

# LUDGERSHALL TOWN COUNCIL



<b>Minutes of Finance &amp; Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Thursday 2<sup>nd</sup> January 2020 at 7-00pm</b>				
<b>Present:</b>	Cllr B Cordery in the Chair	Cllr CA Allan		
	Cllr M Giles	Cllr J Langley		
	Cllr J White			
	<u>Agenda Item</u>			<u>Action</u>
096/19-20	<b>1. Apologies</b> – from Cllrs B Dance and CD Allan, the committee resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40. .			
097/19-20	<b>2. Declaration of Interest</b> – none.			
098/19-20	<b>3. Minutes of last meeting</b> – held 27th November 2019 had been circulated and ratified at FTC on 10 <sup>th</sup> December 2019. There were no comments.			
099/19-20	<b>4. Financial Statement to end month 8 &amp; Nationwide Business Saver Renewal</b> – The Clerk reported that at month 8 LTC is still within budget – currently 59.7% of total budget has been spent (at this point in the budget it should be 66.66%). The Clerk explained that the Nationwide Saver account will roll over at the same interest and if LTC want to access the monies LTC must give 95 days’ notice. Cllr J White proposed, Cllr J Langley seconded, that LTC carry on with the Nationwide Saver account, all in favour, carried.			
100/19-20	<b>5. BILLS FOR PAYMENT – Received to date for Dec 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	£81.83	£13.64
	*Odd Job Barry – play area contract (Nov)	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	
	*DCK Accounting - Accounts for Dec 2019	Bank Transfer	£280.04	£46.67
	*Peninsula - HR	Bank Transfer	£124.08	£19.71
	Spar - Mince Pies - Chairmans Fund	Card Payment	£8.00	
	Post Office - 2nd class stamps	Card Payment	£36.60	
	*Hightrees - Mailboxes and IT	Bank Transfer	£136.08	£22.68
	Amazon - Wall Planner	Card Payment	£6.98	£1.16
	Amazon - office supplies	Card Payment	£5.99	£1.00
	Cash prize for Christmas Raffle	cash	£100.00	
	Shred-It - collection on 18/12/19	Bank Transfer	£83.86	£13.98
	Rialtas - Omega Software - single user	Bank Transfer	£306.00	£51.00
	Return of deposit to Plot 21 Bell Street	Bank Transfer	£50.00	
	Water 2 Business - supply to allotments & office			
	Apr - Nov	Direct Debit	£618.82	
	Hightrees - setting up new PC's in office	Bank Transfer	£162.00	£27.00
	Norton Renewal (PC antivirus/security)	Card Payment	£69.99	
	Gavin Jones - maintenance Dec 2019	Bank Transfer	£687.66	£114.61
	*Tait's Printers - 1000 raffle tickets	Bank Transfer	£50.40	£8.40

	<p>Post Office - 2nd class stamps</p> <p style="text-align: right;">Card Payment      £29.28</p> <p style="text-align: right;">Total                    <b>£4,143.89      £169.84</b></p> <p><b>* permission to pay these invoices after Finance &amp; Policy</b></p> <p>Proposed for payment by Cllr CA Allan, seconded by Cllr M Giles, all in favour. Clerk to pay those invoices due immediately.</p>		Clerk
101/19-20	<p><b>6. Committee Reports</b> – Cllr CA Allan had nothing to report from Civic Events. The Clerk confirmed that any items like raffle tickets, posters and banners will in future come from the general Civic events budget. Cllr J Langley reported from the Allotment Committee that the committee had agreed to remove waste from a couple of plots with a cost of approximately £250.00, which will come from that particular budget. Cllr J White had nothing to report from the RLE Committee meeting.</p>		Clerk  Clerk
102/19-20	<p><b>7. Internal Audit</b> – the Clerk read the overall conclusion to the committee. LTC are adhering to all the legal requirements that a local council is bound by. The policies, procedures and governance continue to operate effectively this leads to very few recommendations. LTC’s recommendations are that members are required to develop an investment strategy, to achieve the best return on investment. This is now a priority for the Finance team and the internal audit will be put to FTC on the 13<sup>th</sup> January 2020 for ratification.</p>		Clerk
103/19-20	<p><b>8. Grants</b> – the Clerk reported that representative from the Football club was not happy with LTC’s decision and had asked what he hadn’t complied with in his application. The committee discussed and asked the Clerk to reply that no quotes had been received and unfortunately as the gentleman had paid for the items himself, LTC do not pay grants to individuals.</p>		Clerk
104/19-20	<p><b>9. Staffing Committee Composition</b> – this item was discussed due to a request for Chair of Civic Events to be a member of the Staffing Committee. The Clerk explained that in business these issues are dealt with by a line manager (one person), however with Local Councils this is not viable, therefore a Staffing Committee is formed. It needs to be as small as possible but with an odd number of members therefore 3. When LTC formed their Staffing Committee the F &amp; P committee decided that the 3 members should be made up of the Finance Chair, RLE Chair and Allotment Chair and this is what LTC’s Term of Reference reads at this moment in time. If LTC want to change the membership of this committee this will need to be brought to FTC for agreement. The committee discussed and Cllr M Giles proposed that this be put on FTC in April for discussion and in readiness if changes are agreed for the new Council year in May. This was seconded by Cllr J White and all were in favour. Clerk will put in diary.</p>		Clerk
105/19-20	<p><b>10. Correspondence</b> – i) Ash Die Back community meeting - discussed Clerk will ask for a volunteer. ii) Garden Party - to be brought to FTC. iii) Surveillance Camera Commissioner – the Clerk reported that the Surveillance Camera Commissioner have concerns about GDPR and Freedom of information regarding ANPR’s cameras – as the Allotment committee are looking in to having one of these in the Car Park the Clerk will check with the Commission prior to any decisions made. iv) Section 137 limit for 2020-2021 - The Clerk reported that 2020-2021 years Section 137 Limit is £8.32 per elector. v) Kingfisher Visitor Guides 2020 – the rate for 2020 is holding at £325 +VAT for a half page if confirmation is given asap, that LTC would like to continue. The committee discussed and felt this was value for money and is a good advertisement for Tourism in Ludgershall. Clerk to confirm.</p>		Clerk
	<p><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></p>		
106/19-20	<p><b>11. Salaries/training/office</b> – The Clerk reported the salaries for payment of December as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. Both the Clerk has 3 hours and the Admin Assistant has 2.25 hours extra each which will be taken back over the next few weeks. The Clerk confirmed that training on</p>		

	<p>Microsoft software had started and will task the Admin Assistant to find out about the Webinars and essays for ILCA. The Clerk will now look ahead to see the best time for completed CILCA herself. The Clerk has redone the Health and Safety &amp; Risk Assessment for the office and will be updating a process for evacuation of the office, mustering at the Market Cross. The Clerk asked for the projector screen in the archive room to be brought to the office with the intention of installing it on the wall for when required at meetings. Cllr M Giles volunteered. The Admin Assistants Appraisal is due, and the Clerk asked the committee if they had any comments on improvement (that might be needed or that has been completed) the committee discussed and gave a couple of comments to the Clerk.</p>	
<b>107/19-20</b>	<b>12. <u>Agenda points for next month</u></b> – none.	Clerk

There being no further business to discuss the meeting closed at 7.56pm.  
Next meeting will be held on 29th January 2020 at 7pm, in the Town Council Office.

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