

## LUDGERSHALL TOWN COUNCIL



### Minutes of Ludgershall Town Council meeting held in the Scout Hall, Chapel Lane, Ludgershall on Tuesday 8th August 2017 at 7-00pm.

<b>Present:</b>	Cllr M Giles in the Chair	Cllr CA Allan
	Cllr J Langley	Cllr B Cordery
	Cllr V Dixon	Cllr O White
	Cllr J Hollis	Cllr J White
	Cllr CD Allan	Cllr N Allingham
	Cllr B Dance	Cllr M Williams
	Cllr C Giles	
<b>Representative:</b>		
<b>Public:</b>	1 member of the public	

	<u>Agenda Item</u>	<u>Action</u>
<b>69/17-18</b>	<b>1. Apologies</b> were received from Cllr D Downie (work), Cllr AKJ Pickernell (ill) and Representatives from Wiltshire Council, 26 Engs Regiment and Wiltshire Police.	
<b>70/17-18</b>	<b>2. Declaration of Interests</b> – Cllr B Dance declared an interest in item 12 under bills for payment and Cllr N Allingham declared an interest in item 17 under CCTV update.	
<b>71/17-18</b>	<b>3. General Public – Questions</b> – None.	
<b>72/17-18</b>	<b>4. Chairman’s Report – June 2017</b> – Cllr M Giles attended Area Board, Great War and Scout Hall committee meetings in June. Greeted 26 Engs cyclist team after their sponsored Peloton race to France. Attended a small service at the War Memorial to assist in memorial of the scattering of ashes of a Veteran. Met with PCSO regarding vandalism etc. Attended Bartlett House on Armed Forces Day along with 26 Engs & a Civic church service at Holy Trinity, Tidworth. Cllr M Giles updated the committee on information he received at the recent area board agenda meeting regarding the contract for recycling, Everleigh tip is still on the list to be open. Also the Police are closing the Amesbury station and moving back to Tidworth over the next 5 years.	
<b>73/17-18</b>	<b>5. 26 Engineer Regiment – Report by WO1 RSM R Hines</b> - no report	
<b>74/17-18</b>	<b>6. Wiltshire Council – Report by Cllr C. Williams</b> – nothing to report	
<b>75/17-18</b>	<b>7. Police Report</b> – This has been circulated by email to all Cllrs.	
<b>76/17-18</b>	<b>8. Minutes of the previous meeting held 11/07/17</b> – The minutes have been circulated. Cllr B Cordery proposed, Cllr M Giles seconded, carried.	

77/17-18	<p><b>9. Correspondence</b> <b>a) Invitation to attend Wiltshire Council’s challenges ahead meetings</b> – Email has been circulated, any Cllrs wishing to attend please confirm attendance as per the information. <b>b) Wiltshire Councils reply referring to bench by corner of Andover Road/Central Street</b> – Clerk had reported to Wiltshire Council that the bench was in a dangerous state of repairs, Wiltshire Council have said it is not a priority they would either remove or ask if LTC could fund the repair. The committee discussed what LTC could do to help as this is a well-used seat and LTC does not want it removed. Clerk to ask Men’s Shed for a quote to repair. Discussions on getting a sponsor, Cllr M Williams and Clerk to look in to this. <b>c) Thank you letters</b> – LTC received a thank you letter from the local branch of the Royal British Legion and from the Trustees of the Ludgershall Boys &amp; Youth Club for the grants they received from LTC. <b>d) Wiltshire Youth Offending Team – Volunteer Opportunities</b> – The email had been circulated, Clerk asked for suggestions – there were a number of suggestions however before going further Cllr O White suggested that the Clerk check what LTC would need to provide i.e. equipment/clothing as LTC will not be able to do this. Clerk will check and report back. <b>e) Historic Towns Forum</b> - Information had been circulated if Cllrs are interested then they need to register their interest as per email. <b>f) Family Learning Festival</b> – a request has been received from Wiltshire Council to provide a free hall for an event that will be happening in October. The Finance Committee had forwarded the information to the Memorial Hall committee who have denied the provision of a free hall, but suggested that LTC could pay for the hire of £90. LTC are reluctant to pay when Wiltshire Council should be paying for it, but asked the Clerk to find out exactly what the proposed event would cover, whether it would benefit the town and what the expected sign up would be for Ludgershall residents before making a decision. <b>g) All newsletters and reports are available to view in the office</b></p>	<p>Clerk &amp; Cllr M Williams</p> <p>Clerk</p> <p>Clerk</p>
78/17-18	<p><b>10. Freedom Parade/Lunch</b> – Cllr CA Allan explained the situation, unfortunately the original promises from 26 Engs have not been realized and the cost of a sit down meal was prohibitive to LTC. The Civic Events budget could not stretch to the cost of approx. £1620 plus other periphery costs i.e. table clothes hire, staff hire etc. and it would be difficult to justify spending that amount of money. 26 Engs have now provided 2 Buffet menus which will halve the price, and reduce the other costs dramatically. LTC voted the choice is a curry buffet, Clerk to confirm with 26 Engs. Clerk stated that Highways England have confirmed that the A303 will not be shut that weekend.</p>	<p>Clerk</p>
79/17-18	<p><b>11. Committee Reports</b>  <b>Finance &amp; Policy held 28/06/17</b> – Minutes have been circulated. Cllr M Giles proposed, Cllr CD Allan seconded, carried. <b>Finance &amp; Policy held 28/07/17</b> - Minutes have been circulated. Cllr M Giles proposed, Cllr J</p>	

	Langley seconded, carried. <b>Allotments, Cemetery &amp; Car Park held 18/07/17</b> – Minutes have been circulated. Cllr B Cordery proposed, Cllr B Dance seconded, carried. <b>Recreation, Leisure and Environment held 17/07/17</b> – Minutes have been circulated. Cllr O White asked if RLE had made a decision about which Playground inspection to go with Annual or Quarterly, Cllr J Hollis and the Clerk confirmed this was still under discussion. Cllr O White commented about the bark under the crow’s nest in the play park. Cllr J Hollis confirmed that a working party would be taking a closer look before any decisions were taken. Cllr O White stated that any adjustments to play equipment should be done by the company that installed. Cllr J Hollis proposed, Cllr CD Allan seconded, carried. <b>Civic Events held 24/07/17</b> – Minutes have been circulated. Cllr CA Allan proposed, Cllr C Giles seconded, carried.	
80/17-18	<b>12. Bills for Payment</b> – Cllr O White enquired about the high costs of electricity, Clerk referred him to the Finance & Policy minutes. Cllr CD Allan proposed, Cllr N Allingham seconded.	
81/17-18	<b>13. Temporary Staff Update</b> – Clerk updated LTC on behalf of the Cllr AKJ Pickernell the Chair of the Staffing committee, on the situation regarding the Admin Assistants Maternity leave. The Admin Assistant will now be off for 11 weeks leaving the office to require help during office opening hours. LTC are not responsible to pay Statutory Maternity Pay to the Admin Assistant so therefore hiring a temporary member of staff will not affect LTC’s staffing budgets. The staffing committee have proposed to employ someone from 21/08/17 to 07/10/17. All this was reported to the Finance Committee and awaited approval from the Chair of FTC on his return from holiday. This has now been approved and procedures started. Cllr O White stated he did not know there was a staffing committee in place and felt this should have been brought to FTC for approval. Cllr M Giles stated that the staffing committee was agreed earlier in the year when Cllr O White was Chair. The Clerk referred to the Terms of Reference for the staffing committee that states: <b>Matters for delegation to the staffing committee - The Committee will receive reports from the Clerk and will: be responsible for staff recruitment.</b> Cllr C Giles asked the committee if all were happy with the report all agreed that this help was needed in the office.	
81/17-18	<b>14. Review of Health and Safety Policy</b> – Cllr M Williams will look into this for LTC.	Cllr M Williams
82/17-18	<b>15. LTC Emergency Plan</b> – Cllr M Williams will liaise with Clerk.	Clerk
83/17-18	<b>16. Defibrillator update</b> –Tidworth Area Board have granted the funding for installation of the defibrillator the clerk will now organize an evening to familiarize the Town with the equipment and advertise the availability. Clerk to contact Memorial Hall to get a date and will then need volunteers to be on hand.	Clerk
84/17-18	<b>17. Land Behind Perry’s Cottage – Update</b> – Cllr O White reported that	

	<p>the pre planning application had been returned it was not favorable towards building, however this does not mean that it cannot be done. What needs to happen next is LTC to register the land there is a cost to this of £200 plus solicitors fees of approx. £300 and then put out for tender. Any costs that LTC incur will be kept from the sale of the land. Cllr C Giles proposed that the land be registered, Cllr CD Allan seconded, carried. Clerk to contact solicitors to continue.</p>	Clerk
<b>85/17-18</b>	<p><b>18. <u>CCTV update &amp; Resolution for Payment</u></b> – All information and quotes had been circulated, the Clerk reiterated the requirements of LTC. The committee feel very strongly the need to have the CCTV installed to help reduce crime in the area of the Jubilee Gardens and the Recreation Ground/Play Area. The police are in agreement as not only will it be a deterrent but also provide evidence of these offences to the police. The Clerk confirmed that Security of the CCTV footage would be password protected and those given the password would be DBS checked and on the police call out list if needed. The committee discussed the 3 quotes and agreed on Premier Fire Security as their preferred choice agreeing their quote of £3466.00 for the LTC’s original specification. It was also agreed that LTC would like to add an additional camera, have the pole as a ‘wind-down’ pole and have the annual maintenance included. Which brings the total quote to £4001.00 plus VAT. Cllr CD Allan proposed, Cllr M Williams seconded, Cllr N Allingham abstained, carried. Clerk to inform Premier Fire Security of the decision and engage their services. The Clerk referred to the Finance &amp; Policy minutes which had been ratified that monies to pay for the CCTV would need to be transferred from LTC’s Rolling Capital Fund. The Clerk asked LTC to propose a Resolution to this fact, Cllr J Langley proposed, Cllr CD Allan seconded, carried. The Clerk then informed LTC that she had applied for a grant from the Police Commissioners Community Action Fund and had the backing of all the local Police.</p>	Clerk
<b>86/17-18</b>	<p><b>19. <u>Council Chosen charity for the year</u></b> – There are 5 charities in Ludgershall – Boys Club, Memorial Hall, Veterans in action, Link and Ron and Ruby Sandy. The Crown Inn do a lot of charity work, and would like to donate to who LTC choose. The Committee discussed if it could be split, however, as LTC do not do major fund raisers it would be better to choose one. All agreed ‘Ron and Ruby Sandy’ as the chosen charity for 2017/18, Cllr J White declared an interest. Clerk asked Cllr J White to send information about this charity to the office. Clerk then to inform Crown Inn.</p>	Cllr J White & Clerk
<b>87/17-18</b>	<p><b>20. <u>Councillor Profiles for Website</u></b> - Cllr M Giles asked all Cllrs to write a short personal profile, around 30 words and email to the office so that this can be added to the website photos.</p>	All Cllrs
<b>88/17-18</b>	<p><b>21. <u>Agenda Points for next month</u></b></p> <ul style="list-style-type: none"> <li>• Cllr CA Allan brought up the need to have some form of available</li> </ul>	

	money for emergency spend, Cllr M Giles stated that within LTC Financial Regulations the emergency funds are through the Clerk/RFO. Anything involving money should be referred to Finance & Policy.	
--	--	--

There being no further business to discuss the meeting closed at 8:15pm, the next meeting will be 12th September 2017, 7pm at the Scout Hall, Chapel Lane, Ludgershall.

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