

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 30th October 2019 at 7-00pm

Present:	Cllr B Cordery in the Chair	Cllr B Dance	
	Cllr M Giles	Cllr J Langley	
	Cllr J White	Cllr CA Allan	
	Cllr CD Allan		
	<u>Agenda Item</u>	<u>Action</u>	
071/19-20	1. Apologies – none.		
072/19-20	2. Declaration of Interest – Cllr CD Allan and Cllr CA Allan declared a pecuniary interest in item 5. Bills for Payment.		
073/19-20	3. Minutes of last meeting – held 2 nd October 2019 had been circulated and ratified at FTC on 8 th October 2019. There was a query regarding the Adecco Fee; Admin confirmed that the amount paid was previously agreed, had been halved from the original amount requested and was paid in full and final settlement of the matter. There were no further comments.		
074/19-20	4. Financial Statement to end month 6 – Admin reported to the committee that at month 6 LTC is within budget – currently 41.34% of total budget has been spent (should be 50% as halfway through the year) and also advised that the second half of the precept has been received from Wiltshire Council. Following on from the RLE meeting when it was suggested that there should be budget section on every spending Committee agenda, Admin explained that the Chair of each Committee can take their financial information to the meetings, but that it will be between 5 and 8 weeks out of date due to the way the Accounting function runs. The office is unable to provide more up to date information. Admin also advised that CIL monies have been received from Wiltshire Council in respect of the Elmay House development totalling £2663.86 and asked the Committee to decide where the funds should be allocated. The Committee agreed it should be taken to FTC for a decision – Admin to put on the agenda for the November FTC. The Chair asked for a proposer for the Accounts; Cllr M Giles proposed, Cllr J White seconded, all in favour, carried.		
075/19-20	5. Bills for payment – Received to date for Oct 2019 Finance Meeting		
	Payments	Method	
		Cost	
		VAT	
	Aster Living - Office security	Direct Debit	£20.28
	Virgin Business - Telephone and broadband	Direct Debit	£66.76
	*Odd Job Barry – play area contract (Sep)	Bank Transfer	£455.00
	Wiltshire Council - non-domestic rates - office	Bank Transfer	£355.00
	Wiltshire Council - non-domestic rates - car park	Bank Transfer	£476.00
	Shred It	Bank Transfer	£84.23
			£11.13
			£14.04

Admin

	Bank		
*DCK Accounting - monthly payroll fee	Transfer	£30.00	£5.00
	Bank		
*Auditing Solutions - Interim audit Oct 2019	Transfer	£414.00	£69.00
	Bank		
*Peninsula - HR	Transfer	£124.50	£20.75
	Bank		
Grist Environmental - skip exchange	Transfer	£267.98	£44.66
	Bank		
British Gas - Electricity supply in Centenary Garden	Transfer	£7.07	£0.33
	Card		
Brandon Hire Station - barriers for Remembrance	Payment	£90.00	£13.00
	Bank		
Carl's Catering - buffet for Remembrance - 1st payment	Transfer	£450.00	
	Bank		
Carl's Catering - buffet for Remembrance - 2nd payment	Transfer	£400.00	
	Card		
Wiltshire Council - Lottery Licence for Xmas Fayre	Payment	£20.00	
	Card		
Amazon - Office Health and Safety	Payment	£23.96	£3.99
	Card		
Amazon - Office Health and Safety	Payment	£12.76	£2.56
	Card		
Amazon - Office supplies	Payment	£56.59	£11.32
	Card		
Tesco - Christmas Fayre - Spin the Wheel prizes	Payment	£30.00	
	Card		
Asda - Santa Sleigh Visit chocolates	Payment	£40.00	
	Bank		
*Tree Technique - tree works @ Plot 34 Deweys Lane	Transfer	£630.00	£105.00
	Bank		
All The Kit - Sound system for Remembrance	Transfer	£921.60	£153.60
	Bank		
*DCK Accounting - Budget setting 2020/2021 visit	Transfer	£399.96	£66.66
	Bank		
*DCK Accounting - Accounts for Sep 2019	Transfer	£280.06	£46.68
	Bank		
*Hightrees - (invoice previously missed) #3966	Transfer	£121.20	£20.20
*BWF Humphries (final payment for War Memorial repair)	Bank		
	Transfer	£2,259.60	£376.60
	Card		
Amazon - glow toys for Christmas Fayre	Payment	£109.43	£18.24
	Card		
Amazon - flashing toys for Christmas Fayre	Payment	£118.28	£19.71
	Card		
Fasthosts - gov.uk renewal fee	Payment	£73.20	£12.20
	Total	£8,337.46	£1,014.67
* permission to pay these invoices after Finance & Policy			
S106 funds paid - Granby Gardens			
	Bank		
Mike Pagett - flood lights for Sports Pitch	Transfer	£2,062.80	

	Proposed for payment by Cllr J Langley, seconded by Cllr B Dance, all in favour. Admin to pay those invoices due immediately.	Admin
076/19-20	6. <u>Committee Reports</u> – Cllr CA Allan advised that there were no costs from the October Committee meeting to report however items had been purchased by the Clerk in agreement with Cllr CA Allan on behalf of the Civic Committee for sale at the Christmas Fayre totalling £227.71 including VAT. These include flashing hats, glowing ears and spinning toys. Cllr CD Allan reported from the RLE Committee meeting that they are looking to get ALL the necessary repairs done to both play parks (Rec - £4360 exc. VAT and Pretoria Road - £750 exc. VAT) so that the Service agreement can commence. They also agreed a new fence at Pretoria Road at a cost of £2800 exc. VAT and the Skatepark resurfacing at a cost of £5276.56 exc. VAT (again so that the Service/Maintenance contract can commence). These repairs total £13186.56 and were not fully voted on in the RLE meeting (due to budget related questions). Admin confirmed that the funds can come from the earmarked play equipment fund (£12980) and £206.56 can come from the Grounds maintenance budget for either the Rec or Play Areas. This was proposed by Cllr CA Allan, seconded by Cllr CD Allan, all in favour. It will need to go to FTC for a Resolution but as not all items have been voted on in the RLE meeting all costs will have to be agreed in that Committee at the November meeting and then taken to December FTC. Cllr J Langley reported from the Allotment Committee that it was agreed to re-paint the gates in front of the doors on the Public Toilets at a cost of £189.98 exc. VAT. There was also agreement to go ahead with the 4 th quote received to replace the wooden gates at the back of the Cemetery at a cost of £2400 exc. VAT. Both these items were proposed by Cllr CD Allan, seconded by Cllr B Dance, all in favour. Admin to instruct contractors to proceed.	Admin
077/19-20	7. <u>Grants</u> – none received and Admin reported that there has been no further reply from the Sports Club regarding the football kit invoice.	
078/19-20	8. <u>Correspondence</u> – The HR company used by Ludgershall Town Council - Peninsula - have notified LTC by email that from November 2019 there will be a change to the premium paid to them. The premium itself remains the same however VAT will no longer be charged on the premium and IPT (Insurance Premium Tax) will be added instead. IPT is less than VAT, however as LTC claim back VAT it means that in actual fact the premium will be slightly more expensive. A conversation then followed which resulted in the Committee questioning exactly what service is provided for the monthly fee charged. Cllr M Giles proposed that the Clerk/Admin investigate what is included in the premium (following their quote of £995 to attend a meeting requested by LTC) and to see what the contract Terms and Conditions are. This was seconded by Cllr J White, all in favour. Admin asked the Committee if it is OK to complete an online survey that has been requested by the Stonemasons that carried out the repair to the War Memorial. All agreed that a good job had been done and that it was OK to leave a review. Admin to complete.	Clerk/Admin Admin
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
079/19-20	9. <u>London Bridge Protocol</u> – The draft document prepared by the Clerk was discussed to clarify the details needed for Ludgershall Town Council. The document will be finalised by Admin and sent to Full Town Council members with the agenda for voting at the next Full Town Council meeting.	Admin
080/19-20	10. <u>Salaries/training/office</u> – The Admin Assistant reported the salaries for payment of October as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. Both the Clerk and Admin Assistant have 1.5 hours extra each which will be taken back over the next few weeks. A training course has been purchased by the Clerk for herself and the Admin Assistant to complete on Fridays starting in December. This is an e-learning Microsoft bundle covering Word and Excel. The Clerk	

	has also completed some Peninsula e-learning modules and will recommence her CILCA qualification study in December 2019. Both the Clerk and Admin Assistant keep up to date with SLCC Publications. The Admin Assistant requested permission to complete SLCC webinars as part of her ongoing training (moving towards CILCA). The majority of these are in January and February 2020 when the Clerk will be available however there are some that fall during the Clerk's absence on 7 th November and 14 th November 2019. Cllr J White offered to cover the office between 10am and 11.30am on these dates so Admin can study. All agreed.	Cllr J White
081/19-20	11. <u>Agenda points for next month</u> – Changes to arrangements for dealing with Code of Conduct Complaints as per the Wiltshire Council Briefing Note 19-025.	
	The Committee were asked by the Admin Assistant to agree the date for the December Finance meeting as 25 th Dec and 1 st January are Bank Holidays. The Committee agreed upon 2 nd January 2020. Admin to add to the diary.	Admin

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

Next meeting will be held on 27th November 2019 at 7pm, in the Town Council Office.

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