

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance & Policy Committee held Wednesday 25th May 2016 in the Council Office, 22 High Street' Ludgershall at 7pm.

Present:	Cllr Giles in the Chair	Cllr Pickernell
	Cllr Hollis	Cllr Hall

	<u>Agenda Item</u>	<u>Action</u>																																																												
67/16	1. Apologies – Cllr White and Cllr Langley (holiday)																																																													
68/16	2. Declaration of Interest – Cllr Hollis declared an interest in item 7.																																																													
69/16	3. Minutes - of the previous meeting had been approved and signed at the May 2016 full Town Council meeting.																																																													
70/16	4. Financial Statement. This had been circulated, no questions were raised.																																																													
71/16	<p>5. Bills for Payment</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 55%;">Aster Living – Office Security</td> <td style="width: 20%; text-align: center;">Direct Debit</td> <td style="width: 25%; text-align: right;">£33-12p</td> </tr> <tr> <td>Wessex Water (Recreation Ground)</td> <td style="text-align: center;">Direct Debit</td> <td style="text-align: right;">£13.45p</td> </tr> <tr> <td>Caretaker - Play area</td> <td style="text-align: center;">S/O</td> <td style="text-align: right;">£399-00p</td> </tr> <tr> <td>Post Office Stamps and Signed for letter</td> <td style="text-align: center;">Debit Visa</td> <td style="text-align: right;">£16.02p</td> </tr> <tr> <td>Post Office Signed for letter</td> <td style="text-align: center;">Debit Visa</td> <td style="text-align: right;">£1.74p</td> </tr> <tr> <td>Elavon (Summer Fete)</td> <td style="text-align: center;">Debit Visa</td> <td style="text-align: right;">£30.00p</td> </tr> <tr> <td>Ivojo Multimedia</td> <td style="text-align: center;">Debit Visa</td> <td style="text-align: right;">£468.00p</td> </tr> <tr> <td>Southern Water Office</td> <td></td> <td style="text-align: right;">£46.03p</td> </tr> <tr> <td>Southern Water Toilets</td> <td></td> <td style="text-align: right;">£262.24p</td> </tr> <tr> <td>Salaries</td> <td></td> <td style="text-align: right;">£2560-88p</td> </tr> <tr> <td>Beechfields Toilet Cleaning Contract</td> <td></td> <td style="text-align: right;">£733.65p</td> </tr> <tr> <td>Grist Environmental Ltd</td> <td></td> <td style="text-align: right;">£228.97p</td> </tr> <tr> <td>Wessex Water</td> <td></td> <td style="text-align: right;">£95.05p</td> </tr> <tr> <td>Wiltshire Council – non domestic rates Car Park</td> <td></td> <td style="text-align: right;">£469.00p</td> </tr> <tr> <td>Wiltshire Council - non domestic rates Office</td> <td></td> <td style="text-align: right;">£240.00p</td> </tr> <tr> <td>Elite Playground Inspections</td> <td></td> <td style="text-align: right;">£94.51p</td> </tr> <tr> <td>Willmont repairs to Car Park</td> <td></td> <td style="text-align: right;">£3397.80p</td> </tr> <tr> <td>SLCC CiLCA registration</td> <td></td> <td style="text-align: right;">£250.00p</td> </tr> <tr> <td>Virgin Media Business – Telephone/Broadband</td> <td></td> <td style="text-align: right;">£64.01p</td> </tr> <tr> <td>Accounting Solutions – Payroll month of May</td> <td></td> <td style="text-align: right;">£30-00p</td> </tr> </table>	Aster Living – Office Security	Direct Debit	£33-12p	Wessex Water (Recreation Ground)	Direct Debit	£13.45p	Caretaker - Play area	S/O	£399-00p	Post Office Stamps and Signed for letter	Debit Visa	£16.02p	Post Office Signed for letter	Debit Visa	£1.74p	Elavon (Summer Fete)	Debit Visa	£30.00p	Ivojo Multimedia	Debit Visa	£468.00p	Southern Water Office		£46.03p	Southern Water Toilets		£262.24p	Salaries		£2560-88p	Beechfields Toilet Cleaning Contract		£733.65p	Grist Environmental Ltd		£228.97p	Wessex Water		£95.05p	Wiltshire Council – non domestic rates Car Park		£469.00p	Wiltshire Council - non domestic rates Office		£240.00p	Elite Playground Inspections		£94.51p	Willmont repairs to Car Park		£3397.80p	SLCC CiLCA registration		£250.00p	Virgin Media Business – Telephone/Broadband		£64.01p	Accounting Solutions – Payroll month of May		£30-00p	
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72/16	<p>6. S137 Grant Applications. A) 5th Wiltshire BP Scouts. A letter has been received from the Scoutmaster confirming that the Beavers now meet in the Church Hall. The Committee asked the clerk to write again to ask for clarification of the costs of the flags and to provide copies of the quotation from their supplier B) St James Church. An application towards the cost of</p>	Clerk																																																												

	<p>maintenance of the churchyard had been received. After consideration, the committee agreed to award the sum of £650 to the church for this purpose. C) An application from the Parish Church for £200.00p towards the cost of printing the magazine was requested. After consideration, the committee agreed that this amount would be granted.</p>	
73/16	<p>7. Ludgershall Garden Shed – The secretary of the Garden Club had come back to the council requesting a copy in writing of the Policy document as it pertained to the shed. After consideration, the committee felt that it was unable to agree to this request. However, the Chairman and the Secretary would be allowed to examine the document in the Town Council Office, on the understanding that no copies of it would be permitted to be taken.</p>	Clerk
74/16	<p>8. Works Pension Update. The Administration Clerk had been in contact with Wiltshire Pensions who advised the process was slightly different for councils and sent through the forms for completion. However, the council are not yet ready to proceed. The administration clerk will contact them again, and advise that the council wish to proceed in January, so that the scheme is in place by February.</p>	Clerk
75/16	<p>9. Financial Regulations/Standing Orders Amendment – NALC have announced a few changes to the contract levels for local government contracts. Our standing orders and Financial Regulations will be amended to reflect this.</p>	Clerk
76/16	<p>10. Facebook review. The announcement on Facebook about Ludgershall Council adopting a civil mayor highlighted that the current policy needs to be reviewed and updated. The Assistant Clerk is investigating this further and will draft a policy in due course. However, it was agreed that when announcing a policy/press release, this should be drafted and agreed at the time the policy is voted so that it can go on Facebook the following day.</p>	Asst Clerk
77/16	<p>11. Bell Street Allotments. There has been no progress with the reinstatement of the fence from the occupier of Hyson Crescent. This will be postponed until next month.</p>	Clerk
78/16	<p>12. Freedom of the Town 2016. Cllr White is waiting for suitable dates to be confirmed, and the proposed guest list for the buffet. However, the suggestion was made that the event be held in the Memorial Hall and made open to the public so that they could attend, and the buffet held elsewhere afterwards.</p>	
79/16	<p>13. Committee Reports Allotment, Cemetery & Car Park – Cllr Pickernell reported that the cause of the sunken carpark space was due to an old cess pit. There are concerns that there are others in the carpark which will need to be dealt with in the future. The costs of the hard-core to provide a harder surface to the Bell Street footpath to a standard suitable for a vehicle were approx. £20,000 and was more than the council could afford to pay. Cllr Pickernell will respond to Mrs Pollard. The committee have also been made aware that a small group of allotment holders want to take over the running of the site. Recreation Leisure & Environment- Cllr Hall reported that following on from the last playground equipment report, a proposal to remove the bottom swings and the bench would be made to the full Town Council Meeting. The cost of total replacement of the matting would also be included in next year’s precept. Cllr Giles reported that the Play Equipment Inspector had met them to discuss repairs to one of the pieces of equipment, and had confirmed that he was happy to provide advice as to suitable – and potentially much cheaper – replacements.</p>	Clerk

	<i>Civic Events.</i> Work is continuing on the Summer Fete, Ludgershall in Bloom & Remembrance Sunday.	
80/16	<p>14. Any Other Business (information only) Cllr Pickernell confirmed that CATG has some funding available to pay for no waiting signs if these are required.</p> <p>Cllr Hall requested that the draft minutes of the Recreation, Leisure and Environment meeting be sent to her prior to the Finance meeting.</p> <p>Cllr Hall advised that one of the sensors on the traffic lights on the bridge was out of action and needed to be reported to Wiltshire Council.</p> <p>The Clerk advised that a letter of thanks had been received for the S137 money sent to the Sunshine Club.</p> <p>CATG had confirmed that an issue had been raised by a member of the public regarding double yellow lines between Bell Street and Stratford Mews.</p> <p>Tidworth Town Council are arranging Councillor Training at the end of June and are happy to offer any spare spaces to Ludgershall Councillors. Cllrs Pickernell and Giles both expressed an interest.</p> <p>An invitation to a drinks reception prior to a broadcast about the EU referendum on 8th June had been received.</p> <p>The church have received a set of limited edition plates for their stall and have offered them to the Council. The Finance Committee would like to accept this offer.</p> <p>Confirmation of the persons attending the Market Town Forums event has to be done by 6th June: the attendees will be Cllrs White, Pickernell, Giles and Langley</p>	
	There being no further business to discuss the meeting closed at 8-20pm.	

Date of next meeting will Wednesday 29th June 2016.

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