

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 26th February 2020 at 7-00pm

| Present: | Cllr B Cordery in the Chair | Cllr CA Allan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Cllr M Giles | Cllr J Langley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Cllr J White | Cllr B Dance | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Cllr CD Allan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <u>Agenda Item</u> | <u>Action</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 121/19-20 | 1. Apologies – none | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 122/19-20 | 2. Declaration of Interest – None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 123/19-20 | 3. Minutes of last meeting – held 29th January 2020 had been circulated and ratified at FTC on 11 th February 2020. The Clerk updated the committee with the replies from the local councils that are using CCLA, these comments will be forwarded to the committee along with ideas of what monies could be invested if LTC choose to go ahead with CCLA. This will be put on to next month’s agenda for discussion and then a proposal can go to the FTC in April. The Committee asked the Clerk to send the information that had been minuted last month regarding CCLA to FTC so they are fully informed. | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 124/19-20 | 4. Financial Statement to end month 10 – The Clerk reported that at month 10, LTC is still within budget – currently 73.35% of total budget has been spent (at this point in the budget it should be 83.33%). The Clerk explained that although some budgets are running close or over, overall LTC is in a good position. There are some large items that will be going through during month 11 which will take LTC closer to its budget. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 125/19-20 | 5. BILLS FOR PAYMENT – Received to date <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Payments</th> <th style="width: 20%;">Method</th> <th style="width: 15%;">Cost</th> <th style="width: 15%;">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>£78.76</td> <td>£13.13</td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>*Odd Job Barry – play area contract (Feb)</td> <td>Transfer</td> <td>£455.00</td> <td></td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>*Ludgershall Memorial Hall - quarterly rent</td> <td>Transfer</td> <td>£100.00</td> <td></td> </tr> <tr> <td></td> <td>Card</td> <td></td> <td></td> </tr> <tr> <td>J Parkers - plants for Ludgershall</td> <td>Payment</td> <td>£124.83</td> <td></td> </tr> <tr> <td></td> <td>Card</td> <td></td> <td></td> </tr> <tr> <td>ICO renewal fee</td> <td>Payment</td> <td>£40.00</td> <td></td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>Evolution Skateparks - extra essential works</td> <td>Transfer</td> <td>£190.42</td> <td>£31.74</td> </tr> <tr> <td>Evolution Skateparks - resurfacing works to skatepark</td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Transfer</td> <td>£6,148.27</td> <td>£1,024.71</td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>Shred -it - February 2020</td> <td>Transfer</td> <td>£84.23</td> <td>£14.04</td> </tr> <tr> <td></td> <td>Bank</td> <td></td> <td></td> </tr> <tr> <td>Chubb - Fire Extinguisher annual servicing</td> <td>Transfer</td> <td>£215.05</td> <td>£35.84</td> </tr> <tr> <td>British Gas - Centenary Garden</td> <td>Direct Debit</td> <td>£16.87</td> <td>£0.80</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td>£7,473.71</td> <td>£1,120.26</td> </tr> </tbody> </table> | | Payments | Method | Cost | VAT | Aster Living - Office security | Direct Debit | £20.28 | | Virgin Business - Telephone and broadband | Direct Debit | £78.76 | £13.13 | | Bank | | | *Odd Job Barry – play area contract (Feb) | Transfer | £455.00 | | | Bank | | | *Ludgershall Memorial Hall - quarterly rent | Transfer | £100.00 | | | Card | | | J Parkers - plants for Ludgershall | Payment | £124.83 | | | Card | | | ICO renewal fee | Payment | £40.00 | | | Bank | | | Evolution Skateparks - extra essential works | Transfer | £190.42 | £31.74 | Evolution Skateparks - resurfacing works to skatepark | Bank | | | | Transfer | £6,148.27 | £1,024.71 | | Bank | | | Shred -it - February 2020 | Transfer | £84.23 | £14.04 | | Bank | | | Chubb - Fire Extinguisher annual servicing | Transfer | £215.05 | £35.84 | British Gas - Centenary Garden | Direct Debit | £16.87 | £0.80 | | | | | | Total | £7,473.71 | £1,120.26 |
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| Virgin Business - Telephone and broadband | Direct Debit | £78.76 | £13.13 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *Odd Job Barry – play area contract (Feb) | Transfer | £455.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| *Ludgershall Memorial Hall - quarterly rent | Transfer | £100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| J Parkers - plants for Ludgershall | Payment | £124.83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| ICO renewal fee | Payment | £40.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Evolution Skateparks - extra essential works | Transfer | £190.42 | £31.74 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evolution Skateparks - resurfacing works to skatepark | Bank | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Transfer | £6,148.27 | £1,024.71 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Shred -it - February 2020 | Transfer | £84.23 | £14.04 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Chubb - Fire Extinguisher annual servicing | Transfer | £215.05 | £35.84 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| British Gas - Centenary Garden | Direct Debit | £16.87 | £0.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | Total | £7,473.71 | £1,120.26 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>* permission to pay these invoices after Finance & Policy</p> <p>The Skatepark refurb had an additional cost for essential works which were agreed under Health & Safety grounds of £158.68 + VAT. However, the original quote that costs were agreed under by LTC was higher than the final invoice for the main works and it works out that LTC will only need to pay £5.68, which can be assigned to equipment repairs. Cllr CD Allan proposed that these payments can go to FTC and that those items * can be paid asap, Cllr M Giles seconded, all in favour, carried.</p> | |
| 126/19-20 | <p>6. Committee Reports – Cllr CA Allan reported from Civic Events reported that petty cash will be needed for the summer fete as follows, Tombola £125, the bottle bags stall £60 and a £100 prize for the raffle and for the Easter disco £25 will be needed for raffle prizes. She also asked the clerk to liaise with Cllr J McConnell re purchasing temporary fencing and posts for the arenas needed at the fete. Cllr M Giles asked that the budget for VE day be put on to the next FTC in order to agree that the appointed road closure budget of £900 be moved to the VE day budget making a total of £1400. Cllr J Langley reported from the Allotment Committee that the committee had agreed another plot clearance at £160 and that the office has asked another plot holder to clear their plot if they don't this cost will also fall on the committee, and the office will try to reclaim. The committee also accepted a quote of £622.28 +VAT to level 22 graves within the Cemetery. Office will notify contractors to go ahead. Cllr CD Allan reported from RLE that they had accepted the quote of £85 +VAT for the repairs to a bench in Faberstown and that for Health & Safety a quote for £75.00 was agreed by the office to replace bolts and caps etc. for the push up bars in the rec. The Contractors are now working on the Rec Entrance, they have come earlier than expected and the gate is yet to be ordered by the office. The lead time is mid-end March and the contractors asked if LTC could go elsewhere for a cheaper, different style, gate that could be delivered quicker. Unfortunately, LTC had voted for the specific gate and this was within the last 6 months so this can not be changed. Clerk will inform contractors and order original style gate.</p> | <p>Clerk/A dmin</p> <p>Clerk/A dmin</p> <p>Clerk</p> |
| 127/19-20 | <p>7. Grants – A request has been received from Castledown FM for £3000.00 per annum over 3 years. The Clerk read out the key objectives and the brief description of what the grant would be used on. The Committee discussed and asked the Clerk to clarify Mr J Sparrows involvement, and to ask him for the last audited accounts.</p> | Admin |
| 128/19-20 | <p>8. Health & Safety Policy – The Clerk had emailed all committee members the revised Health & Safety Policy. The Committee agreed new wording and asked to put forward to FTC for approval. The Clerk also said that the office will be doing a schedule of Policies that LTC have with their revision dates and a schedule of new Policies that LTC should have for best practice, which will slowly be completed.</p> | Clerk |
| 129/19-20 | <p>9. Correspondence – none</p> | |
| | <p>Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.</p> | |
| 130/19-20 | <p>10. Salaries/training/office – Admin reported the salaries for payment of February as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. The Clerk has 5 hours and the Admin Assistant had no extra hours that need to be taken back over the next few weeks. She then asked the Committee to agree to overtime payments that will be occurring during April and May due to the increase in workload at this time of year, yearend, audits, annual meetings etc. The committee agreed as long as the Staffing Committee are informed prior to the staff doing the overtime, the Clerk will ensure this happens. The Clerk stated that starting from next week she will email a weekly timesheet for her and the admin assistant so they can see when hours are earned from meetings and then taken back. The Admin Assistant has 7 dates for Webinars during March – June. The committee suggested that she go to the chambers to study due to the dates being mainly on office open days. The Clerk explained how many hours must be given to study for Cilca, if all being well, she hopes to</p> | Clerk |

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| | finish by Dec 2020. However, if anything happens to push the time back i.e. staffing problems/sick/moving office or anything else which means the Clerk must spend more time with a project she will need to revise this date. She will not register and pay until she is close to submitting all 30 units. A Staffing meeting will be called after the admin assistants' appraisal is completed. | |
| 131/19-20 | 11. <u>Agenda points for next month</u> – CCLA investment and Transparency Code. | |

There being no further business to discuss the meeting closed at 8.07pm.
Next meeting will be held on 25th March 2020 at 7pm, in the Town Council Office.

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