

# LUDGERSHALL TOWN COUNCIL



**Minutes of the Finance & Policy Committee meeting held on Wednesday 28<sup>th</sup> January 2015 in the Council Office, 22 High Street, Ludgershall at 7-00pm**

<b>Present:</b>	Cllr M Giles in the Chair	Cllr V Dixon
	Cllr B Dance	Cllr O White
	Cllr C Allan	
<b>Apologies:</b>	Received from Cllr T Pickernell	

	<u>Agenda Item</u>	<u>Action</u>
1/15.	<b>2. Declaration of Interest</b> – no declaration received.	
2/15	<b>3. Minutes</b> of the previous meeting had been approved and signed at the January 2015 full Town Council meeting.	
3/15	<b>4. Financial Statement</b> – produced from accounts package after reconciliation with accounts held at Lloyds Bank 31 <sup>st</sup> December 2014. The clerk reported a discrepancy of 63p was found this has been amended by support people and S. Water will add it to their next invoice. A new mandate to amend signatories will be obtained for next Town Council meeting.	
4/15	<b>5. Bills for payment</b> Net Salaries & expenses £2379-95p Caretaker - Play area £367-48p Beechfields Toilet Cleaning Contract £719- 26p Virgin Media Business – Telephone/Broadband £67-10p Henge Computing – Website domain and charges £465-00p Seton – Litter picking kits x 2 £83.82p Wiltshire Waste – exchange skip in Cemetery £211-72p Street Furnishings Ltd – key for lighting columns £70-20p Wickes – concrete for Xmas tree cover £14-98p W H Smiths – Permanent pens (Debit Visa) £6-07p Wickes – manhole cover & slabs for grave marking (Debit Visa) £47-45p AJK Services – Supply & install photo cell light £598-51p AJK Services – Fit lights on Christmas tree and plug in £180-00p AJK Services – install Xmas lights & motifs and take down £2010.00p Willmont Bldg – Bell St allotments path repair £1230.48p	
5/15	<b>6. Admin Assistant –Training Course</b> WALC are running a ½ day course for new clerks on Tuesday 10 <sup>th</sup> March	

	2015 in Devizes costing £45-00p +VAT. Michelle is over ½ way through her on-line course having passed the modules she has completed. Cllr Giles proposed this course should be booked, seconded by Cllr White carried.	
6/15	<p><b>7. <u>Section 137</u></b></p> <p>a) Wiltshire Portage update – no Ludgershall children currently receiving the Portage service but there are two on the waiting list. This organization is funded by a Wiltshire Council grant and is suffering a £21,000.00p shortfall for 2015/2016. They point out that any sum of donations could be ring-fenced to apply to the children in our locality. The committee recommend to remit to full Town Council for discussion.</p> <p>b) Victim Support – a national charity requesting a donation towards training 15 and 20 delegates at an average cost of £750-00p per volunteer. Again the committee recommend to remit this as an agenda item to next full Town Council for discussion.</p> <p>c) Castledown Radio – request the second tranche of £2500-00p from their 3 year agreement to enable essential items to be paid to cover their volunteers when out in the community recording interviews etc. Next year further support will need to be discussed so Castledown Radio will be invited to attend a Town Council meeting to give a presentation on their work.</p>	
7/15	<p><b>8. <u>Website &amp; e-mail</u></b></p> <p>a) Website – invoice recorded in Bills for Payment for renewal of domain name and website annual charges for 2014, total £465-00p. The clerk is very aware our website needs to be reviewed perhaps upgrade to a new content managed system so that the office staff can update the website. The Town Council will need to discuss a design and plan the content for a new website to obtain a quote to carry out this work.</p> <p>b) I-map e-mail account is not fulfilling our requirements, a Microsoft Exchange account which would allow for all folders to be seamlessly synchronized on multiple workstations or smart devices all at the same time. Crystal Net advise the cost for a professional exchange 25GB mailbox package is £100-00p per annum and they would be willing to set it up for LTC. Our webmaster would only need to amend the MX record of the domain name. Cllr Giles proposed this system should be purchased and installed, seconded by Cllr Dixon, carried.</p> <p>c) The clerk mentioned programme breakdown and maintenance service of our computers as they are approaching 1 year. CrystalNet would give a quote for an hourly rate for this service, the clerk will investigate.</p> <p>d) Norton Virus for both works computers and the 3 public computers needs to be renewed. Cllr Dance proposed the clerk should obtain renewal, seconded by Cllr Allan, carried.</p>	
8/15	<p><b>9. <u>SSE Community Day</u></b> – the clerk had requested confirmation that the work force would be covered by Public Liability Insurance on 16th March 2015. A copy of their current Public Liability insurance certificate has been received.</p>	
9/15	<p><b>10. <u>Flower Planters for High Street</u></b></p> <p>Cllr White confirmed permission has been received from Wiltshire Council Highways to position 3 planters in High Street, an application to Aster Communities for £1800-00p grant towards the cost has been submitted, so</p>	

	could planters be ordered with Wybone Ltd costing £2160-92p as there could be a 5 week delay in delivery, the committee recommend the planters should be ordered to be in place for summer planting season, agreed.	
<b>10/15</b>	<b>11. <u>Motor Bikes in Rec</u></b> This problem had been discussed by R, L & E committee as motor bikes are causing damage to grass surface, one scrambler bike has been seen leaving the Rec but the bike does not carry any registration plate. The committee recommends everyone monitors the situation because of the safety issues and the clerk to inform Sgt Faircloth of the situation.	
<b>11/15</b>	<b>12. <u>Committee Reports</u></b> <i>Allotment, Cemetery &amp; Car Park</i> report - summer plug plants to be purchased costing approximately £100-00p. The clearing of gully/drains around the car park will cost £393-93p the same as last year so work will take place on 18 <sup>th</sup> February 2015. Burials fees to be increased in line with The Church of England 2015 charges. <i>Recreation, Leisure &amp; Environment</i> report –Wet pour repair kits can be purchased for £75-00p, the committee will measure the damaged area then order the number of kits required and carry out the work once the weather is warmer. Work to replace damaged entrance sign due to be started this week.	
<b>12/15</b>	<b>13. <u>Any other Business</u></b> Army Basing Meeting in Garrison Theatre attended by 5 Cllrs – issues raised on behalf of Ludgershall TC : to move the community land from the southern corner to the northern corner of the plan. Arrange a Ludgershall public exhibition consultation meeting for local residents, if a venue was a problem the Town Council would provide one. Further consultation with the Town Council over additional NHS provision, time scale of primary school build, the number of car parking spaces per dwelling & a vehicular access into Somme Road alongside the cycle path. Cllr Allan reported there is still a problem with business park traffic lights, the clerk will report via My Wiltshire again.	

There being no further business to discuss the meeting closed at 8-10pm.

**Date of next meeting Wednesday 25<sup>th</sup> February 2015.**

**Signed.....Date.....**