

# LUDGERSHALL TOWN COUNCIL



Minutes of Septembers Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 2nd October 2019 at 7-00pm				
<b>Present:</b>	Cllr B Cordery in the Chair	Cllr B Dance		
	Cllr M Giles	Cllr J Langley		
	Cllr J White	Cllr CA Allan		
	Cllr CD Allan			
	<u>Agenda Item</u>			<u>Action</u>
059/19-20	<b>1. Apologies</b> – none.			
060/19-20	<b>2. Declaration of Interest</b> – Cllrs CD Allan, B Dance & CA Allan declared an interest in point 6, Civic Events Committee Report.			
061/19-20	<b>3. Minutes of last meeting</b> - had been circulated and ratified at FTC on 10th September 2019. There were no comments.			
062/19-20	<b>4. Financial Statement to end month 4</b> - the Clerk reported to the committee that at month 5 LTC is within budget – currently 37.8% of total budget has been spent. She also confirmed she had overpaid the rates on the Cemetery and will be requesting a refund from Wiltshire Council, and that a journal is needed to correct reporting regarding Civic Events/Freedom. The Chair asked for a proposer; Cllr CD Allan proposed, Cllr CA Allan seconded, all in favour, carried.			
063/19-20	<b>5. Bills for payment – Received to date for Aug 2019 Finance Meeting</b>			
	<b>Payments</b>	<b>Method</b>	<b>Cost</b>	<b>VAT</b>
	Aster Living - Office security	Direct Debit	£20.28	
	Virgin Business - Telephone and broadband	Direct Debit	£70.08	£11.68
	*Odd Job Barry – play area contract (Sep)	Bank Transfer	£455.00	
	Wiltshire Council - non-domestic rates - office	Bank Transfer	£355.00	
	Wiltshire Council - non-domestic rates - car park	Bank Transfer	£476.00	
	Wiltshire Council - non-domestic rates - cemetery	Bank Transfer	£75.00	
	British Gas - electric bill for Centenary Garden	Direct Debit	£8.29	£0.39
	DCK Accounting - monthly accounts fee	Bank Transfer	£437.74	£72.95
	*Peninsula - HR	Bank Transfer	£124.50	£20.75
	*Gavin Jones - cemetery grounds	Bank Transfer	£188.24	£31.37
	Drains Clean - cleaning of drain in corner of carpark	Bank Transfer	£144.00	£24.00
	*Grist Environmental - skip exchange	Bank Transfer	£267.98	£44.66
	Mileage for Cllr J White to Archives in Chippenham	Bank Transfer	£28.35	
	Bradsons - road closure management for Freedom	Bank Transfer	£854.74	£142.46
	Gavin Jones - hedge trim inside Deweys Lane allots	Bank Transfer	£172.51	£28.75
	* Adecco fee for Admin Assistant	Bank Transfer	£2,272.76	£378.79
	Hightrees - Sep 2019	Bank Transfer	£121.20	£20.20
	Gavin Jones - Grounds Maintenance Sep 19	Bank Transfer	£687.66	£114.61
		<b>Total</b>	<b>£6,759.33</b>	<b>£890.61</b>
	<b>* permission to pay these invoices after Finance &amp; Policy</b>			
	Proposed for payment by Cllr J Langley, seconded by Cllr B Dance, all in favour. Clerk to pay those invoices due immediately, clarifying with Adecco that this is full and final			
				Clerk

	payment, prior to arranging bank transfer.	
064/19-20	<p><b>6. Committee Reports</b> – Cllr J Langley reported that the Allotment Committee had agreed to the quote from Gavin Jones for £387.58 to level graves and add a headstone border. They had also discussed budget requirements an additional annual expense is £320.00 for the running of the 4G router for CCTV in the Carpark. Cllr CA Allan reported from Civic Events the sound system for Remembrance Sunday had been agreed at £768.00, 20 Tins of sweets for Santa Visits was also agreed, Clerk to liaise with Cllr CA Allan. At the Civic Events meeting it had been proposed and agreed that a small finger buffet reception should be held in the Memorial Hall after Remembrance Parade. Due to the office being shut (Clerk in hospital and Admin on holiday), and the short lead time, the Chair of Civic Events, Cllr CA Allan, was asked by the committee to request quotes for the work. Requests for, a finger buffet for approx. 100 people to include sandwiches, savouries, pastries and other snacks, to include, tea/coffee and service along with china plates cups &amp; saucers were sent to 5 caterers, however, only 2 have been received. Cllr B Cordery opened the quotes and passed to Clerk, Quote 1 – Gap Caterings cheapest very basic menu was £900 and their second menu was £1000. Quote 2 – Carls Catering quoted £850.00, which provided similar to Gaps second menu. The committee discussed, Cllr J Langley proposed that LTC go with Quote 2 for £850.00, Cllr M Giles seconded, all in favour, carried (3 Cllrs had declared an interest and did not vote). Clerk to confirm with caterers. Quotes for Installation &amp; Removal of Christmas lights have also been received, Cllr CA Allan asked for the Finance Committee to decide, in order for these to be booked asap. AJK quoted £2775 plus VAT, Sparkx quoted £2100 plus VAT, both companies have provided this work before. The committee discussed, Cllr J Langley proposed that LTC accept Sparkx quote, Cllr B Dance seconded, all in favour, carried. Clerk to confirm with contractors the decision. The Clerk confirmed that Wiltshire Council have approved LTC’s festive lighting plan. Also the committee discussed next year’s budgets, and estimate an additional £5000 will be needed to cover new Xmas lights on the front of the Memorial Hall and VE Day road closure and party. Cllr J White reported that the refurbishment of the Skateboard Park has been agreed at £6331.87. Funding is to be looked at for help with the extension of the skate park. Budget suggestions for next year included £320 for the running of the 4G router for CCTV in the Rec and £4000 for a Skate Park service agreement.</p>	<p>Clerk/Cllr CA Allan</p> <p>Clerk</p> <p>Clerk</p>
065/19-20	<p><b>7. Grants – a) Youth Football, Sports Club</b> – more information has been received and sent to the committee for their perusal. The committee discussed at length and Cllr M Giles proposed that they put forward to FTC, that LTC will grant 50% of the cost of the 20 away kits direct to the company that provides the kit, as long as the cost is not higher than that quoted on the grant request, Cllr CD Allan seconded, all in favour, carried. Clerk will put to FTC and follow up after the meeting. <b>b) St James’ Church</b> – the annual request of £650 has been received, as this is agreed at budget, the committee agreed to the application and asked the Clerk to put on the Bills for Payment for the October FTC.</p>	<p>Clerk</p> <p>Clerk</p>
066/19-20	<p><b>8. London Bridge Protocol</b> – due to the Clerk being in hospital, this information was not ready for the meeting and will be ready for next months meeting.</p>	<p>Clerk</p>
067/19-20	<p><b>9. Budgets for 2020/2021</b> – the Clerk passed around the first draft of the budgets for next financial year. The committee discussed in detail, Clerk to check the Grounds Maintenance Contract due date, and reassess those budgets. The committee were happy with this first draft, the Accountant will be working with the Clerk before the next meeting to confirm, however, full information will not be available until Wiltshire Council release the tax base figures for LTC.</p>	<p>Clerk</p>
068/19-20	<p><b>10. Correspondence</b> – After the meeting with Stonewater regarding the ownership of the old Parnhams site, the Clerk had been in contact with the regional development manager. The committee asked for the info to be put to FTC so a decision of who</p>	

	should do the Covenant valuation can be made.	Clerk
	<b>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.</b>	
<b>069/19-20</b>	<b>11. <u>Salaries/training/office</u></b> – The Clerk reported the salaries for payment of September as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. Unfortunately due to illness and holiday no training was completed this month, the Clerk will request notes on the VAT course that she missed. However there will be a session at the regional training that she will be attending. The committee discussed the need for the Clerk and Admin Assistant to continue with ongoing training, and ensuring the Admin Assistant will be able to step in to the Clerks shoes if needed.	Clerk
<b>070/19-20</b>	<b>12. <u>Agenda points for next month</u></b> – none.	

There being no further business to discuss the meeting closed at 8.55pm.

Next meeting will be held on 30th October 2019 at 7pm, in the Town Council Office.

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