

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 30th May 2018 at 7-00pm																								
Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance																						
	Cllr CA Allan	Cllr M Giles																						
	Cllr CD Allan	Cllr B Cordery																						
	<u>Agenda Item</u>	<u>Action</u>																						
1/18-19	1. Apologies – were received and accepted from Cllr J Langley (family).																							
2/18-19	2. Declaration of Interests – Cllr AKJ Pickernell declared an interest in agenda point 8.																							
3/18-19	3. Minutes of previous meeting had been circulated 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 after reconciliation with accounts held at Lloyds Bank. End of year accounts were discussed LTC are very healthy. The first month of the year has gone as expected. LTC’s general reserves 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 increased.																							
5/18-19	5. Internal Audit – this had been circulated and the Clerk confirmed that LTC 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 explained that all councils have to 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 to FTC ready for the meeting.																							
7/18-19	7. Bills for Payment – received to date																							
	<table border="1"> <thead> <tr> <th>Payments</th> <th>Method</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Aster Living - Office security</td> <td>Direct Debit</td> <td>£ 20.28</td> </tr> <tr> <td>Virgin Business - Telephone and broadband</td> <td>Direct Debit</td> <td>£ 64.86</td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Office</td> <td>Bank Transfer</td> <td>£ 316.00</td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Car park</td> <td>Bank Transfer</td> <td>£ 466.00</td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Cemetery</td> <td>Bank Transfer</td> <td>£ 73.00</td> </tr> <tr> <td>Odd Job Barry – play area contract</td> <td>S/O</td> <td>£ 399.00</td> </tr> </tbody> </table>			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	Odd Job Barry – play area contract	S/O	£ 399.00
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																						
Odd Job Barry – play area contract	S/O	£ 399.00																						

	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 signed contracts starting from 1st June 2018 to 31st May 2019.	Clerk
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	15. Agenda points for next month – Arrangements for dealing with Code of Conduct Complaints.	Clerk

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.

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