

LUDGERSHALL TOWN COUNCIL



Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 29th January 2020 at 7-00pm

Present:	Cllr B Cordery in the Chair	Cllr CA Allan
	Cllr M Giles	Cllr J Langley
	Cllr J White	Cllr B Dance
	Cllr CD Allan	
	Representatives: Mark Davies – CCLA	
	<u>Agenda Item</u>	Action
108/19-20	1. Apologies – none	
109/19-20	2. Declaration of Interest – Cllr J Langley in Bills for Payment (item 6) and Cllr CD Allan, Cllr CA Allan and Cllr B Dance in item 8.	
110/19-20	<p>3. CCLA presentation regarding investment – Mark Davies from CCLA had been invited to present to the Committee in order for LTC to investigate and put into action an investment strategy as recommended in the recent Internal Audit. He advised that CCLA stands for Churches, Charities and Local Authorities and they were established in 1958. They currently have an investment portfolio of £10.2billion and 36K clients. They only operate within the 3 sectors above and following the collapse of the Icelandic banks the LGA asked CCLA to help with re-investing funds that were eventually returned. The Public Sector Deposit fund was launched in May 2011 and is AAA rated, is not a long-term investment fund and offers a return of 0.7188 (on the date of the meeting), which is still higher than most banks long term deposits. Funds can be withdrawn the same day if the request is received by 11.30am it will be in the account by 3pm. The fee is currently 0.08% and there is a dividend payment at the end of every month. The second option offered was the Local Authorities Property Fund which CCLA have managed since 1974 but re-launched in 2013. They have £1.2billion invested in this fund by 258 Authorities. This is a long-term Commercial Property Investment and the fee is 0.65%. However, due to the nature of property a short-term withdrawal is likely to yield fees of around 8%. The interest is paid once a quarter and the dividend return is currently around 4.3%. Local Councils that have invested with CCLA include Shaftesbury, Amesbury, Westbury and Blandford Forum. After a few questions were raised and answered, the Committee thanked Mark Davies for his time and he left the meeting at 7.25pm. The Committee agreed that there is lots to investigate and consider and the office will contact the Councils listed above to ask for their views on how their investment are performing etc.</p>	Clerk/Ad min
111/19-20	4. Minutes of last meeting – held 2nd January 2020 had been circulated and ratified at FTC on 14 th January 2020. There were no comments.	
112/19-20	<p>5. Financial Statement to end month 9 & Santander Time Deposit Renewal – Admin reported that at month 9 LTC is still within budget – currently 66.0% of total budget has been spent (at this point in the budget it should be 69.44%). Admin explained that the Santander Time Deposit account is due to mature on 6/2/2020. This has been invested for 6 months and if LTC re-invest it will be the same interest amount (0.45%). Cllr M Giles proposed that the fund is re-invested, Cllr CD Allan seconded, all in favour, carried. Clerk/Admin to arrange with Santander.</p>	Clerk/Ad min

113/19-20	<p>6. Bills for Payment – Received to date for Jan 2020 Finance meeting</p> <table border="1"> <thead> <tr> <th>Payments</th> <th>Method</th> <th>Cost</th> <th>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>£68.65</td> <td>£11.44</td> </tr> <tr> <td>*Odd Job Barry – play area contract (Jan)</td> <td>Bank Transfer</td> <td>£455.00</td> <td></td> </tr> <tr> <td>*DCK Accounting - Monthly payroll processing Jan 2020</td> <td>Bank Transfer</td> <td>£30.00</td> <td>£5.00</td> </tr> <tr> <td>*Peckham Waste Clearance - rubbish removal - allots</td> <td>Bank Transfer</td> <td>£260.00</td> <td></td> </tr> <tr> <td>Comcen - office supplies</td> <td>Bank Transfer</td> <td>£107.62</td> <td>£17.94</td> </tr> <tr> <td>Lyreco - office supplies</td> <td>Bank Transfer</td> <td>£45.02</td> <td>£7.50</td> </tr> <tr> <td>Post Office – stamps</td> <td>Card Payment</td> <td>£21.96</td> <td></td> </tr> <tr> <td>*Sodexo - food for Freedom Parade - Sep 2019</td> <td>Bank Transfer</td> <td>£472.51</td> <td>£78.75</td> </tr> <tr> <td>Mileage expenses for Cllr Jenny Langley - Chairing Skills</td> <td>Bank Transfer</td> <td>£27.00</td> <td></td> </tr> <tr> <td>*Rob Whiting Fencing Ltd - fencing round allotment plot</td> <td>Bank Transfer</td> <td>£4,368.00</td> <td>£728.00</td> </tr> <tr> <td>Wallgate Service Contract (handwash units - toilets)</td> <td>Bank Transfer</td> <td>£643.20</td> <td>£107.20</td> </tr> <tr> <td>Gavin Jones - clearing an allotment plot</td> <td>Bank Transfer</td> <td>£38.86</td> <td>£6.48</td> </tr> <tr> <td>Gavin Jones - turfing of graves/adding headstone border</td> <td>Bank Transfer</td> <td>£465.10</td> <td>£77.52</td> </tr> <tr> <td>Shred It - January 2020</td> <td>Bank Transfer</td> <td>£83.86</td> <td>£13.98</td> </tr> <tr> <td>Grist Environmental - skip exchange January 2020</td> <td>Bank Transfer</td> <td>£267.98</td> <td>£44.66</td> </tr> <tr> <td></td> <td>Total</td> <td>£7,375.04</td> <td>£1,098.47</td> </tr> </tbody> </table> <p>* permission to pay these invoices after Finance & Policy – Cllr CA Allan proposed, Cllr B Cordery seconded, all in favour. Admin to pay accordingly.</p> <p>Perry's Cottage - monies from the sale of land</p> <table border="1"> <tbody> <tr> <td>Allan Wright Thatching Ltd (Perrys Cottage roof)</td> <td>Bank Transfer</td> <td>£6,787.00</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	£68.65	£11.44	*Odd Job Barry – play area contract (Jan)	Bank Transfer	£455.00		*DCK Accounting - Monthly payroll processing Jan 2020	Bank Transfer	£30.00	£5.00	*Peckham Waste Clearance - rubbish removal - allots	Bank Transfer	£260.00		Comcen - office supplies	Bank Transfer	£107.62	£17.94	Lyreco - office supplies	Bank Transfer	£45.02	£7.50	Post Office – stamps	Card Payment	£21.96		*Sodexo - food for Freedom Parade - Sep 2019	Bank Transfer	£472.51	£78.75	Mileage expenses for Cllr Jenny Langley - Chairing Skills	Bank Transfer	£27.00		*Rob Whiting Fencing Ltd - fencing round allotment plot	Bank Transfer	£4,368.00	£728.00	Wallgate Service Contract (handwash units - toilets)	Bank Transfer	£643.20	£107.20	Gavin Jones - clearing an allotment plot	Bank Transfer	£38.86	£6.48	Gavin Jones - turfing of graves/adding headstone border	Bank Transfer	£465.10	£77.52	Shred It - January 2020	Bank Transfer	£83.86	£13.98	Grist Environmental - skip exchange January 2020	Bank Transfer	£267.98	£44.66		Total	£7,375.04	£1,098.47	Allan Wright Thatching Ltd (Perrys Cottage roof)	Bank Transfer	£6,787.00		Admin
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114/19-20	<p>7. Committee Reports – Cllr CD Allan reported from RLE that they have agreed to the quarterly inspection and minor repair Service Contract from Mant Leisure as a cost of £400 per quarter (totaling £1600 per annum) and £160 for the wood (American white oak) needed to repair the seat in Faberstown. A quote for installation is yet to be forthcoming but it was agreed if under £150 then the Clerk can instruct (Office to chase). The Committee were happy with these amounts. Cllr J Langley reported from the Allotment Committee that the fence around Dewey's Lane Plot 34 has been completed at a cost of £4368. Admin advised that the invoice is £3640 exc. VAT and that the funds can come from the following earmarked budgets within Allotments as follows: £2000 from the Earmarked Allotment Funds and £1640 from the Earmarked Gardens Fund. Cllr B Dance proposed, Cllr J Langley seconded, all in favour. Clerk to adjust budgets accordingly. Admin also advised at this point that the invoice for the new Cemetery gate was paid in December, but it has been incorrectly taken from the repairs and maintenance budget. The RFO has suggested that £2000 is taken from the Cemetery Earmarked Funds and £400 from repairs and maintenance (the Accountant has already adjusted this a few weeks ago). Cllr B Cordery proposed this is accepted, Cllr B Dance seconded, all in favour. Cllr J Langley went on to advise that £536 exc. VAT had been agreed for the renewal of the Service Contract for the hand washer/dryer units in the public toilets and £209.98 exc. VAT for the removal of the St James's Churchyard garden waste. These were proposed for acceptance by Cllr CD Allan, seconded by Cllr M Giles and all in favour. Finally, Cllr J Langley proposed a budget of £250 be made available for the purchase of plants for the Town planters. Cllr CA Allan seconded, all in favour. Cllr CA Allan reported from Civic Events that 30 barriers were purchased at a cost of £3 each (totaling £90). It was noted</p>	Clerk/Admin Clerk																																																																												

	that this will save LTC a lot of money as they can be used at the Summer Fete and for upcoming road closures (usually these are hired).	
115/19-20	8. Grants – i) Youth Centre – this could not be discussed as the paperwork was not available for the meeting. ii) Memorial Hall – The Committee considered the application from the Memorial hall for £4000. Cllr M Giles proposed this be paid, Cllr J Langley seconded, all in favour. Admin to raise payment ready for FTC.	Admin
116/19-20	9. Revised CCTV Policy – Admin advised that she has reviewed the CCTV policy and proposed that her name be added under the list of persons authorized to view the CCTV footage (having been DBS checked). She also asked if the Committee would like to add in SAR's to the policy (Subject Access Requests). Cllr M Giles proposed that these be added under the Privacy Policy (Access to Information section) and that we look to charge £15 per hour for time spent after the first request. All in favour – Admin to add to the FTC agenda for agreement.	Admin
117/19-20	10. Mileage Expenses for taking passengers – Admin advised the Committee that following an enquiry from a Councillor regarding taking passengers when claiming expenses, that Wiltshire Council do offer an extra 1p per mile for this. LTC would like to add an additional 1p per mile, per passenger – Admin showed the Committee the proposed amended mileage claim form. This will be adopted once agreed through FTC – Admin to add to agenda.	Admin
118/19-20	11. Correspondence – none	
	Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.	
119/19-20	12. Salaries/training/office – Admin reported the salaries for payment of January as £3262.03 which includes no overtime, as agreed. The exact figures will be available at FTC. The Clerk has 5.5 hours and the Admin Assistant has 1 hour extra which will be taken back over the next few weeks. Admin confirmed that training on Microsoft software had started (55 lessons on Word completed, 45 remain) and both will move onto Excel, Outlook and Calendar. The Admin Assistant still needs to find out about the Webinars and essays for ILCA and the Clerk will now look ahead to see the best time for completing CILCA – Cllr M Giles asked that some dates be available next month for completion of these tasks. The Admin Assistant's review will take place in February 2020. We are also still awaiting a final date from Hightrees for completion of the PC moves in the Community Hub – a date should be known by the end of this week.	
120/19-20	13. Agenda points for next month – none.	

There being no further business to discuss the meeting closed at 8.07pm.

Next meeting will be held on 26th February 2020 at 7pm, in the Town Council Office.

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