

	<p>Amazon (black tablecloth) Bank Transfer £11.50 £1.92</p> <p>Post Office - signed for delivery planning app</p> <p>CCTV Debit card £3.17</p> <p>Screwfix (hosepipe attachments) Debit card £27.96 £4.65</p> <p>Lyreco (office supplies) Bank Transfer £40.38 £6.73</p> <p>DCK Accounting (accounts for July) Bank Transfer £280.06 £46.68</p> <p>Jersey Plants (for winter planting) Bank Transfer £81.95</p> <p>Post Office - stamps for 26 Freedom parade invites Debit card £24.50</p> <p>Co-Op - office toiletries and milk Debit card £5.42</p> <p>Rosebourne - Chairmans Fund Debit card £40.00</p> <p>Gavin Jones - Grounds Maintenance - July 19 Bank Transfer £687.66 £114.61</p> <p>*SLCC Membership Bank Transfer £220.00</p> <p>Vistaprint (office supplies) Bank Transfer £35.28 £5.88</p> <p style="text-align: right;">Total £3,634.05 £272.67</p> <p><u>Payments from S106 Formal Sports Pitches fund</u></p> <p>Sean Willmont - netted ball court Bank Transfer £34,422.78 £1,639.18</p> <p>There was a question regarding Peninsula HR, is this a standard monthly fee or charged when we use them. Clerk confirmed this is a standard fee and some months they are not contacted, however recently she has been in contact with them on multiple issues, and she uses the free training webinars for specific employment issues, occasionally.</p>	
036/19-20	<p>6. Committee Reports – Cllr CA Allan reported from Civic Events, that the last items to get for the Summer Fair are rolls, ice & fruit for the Pimms. Also the budget for Santa Gifts for the Christmas Fayre is £720 (£6 per gift) and she will spread the costs over the next couple of months. Cllr Langley, reported that costs of strimming, by Gavin Jones, of those plots that have been evicted are ½ plot £32.38 full plot at £64.76 not inc vat, the Allotments committee were happy with these costs and agreed to use them for future clearances, they do have a budget for clearing plots. Also the quote of £156.87 plus vat to weed the headstone borders in the Cemetery has been agreed and a budget of £250 for Autumn/Winter plants was also agreed. Cllr J White reported there was only one item to report regarding finance and that is for the Rec entrance. The Clerk is to prep a resolution which is to be put forward to the next FTC detailing the split of budgets for the cost of £17,534.40, it was agreed at RLE that £12,000 would come from the Earmarked funds for the Recreation ground, £925 from CIL funds and the remaining £4609.40 would need to be decided at Finance & Policy. The Clerk explained it could come from either the EMR Community Infrastructure Projects or from the Capital Expenditure Budget, Cllr M Giles proposed that the £4609.40 should be funded from the Capital Expenditure Budget Cllr J White seconded all agreed. Clerk to prepare resolution. The Clerk then stated that the office have had difficulties with obtaining a preferred plumbing contractor, but have recently had 2 potential ones, both have said they would like to be considered, one has sent all their qualifications in. The Clerk asked if she could ask the latter to service the TMV and clear the blockage in the kitchen which is causing bad smells. All agreed the Clerk should go ahead with this and then at FTC ask Cllrs to agree which plumber should be chosen as the preferred contractor.</p>	<p>Clerk</p> <p>Clerk</p>
037/19-20	<p>7. Grants – Friends of Ludgershall the committee discussed this request, there were questions over the percentage of Ludgershall members, however as it is 75% this was felt adequate. Cllr CA Allan proposed that this be put forward to FTC, Cllr M Giles seconded, all in favour. Clerk to contact and ask to present the grant request.</p>	Clerk
038/19-20	<p>8. Parnham's Covenant – update – a meeting has been set up with the buyers of the land and LTC regarding new planning suggestions for the land, the buyers are aware of</p>	

	the covenant. The Clerk has 2 quotes (originally she had requested 4) from chartered surveyors to put a price on the covenant. After the site meeting LTC need to decide if they want to sell the covenant or not and chose a surveyor to be engaged to value it. Clerk to put on Septembers FTC.	Clerk
039/19-20	9. Correspondence – Welcome to Wiltshire Book, does LTC want to advertise? – The Clerk showed the Cllrs the hard back book which is put into hotel rooms around the area. The cost of a ¼ page is £275 for a year, the Cllrs discussed and it was suggested that LTC could put an article in there publishing the Church, Castle and the lovely walks around Ludgershall. The committee agreed that for the cost it was very good value, Cllr J White proposed that LTC go ahead with the ¼ page, Cllr J Langley seconded, all agreed. Cllr J White, will help with writing the article.	Clerk
040/19-20	10. Defibrillator Pads need renewing – the Clerk informed the committee that both the pads will need renewing for September, she had costs of £59.00 exc VAT; the committee agreed this was a necessity. Clerk to order.	
041/19-20	11. Scheme of Delegation – This had been circulated prior to meeting. The Clerk explained that this is a policy that all Cllrs will be able to refer to when looking to who can do what, whether the office, a committee or FTC. There were 3 items that needed agreeing a) Under section 3.1 – The Committee agreed the figure of £2500. b) Under section 4.1 the committee agreed to a figure of £750. c) Section 9.1 – Call-in policy - the wording was amended to: A member may call-in a decision taken by a committee under this scheme in accordance with the terms of reference of that committee. Cllr M Giles proposed that the relevant changes that the committee agreed be made, Cllr J White seconded all agreed. Clerk to administer and put on FTC for adoption of full Council.	Clerk
042/19-20	12. Councillor/Employee Protocol – had been circulated to committee the previous month, this is to give a succinct understanding on what is expected from employees and cllrs. The committee agreed the protocol and said this is what should be practiced by all. Cllr J Langley proposed that this be put to FTC for adoption, Cllr CA Allan seconded, all agreed, clerk to put on FTC agenda.	Clerk
043/19-20	13. Community Governance Review – the Clerk explained that Wiltshire Council have asked for a response by October 2019 and that LTC can request changes to the name of a parish or its wards, the total number of Cllrs, amendment or creation of wards, changes to external boundaries. The committee asked the Clerk to set up a meeting prior to FTC for the F&P committee to discuss this in more details. Then to put on FTC agenda with their suggestions, this then gives the FTC a month to deliberate ready for voting at Septembers FTC.	Clerk
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
041/19-20	14. Salaries/training/office – The Town Clerk reported the salaries for payment in August as £3427.50 which included 11.25 hours of Overtime from June and up to the FTC in July exact figures will be available at FTC. The committee confirmed that a report regarding the extra day's closure will be expected at FTC, in August. Cllr M Giles asked if now that the Admin Assistant has passed ILCA there is any further training to prepare for Cilca. Clerk replied the next stage within ILCA is to take the webinars and do essays in preparation for Cilca, Clerk will speak to admin to get this started. Clerk has been notified that a training session for Developing Charing Skills is to be held in October. The committee discussed and felt this should be offered to all Cllrs. Clerk will email out. Admin has done some research on Telephone & Broadband, looking at LTC's current provider against 2 others the difference in cost was negligible. However, the current provider have indicated that LTC are due an upgrade of equipment and that the current package could be better and cheaper. Committee asked Clerk/Admin to change package to more up-to-date one.	

042/19-20	15. <u>Agenda points for next month</u> – CCLA unable to come at August F & P committee agreed for them to come at Septembers instead, Clerk to confirm.	
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There being no further business to discuss the meeting closed at 8.22pm.

Next meeting will be held on 28th August 2019 at 7pm, in the Town Council Office.

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