## **LUDGERSHALL TOWN COUNCIL**



Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance			
	Cllr CA Allan	Cllr M Giles			
	Cllr CD Allan	Cllr B Cordery			
	Agenda Item	•			Action
1/18-19	1. Apologies – were received and accepted from Cllr	I Langley (family).			
2/18-19	2. <u>Declaration of Interests</u> – Cllr AKJ Pickernell declar	ed an interest in a	genda	point 8.	
3/18-19	3. Minutes of previous meeting had been circulated a	and ratified at Full	Town	Council	
	on 8th May 2018. The Clerk confirmed she had ordered the locker, and that the				
	agenda point on LTC Scheme of Delegation will be put on to June's Finance & Policy				
	agenda.				
	Cllr CA Allan arrived.				
4/18-19	4. Financial Statement - The accounts were produced	l after reconciliation	n wit	h	
	accounts held at Lloyds Bank. End of year accounts were discussed LTC are very				
	healthy. The first month of the year has gone as expe	cted. LTC's genera	al rese	rves	
	have now gone above the recommended holding and the committee asked the Clerk				
	to put on the spending committees' next agenda a topic to discuss a 'Wish List' for				
	future projects. The committee discussed the spreading of funds and as agreed in				
	March's Finance meeting £50,000 would now be put into a new 6 month deposit in				
	Santander at .45%, then upon review this may be incr				
5/18-19	5. <u>Internal Audit –</u> this had been circulated and the C			has a	
	clean bill of health with no extra recommendations. The auditor noted the 9				
	recommendations given at the last audit had been concluded.				
6/18-19	6. Review of Governance Statement – The Clerk expl				
	submit an Annual Governance and Accountability Return (AGAR), this is to be				
	presented at the June FTC for approval and signed by Chairman and Clerk. There are 4				
	main parts, the first is the statement from the annual internal audit signed, the				
	second is LTC's statement that LTC ensures a sound system of internal control inc.				
	preparation of accounts, the third is the accounting statement (figures from the end				
	of year accounts), the fourth is the external audit report and certificate (which comes back signed once the others have been submitted). All paperwork will be forwarded				
		ılı paperwork will i	oe tor	warded	
7/18-19	to FTC ready for the meeting.  7. Bills for Payment – received to date				
//10-13	7. Bills for Payment – received to date				
	Payments	Method		Cost	
	Aster Living - Office security	Direct Debit	£	20.28	
	Virgin Business - Telephone and broadband	Direct Debit	£	64.86	
	Wiltshire Council - non-dom rates - Office	Bank Transfer	£	316.00	
	Wiltshire Council - non-dom rates - Car park	Bank Transfer	£	466.00	
	Wiltshire Council - non-dom rates - Cemetery	Bank Transfer	£	73.00	

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	Post Office	Card payment	£	1.77	
	Barriers Direct -3 bollards for cemetery entrance	Card payment	£	487.42	
	Marshalls - bollard for allotments	Card payment	£	158.69	
	PlainTShirts - for events (to be refunded by Cllrs)	Card payment	£	76.18	
	Post Office - stamps	Card payment	£	27.84	
	Reed - recruitment	Card payment	£	94.80	
	*Peninsular Hr - 10/04/18 - 9/05/18	Bank Transfer	£	124.50	
	*Rosettes 4U - Fete	Bank Transfer	£	22.15	Clerk
	*Brook Street - Temp Administrator w/e 04/05/18	Bank Transfer	£	221.94	
	Grist Environment - skip	Bank Transfer	£	250.45	
	Shred-it - May	Bank Transfer	£	76.98	
	*Gavin Jones - for March 2018 (late invoice) - grounds				
	maint	Bank Transfer	£	687.66	
	Lyreco - stationary	Bank Transfer	£	41.46	
	*Brook Street - Temp Administrator w/e 11/05/18	Bank Transfer	£	177.55	
	*Lucas Landscapes - new fence at Bell Street Allotments	Bank Transfer	£	481.43	
	Gavin Jones - Grounds Maintenance May 2018	Bank Transfer	£	687.66	
	*Brook Street - Temp Administrator w/e 18/05/18	Bank Transfer	£	177.55	
	AKJ Pickernell - mileage (3 meetings)	Bank Transfer	£	78.76	
	*Scottish Power - public toilets 17/02 - 16/05	Bank Transfer	£	51.62	
	*Scottish Power - Office 09/01-17/05	Bank Transfer	£	302.33	
		Total	£	5,567.88	
	*were authorised at Finance & Policy for imme	ediate payment			
8/18-19	8. <u>Committee Reports –</u>				
	Civic Events – there were no costs from the last minutes, however Cllr CA Allan asked				Clerk
	that petty cash be made available to get sweets for the Smash the China stall and				
	Coconut Shy, and prizes for the dog show. All agreed.	•	•		
	park – money was given from Petty Cash for soil for the	•			Clerk
	minutes. The Clerk asked if she could get keys cut for	•			
	Cllr J Langley will have a set to get to the watering equ			•	
	<b>Leisure &amp; Environment</b> – £1545 was agreed from RLE				
	swings to another basket swing, also £160 to repair su	-	ipmen	ıt &	
	£232.85 to remedial work on concrete posts by fence				
9/18-19	9. Grants – i) The Garden Club have requested their u	J	,		
	committee discussed and agreed to put through to FTC for approval. ii) St James				
	Church has requested their usual grant of £650 (this now has its own budget heading). The committee discussed and agreed to put through to FTC for approval. iii)  Ludgershall Sports FC have requested a grant for £1,500, the running of the football				
	club is always tight, however they have lost one of the	•			
	moved away from the area. The grant will be used for	_			
	The committee discussed and as LTC only has an annu	-			
	£2850, (£700 of which has already been given out) thi	_			
	therefore in principle the committee support the requ	iest and will put t	orward	d to FIC	
10/10 10	that LTC award £750 to Ludgershall Sports FC.	Cloude managed at a dit	h a == 1-	d a	
10/18-19	10. Review of Standing Orders & Financial Regs – The	•			
	no legal updates sent in from NALC (National Associat	_	•		
44/40 40	committee were happy with these policies and will pu				
11/18-19	11. LTC Policy on future Railway – The committee dis				
	will be a short presentation from Cllr O White to upda				
	got to exactly and then a short presentation from Cllr				
	Council's views on where the talks are, then a short Q	. & A session. LTC	. will th	nen	

	discuss the future of their representation at the Railway Steering Group meetings.	
	Total time 20 mins.	
12/18-19	12. Correspondence – none to report.	
	Cllr J Langley arrived.	
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda	
	items will be closed to the public due to its confidential nature.	
13/18-19	13. Play Area Contract & Small works Contract – Cllr AKJ Pickernell explained why	
	there had been some confusion. The Clerk read out the new quote for both contracts.	
	The contractor has increased his charge by 5% from last year's costs, on both	
	contracts. All agreed the increase was acceptable. Clerk to inform contractor and get	Clerk
	signed contracts starting from 1st June 2018 to 31st May 2019.	
14/18-19	14. Salaries/training/office – The National Joint Council for Local Government	
	Services have agreed new pay scales which are to be implemented from 1st April	
	2018. The Salaries for May 2018 include the new pay scales and back pay for April,	
	and are £2833.81 which includes 36 hours overtime for April for the Town Clerk, SSP	
	of 28 days for April and part of May, 1 day bank holiday and 4 days holiday pay for the	
	Admin Assistant. The Admin Assistant has resigned and this is her last payment. The	
	vacancy has been advertised, 13 interested parties so far, interviews will be w/c 9th	
	July. The Clerk asked for an extension to the Temp's contract to 20th July 2018 all	
	agreed, Clerk will inform Brook Street. The office lease expires 29th October 2018,	
	the Clerk has started communications with the agent. The committee would like to	
	renew but ensure that we have a 'get out clause'. The Clerk is on a study day course	
	for Cilca on 1st June 2018 and requested agreement to book on SLCC's regional	
	training course in November at £75 plus VAT, all agreed. The new cabinet safe is	
	causing numerous static shocks, the Clerk asked if she could buy an anti-static mat for	
	£24.99, all agreed. Cllr AKJ Pickernell suggested that a small microwave is bought for	
	the kitchen (costing less than £50), to enable provision of hot food if staff are working	
	late and for volunteers when litter picking etc. The committee discussed, 5 voted for,	]
	1 against and 1 abstention, Clerk to obtain.	Clerk
15/17-18	<u>15. Agenda points for next month</u> – Arrangements for dealing with Code of Conduct	Clerk
	Complaints.	

There being no further business to discuss the meeting closed at 9.05pm.

Next meeting will be held on 27th June 2018 at 7pm, in the Town Council Office.

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