cllr C Williams. 	

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

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