

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 31st October 2018 at 7-00pm																																																															
Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance																																																													
	Cllr M Giles	Cllr CD Allan																																																													
	Cllr CA Allan	Cllr J Langley																																																													
Absent:	Cllr B Cordery																																																														
	<u>Agenda Item</u>	<u>Action</u>																																																													
70/18-19	1. Apologies – none																																																														
71/18-19	2. Declaration of Interests – Cllr AKJ Pickernell declared an interest in points 5 and 9.																																																														
72/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 9 th October 2018. Admin informed committee of actioned points from minutes and Cllr AKJ Pickernell explained investigations for a request for reduction in rates for LTC Car Park is ongoing but aimed to be set by April 2019. Admin informed committee that contracts for Perrys Cottage are currently being written and will be ready for signing.		Cllr AKJ Pickernell																																																												
73/18-19	4. Financial Statement to end month 6 – The admin assistant informed the committee that on month six of the financial year 45.6% of the budget has been spent therefore within budget for the remainder of the year. Cllr AKJ Pickernell expressed that whilst clerk is away the admin assistant should have access to the petty cash in order for the office to run as normal whilst clerk is absent. Cllr CD Allan proposed, Cllr CA Allan seconded, resolved. Clerk to provide relevant training on this for admin assistant.		Clerk																																																												
74/18-19	5. Bills for payment <u>BILLS FOR PAYMENT – Received to date for October 2018</u> <u>Finance meeting</u> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Payments</th> <th style="width: 20%;">Method</th> <th style="width: 15%;">Cost</th> <th style="width: 15%;">VAT</th> </tr> </thead> <tbody> <tr> <td>Aster Living - Office security</td> <td>Direct Debit</td> <td>£ 20.28</td> <td></td> </tr> <tr> <td>Virgin Business - Telephone and broadband</td> <td>Direct Debit</td> <td>£73.78</td> <td>£12.30</td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Office</td> <td>Bank Transfer</td> <td>£316.00</td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Car park</td> <td>Bank Transfer</td> <td>£466.00</td> <td></td> </tr> <tr> <td>Wiltshire Council -non-dom rates-Cemetery</td> <td>Bank Transfer</td> <td>£73.00</td> <td></td> </tr> <tr> <td>*Odd Job Barry – play area contract (October)</td> <td>Bank Transfer</td> <td>£455.00</td> <td></td> </tr> <tr> <td>Scottish Power (office)</td> <td>Bank Transfer</td> <td>£98.16</td> <td>£4.67</td> </tr> <tr> <td>Scottish Power (Rec)</td> <td>Bank Transfer</td> <td>£ 36.79</td> <td>£1.75</td> </tr> <tr> <td>Scottish Power (Public Toilet)</td> <td>Bank Transfer</td> <td>£37.60</td> <td>£1.79</td> </tr> <tr> <td>*Peninsula HR Sept (missed payment run)</td> <td>Bank Transfer</td> <td>£124.50</td> <td>£20.75</td> </tr> <tr> <td>British Gas (Centenery gdn electricity)</td> <td>Direct Debit</td> <td>£25.71</td> <td>£1.22</td> </tr> <tr> <td>Lyreco (office supplies)</td> <td>Bank Transfer</td> <td>£55.56</td> <td>£9.26</td> </tr> <tr> <td>Water 2 Business (Rec)</td> <td>Direct Debit</td> <td>£11.71</td> <td></td> </tr> <tr> <td>Cllr AJK Pickernell (Mileage)</td> <td>Bank Transfer</td> <td>£21.24</td> <td></td> </tr> </tbody> </table>			Payments	Method	Cost	VAT	Aster Living - Office security	Direct Debit	£ 20.28		Virgin Business - Telephone and broadband	Direct Debit	£73.78	£12.30	Wiltshire Council - non-dom rates - Office	Bank Transfer	£316.00		Wiltshire Council - non-dom rates - Car park	Bank Transfer	£466.00		Wiltshire Council -non-dom rates-Cemetery	Bank Transfer	£73.00		*Odd Job Barry – play area contract (October)	Bank Transfer	£455.00		Scottish Power (office)	Bank Transfer	£98.16	£4.67	Scottish Power (Rec)	Bank Transfer	£ 36.79	£1.75	Scottish Power (Public Toilet)	Bank Transfer	£37.60	£1.79	*Peninsula HR Sept (missed payment run)	Bank Transfer	£124.50	£20.75	British Gas (Centenery gdn electricity)	Direct Debit	£25.71	£1.22	Lyreco (office supplies)	Bank Transfer	£55.56	£9.26	Water 2 Business (Rec)	Direct Debit	£11.71		Cllr AJK Pickernell (Mileage)	Bank Transfer	£21.24	
Payments	Method	Cost	VAT																																																												
Aster Living - Office security	Direct Debit	£ 20.28																																																													
Virgin Business - Telephone and broadband	Direct Debit	£73.78	£12.30																																																												
Wiltshire Council - non-dom rates - Office	Bank Transfer	£316.00																																																													
Wiltshire Council - non-dom rates - Car park	Bank Transfer	£466.00																																																													
Wiltshire Council -non-dom rates-Cemetery	Bank Transfer	£73.00																																																													
*Odd Job Barry – play area contract (October)	Bank Transfer	£455.00																																																													
Scottish Power (office)	Bank Transfer	£98.16	£4.67																																																												
Scottish Power (Rec)	Bank Transfer	£ 36.79	£1.75																																																												
Scottish Power (Public Toilet)	Bank Transfer	£37.60	£1.79																																																												
*Peninsula HR Sept (missed payment run)	Bank Transfer	£124.50	£20.75																																																												
British Gas (Centenery gdn electricity)	Direct Debit	£25.71	£1.22																																																												
Lyreco (office supplies)	Bank Transfer	£55.56	£9.26																																																												
Water 2 Business (Rec)	Direct Debit	£11.71																																																													
Cllr AJK Pickernell (Mileage)	Bank Transfer	£21.24																																																													

	<p>Cllr AJK Pickernell (Mileage) Bank Transfer £31.12</p> <p>Screwfix (CCTV Signs) Card payment £12.76 £2.12</p> <p>Brandon Hire (road barriers for Remembrance Parade) Card payment £84.00 £14.00</p> <p>Jersey Plants Direct Card payment £16.48</p> <p>Gavin Jones (Grass cutting) Bank Transfer £152.51 £25.42</p> <p>Grist Environmental (skip) Bank Transfer £250.45 £41.74</p> <p>Currys (Tablets) Card payment £1,395.00 £233.00</p> <p>electrit - gents toilet lights - identify and fix Bank Transfer £89.90</p> <p>Water 2 Business Office & allotments Direct Debit £1,034.01</p> <p>Total £4,881.56 £368.02</p> <p>* permission to pay these invoices after Finance & Policy</p>		Clerk/Adm in
75/18-19	<p>7. Committee Reports – Civic Events – Cllr CA Allan requested a total of £110 for Christmas Fayre, £65 for raffle prizes and £45 for raffle tickets consisting of 1000 tickets in 200 books selling at 50p a ticket, Mick the Print will invoice LTC accordingly. Cllr J Langley advised that the council office hold raffle books to enhance ticket sales, committee agreed. Cllr CA Allan informed the committee that Cllr V Dixon requests £32.97 for the sweet stall at Christmas Fayre consisting of 3x 3kg bags at £10.99 each. Clerk to distribute relevant monies from petty cash.</p> <p>Allotment, Cemetery & Car park – Cllr J Langley discussed the proposed idea of increasing the deposit cost for new tenants at allotments with the repeated cost to LTC for sites being left in poor state. Allotment plots will now also be photographed prior to and post letting. With the repeated offending of fly tipping in the LTC Car Park Cllr CD Allan suggested having CCTV installed, admin to get costings for this. Quote reference necessary grave levelling was explained by Cllr J Langley totaling £246.24, Cllr J Langley proposed, Cllr CA Allan seconded, resolved. Admin to accept quote. Admin explained to committee the charge for water at allotments for 2018 as being a 33.7% increase from 2017 due to the hot and dry weather contributing in plot holders using more water, committee understood and concurred for the reasoning behind allotment rent increase.</p> <p>Recreation, Leisure & Environment – Cllr CD Allan read quote regarding necessary park repairs and works costing £1000, Cllr CD Allan proposed, Cllr B Dance seconded, resolved. Admin to accept quote.</p>		Clerk Clerk/adm in Clerk/adm in
76/18-19	<p>8. St James' Church Cemetery- Green waste– Admin informed committee of the quote for removal of garden waste proposing three one tonne bags of waste to be removed on eight occasions through the growing season of 2019 costing £224.00, £28 per occasion. Committee agreed for admin to write to Mike Dunnings requesting specific quantities of waste to be removed.</p>		Clerk/Adm in
77/18-19	<p>9. Grants – Admin read grant from TCAP for £400.00 to pay for the refreshments for the Children's Christmas concert on 19th December. Cllr J Langley proposed, Cllr CD Allan seconded, resolved.</p>		Clerk
78/18-19	<p>10. Standing Orders – Admin informed committee of the urgent need for the standing orders to be read which are held in the Council Office for when the cllrs come in to access. This will be addressed, discussed and agreed at next month's meeting.</p>		All
79/18-19	<p>11. Correspondance – None</p>		
	<p>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.</p>		
80/18-19	<p>12. Salaries/ training/office – Admin read out relevant salaries and overtime together totaling £2877.45. Overtime hours of clerk was queried by Cllr M Giles and will be discussed further by LTC Staffing Committee. Admin informed committee that she has successfully finished ILCA and will be looking forward to the next stage of professional</p>		

	development. Clerk has begun submitting CILCA.	
81/18-19	13. <u>Agenda points for next month</u> – none	

There being no further business to discuss the meeting closed at 19.56pm.

Next meeting will be held on 28th Nov 2018 at 7pm, in the Town Council Office.

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