

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance & Policy Committee held Wednesday 30th March 2016 in the Council Office, 22 High Street' Ludgershall at 7pm.

Present:	Cllr Giles in the Chair	Cllr Pickernell
	Cllr White	Cllr Dixon
	Cllr Dance	Cllr Burgon

	<i>Agenda Item</i>	<u>Action</u>																														
31/16	1. Apologies – Cllr Hindson (family commitment)																															
32/16	2. Declaration of Interest – Cllrs White declared an interest in items 13 and 16 and Cllr Dixon declared an interest in agenda items 7																															
33/16	3. Minutes - of the previous meeting had been approved and signed at the February 2016 full Town Council meeting.																															
34/16	4. Financial Statement –The income and expenditure sheet circulated to the committee was produced after reconciliation with accounts held at Lloyds Bank on 29 th February 2016. The Town Clerk advised it might be necessary to meet any overspend of the budget from the general reserves. As reported at the previous meeting, the Town Clerk had received confirmation that the current year's accounts would be closed down on 15 th April 2016, with the internal audit being carried out on 27 th April 2016. This would enable the accounts to be presented to the Annual Meeting of the Council in May 2016. The external auditors have also advised that they require the close down of accounts forms returned to them by 17 th June 2016, and it may be necessary to call an extraordinary meeting to approve the accounts prior to them being returned.																															
35/16	5. Bills for Payment <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Aster Living – Office Security</td> <td style="width: 20%; text-align: right;">Direct Debit</td> <td style="width: 20%; text-align: right;">£33-12p</td> </tr> <tr> <td>Salaries</td> <td></td> <td style="text-align: right;">£2560-88p</td> </tr> <tr> <td>Caretaker - Play area</td> <td style="text-align: right;">S/O</td> <td style="text-align: right;">£399-00p</td> </tr> <tr> <td>Council Tax- 1st payment Car park 15/04/2016</td> <td></td> <td style="text-align: right;">£473.80p</td> </tr> <tr> <td>Council Tax Carpark outstanding payment</td> <td style="text-align: right;">Paid 15 Mar 2016</td> <td style="text-align: right;">£246.49p</td> </tr> <tr> <td>Council Tax - 1st Payment Council Office 15/04/2016</td> <td></td> <td style="text-align: right;">£238.00p</td> </tr> <tr> <td>Beechfields Toilet Cleaning Contract</td> <td></td> <td style="text-align: right;">£733.65p</td> </tr> <tr> <td>Chairman's Fund Bedding Plants</td> <td style="text-align: right;">Debit Visa</td> <td style="text-align: right;">£13.97p</td> </tr> <tr> <td>Civic Events Easter Eggs.....</td> <td style="text-align: right;">Debit Visa...</td> <td style="text-align: right;">.£15.25p</td> </tr> <tr> <td>WALC - Clerks Training Day</td> <td></td> <td style="text-align: right;">£54.00p</td> </tr> </table>	Aster Living – Office Security	Direct Debit	£33-12p	Salaries		£2560-88p	Caretaker - Play area	S/O	£399-00p	Council Tax- 1 st payment Car park 15/04/2016		£473.80p	Council Tax Carpark outstanding payment	Paid 15 Mar 2016	£246.49p	Council Tax - 1st Payment Council Office 15/04/2016		£238.00p	Beechfields Toilet Cleaning Contract		£733.65p	Chairman's Fund Bedding Plants	Debit Visa	£13.97p	Civic Events Easter Eggs.....	Debit Visa...	.£15.25p	WALC - Clerks Training Day		£54.00p	
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	<p>HAGS-SMP - replacement rope £249.48p</p> <p>Jimmy Green Marine Ltd (flag accessories) Debit Visa £29.90p</p> <p>Wiltshire Waste Recycling – Exchange skip £222.30p</p> <p>Cllr White mileage Neighbourhood Planning £19.76p</p> <p>Visit Wiltshire £516.00p</p> <p>Civic Events Temporary Event License £21.00p</p> <p>Comcen – IT Cartridges £228-10p</p> <p>AJK (Christmas Lights) £3156.00p</p> <p>British Gas Recreation Ground £32.01p</p> <p>Ludgershall Garden Club S137 (2016/2017 budget) £150.00p</p> <p>Virgin Media Business – Telephone/Broadband £77.84p</p> <p>Accounting Solutions - Payroll £39-00p</p> <p>CommunicCorp – Subscription Council Direct £24-00p</p> <p>AJK – Double outside socket £402-13p</p> <p>The Clerk had been advised that the money for the short term deposit could not be paid from the existing account where it was being held, and requested that the authorisation form to transfer it to the current account and hence to the short term bond be signed.</p> <p>Wiltshire Council have also sent out the 2nd council tax bill for the carpark for next year, which will be payable before the next Finance Meeting.</p> <p>The use of direct debits was discussed, but it was agreed by all that the use of cheques made it easier to manage the budgets.</p>	
36/16	<p>6. <u>Sharps Boxes</u>– This item was brought forward to after item 2. Cllr Burgon is a Chartered member of the Institute of Waste Management, and advised that under S34 of the 1990 Environmental Act, secure disposal of hazardous waste, in this instance discarded needles, is a legal responsibility on the council or their contractor. It was accepted that the council will buy the box, and make it available to the litter pickers and the contractors who deal with the recreation ground and other small works, and the cleaning of the toilets. Cllr Burgon has offered to provide some training to the two contractors, and it was agreed that this would be included in the register of councillor training, and get them to sign. At this point, Cllr Burgon left the meeting, and the meeting followed the agenda on from item 3.</p>	Clerk
37/16	<p>7. <u>Ludgershall Garden Shed</u> – The Clerk has sent the lease to the GardenClub, and it will be reviewed by them at their next meeting on 21st April</p>	
38/16	<p>8. <u>Code of Conduct</u> – this item was dealt at the beginning of the meeting. Cllr Giles challenged Cllr Dance as the full Town Council had demanded that Cllr Dance publicly apologised for his remarks about Cllr White, and to date nothing had been received. Cllr Dance made an apology but immediately stated that he stood by his comments. Cllr Giles responded by saying that the apology has to be given to the full Town Council, as stipulated, and could not be accepted by the Finance Committee.</p>	
39/16	<p>9. <u>Town Council Office – Power Point Projector</u> – An application for £500 towards a suitable projector has been approved by TCAB. The order will be placed once the money has been received.</p>	
40/16	<p>10. <u>Works Pension.</u> The LGPS have confirmed that there will be charges for people joining and leaving the pension scheme, as well as the fund being</p>	

	revalued at intervals. They require the full Town Council to pass a resolution to the effect that they wish to join the scheme, and then will arrange to visit the council to discuss with them. Cllr Giles proposed and Cllr Pickernell seconded, motion carried.	Clerk
41/16	11. <u>Bell Street Site – Allotment Boundary Fence</u> – The Clerk confirmed that although she had written to the occupant of 6 Hyson Crescent, the work to reinstate the fence had not yet been done. She will write again, to confirm that the council want the boundary fence reinstated as to how it was prior to the new fence being erected, to define the boundary line.	Clerk
42/16	12. <u>CIL (Community Infrastructure Levy)</u> . Wiltshire Council are currently consulting on this, ending on 25 th April. A document explaining about CIL is available in the Town Council Office.	
43/16	13. <u>Neighbourhood Planning</u> . The committee discussed this at some length, and concluded that the process was time-consuming, expensive, and still be over-ridden by Wiltshire Council. Cllr Giles proposed and Cllr Pickernell seconded that it should be recommended to the full Council that this matter should be put into abeyance for present.	
44/16	14. <u>S137 Limit for 2016/2017</u> . The office has received confirmation that the new S137 limit is £7.42 per elector.	
45/16	15. <u>Wiltshire Waste (Recycling) Ltd. Price Increase</u> . The office has received confirmation that the price to empty the skip is going up by 3% per annum. The company is also changing its name to Grist Environmental Ltd.	
46/16	16. <u>Clerks Overtime & Transfer of staff holiday to new financial year</u> . Details of these were circulated to the committee. The Assistant Clerk has 6 hrs to carry forward, and the Town Clerk, 20 hrs. Cllr Giles proposed and Cllr Dixon seconded that these be accepted, motion carried.	
47/16	17. <u>Committee Reports</u> <i>Allotment, Cemetery & Car Park</i> – Cllr Pickernell reported that the committee had been approached by some of the allotment holders at Bell Street offering to lay down gravel on the track if the council would pay for the gravel. However, this would be major structural work to do properly, and won't be a cheap job. Cllr Pickernell proposed it should be referred to the full Town Council to make the final decision. Cllr Giles seconded, motion carried. The sinking hole in the carpark has reappeared again. The clerk has obtained two quotes, one almost twice the cost of the other, and it would be referred to full Town Council to agree to proceed with the lower cost quote. A reduction in the council tax rates for 2014-2015 for the carpark has been obtained. <i>Recreation Leisure & Environment</i> - Cllr White confirmed that Solstice Signs have quoted between £10 -£15 per sign for permanent signs for the gym equipment. This is for 5 A5 rubberised wrap round aluminium signs. The clerk was asked to write to Wiltshire Council to ask about the seat at the junction of Central St and Andover Road, which needs repairs. <i>Civic Events</i> . Cllr Giles advised that the Easter Event, although poorly attended and not breaking even, was being judged a success. Work is now focussed on the Summer Fete.	
48/16	18. <u>Any Other Business</u> (information only) A small Freedom of Ludgershall	

	<p>2016 event will be suggested by special resolution to the full Town Council. The 2015 Town Benchmarking Report for Ludgershall has been received and a hard copy is in the office. The Scouts have approached the office about holding their own litter-picking event. Visit Wiltshire met with councillors in the office, and it was judged a very useful meeting. Cllr White has been having difficulties contacting the Wellington Academy about offering a work experience place.</p>	
	<p>There being no further business to discuss the meeting closed at 8-29pm.</p>	

Date of next meeting will Wednesday 30th March 2016.

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