

## LUDGERSHALL TOWN COUNCIL



<b>Minutes of Finance &amp; Policy Meeting (for December 2017) held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 3rd January 2018 at 7-00pm</b>		
<b>Present:</b>	Cllr AKJ Pickernell in the Chair	Cllr B Dance
	Cllr J. Hollis	Cllr J. Langley
	Cllr J White	Cllr M Giles
	Cllr CA Allan	
Requested	One	
	<u>Agenda Item</u>	<u>Action</u>
<b>116/17-18</b>	<b>1. Apologies</b> – Cllr B Cordery, family matters, accepted.	
<b>117/17-18</b>	<b>2. Declaration of Interests</b> – Cllr J White declared an interest in item 3.	
	<b>Under the Public Bodies (Admission to Meetings) Act 1960 the following item was closed to the public due to its confidential nature.</b>	
<b>118/17-18</b>	<b>3. Matters arising from meeting 11th December 2017</b> – Cllr Pickernell read point 3 of the minutes of the meeting held on 11th December 2017, then asked the Cllr in question to tender their apologies. The Cllr asked for some answers before he apologised. Cllr Pickernell stated that this meeting was not for a debate and any questions the Cllr may have must be directed outside of this meeting, at the appropriate time. The Cllr in question kept asking more and more questions, directing them at different Cllrs. The Cllr accused the F&P committee of not adhering to the ‘rule book’ by asking another Cllr to leave the meeting on the 29th November 2017, however, ‘declarations of interest’ were in question which is why this occurred. The Cllr then questioned the Chair on his integrity regarding choice of website contractor, Cllr Pickernell explained that he had no contact, of a personal nature, with the said contractor, any contact was done through his office, not by himself, and that said contractor had not worked on that contract for 3 months. Cllr Pickernell reiterated that this meeting was for the Cllr to tender apologies for his attitude, not questions. The Cllr agreed that he needed to apologise for his attitude but still wanted more answers; the Cllr stated that LTC needs to make sure that the Cllr gets these answers. The Cllr was stopped at that point by Cllr Pickernell who reiterated again that the apology must be with no stipulations, questions can be asked at another time. The Cllr finally apologised and left the meeting. Cllr Pickernell then asked the committee if they were happy with the outcome. The committee were not happy in the way this had happened and other incidents that had occurred after the 29th November 2017, however, the apology had been accepted and LTC Finance & Policy meeting can continue.	

119/17-18	4. <u>Minutes</u> of previous meeting had been circulated and ratified at Full Town Council on 12th December 2017.																																																																																																	
120/17-18	5. <u>Financial Statement &amp; Nationwide Fixed Term Renewal</u> – The accounts were produced after reconciliation with accounts held at Lloyds Bank. There were no matters arising, the Clerk informed the committee of the status of the accounts and that overall LTC was below the budget at this time. The renewal of the Nationwide Fixed Term account is due, the Clerk informed the committee that the interest rate that had been offered was an increase from 0.65% to 0.75%. The committee were happy with this and asked the Clerk to renew.	Clerk																																																																																																
121/17-18	<p>6. <u>Bills for Payment</u></p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr><td>Aster Living – Office Security</td><td>Direct Debit</td><td style="text-align: right;">20.28p</td></tr> <tr><td>Virgin Media – Phone/Internet</td><td>Direct Debit</td><td style="text-align: right;">86.57p</td></tr> <tr><td>British Gas – Electric – Rose Garden</td><td>Direct Debit</td><td style="text-align: right;">22.56p</td></tr> <tr><td>Caretaker – Play area</td><td>Standing Order</td><td style="text-align: right;">399.00p</td></tr> <tr><td>Post Office – Stamps</td><td>Card Payment</td><td style="text-align: right;">28.00p</td></tr> <tr><td>Post Office – Signed for – Precept</td><td>Card Payment</td><td style="text-align: right;">1.75p</td></tr> <tr><td>Avon Services – Engraving (Best Dress. 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122/17-18	7. <u>Salaries/Training/Office</u> – Salaries for December 2017 are £1984.12p which includes 24 hours overtime for November for the Town Clerk, and ½ pay for long term sick for the admin assistant with 2 full paid bank holidays. This figure does not include Employer’s National Insurance and Employer’s Pension, full staff costs will be available at FTC. The Clerk explained the situation with the admin assistant’s sick pay, and asked the committee to																																																																																																	

	keep the Temp until the 02/02/18, to cover the time and her leave. LTC are still within the office budget and the committee agreed the help was needed. Clerk to inform Brook Street. The Clerk has not had any training opportunities since the last meeting. The Clerk reminded the committee that in the last internal audit report it was requested that LTC obtain Fireproof Lockable cabinets to put certain paperwork in. She has sourced a lockable fireproof 4 drawer cabinet and a medium sized cupboard made by the same company, costings vary from different companies along with delivery as this is specialist it is around £1850 ex vat. The committee discussed, however, knowing that this was recommended by the internal auditor, it is a necessity, and therefore agreed to purchase. Clerk will raise at FTC and request a resolution to pay for these from the Rolling Capital Fund. Clerk will also need to have a small working party to readjust the office in preparation before she orders the new cabinets.	Clerk
<b>123/17-18</b>	<b>8. <u>Committee Reports</u> –</b> <b>Allotment, Cemetery &amp; Car park</b> – gutters on public toilets need clearing, this will be undertaken by Beechfields for the normal price of £40. <b>Recreation, Leisure &amp; Environment</b> – there were no monetary or policy points to bring up.	
<b>124/17-18</b>	<b>9. <u>Grant Requests</u></b> – there were none this month.	
<b>125/17-18</b>	<b>10. <u>Social Media Policy</u></b> – to be put on to February’s agenda.	
<b>126/17-18</b>	<b>11. <u>Correspondence</u> – a) <b>Highways Newsletter</b></b> – had been circulated. The Clerk pointed out a couple of items, specifically the annual evening for Town & Parish Councils, Cllrs Pickernell & M Giles wish to attend the Salisbury one on 01/05/18.	
<b>127/17-18</b>	<b>12. <u>Agenda points for next month</u> –</b> - Cllr J White asked for her letter to the Council to be added to the agenda for February. - Cllr M Giles asked for the speed/weight limits regarding the addition of more lorries using the A342 from the Hundred Acre Roundabout to be put on the next agenda. Clerk to send information to committee in advance of meeting. - Clerk asked for a procedure of how to handle breaks of the Code of Conduct in the future, to be added to the agenda.	Clerk

There being no further business to discuss the meeting closed at 8.09pm.

Next meeting will be held on 31st January 2018 at 7pm, in the Town Council Office.

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