

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 31st May 2017 at 7-00pm			
Present:	Cllr Pickernell in the Chair	Cllr J White	
	Cllr Hollis	Cllr Langley	
	Cllr M Giles	Cllr Cordery	
	<u>Agenda Item</u>	<u>Action</u>	
1/17-18	1. Apologies – None		
2/17-18	2. Declaration of Interests – Cllr Pickernell and Cllr M Giles declared an interest in 12c.		
3/17-18	3. Minutes of previous meeting had been circulated and ratified at full Town Council on 10 th May 2017.		
4/17-18	4. Financial Statement - These were produced after reconciliation with accounts held at Lloyds Bank. There is £133.00 left over from the accounting year to March 2017 in the chairman's fund, £7 will need to be refunded to Cllr O White for the purchase of Alderman K Beards wreath, which leaves £126.00. In a previous FTC the council agreed that this could go to Cllr O White's choice of charity which was Ludgershall Youth Club, clerk to arrange. Clerk had nothing else to report. Clerk to send the statement out to Cllrs ahead of the meetings.	Clerk	
5/17-18	5. Bills for Payment		
	Aster Living – Office Security	Direct Debit	£27.50p
	Virgin Media – Phone/Internet	Direct Debit	£80.32p
	Scottish Power – Office	Direct Debit	£40.00p
	Scottish Power – Rec	Direct Debit	£25.00p
	Scottish Power – Toilets	Direct Debit	£40.00p
	Wiltshire Council – non domestic rates office	Direct Debit	£285.00p
	Wiltshire Council – non domestic rates car park	Direct Debit	£452.00p
	Caretaker – Play area	Standing Order	£399.00p
	Memorial Hall – Council Chambers	Standing Order	£100.00p
	Post office – 2nd class stamps	Card Payment	£13.44p
	Tesco – 2 fans for office/hub	Card Payment	£40.00p
	Community First – Renewal	Bank Transfer	£40.00p
	Karen Allingham Mileage - Training	Bank Transfer	£17.15p
	Lyerco – Office Stationery	Bank Transfer	£73.80p
	Grist Enviromental – Skip	Bank Transfer	£235.84p
	Water2business – Office/Bell St/Dewey's lane	Bank Transfer	£103.51p
	Communicorp – Freedom Scroll	Bank Transfer	£94.56p
	Post Office – Postage	Card Payment	£0.98p

	AJK – Remedial works from elec inspection Gavin Jones – Maintenance Accounting Solutions – Accountant	Bank Transfer £353.12p Bank Transfer £667.64p Bank transfer £262.94p	
6/17-18	6. Salaries/training / Pension dispute process – Salaries for May 2017 are £2359.57p which includes 21 hours overtime for April for the Town Clerk, but does not include employer’s National insurance and employer’s pension, full staff costs will be available at FTC. Town clerk attended a Society of Local Council Clerks meeting where there was a presentation from Dr Carlton Brand from Wiltshire Council on the way forward for Wiltshire Council after the elections and where the issues Wiltshire Council face. The clerk updated the committee, full details can be obtained in the office. The committee felt that LTC may have questions that the clerk can take to the next SLCC meeting which is to be held on 21 st July 2017. LTC received an email from Wiltshire Council reference pension dispute process, to comply with the law, a stage 1 adjudicator must be put in place. Wiltshire Pension Fund use Muse advisory, the committee discussed and agreed to appoint the recommended company, Cllr M Giles proposed, Cllr J White seconded, carried, Clerk to contact Wiltshire Pension Fund to confirm. As this could incur costs LTC should precept for this. Clerk to put on the agenda for October.		
7/17-18	7. Standing Orders – review – The Clerk reported that there was a couple of errors that needed to be corrected and that certain sections needed a couple of changes the committee discussed and agreed on the following changes: Under 20b it reads ‘coming year no later than December’ it should read ‘November’- Under 26c it reads ‘The Chairman of council or in his absence, the Vice-Chairman’ it should read ‘The staffing committee shall conduct a review’- Under 26d it reads ‘shall contact the Chairman of the Council or in his absence, the Vice-Chairman’ it should read ‘shall contact the staffing committee’ - Under 26e it reads ‘this shall be communicated to another member of the Council’ it should read ‘this shall be communicated to the staffing committee’- Under 28a it reads ‘shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.’ It should read ‘shall not be handled by any individual Councilor or employee of the Council without prior clearance from other Council members’. Under 31a it reads ‘known as the Management committee’ should read ‘refer it to the Finance and Policy committee’. Committee agreed. Clerk to make changes and put to Full Town Council.		Clerk
8/17-18	8. Financial Regulations – review – The Clerk reported that there was a need to change 1 section the committee discussed and agreed on the following: On page 5 under point 2 it reads ‘On a regular basis, at least once in each quarter, and at each financial year end, a member other than the chairman [or a cheque signatory]’ it should be changed to ‘On a regular basis, at least once a month and at each financial year end, the finance and policy Chairman [or representative that is not the chairman of the Full Town Council]’. Committee agreed. Clerk to make changes and put to Full Town Council.		Clerk
9/17-18	9. Facebook on Public computers – review – Clerk asked the reason to		

	why the public cannot access certain sites like Facebook on the public computers. It was stated that this was to protect the council and shouldn't be changed to allow access to those sites.	
10/17-18	10. <u>Committee Reports</u> Allotment, Cemetery & Car park – Updating two notice boards costs £184.19p inc vat. Special clean on the Toilets costing £120.00p. Recreation, Leisure & Environment – Safety surface at the Recreation ground that will begin on the 5 th June 2017, 50% has already been paid. Civic Events – No Expenditure to report.	
11/17-18	11. <u>Correspondence</u> – a) Wellington Academy – Volunteer Fair – This was sent to Cllrs for information. b) Key roles in Wiltshire Council - This was sent to Cllrs for information. c) Regalia – Email from Vaughtons stating that LTC should have a black ribbon for the Mayor's regalia in case any VIPs pass, it was discussed that LTC could purchase their own black ribbon to do themselves if needed. d) Family Learning Festival – Marc Read has emailed asking if he could hold a community workshop at the memorial hall or any other hall on the 26 th October 2017, 10:00 – 16:00 for free supporting the family learning festival. Cllr Pickernell stated that this would be up to the memorial hall committee. Clerk to forward on the email to them. e) WALC executive committee – Cllr Pickernell stated that we should have a rep attend this event. Either the Chair or Vice Chair should attend. Cllr Pickernell will attend the first one on the 3 rd July 2017.	
12/17-18	12. <u>Grant requests</u> - a) Royal British Legion – Have requested a grant of 200.00 to have a branch standard. The committee agreed to put this forward to Full Town Council. Clerk to contact RBL and ask them to present at the FTC. b) Sunset Club – Have requested a grant of £350.00 to go towards to the cost of their Christmas party. It was discussed that LTC does this every year. Committee agreed to put this forward to FTC. c) Youth Club – Have requested a grant of £500.00 to go towards the refurbishment of the building. The committee agreed to put this forward to FTC. Clerk to contact Cllr O White to present. D) St James Church – Have requested a grant of £650.00 to go towards assorted remedial works to the larger churchyard. It was discussed that LTC does this every year. Committee agreed to put this forward to FTC.	Clerk Clerk
13/17-18	13. <u>Donations for Mayoral Events</u> – No Donation to be sent as have not done this in the past.	
14/17-18	14. <u>Bench Marking – review of report</u> – Cllr Pickernell read out the main feedback from the report, it stated that Ludgershall need to have more culture events, of which LTC are looking into. There is little retail or accommodation in the area which LTC knows about. Food and drinking establishments are high and residents are pleased with the free carpark and the ease of getting around Ludgershall. Clerk to send out the document to all Cllrs to have a look.	Clerk
15/17-18	15. <u>Reform of Data Protection Legislation – first stage preview</u> – Clerk has completed the first step of making everyone aware of the legislation and will report back when she hears more.	Clerk
16/17-18	16. <u>Councillor Training – new and existing</u> – LTC have received an email	

	from Wiltshire Association of Local Councils offering courses for new and existing Cllrs. The Clerk has suggested that we could hold one together with Tidworth Council which Tidworth Town Clerk was agreeable to this will reduce costs. Clerk to put this to FTC to see who is interested.	Clerk
17/17-18	<p>17. <u>Agenda points for next month</u></p> <ul style="list-style-type: none"> • <u>Councilors names being used</u> – Clerk asked the question if councilors are happy to have their names used in minutes or would they prefer the minutes to state ‘a councilor’. After a lengthy discussion it was decided to keep cllrs names on the minutes as we are an open and transparent Council but to put on to the next FTC for discussion. • <u>Which policies to review next month</u> – LTC will review the code of conduct and health and safety policy at the next Finance and Policy meeting. • <u>Terms of reference – Finance to review</u> Planning set one up 	Clerk

There being no further business to discuss the meeting closed at 9:10pm

Next Meeting will be held on 28th June 2017 at 7pm, in the Town Council Office.

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