

# LUDGERSHALL TOWN COUNCIL



## Minutes of Finance & Policy September 2016 Meeting held in the Town Council Office, 22 High Street, Ludgershall on Tuesday 4th October at 7-00pm

<b>Present:</b>	Cllr Giles in the Chair	Cllr White
	Cllr Hall	Cllr Pickernell
	Cllr Hollis	Cllr Langley

	<u>Agenda Item</u>	<u>Action</u>																																																									
	Before the meeting commenced Cllr Giles read out Cllr Thomas’s resignation letter which is due to ill health – Cllr Giles asked the clerk to send a letter of thanks and wish Mr Thomas well.	Clerk																																																									
<b>137/16</b>	<b>1. Apologies</b> – none received as all members present.																																																										
<b>138/16</b>	<b>2. Declaration of Interests.</b> Cllr Pickernell declared an interest in item 5 & 11 a- Cllr Giles & Cllr Hollis declared an interest in item 11 b.																																																										
<b>141/16</b>	<b>3. Minutes</b> of previous meeting had been circulated and ratified at full Town Council on 13th September 2016. There were no Matters Arising.																																																										
<b>142/16</b>	<b>4. Financial Statement</b> had been circulated they were produced after reconciliation with accounts held at Lloyds Bank. There was no comments.																																																										
<b>143/16</b>	<p><b>5. Bills for Payment</b></p> <table> <tr> <td>Aster Living – Office Security</td> <td>Direct Debit</td> <td>£33.12p</td> </tr> <tr> <td>Caretaker – Play area</td> <td>Standing Order</td> <td>£399.00</td> </tr> <tr> <td>Virgin Media Business – Council Offices</td> <td>Direct Debit</td> <td>£74.08p</td> </tr> <tr> <td>British Gas – Electric – public toilets</td> <td>Direct Debit</td> <td>£75.91p</td> </tr> <tr> <td>Post Office – stamps</td> <td>Debit Visa</td> <td>£15.36p</td> </tr> <tr> <td>Homebase – soil for planters</td> <td>Debit Visa</td> <td>£14.85p</td> </tr> <tr> <td>WhSmith – Freedom of the town - Chairmans Fund-</td> <td>Debit Visa</td> <td>£14.99p</td> </tr> <tr> <td>Post Office – stamps</td> <td>Debit Visa</td> <td>£14.28p</td> </tr> <tr> <td>Andover Patio – memorial garden repairs</td> <td>Debit Visa</td> <td>£155.40</td> </tr> <tr> <td>WhSmith – office stationery</td> <td>Debit Visa</td> <td>£17.98p</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Car park</td> <td></td> <td>£469.00</td> </tr> <tr> <td>Wiltshire Council – Non-domestic rates Council Office</td> <td></td> <td>£240.00</td> </tr> <tr> <td>Grist Environmental Ltd – Emptying skip</td> <td></td> <td>£228.97p</td> </tr> <tr> <td>Vaugtons – Regalia</td> <td></td> <td>£1892.26p</td> </tr> <tr> <td>SLCC Enterprises Ltd – ILCA online training</td> <td></td> <td>£118.80p</td> </tr> <tr> <td>Wiltshire Association of Local Councils – clerks training</td> <td></td> <td>£54.00</td> </tr> <tr> <td>Cllr Pickernell – mileage &amp; parking – Wilts Council Meeting</td> <td></td> <td>£20.06p</td> </tr> <tr> <td>Shipsey’s – Freedom of the Town</td> <td></td> <td>£2324.70p</td> </tr> <tr> <td>Gavin Jones – Grounds Maintenance</td> <td></td> <td>£667.64p</td> </tr> </table>	Aster Living – Office Security	Direct Debit	£33.12p	Caretaker – Play area	Standing Order	£399.00	Virgin Media Business – Council Offices	Direct Debit	£74.08p	British Gas – Electric – public toilets	Direct Debit	£75.91p	Post Office – stamps	Debit Visa	£15.36p	Homebase – soil for planters	Debit Visa	£14.85p	WhSmith – Freedom of the town - Chairmans Fund-	Debit Visa	£14.99p	Post Office – stamps	Debit Visa	£14.28p	Andover Patio – memorial garden repairs	Debit Visa	£155.40	WhSmith – office stationery	Debit Visa	£17.98p	Wiltshire Council – Non-domestic rates Car park		£469.00	Wiltshire Council – Non-domestic rates Council Office		£240.00	Grist Environmental Ltd – Emptying skip		£228.97p	Vaugtons – Regalia		£1892.26p	SLCC Enterprises Ltd – ILCA online training		£118.80p	Wiltshire Association of Local Councils – clerks training		£54.00	Cllr Pickernell – mileage & parking – Wilts Council Meeting		£20.06p	Shipsey’s – Freedom of the Town		£2324.70p	Gavin Jones – Grounds Maintenance		£667.64p	
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	<p>St James PCC – hire of hall for interviews £22.50p</p> <p>Mrs J Mason – refund of cemetery plot booking £50.00p</p> <p>RBL Poppy Appeal – 2 poppy wreaths suggested donation £34.00</p> <p>The clerk requested 2 invoices were paid on 4th October 2016 as they would be overdue by full Town Council. The second precept installment has been received £55,000 of which was transferred to the Lloyds Business 30 day account.</p>	
144/16	<p><b>6. Fixed Term Deposit</b> the Clerk reported that the six month fixed term deposit of £74,802.08 with Lloyds Bank was re-invested for a further six months, on 3rd October 2016 and matures on 3rd April 2017 at an interest rate of 0.65%.</p>	
145/16	<p><b>7. Precept a)</b> the CiLCA qualified Clerk explained that the NALC Policy Consultation 2017/2018 local government finance settlement, closes Friday 28<sup>th</sup> October 2016. The Government is proposing to subject principle authorities to the same referendum principles as were set in 2016/2017. However the consultation also says that the Government is minded to extend referendum principles – the 2% core principle or £5, whichever is greater to the larger, higher spending local councils for the first time. The proposal is to cover those parishes whose Band D precept is higher than £74.46p and which had a total precept for 2016/2017 of at least £500,000.00p. Ludgershall Town Council’s Band D was £94.08p, but precept only £127,400.00p, however the government is also prepared to consider extending the referendum principles to all Town &amp; Parish Councils. Three councillors attended a recent Wiltshire Council Finance Challenge meeting, they were advised the Town &amp; Parish Councils should write to their MP objecting strongly to the capping. All agreed the Clerk will send a letter.</p>	Clerk
146/16	<p><b>8. Bank Mandate/Debit Visa Card/Online Banking</b> ongoing awaiting confirmation from bank that the changes have been completed.</p>	
147/16	<p><b>9. New Clerk Training/Contract</b>– the Clerk reported that she has now started the next stage of her training which means evening webinars and therefore there will be some overtime requested in the coming months and the Chairman &amp; the Clerk signed her contract.</p>	
148/16	<p><b>10. Update on new Admin Assistant</b> – interviews were held and job offer sent out.</p>	
149/16	<p><b>11. S137 –a) TCAP Coordinator</b> – Cllr Pickernell explained that the funding for the position of Coordinator to Tidworth Community Area Partnership has been cut, and therefore TCAP were approaching all partners of TCAP for donations to help fund the position. TCAP have applied under S137 for £2000 for 2016/2017 from LTC and will be asking for a permanent grant to be agreed for future years, Cllr Pickernell to give a short presentation to Full Town Council. (Cllr Pickernell left the meeting for the committee to discuss). The committee were in agreement that we should award the grant however, as LTC only have £1750 left under S137 budget the Clerk was asked to check with the Accountants how we can increase our funds and report to FTC.</p> <p><b>b) Men’s Shed Charity</b> – Cllr M Giles &amp; Cllr Hollis updated the committee how far the project had proceeded. Astor have donated £750 for running costs, i.e. insurance and paperwork needed. Ludgershall Fire Service have offered part of their yard for the placement of their premises and the use of electricity may be waived. Men’s Shed will need help with installations of</p>	<p>Cllr Pickernell</p> <p>Clerk</p> <p>Cllr Giles</p>

	electricity and are asking LTC for a grant under S137. Cllr M Giles is to get a quote and complete the grant application ready for FTC.	
150/16	<b>12. Facebook Page – Rules</b> – after a query re photographs of vulnerable adults at the FTC the Clerk has updated the rules. All agreed that the revised rules are correct and to be now part of LTC’s policies.	
151/16	<b>13. Bell Street Allotments – Boundary Fence</b> – Photos of the fence were circulated and although the full request has not been complied with it was tidy. Therefore no further action is to be taken.	
152/16	<b>14. Christmas Cards 2016</b> - a decision was made to use the Castle in the snow photograph this year and to ask Bulpitt printing to provide the same words and style as last year – Clerk to order 50.	Clerk
153/16	<b>15. Committee Reports</b> <i>Allotment, Cemetery &amp; Car park</i> - Cllr Pickernell is looking into cultivating the land at the end of Bell Street for future use. Cllr Pickernell reported that the white lines in the carpark need to be budgeted and asked the Clerk to get 3 quotes (suggestions Wiltshire council/Wilmonts) and also cleaning of the War Memorial prior to 2018. Discussions re worry that a further sink hole could occur to be remitted to the next Finance meeting after receipt of draft budget. All warning letters have been sent to the plot holders highlighted on the monthly reports. Cllr Hollis reported the damaged litter bin from the Jubilee Garden is nearly repaired. Clerk is to accept quote ref repair of Cemetery bollards. <i>Recreation, Leisure &amp; Environment</i> - The picnic table in the Rec will be removed asap. Damaged safety surface Clerk has met with a representative of Outdoor Play South West they will be providing a projected costing and plans for the council to take forward for precept. Once received 2 other quotes will be requested. Christmas lights/Motifs AJK to quote on testing and installing in readiness for Switching on.	Clerk  Clerk  Clerk
136/16	<b>17. Any Other Business</b> <ul style="list-style-type: none"> <li>• Section 106 ref Granby Gardens was discussed LTC only entitled to the highways section, must keep an ‘eye’ on the proceedings of the build, to know when to claim</li> <li>• It was suggested that a Defibrillator be put on the wall of the Fire Brigade – first responders have equipment within the building and this seems a logical place. Discussions were held ref position as the first responders have said this needs to be within 150 yards of the most people (vulnerable). Also whether it should be locked or unlocked. No decision was made.</li> <li>• Our Community Matters conference paperwork to remit as correspondence at FTC</li> </ul>	

There being no further business to discuss the meeting closed at 8-37pm.

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