

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 2nd January 2019 at 7-00pm

Present:	Cllr AKJ Pickernell in the Chair	Cllr B Dance																																																												
	Cllr B Cordery	Cllr CD Allan																																																												
	Cllr CA Allan	Cllr J Langley																																																												
	<u>Agenda Item</u>	<u>Action</u>																																																												
101/18-19	1. Apologies – Cllr M Giles is away on holiday, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.																																																													
102/18-19	2. Declaration of Interests – Cllrs B Dance, CD Allan & CA Allan declared an interest in agenda point 7 & 12.																																																													
103/18-19	3. Minutes of previous meeting had been circulated and ratified at FTC on 11th December 2018. There were no comments. Also to be ratified at next FTC on 8th January 2019, minutes of the Extraordinary Finance & Policy meeting held on 3rd December 2018, the committee had no comments to make.																																																													
104/18-19	4. Financial Statement to end month – The Clerk reported that LTC is still within their budget in month 8 of the financial year. The Clerk also reported that Nationwide 12 month deposit account is up for renewal, the interest was at .75% to renew with the same account the new interest rate would be .80%, however if they chose to change the account to Business 95 Day Saver the annual interest is 1.10% as per the Auditors request for a financial review this would be preferable in case these monies would need to be invested elsewhere. The Committee discussed Cllr CD Allan proposed that LTC chose to go with the Business 95 Day Saver, Cllr B Cordery seconded, all agreed and resolved. Clerk to contact Nationwide.	Clerk																																																												
105/18-19	<p>5. Bills for payment</p> <p style="text-align: center;"><u>BILLS FOR PAYMENT – Received to date for December 2018</u></p> <p style="text-align: center;"><u>Finance meeting</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 45%;">Payments</th> <th style="width: 15%;">Method</th> <th style="width: 15%;">Cost</th> <th style="width: 25%;">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>£ 87.13</td> <td>£14.52</td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Office</td> <td>Transfer</td> <td>£ 316.00</td> <td></td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Car park</td> <td>Transfer</td> <td>£ 466.00</td> <td></td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>Wiltshire Council - non-dom rates - Cemetery</td> <td>Transfer</td> <td>£ 73.00</td> <td></td> </tr> <tr> <td>*Odd Job Barry – play area contract (November)</td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Transfer</td> <td>£ 455.00</td> <td></td> </tr> <tr> <td>*Access Automation Ltd (Car park barrier - insurance claim)</td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Transfer</td> <td>£ 3,291.60</td> <td>£548.60</td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>SLCC - books</td> <td>Transfer</td> <td>£ 63.54</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	£ 87.13	£14.52		Bank			Wiltshire Council - non-dom rates - Office	Transfer	£ 316.00			Bank			Wiltshire Council - non-dom rates - Car park	Transfer	£ 466.00			Bank			Wiltshire Council - non-dom rates - Cemetery	Transfer	£ 73.00		*Odd Job Barry – play area contract (November)	Bank				Transfer	£ 455.00		*Access Automation Ltd (Car park barrier - insurance claim)	Bank				Transfer	£ 3,291.60	£548.60		Bank			SLCC - books	Transfer	£ 63.54		
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	<p>*Alison Jarvis - Admin Services (w/e 14/12/18)</p> <p>Post Office - stamps</p> <p>Gavin Jones - Headstone boarders weeding</p> <p>Grist - Skip 13th Dec</p> <p>Amazon - a5 card for invitations for Freedom of the Town</p> <p>Amazon - C5 nice envelopes for invitations</p> <p>Communicorp - Freedom Scrolls</p> <p>Rialtas Business Soltuions Ltd - Omega Software Annual</p> <p>*DCK Accounting Solutions (December)</p> <p>*Alison Jarvis - Admin Services (w/e 21/12/18)</p> <p>Gavin Jones - grounds maintenance Dec</p> <p>Shred-it - Dec</p> <p>Coop - office supplies</p> <p>* permission was given to pay these invoices after Finance & Policy The invoice for Access Automation Ltd – Insurance Claim for Car park was queried, payment from insurance has been received less the excess of £125 direct to LTC's bank.</p>	<p>Bank Transfer £ 120.00</p> <p>Card Payment £ 15.69</p> <p>Bank Transfer £ 356.78</p> <p>Bank Transfer £ 250.45 £41.74</p> <p>Card Payment £ 5.09 £0.85</p> <p>Card Payment £ 6.70 £1.12</p> <p>Bank Transfer £ 102.96 £17.16</p> <p>Bank Transfer £ 300.00 £50.00</p> <p>Bank Transfer £ 262.94 £43.82</p> <p>Bank Transfer £ 150.00</p> <p>Bank Transfer £ 687.66 £114.61</p> <p>Bank Transfer £ 78.42 £13.07</p> <p>Card Payment £ 7.63</p> <p>Total £ 7,116.87 £845.49</p>	Clerk
106/18-19	<p>6. Committee Reports – Civic Events – Cllr CA Allan asked for the committee to agree payment of £19 for engraving on the Best Dressed Window plaque, the committee agreed. The Disco for the Easter event requires a 20% deposit, Cllr CA Allan will forward paperwork to Clerk for payment. Allotment, Cemetery & Car park – no costs to report. Recreation, Leisure & Environment – no costs to report. The Clerk mentioned that both Allotment & RLE Committees in December spoke about the budgets and precept for 2019/2020 and were now ready to discuss and vote on the precept at the January FTC.</p>		Clerk
107/18-19	<p>7. Catering for Freedom of the Town – 02/02/19 – the Clerk explained that she had asked for quotes from 6 catering companies all were asked to quote for a finger buffet for approx. 100 guests to include bringing their own china, tablecloths and servers. 1 did not have that date available, 5 quoted ranging from £700 to £2600, and not all could provide the china and servers without extra charges. The committee discussed, Cllr B Cordery proposed that we accept the quote from Mr Allan, for £700 which works out as £7 per head, Cllr J Langley seconded, Cllr AKJ Pickernell agreed (as per agenda point 2 Cllrs B Dance, CD Allan & CA Allan declared an interest in this matter and therefore abstained from voting), Clerk to confirm with Mr Allan he has the contract, and issue letters to those that were unsuccessful.</p>		Clerk
108/18-19	<p>8. Preferred Contractors – Cllr Pickernell spoke about the need for quick access to, for example builders, plumbers and electricians. It has proved difficult at times to get quotes for jobs let alone the work completed, and with a preferred contractor, this</p>		

	would overcome that problem. The Clerk will write out to local qualified tradesmen asking for an hourly rate, and confirmation that work if needed quickly can be dealt with within 24 hours. Only firms with proper qualifications and insurance will be looked at. And when work is completed a certificate of competency should be supplied. The committee discussed and agreed this is something that LTC requires. Clerk will start the process.	Clerk
109/18-19	9. Grants – none	
110/18-19	10. Correspondence – a) Armed Forces Weekend – Sponsorship, committee discussed and will not be involved with this. b) Website Accessibility – the Clerk explained that there are new regulations for accessibility for Websites and Mobile Applications. She has sent the information to Hightrees, LTC’s Website manager and they are looking in to this matter. Clerk to report back to F & P next month. c) Buckingham Palace Garden Party – the clerk asked the committee if they could think of a worthy recipient for this event. The committee discussed and suggested the Clerk emails FTC for their input asap.	Clerk
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
111/18-19	11. Salaries/ training/office – Admin read out relevant salaries and overtime together totaling £2236.00. Clerk has found it hard to study on the agreed Fridays as both residents and Cllrs ignore the closed sign. Committee discussed Cllr Pickernell suggested blinds, committee asked Clerk to get quotes.	
112/18-19	12. a) Formal Cllr complaint – update- As Cllr B Dance, CA Allan & CD Alan declared an interest in this matter they were not party to the committee discussion. A reply letter has been received from the Cllr involved, committee discussed next course of action. Both Cllrs involved will be invited individually to a have face to face meeting on 11th January 2018 with representatives of the F & P committee. Clerk to action. Clerk to also write to Cllr regarding the reported misrepresenting of the Council on the Memorial Hall Committee, as a separate issue, stating F & P are investigating.	Clerk
113/18-19	13. Agenda points for next month – none	

There being no further business to discuss the meeting closed at 8.17pm.

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

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