

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 4th January 2017 at 7-00pm																																												
Present:	Cllr Giles in the Chair	Cllr White																																										
	Cllr Hall	Cllr Langley																																										
	Cllr Pickernell	Cllr Hollis																																										
	<u>Agenda Item</u>	<u>Action</u>																																										
179/17	1. Apologies – there were no apologies																																											
180/17	2. Declaration of Interests. Cllr T Pickernell declared an interest in item 11.																																											
181/17	3. Minutes of previous meeting had been circulated and ratified at full Town Council on 13th December 2016 there were no matters arising																																											
182/17	4. Financial Statement Had been circulated, they were produced after reconciliation with accounts held at Lloyds Bank.	Clerk																																										
183/17	<p>5. Bills for Payment</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Aster Living – Office Security</td> <td style="width: 20%;">Direct Debit</td> <td style="width: 30%; text-align: right;">£33.12p</td> </tr> <tr> <td>Virgin Media Business – Council Office</td> <td>Direct Debit</td> <td style="text-align: right;">£84.42p</td> </tr> <tr> <td>British Gas- Public toilets</td> <td>Direct Debit</td> <td style="text-align: right;">£81.46p</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</td> <td>Debit Visa</td> <td style="text-align: right;">£13.20p</td> </tr> <tr> <td>Barker Son & Isherwood – Perrys Cottage</td> <td>Debit visa</td> <td style="text-align: right;">£50.00p</td> </tr> <tr> <td>Mr J Sparrow – photos of Santas Sleigh</td> <td>Paid 15/12/16</td> <td style="text-align: right;">£13.92p</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Car park</td> <td></td> <td style="text-align: right;">£469.00p</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Council Office</td> <td></td> <td style="text-align: right;">£240.00p</td> </tr> <tr> <td>Pear Technology Services Ltd</td> <td></td> <td style="text-align: right;">£120.00p</td> </tr> <tr> <td>Mrs K Allingham – mileage training</td> <td></td> <td style="text-align: right;">£26.94p</td> </tr> <tr> <td>Accounting Solutions – November accounts</td> <td></td> <td style="text-align: right;">£262.94p</td> </tr> <tr> <td>*Grist Environmental – skip</td> <td></td> <td style="text-align: right;">£228.97p</td> </tr> <tr> <td>*A Bostock – Photos of freedom</td> <td></td> <td style="text-align: right;">£70.00p</td> </tr> </table> <p>The clerk requested that 2 invoices were paid on 4th January 2017 as they would be overdue by full Town Council.</p>	Aster Living – Office Security	Direct Debit	£33.12p	Virgin Media Business – Council Office	Direct Debit	£84.42p	British Gas- Public toilets	Direct Debit	£81.46p	Caretaker – Play area	Standing Order	£399.00p	Post Office	Debit Visa	£13.20p	Barker Son & Isherwood – Perrys Cottage	Debit visa	£50.00p	Mr J Sparrow – photos of Santas Sleigh	Paid 15/12/16	£13.92p	Wiltshire Council – Non-domestic rates Car park		£469.00p	Wiltshire Council – Non-domestic rates Council Office		£240.00p	Pear Technology Services Ltd		£120.00p	Mrs K Allingham – mileage training		£26.94p	Accounting Solutions – November accounts		£262.94p	*Grist Environmental – skip		£228.97p	*A Bostock – Photos of freedom		£70.00p	Clerk
Aster Living – Office Security	Direct Debit	£33.12p																																										
Virgin Media Business – Council Office	Direct Debit	£84.42p																																										
British Gas- Public toilets	Direct Debit	£81.46p																																										
Caretaker – Play area	Standing Order	£399.00p																																										
Post Office	Debit Visa	£13.20p																																										
Barker Son & Isherwood – Perrys Cottage	Debit visa	£50.00p																																										
Mr J Sparrow – photos of Santas Sleigh	Paid 15/12/16	£13.92p																																										
Wiltshire Council – Non-domestic rates Car park		£469.00p																																										
Wiltshire Council – Non-domestic rates Council Office		£240.00p																																										
Pear Technology Services Ltd		£120.00p																																										
Mrs K Allingham – mileage training		£26.94p																																										
Accounting Solutions – November accounts		£262.94p																																										
*Grist Environmental – skip		£228.97p																																										
*A Bostock – Photos of freedom		£70.00p																																										
184/17	<p>6. Internal Audit Report - the report had been circulated, there were 5 recommendations to discuss:</p> <p>R1. Bank Reconciliations – Chairman of Finance will sign & review routinely.</p> <p>R2. Journals produced by accountant will be examined by clerk with the accountant and signed.</p> <p>R3. A revision of the Standing Orders and Financial Regs was agreed at Finance & Policy meeting on 29th June 2016 but not fully ratified and minuted at the following Full Town Council. Auditors request that this is now rectified at the next Full Town Council.</p> <p>R4. Clerk has spoken with accounting/payroll provider with reference to the</p>	<p style="text-align: center;">Cllr Giles</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>																																										

	<p>absence of tax deduction from former clerk's salary. This is correct due to the large payment of tax on her gratuity earlier in the year, meaning no tax was necessary.</p> <p>R5. The accuracy of the monthly gross salaries was questioned very minor difference of less than £1 in October salaries, clerk spoke with payroll they have checked and all happy with the figures.</p>	
185/17	7. <u>Salaries/update on office staff</u> – salaries for the month of December 2016 discussed with the councillors – agreed and signed.	Clerk
186/17	8. <u>Nationwide Fixed Term</u> –renewal was discussed. The business saver account made £868.45 in interest last year at 1.2%. Keeping the account fixed for another year would earn £476.05 at 0.65%, for 6 months £201.41 at 0.55%, 95 days £33.56 a 0.55%. It was decided to keep the account running for another year. Clerk to accept the renewal price.	Clerk
187/17	9. <u>S137 – Evaluation form</u> – Clerk has updated the form to reflect recipients reporting back to LTC.	Clerk
188/17	10. <u>Neighborhood Plan</u> – Clerk discussed the quote we received from Shaping communities. It was decided that if we were eligible for a grant, then we could look further into setting up a neighborhood plan. Clerk to look into a grant for this.	Clerk
189/17	11. <u>Perrys Cottage update</u> – Clerk has paid and signed the documents from Baker Son & Isherwood Solicitors. Clerk to remit to FTC to set up a meeting for the residents of Ludgershall to discuss the sale of the land behind Perrys Cottage. 14 days' notice must be given to the residents of Ludgershall before the meeting takes place.	Clerk
190/17	<p>12. <u>Correspondence</u> – a) Revenue Budget Monitor Wiltshire Council – It was discussed that Wiltshire Council need to make an additional saving of £45 million. On the Cabinet paper period 7 there was an £4.040 million year end overspend should nothing change.</p> <p>b) Email from History Centre in Chippenham – The History center requested previous copies of the Ludgershall Town Council Newsletters, and if we were happy for them to archive them. Everyone was in agreement that this was fine, and Cllrs and the clerk will try and find any previous copies they may hold.</p> <p>c) Letter to Janet White – Cllr O White suggested that a thank you letter be sent to Janet White for all of her years' service working with the Ludgershall Town Council. This was agreed, Clerk to discuss with the Cllrs the content of the letter.</p> <p>d) Planning training – Cllr T Pickernell and the Clerk to attend a planning course on the 13th February 2017 at a cost of £95.00pp.</p> <p>e) Website/Facebook query from Resident – A query was sent in by a resident regarding the rubbish in the village. Clerk to send a response to the resident suggesting ways they could help, and that some of the areas they discussed were not the responsibility of Ludgershall Town Council.</p> <p>f) Letter from Janet White – Janet White has sent in a letter applying to become a councillor to fulfill an an existing casual vacancy. Clerk to write to Mrs White to ask her to present at the FTC.</p>	<p>Clerk</p> <p>Clerk and Cllrs</p> <p>Clerk and Cllrs</p> <p>Clerk & Cllr Pickernell Clerk</p>
191/17	13. <u>Committee Reports</u> <i>Allotment, Cemetery & Car park</i> - No Expenditure to report. <i>Recreation, Leisure & Environment</i> - No Expenditure to report. <i>Civic Events</i> –waiting committee meeting 5/1/17 – nothing to report.	

192/17	<p>14. <u>Facebook General</u> – Clerk suggested ways that we get the community more involved by using the Facebook page and being able to put certain items on the page (i.e. Statements – Traffic issues/updates and when we have meetings the public can attend) without having to ask permission from Ludgershall Town Council. It was agreed that statements are fine but the Clerk must direct to the website for other items. An update of the website was also discussed, Cllr T Pickernell suggested LTC ask Mr J Dickie if he could look at this.</p>	Clerk and Cllr White
193/17	<p>15. <u>Computer/Email backups</u> – Clerk discussed that we had back up for our email system in the office, but no back up for the documents kept. It was discussed that we do need to have our own back up storage and that the Clerk look at costs for a fireproof safe, and a backup unit.</p>	Clerk
194/17	<p>16. <u>Scottish Power Renewal</u> – Admin Assistant discussed the renewals and prices between Scottish Power and British Gas. Scottish Power were the cheapest option at 27p standing charge and 12.67p unit charge. Everyone was happy to go with Scottish Power for the Office, The Rec and the Public Toilets. Clerk to ring to sort the plans.</p>	Clerk
195/17	<p>17. <u>Any Other Business</u></p> <ul style="list-style-type: none"> • Draft Police Plan – Was discussed, a copy of the plan will be held at the office for anyone to see. • Publicist – Cllr M Giles has been looking at possibly sharing a publicist with Tidworth Town Council. Cllr M Giles discussed this at length with Cllr A Connolly from Tidworth Town Council about sharing the load, but it works out that they would be doubling the Publicists load. The costs would be £3000 per year to have our own publicist. It was decided not to go ahead at this moment. • CastleDown FM – Cllr M Giles discussed about doing a small show on the radio to discuss issues in the town and things that are happening. This is to be discussed at the FTC. • Security Alarm – It was discussed that the alarm system in the Ludgershall Town Council office should be serviced yearly. There should be a protocol put in place between Cllr O White, Cllr M Giles, Cllr T Pickernell and the Clerk about what happens when the alarm does go off, and when it does, two people should always check the office together. Clerk to check the procedure and phone numbers from the Alarm company. 	Cllr White, Cllr Giles, Cllr Pickernell, and Clerk

There being no further business to discuss the meeting closed at 8.28pm.

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