

LUDGERSHALL TOWN COUNCIL



Minutes of the Full Town Council meeting held on 17th May 2021 at 7pm at the Memorial Hall, Ludgershall.

Present: Cllr M Giles, Cllr M Williams, Cllr N Allingham, Cllr J White, Cllr C Giles, Cllr O White, Cllr CA Allan, Cllr B Dance, Cllr P Burgon, Cllr CA Moore, Cllr J Langley, Cllr D Downie, Cllr J McConnell

Representatives: Cllr Tony Pickernell, Wiltshire Councillor

Public: none

AGENDA ITEM

001-21/22 1. Election of Chairman – Cllr J Langley nominated Cllr M Giles, Cllr CA Allan seconded, all in favour. Cllr M Giles is re-elected as Chairman of LTC.

002-21/22 2. Resolution – to continue as Mayor or to change back to Chairman only. Cllr CA Allan proposed that LTC continue with a Mayor, Cllr J Langley seconded, all in favour. Cllr M Giles is elected as the Mayor of Ludgershall.

003-21/22 3. Election of Vice-Chairman – Cllr O White nominated Cllr J McConnell, Cllr B Dance seconded, all in favour. Cllr J McConnell is elected to Vice-Chairman and moved to sit at the table near the Mayor and was handed the Deputy Mayors jewel.

004-21/22 4. Apologies for Absence – none.

005-21/22 5. Declaration of Interests - (Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest). None declared.

006/21/22 6. Casual Vacancies – Co-option – none received, advertising to take place before next FTC, any possible applicants to contact the Clerk a week before that meeting.

007-21/22 7. Declaration of Acceptance forms/Register of Interest Forms – those that have not been signed by date of meeting FTC to agree date for completion – the Council agreed a final date for the return of these forms as 31st May 2021. Anyone who hasn't done so needs to book an appt. at the office before 28th May.

008-21/22 8. Formation of Committees/nominations to existing committees – **Allotment, Cemetery and Car Park** – the existing members wish to remain on this Committee: Cllr N Allingham, Cllr B Dance, Cllr C Giles, Cllr J Langley, Cllr CA Moore and Cllr CA Allan wishes to join. **Recreation, Leisure and Environment** – the following members wish to remain: Cllr P Burgon, Cllr D Downie, Cllr J White, Cllr M Williams. Cllr CA Allan wishes to come off and Cllr O White wishes to join. **Planning** – the following members wish to remain: Cllr P Burgon, Cllr J White, Cllr M Williams, Cllr C Giles. Cllr CA Moore wishes to come off this Committee and Cllrs O White and CA Allan wish to join together with the Chair and Vice chair this makes the legal requirement of 8 for this committee. **Civic Events** – the following members wish to remain on this Committee: Cllr CA Allan, Cllr P Burgon, Cllr B Dance, Cllr C Giles and Cllr J Langley. All the afore-mentioned Committees will also be attended by the Chair and Vice Chair of the Council. **5-Year Plan Committee** – The following members wish to remain on this Committee: Cllr CA Allan, Cllr N Allingham, Cllr P Burgon, Cllr M Giles, Cllr J Langley, Cllr CA Moore and Cllr J White. **Emergency Planning** – The following Committee members wish to remain: Cllr M Williams, Cllr N Allingham & Cllr M Giles along with the Clerk. **Staffing Committee** – following the F&P meeting and Extraordinary meeting it was agreed that this Committee will be made up to 3

members who preferably have experience of employing staff and the 3 volunteers were Cllr P Burgon, Cllr M Williams and Cllr O White.

009-21/22 9. [Confirming the dates, time and place for FTC for the next year/confirm May dates for other committees/discuss going forward](#) – All proposed dates were provided in the agenda pack and the Councillors agreed upon those for the Committees and Monday 14th June 2021 at the Memorial Hall for the next FTC meeting. Moving forward they will be on the second Monday of the month at the Memorial Hall except for July 2021 when it is already booked for the Area Board meeting and an alternative venue is being sought. In June and thereafter the other Committees will be as follows: **Allotments** – third Thursday of the month at the Church Hall, **Civic Events** – second Tuesday of the month at the church Hall, **RLE & Planning** (if needed) – third Monday of the month at the Memorial Hall (apart from July). The date for the **Staffing** Committee meeting is yet to be decided but will be held at the Council Chambers and the **5-Year plan** Committee meetings are as and when. **Finance and Policy** will be held on the last Tuesday of the month at the Church Hall. All Cllrs bar one voted to take a break in August from meetings, so none will be held that month.

010-21/22 10. [Review of representation with external bodies and reporting of](#) – all Cllrs representing the various Committees and groups to remain the same as last year. As no one volunteered to be an additional representative for the Memorial Hall Committee this will be tabled at next month's meeting.

011-21/22 11. [General Public – Questions](#). None as no members of the public were in attendance.

012-21/22 12. [Chairman's Report](#) – the only event that the Chairman has attended was the Memorial Service held for the late HRH Duke of Edinburgh at Salisbury Cathedral, which was a fitting tribute to a hardworking man who was involved in much more than people may have realised while he was alive.

013-21/22 13. [Police Report/NTG report](#) – this was attached to the agenda pack sent to Cllrs. Last month in Ludgershall there were 1 x theft, 1 x criminal damage and 1 x burglary reports.

014-21/22 14. [26 Engineer Regiment report](#) – The Clerk read out a letter from WO1 RSM Marc Elliott who was unable to attend as he is on leave prior to taking up his new post in Kent. The new WO1 RSM will be Matty Needham. Marc thanked the Mayor and Cllrs for all their support over the past 2 years and wished everyone all the best for the future. He had also gifted a framed photograph of the Remembrance Service held in 2019 to the Town Council which will be hung in the office. This was shown to the Cllrs.

015-21/22 15. [Garrison Engagement report](#) – Lt Col Nick Turner had sent his apologies as he is away on leave this week.

016-21/22 16. [Wiltshire Council – Report by Cllr C. Williams](#). Cllr C Williams was unable to attend and had sent his apologies, but newly elected Cllr Tony Pickernell attended the meeting on behalf of Wiltshire Council. He reported that the first meeting to decide Committees etc is being held tomorrow in Trowbridge, but that since his election he has spent over 30 hours on Microsoft Teams meetings. He is hoping to gain places on the following Committees: Area Planning (East Wilts), Scrutiny Panel and Police & Crime Panel and will report back next month.

017-21/22 17. [Minutes of the previous meetings](#) a) [FTC held 13/04/21](#) - minutes have been circulated there were no questions or comments; Cllr M Giles proposed the minutes, Cllr CA Allan seconded, all in favour and the Council resolved to accept these minutes as true and accurate, under the LGA 1972 Section 99 and Sch 12 para 41: b) [Finance & Policy held 04/05/21](#) - minutes have been circulated there were no questions or comments; Cllr M Giles proposed the minutes, Cllr B Dance seconded, all in favour and the Council resolved to accept these minutes as true and accurate, under the LGA 1972 Section 99 and Sch 12 para 41: & c) [Extraordinary Meeting held 05/05/21](#) – minutes have been circulated there were no questions or comments; Cllr M Giles proposed the minutes, Cllr J Langley seconded, all in favour and the Council resolved to accept these minutes as true and accurate, under the LGA 1972 Section 99 and Sch 12 para 41.

018-21/22 18. [Bills for Payment](#) - received prior to 12th May 2021 in agenda pack. Cllr O White queried the payments to Drains Clean (for gents' urinals that get blocked with chalk) and A Clearance A Day (fly tipping removal from Bell St allotments) the clerk cleared this up; Cllr M Giles proposed the bills are paid, Cllr P Burgon seconded, all in favour.

019-21/22 19. Resolution to adopt the Standing Orders, Financial Regs & Code of Conduct, reviewed by the Finance & Policy committee – these were in the agenda pack and are unchanged. Cllr M Giles proposed the resolution, Cllr P Burgon seconded, all in favour. Office to update and put on website.

020-21/22 20. Year End Accounts Report to 31/03/21 – these were included in the agenda pack that had been circulated and the Clerk explained that these are the unaudited financial statements for the previous year that need to be signed by the Clerk and Chairman. Cllr M Giles proposed that this document be signed, Cllr CA Moore seconded, all Cllrs in favour.

021-21/22 21. Resolution to adopt the latest Asset/Risk Register – this was included in the agenda pack and again needs to be signed by the Clerk and Chairman. Cllr M Giles proposed that this be signed, Cllr P Burgon seconded, all in favour.

022-21/22 22. Review and confirmation of Insurance cover & premium, in respect of all insurable risks – the two quotes received were included in the agenda pack; BHIB – LTC’s existing Insurance provider at a cost of £2570.80 and another quote from Came & Co for £3115.03 along with a comparison of cover. Cllr CA Allan proposed that the Council go with BHIB as they have provided a good service, LTC have claimed several times and there have been no issues and they are the best price. Cllr M Williams seconded, and all Cllrs voted in favour - Clerk to renew with BHIB.

023-21/22 23. Agenda Points for next month – Cllr CA Moore suggested that the Council should look to plant some trees for the Queen’s Platinum Jubilee in 2022. The Clerk advised that this has already been put onto the RLE agenda for the meeting to be held on 25th May but thanked her for raising this (the initiative has been nicknamed the Tree-bilee by Prince Charles). Cllr O White advised that he has 10 small trees at home that were given to the Council several years ago that he has grown on. He suggests that these are planted along the edge of the playpark in the Rec. This will also be added to the agenda for discussion at the meeting due to be held on 25th May 2021. He also commented that he found the agenda pack confusing as some items are omitted, so the Clerk agreed to put all items onto the agenda pack even if there are no attachments/information to be included so it is easier to follow during the meeting. Lastly, Cllr M Williams reiterated the need for all Cllrs to be following the Face-to-Face meeting protocols that they are part of LTC’s Risk Assessments and in particular sending into the office their email confirmation of a negative lateral flow test taken within 48 hours prior to a meeting.

There being no further business to discuss the meeting was closed at 7.42pm.
The next meeting will be Monday 14th June at 7pm in Ludgershall Memorial Hall

Signed.....

Date.....