

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 31st August 2016 at 7-00pm		
Present:	Cllr Giles in the Chair	Cllr White
	Cllr Hall	Cllr Pickernell
	Cllr Hollis	Cllr Langley

	<u>Agenda Item</u>	<u>Action</u>
120/16	1. Apologies – none received as all members present.	
121/16	2. Declaration of Interests. Cllr White declared an interest regarding agenda item 9, Cllr Pickernell declared an interest in item 5 & Cllr Giles & Cllr Hollis declared an interest in Men’s Shed letter.	
122/16	3. Minutes of previous meeting had been circulated but not ratified as no full Town Council meeting during August 2016. Matters Arising: a) The clerk has traced an annual grant of £3500-00p being paid to Ludgershall Memorial Hall since July 2005. B) Benchmarking, Ludgershall has accepted to undertake this exercise for 2016 and the new Clerk will accept training for Benchmarking.	
123/16	4. Financial Statement produced after reconciliation with accounts held at Lloyds Bank and had been circulated. Questions were raised about the balance sheet and the clerk explained. A letter requesting the Business 30 day Gratuity account with Lloyds Bank is closed was presented for signatures.	
124/16	5. Bills for Payment Aster Living – Office Security Direct Debit £33.12p Caretaker – Play area Standing Order £399.00p The Range – Frames Lud in Bloom Debit Visa 20/08/16 £9.95p Wyevale Garden Centre – Vouchers Debit Visa 19/08/16 £50.00p Post Office – Stamps Debit Visa 12/08/16 £15.36p Virgin Media – Telephone/Broadband Debit Visa 23/08/16 £74.22p Fenland Leisure – Wet pour surface Debit Visa 22/08/16 £70.00p Mirror Garden Offers – bulbs Debit Visa 20/08/16 £86.81p KAM Enterprise – Envelopes Debit Visa 30/08/16 £7-00p Avon Security Ltd – Shields Paid 22/08/16 £47.00p Lucas Landscapes –Bell St allots Paid 31/08/16 £250.00p Accounting Solutions – accounts data Paid 31/08/16 £262.94p Bulpitt Print Ltd – Freedom invites Paid 31/08/16 £59.40p	

	<p>Wiltshire Council – Non-domestic rates Car park £469.00p Wiltshire Council – Non-domestic rates Council Office £240.00p Accounting Solutions - monthly accounts (Aug) £262.94p Accounting Solutions – Payroll £42.00p Mr A Pickernell – stamps for office £6.60p AJK Services Ltd – notice boards/flag pole £534.00p AJK Services Ltd – PAT testing £381.55p Grist Environmental Ltd – Emptying skip £228.97p Gavin Jones - Ground Maintenance £667.64p Elite Playground Inspections £94.51p The clerk requested 3 invoices were paid on 31st August 2016 as they would be overdue by full Town Council. A request to transfer of £5000-00p from Business 30 day account into the current account.</p>	
125/16	<p>6. Fixed Term Deposit the six month fixed term deposit with Lloyds Bank matures on 3rd October 2016, the notional amount £74,500-00p plus interest of £302-08p, After discussion Cllr Giles proposed the balance plus interest total £74,802-08p is re-invested for a further six months, seconded by Cllr Langley, carried..</p>	
126/16	<p>7. Bank Mandate/Debit Visa Card/Online Banking the former clerk and new clerk will visit Lloyds Andover on Friday 2nd September 2016 to arrange alterations to signatories, debit visa card and user name/password for online banking.</p>	
127/16	<p>8. 5th Wiltshire B-P Scouts – an e-mail received thanking for the recent grant of £300-00p towards funding of ceremonial flags. A request that incorrect information in the April & May 2016 Finance minutes is amended. The correct information -The Wolf Cubs still meet in Ludgershall but in the Church rooms no longer at the Memorial Hall. Copy of Scouts letter attached Appendix A.</p>	Clerk
128/16	<p>9. Town Council Employee's a) New Clerk – the Admin Assistant has been in post for 4 weeks she has shown great enthusiasm for the job since the clerk retired and has passed exams online during that period working towards the CilCA qualification. The committee therefore appoint Mrs K. Allingham as Clerk with effect from 1st September 2016 on salary scale from NJC spinal column point 23 (pro rata). b) Retired Clerk – The former clerk could not hand over to Admin assistant and with holidays it will leave the Council office and meetings without a clerk or Admin Assistant for a fortnight in September. NALC has been contacted for advice if former clerk can be employed on a temporary contract. There should be a break from end of permanent contract to the start of temporary contract, this has happened, so former clerk will work over the holiday period and then until new assistant is appointed. A temporary contract will be drawn up and presented at full Town Council. c) New Admin Assistant – Job Vacancy notice (Please add no previous applicant need apply) to be advertised and displayed on noticeboards. Applications to be returned by 20th September 2016, with interviews taking place as soon as practicable.</p>	Clerk Clerk
129/16	<p>10. Works Pension Update - all necessary paperwork completed until next</p>	

	step in January 2017	Clerk
130/16	11. <u>New Clerk Training</u> – WALC are running a half day training course on Thursday 27 th October 2016 at Community First costing £45-00p + VAT. It was agreed the new clerk should attend, booking form to be sent requesting an invoice is sent for payment.	Clerk
131/16	12. <u>Facebook Page – Rules</u> – a second draft of rules had been circulated, after discussion the following amendments: para 1 no abbreviations of organization names. Para 2 ‘nothing’ amended to ‘anything’. Para 3 after personal opinions add comments. This document could then be approved.	Clerk
132/16	13. <u>Bell Street Allotments – Boundary Fence</u> – the amended letter had been sent by e-mail on 26 th August 2016 asking for notification when read, Mr Shearman read the e-mail on the same day but no reply to date. Check if boundary fence has been repaired before next Finance & Policy meeting.	Clerk
133/16	14 <u>Freedom of the Town 2016</u> - still some replies outstanding, give Shipsey’s a total of 75 people and arrange a meeting at Memorial Hall with Mr Shipsey. Car parking on the day a few VIP guests can park in Memorial Hall other guests will be directed to Boys Club, maps will be sent accordingly. A notice to be printed inviting members of the public to attend Memorial Hall at 2pm for the presentation. The clerk to contact Alec Bostock inviting him to attend to take photos on the day. A request that Andover Advertiser send a reporter will also be sent. 26 Engineer Regiment wish to exercise their Freedom of the Town right and march through the Town in April/May 2017 (not Bank holidays). The 13 th or 20 th May 2017 will be sent to the RSM for discussion.	Clerk Clerk
134/16	15. <u>Wiltshire Gazette & Herald</u> – have requested a press release re the Army Basing Project, remit to full Town Council for discussion.	Clerk
135/16	16. <u>Committee Reports</u> <i>Allotment, Cemetery & Car park</i> - Cllr Pickernell reported a quote from Lucas Landscapes had been accepted to cut grass and pick up litter around the 3 end allotments of Bell Street, work completed and invoice in Bills for Payment. The clerk wished to clarify if any actions from the August allotment reports should be carried out, no, remit to next meeting. Dewey’s Lane Plot 30a still requires concrete blocks and metal sheets removed before it can be re-let. Cllr White & Cllr Hollis will undertake this work. <i>Recreation, Leisure & Environment</i> - a quote is being requested to remove rusty picnic bench in Rec, a site meeting arranged with Martin Saunders, Willmont. The damaged safety surface will be repaired short-term and advice for long-term option from Elite Inspector, no easy solution it would be best to remove existing surface and tiles underneath and start again with new wet pour as the best surface. Quotes for this work will be obtained. A spreadsheet to record reports from Caretaker on faulty equipment & suspicious articles has been started, the Clerk will also report on our Local Council Risk System programme. Damaged gym equipment – Sovereign Play will visit on site next week to look at damaged parallel bars.	Clerk
136/16	17. <u>Any Other Business</u> Ludgershall Memorial Hall Management Committee wish to sell a section of land at the rear of Perry’s Cottage and have received an offer from a local	

	<p>business man, but the committee request the Town Council arrange a Public meeting for approval of the people before negotiations can commence. A meeting will be held 20th September 2016 in the Council Office at 10am to look at all the relevant documents.</p> <p>A letter for information received from Tidworth & Ludgershall Men’s Shed committee they are currently seeking an empty building or a plot on which they could put a Portacabin type building. The project also requires start-up capital funding of £25,000-00p and they are requesting a letter of intent from Ludgershall Town Council stating if they would be able to support a financial grant. It was agreed more information on the project was required, so remit as an agenda item for next Finance & Policy meeting.</p> <p>Military Liaison Officer (Local Community Engagement) from 26 Engineer Regiment has requested their details are published at the bottom of list of Councillors, the clerk has amended list and will display on noticeboards and on the website.</p> <p>Invitation to voice your views at interactive public meeting of Wiltshire Council to help them meet the challenges ahead. Cllrs Giles, Pickernell and White will attend meeting at Devizes on 27th September 2016.</p> <p>Information from Wiltshire Council that projects being funded from Plain Action/Leader may not be met if full application is not submitted by middle of October 2016 caused by the outcome of the referendum to leave the EU. A meeting of Plain Action is being held on 29th September 2016 hopefully more information will be available.</p>	Clerk
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There being no further business to discuss the meeting closed at 8-45pm.

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