

# LUDGERSHALL TOWN COUNCIL



## FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 29<sup>th</sup> May 2013 at 7-00pm in the Council Chambers.

**Present:** C’lr Gardner in the Chair, C’lr Crane, C’lr Pickernell, C’lr Giles, & C’lr White.

1. **Apologies** were received from C’lr Allan (holiday).

2. **Declaration of Interest** – C’lr White declared a pecuniary interest in agenda item 12.

3. **Minutes** of the previous meeting had been approved and signed at the May 2013 full Town Council meeting. No matters arising.

### 4. **Financial Statement**

A financial statement produced from the balance of accounts after reconciliation between bank statements from Lloyds TSB and accounts package dated 30<sup>th</sup> April 2013 had been circulated (appendix A), +approved.

### 5. **End of Year Accounts 2012/2013/Internal Audit**

a) Accounting Solutions closed down the accounts on 9<sup>th</sup> May 2013 and sent an electronic copy of the accounts for circulation prior to this meeting. The committee recommends that full Town Council approve the accounts for 2012/2013.

b) Internal Audit Report 2012/2013 (Final Update) Overall Conclusion that LTC has effective controls in place to ensure that transactions will be reflected accurately in the Statement of Accounts and that sound working practices & corporate governance documentation are in place. An electronic copy had been circulated prior to this meeting; the committee recommends that full Town Council approve this report.

Figures for the Annual Statement to be sent to the External Auditors will be circulated for approval at June 2013 full Town Council.

6. **Bills for Payment** – invoices listed on the agenda plus the following invoices: - Mr B Ward small works £20-00p, Chairman’s Fund £10-00p Mrs J White travel expenses £26-00p, Auditing Solutions Ltd £246-00p

VAT repayment of £3,239-09p credited to the current account on 24<sup>th</sup> May 2013 and a thank you letter received from PCC St James for the recent donation of £600-00p.

### 7. **Section 137 Donation**

a) Ludgershall Pre-School Playgroup – are looking for funding of one Apple I pad, one Learning Journal application & one Apple Air printer costing a total of £428-00p. A letter giving full details had been circulated to members of the committee. After discussion C’lr Gardner from the Chair proposed a donation of £250-00p, seconded by C’lr Pickernell, agreed.

b) The Wiltshire Bobby Van Trust – who secure the homes of the elderly, vulnerable and disadvantaged living in Wiltshire (5 homes have been secured in Ludgershall during the past year) are requesting a donation to continue this vital service. The committee agreed support to make residents feel safe and secure in their own homes was vital. C’lr Gardner from the Chair proposed a donation of £100-00p, seconded by C’lr Giles, carried.

c) Splash Wiltshire – 25<sup>th</sup> Anniversary, options of more innovative ways of raising much needed funds: - Recycle4charity – the Council to request a box & envelopes to return empty

printer cartridges, mobile phones or old jewellery, at no cost to the Council or by a donation. The committee agreed to request a box/envelopes to recycle items this year instead of a financial donation.

**8. Town Council Office** C'lr's White, Gardner & Pickernell plus the Clerk had met with our Solicitor to discuss concerns regarding the amount of service charge & how the Town Council would be responsible for 1/6<sup>th</sup> of any repairs for the whole building on Wednesday 22<sup>nd</sup> May 2013. Repairs to the veranda/gate/wall is still outstanding although Council were assured in January 2013 that this would be complete before we move in. Barker, Son & Isherwood promised to ring Pennington's the same day but to date no reply. The clerk was instructed to contact Paul Enters from Richardson's Commercial Agents and request a meeting between C'lr's and the land owner (Housing Association) be arranged at 22 High Street to discuss the issues and move the project forward. A survey of the premises was discussed but because 22 High Street was part of a larger building with 3 other units and two flats above it was agreed it could prove costly.

**9. Neighbourhood Plans** – Wiltshire Council has produced a step-by-step guide to help town and parish councils to prepare a neighbourhood plan and understand the need for and undertake Strategic Environmental Assessment of their Plans. Details of the appropriate website had been circulated to enable members to read the lengthy document prior to the meeting. After a lengthy discussion it was agreed to put this matter on the back burner as it was a very costly exercise although the department for communities and local government had announced a new two year funding stream.

**10. LTC Face book** – C'lr Allan had requested the Town Council had a Face book page to advertise any events etc and she would be willing to keep it up to date. At the present time there were concerns, it was agreed to make this an agenda item for full Town Council so that C'lr Allan could explain her request.

**11. Benchmarking** – a training day for Benchmarking has been set for Tuesday 25<sup>th</sup> June 2013 at Corsham Town Hall, C'lr Pickernell and C'lr White will attend. No reply from Jane Scott the leader of Wiltshire Council regarding concerns raised by the public from December 2012 survey, the clerk to ask C'lr C Williams for a full report at our June 2013 full Town Council meeting.

**12. Clerks' ¼ overtime payment** – C'lr White had declared a pecuniary interest. Copies of the Clerks' timesheets showing worked overtime between 4<sup>th</sup> January 2013 to 31<sup>st</sup> March 2013 had been circulated, a total of 36 ¾ hours is requested for payment. C'lr Gardner from the Chair proposed the sum of £470-76p should be paid in full, seconded by C'lr Giles, carried.

### **13. Committee Reports**

***Allotment, Cemetery & Car Park*** – Allotment rents to be increased from December 2013, a full plot by £2 and half a plot £1. Works order issued to clear spring plants from both the War Memorial & Rose Garden for planting of summer plants. It has been agreed to create a new slab footpath along the shortest route into the Garden of Remembrance, cost approximately £35-00p.

***Recreation, Leisure & Environment*** – Works order to Mr S Day for repairs to roundabout & request site meeting with C'lr Crane to discuss other issues. Works order to Mr Ward to fill eroded ground by the adult swings. Electric meter, C'lr White had obtained 2 quotes SSE would take up to 8 weeks to install, free meter then daily standing charge 45p and unit charge 25p. British Gas would install meter within 13 working days, but cost £120-00p, then daily standing charge of 22p and unit charge 13.72p as Town Council already have supply at toilets with British Gas. It was agreed to accept British Gas quote and pay the meter installation costs by debit card.

Table of Fee's for water and electricity usage can only be the number of units used as LTC cannot make a profit, the committee will discuss this item again at next meeting.

**14. Any Other Business**

C’lir Crane asked if the Air Ambulance was able to open the combination lock to get the vehicular gate at the Rec open when it landed the other day, the Clerk visited the site but vehicle access was not required.

C’lir Crane mentioned C’lir Mark Connolly has replaced C’lir C Howard as the TCAB representative on the SCOB there were concerns that this would unbalance the committee. At the recent SCOB meeting Tidworth Town Council were made aware in no uncertain terms that there would be no money from Wiltshire Council towards their new community building at the present time.

It was felt another newsletter should be produced following the elections and with a report of our first community event in 2013.

Meet the commissioner at local performance meeting on Tuesday 4<sup>th</sup> June at 5-30pm in the Atrium at County Hall Trowbridge. An opportunity to meet and speak to the Commissioner and Deputy Chief Constable during a question and answer session, C’lir Pickernell volunteered to attend.

There being no further business to discuss the meeting closed at 8-35pm.

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