

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 30th November 2016 at 7-00pm			
Present:	Cllr Giles in the Chair	Cllr White	
	Cllr Hall	Cllr Langley	
	Cllr Pickernell		
Absent:	Cllr Hollis		
	<u>Agenda Item</u>	<u>Action</u>	
168/16	1. Apologies – there were no apologies		
169/16	2. Declaration of Interests. Cllr White declared an interest in item 5 & 9a and Cllr Giles declared an interest in item 5.		
170/16	3. Minutes of previous meeting had been circulated and ratified at full Town Council on 8th November 2016. Matters Arising point 7 Bank Mandate debit card now received by Clerk.		
171/16	4. Financial Statement had been circulated they were produced after reconciliation with accounts held at Lloyds Bank. The Clerk referred to an unpresented cheque from April 2016 for £29.00, it is not automatic after 6 months that a cheque is cancelled, so the clerk asked for permission from the Council to ask Lloyds Bank to stop the cheque. All agreed clerk to contact bank to stop cheque.		Clerk
172/16	5. Bills for Payment		
	Aster Living – Office Security	Direct Debit	£33.12p
	Virgin Media Business – Council Offices	Direct Debit	£83.57p
	Wessex Water – recreation ground	Direct Debit	£28.72p
	Scottish Power – office	Direct Debit	£137.43p
	Caretaker – Play area	Standing Order	£399.00p
	Avon Security Ltd – Lock for Bell St	Debit Visa	£8.41p
	Home Bargains – Santa Gifts	Debit Visa	£78.12p
	Tesco – Santa Sleigh Sweets	Debit Visa	£22.70p
	Poundland – Lucky dips	Debit Visa	£6.00p
	Avon Security Ltd- Best dressed window	Debit Visa	£63.98p
	Real Christmas Trees Ltd- for Rose Gdn	Paid 09/11/16	£135.00p
	Wiltshire Council – Non-domestic rates Car park		£469.00p
	Wiltshire Council – Non-domestic rates Council Office		£240.00p
	Mr M Giles – mileage for RBL Remembrance		£23.35p
	Accounting Solution’s – account data Nov		£262.94p
	Accounting Solution’s – Budget Setting		£553.86p
	Accounting Solution’s – Payroll processing		£30.00p
	Viking – stationery		£180.20p
	Bulpitt Print Ltd – Christmas Cards		£93.60p
	Mr O White – mileage – market towns meeting		£29.88p

	<p>AJK Services – repair memorial light £120.85p Ringway – festive isolators for 2 lighting columns £751.90p Grist Environmental Ltd – Emptying skip £228.97p Elite Playground Inspections £94.51p Southern Water – waste water – office £40.59p Southern Water – waste water – public toilets £255.48p Brandon Hire Ltd – Barriers – remembrance £84.00p Lyco Direct – bulb for memorial light £15.58p Grant Thornton UK LLP – Annual Return £480.00p Bradsons – Traffic management remembrance £772.38p Mr Ward – works contract/order £104.50p</p> <p>The clerk requested 8 invoices were paid on 30th November 2016 as they would be overdue by full Town Council. Cllr Giles requested that salary details be brought to finance prior to FTC, clerk to look in to this and ensure done in future.</p>	Clerk
172/16	<p>6. <u>Draft Budget/Precept</u> Clerk confirmed that the Accountants had redirected the loan repayment of £5,095.00 to a rolling repair fund, meaning if spending committees have used all their budget repair monies and require more they can request from Finance & Policy to use this fund. The Clerk then explained to LTC the two options for precept that LTC’s accountants have produced, Option 1 Precept £133,960.00 – Band D payment £95.91p an increase of £1.83p or 1.95% and Option 2 Precept £138,960.00 – Band D payment £99.49p an increase of £5.41p or 5.75%. The second option suggested by LTC’s accountants takes in to account a budget of £5,000.00 for Devolved services which are being passed down from Wiltshire Council. After discussion it was felt that Option 2 was more prudent Cllr Pickernell proposed Cllr Langley seconded, carried. Clerk to remit to FTC.</p>	Clerk
173/16	<p>7. <u>Nationwide Fixed Term</u> –renewal is due 22nd January 2017 Clerk to find what LTC’s options are and interest earned.</p>	Clerk
174/16	<p>8. <u>S137</u> – a) Evaluation form - referring to feedback from recipient on spending of the Grants given – the committee discussed and agreed they would like photos/invoices etc. clerk to research types of form to use. b) Grant request from TCAP for Schools Christmas Band Concert – Cllr Pickernell explained that the grant is to be used to reward the children involved in the concert some 650. Total costs are shared with Tidworth – LTC have been asked for £350.00 to put towards it. The committee agreed to help fund, Cllr Langley proposed, Cllr White seconded, carried. Clerk to raise cheque at FTC.</p>	Clerk
175/16	<p>9. <u>Correspondence</u> – a) Letter from former councilor –a copy of a letter has been received in the office this letter was requesting a reply to 6 points raised - after discussion on each point the clerk will now reply. b) Donation ref. first aid responders for remembrance - Cllr White suggested a donation be given to the first responders for their help on Remembrance Sunday, after correspondence with them they suggested a donation be made to the Poppy appeal, the committee decided as LTC donate to this already that a further donation was not necessary. c) Benchmarking – neighbourhood plan – the clerk reported that an email had been received after Cllr Pickernells request at Benchmarking training, referring to development of a Neighbourhood plan. Cllr Pickernell was enquiring as to the cost, however, this was not mentioned on the email. Clerk to contact and request this. d) Quote for Andover Advertiser re precept to be given after</p>	Clerk

	FTC once precept agreed. e) Poppy Appeal thank you – the office collected £21.20.	
176/16	10. Regalia - Deputy Mayor quote –The quote has been received Jewel, Ribbon & Case £654.72 plus p&p and VAT. Clerk to remit to FTC.	Clerk
177/16	11. Committee Reports <i>Allotment, Cemetery & Car park</i> - the Christmas tree for the Rose Garden had been purchased & installed and that sponsorship will be given by Gavin Jones. Also the Table of Fees & Charges for the Cemetery is to be increased for non-residents - Burial to £640 and interment to £300 making it double what a resident pays, also to be considered a resident of Ludgershall for these purposes the length of time a former resident lived within the parish is being increased from 10 years to 25 years. The Finance & Policy committee agreed. Clerk to change with immediate effect. <i>Recreation, Leisure & Environment</i> - Tree works on Castle Street are now going ahead. Christmas Motifs installed. <i>Civic Events</i> - Christmas festivities and spending for the Christmas Fayre is ongoing.	Clerk
178/16	12. Any Other Business <ul style="list-style-type: none"> • Discussion referring to Facebook derogatory chat, clerk to put a post on LTC’s Facebook page to point residents in the right direction to submit their queries. • The office have just received a renewal notice from Scottish Power, clerk to investigate for a cheaper quote. • The Community policing team are canvassing views about attendance at council meetings – after discussion the clerk is to reply that although the report is very informative, without police representation questions raised cannot be answered. • Wiltshire Playing Pitch Strategy and Wiltshire Open Space Study Community Area Profiles – consultation will run from 23rd Nov 2016 to 9th Jan 2017. To remit to Planning & Recreation and Leisure committees. • Somme Road Cycle Path – official opening is on 7th December at 3pm. • Request for reference from previous employee – Clerk to reply with employment dates and a statement to note that it is LTC’s policy to only supply this information. • LTC’s Local information leaflets are back from the printer’s thanks to Cllr Dixon for all her hard work. Distribution has begun. • Cllr White suggested that LTC has a Mayor/Councillor surgery hour whereby residents can bring their questions to LTC each week. Discussed to remit to FTC. 	Clerk Clerk Clerk Clerk

There being no further business to discuss the meeting closed at 8.17pm.

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