

# LUDGERSHALL TOWN COUNCIL



## FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 8<sup>th</sup> January 2014 in the Council Chambers at 12noon.

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

**1. Apologies** – no apologies received.

**2. Declaration of Interest** – C’lr White & C’lr Allan declared an interest in agenda item 5 as both have travel claims.

**3. Minutes** of the previous meeting had been approved and signed at the December 2013 full Town Council meeting.

**4. Financial Statement** – produced from the balance of accounts after reconciliation between bank statements from Lloyds Bank and accounts package dated 31<sup>st</sup> November 2013, appendix A, approved.

Fixed Term Deposits £70,000-00p 12 months matured on 7<sup>th</sup> January 2014 and the capital + interest of £980-00p has been re-invested for a further 12 months interest rate 0.95%.

Fixed Term Deposit £75,381-45p 6 months matured on 8<sup>th</sup> January 2014 and the capital + interest £266-00p has been re-invested for a further 6 months, interest rate 0.75%.

**5. Bills for Payment** – invoices listed on the agenda plus the following: - Auditing Solutions Ltd £246-00p, Rialtas £270-00p, Jewson £314-40p, Sovereign £931-02p, Henge Computing £345-00p.

### **6. Section 137 Donations**

a) Victim Support requests a donation towards their ongoing work to support victims and witnesses of crime living in Wiltshire, it is an independent national charity providing emotional support & practical help to all victims and witnesses of crime, on a free & confidential basis. The service support confirms they have in excess of 20 high risk domestic violence/abuse cases with a further 30ish cases of lower risk in our area. LTC contributed £150-00p in 2013, after discussion it was agreed due to financial restraints LTC were unable to make a contribution this year.

b) Community First – Good Neighbour Co-coordinator has supported 136 older vulnerable people in our community area. The core service is funded by Wiltshire Council but as it has grown and developed demands on GNCs time have increased & funding no longer covers the essential work, if donations are not received there will be a reduction in GNCs hours. Ludgershall residents have benefited from this service so a donation of £150-00p was proposed by C’lr Giles, seconded by C’lr Crane, carried.

**7. Precept 2014/2015** – Wiltshire Council has confirmed there are no further amendments to figures relating to the Council Tax Support Funding so this will be a full Council agenda item for January 2014, after dispensation has been granted for C’lrs to vote.

**8. Town Council Office** – Decorating the office- work had been awarded to Mr K Spalding costing £842-00p after 3 quotes opened in office on 19<sup>th</sup> December 2013 in front of 6 councillors, other quotes received were £2038-00p + VAT & £1590-00p

respectively. Work commenced 2<sup>nd</sup> January 2014. Draft Job vacancy notice, job description and application form were all agreed, the clerk instructed to advertise locally to start with on Town Council notice boards, in the office, on our website & TCAP website. Cutoff date to receive application forms would be 10<sup>th</sup> February 2014. Discussion about the timescale of decisions on other work required for the office the F & P committee agreed they would look at all costs/quotes. A) Water heater spares would cost approximately £260-66p it was agreed these should be ordered and C'llr White would fit them. B) Office heating – consumer unit could only support 2kw Wall heaters without additional separate heating circuits being installed. A quote to purchase 4 in number 2kw Dimplex PLX 200 panel heaters and install, test and certificate on completion from the local socket circuits via switched spurs would be £738-81p + VAT. It was agreed this work should be awarded to AJK Services Ltd. C) Computer prices had been produced from CrystalNet using Dell machines & equipment, after lengthy discussed C'llr Crane asked for information why Intel i3 processor was being priced and not an i7. The clerk will contact CrystalNet for information. D) Virgin Media have completed the survey and confirm a civil construction order will be necessary to dig up pavement outside. Since meeting it has been confirmed all works and line installed should be complete by 28<sup>th</sup> January 2014. C'llr Allan left the meeting at 12-50pm

### **9. Facebook**

C'llr White as Chair of the Town Council expressed his concerns regarding the site known as Spotted Ludgershall; Councillors should remember their Code of Conduct before taking part on such sites. There have been two separate incidents which are causing the Council concern. 1) The clerk has received a request under the Freedom of Information Act 200 to release a copy of the Police Form relating to a number of crimes at Dewey's Lane site, the form is Restricted when complete so clerk took advice from the police and sent a reply to the complainant, he has refused to accept it and wishes to know why the Town Council believe the document is restricted. The clerk has contacted Katie Fielding at WALC for advice on this complicated issue. F& P agreed the clerk should go back to the Police regarding this matter as it involves releasing a Police Restricted Form. 2) The site states the purchase of Christmas lights had to be undertaken by a Councillor this is untrue as the clerk issued a letter giving permission to the C'llr to purchase the lights from Festive Lighting and for them to send an invoice to the Town Council as we have dealt with this company on many occasions.

**10. Standing Orders** – Ludgershall Town Council's last reviewed and adopted amended orders on 12<sup>th</sup> April 2011, another review is due, Councillors were asked to look at current orders on their USB sticks and bring back any alterations to next F & P meeting. C'llr Giles left the meeting at 1-00pm.

### **11. Committee Reports**

*Allotment, Cemetery & Car Park*- no financial requests.

*Recreation, Leisure & Environment* – quorum not available meeting was cancelled.

### **12. Correspondence**

a) Internal Audit Report: 2013-14 (Interim) – Report had been circulated to committee members. Overall conclusion Ludgershall Town Council continues to have effective controls in place to ensure that transactions will be reflected accurately in the Statement of Accounts and that sound working practices and corporate governance documentation are in place. However the clerk has some issues about committee minutes and the fact if things are not reported correctly as Clerk all issues come back to her, therefore it is recommended that the clerk attends all committee meetings and produces the minutes.

b) Circus Ginnett enquire about 2014 visit and will they be only circus visiting Ludgershall– due to cancelled R, L & E meeting it was confirmed only one circus will visit Ludgershall during 2014 Circus Ginnett.

c) Neighbourhood Planning event being held at Trowbridge on 3<sup>rd</sup> February 2014 at the Civic Centre 5-40pm to 8.15pm, two places can be reserved. C'llr Pickernell & C'llr White volunteered to attend.

d) An e-mail received from a resident expressing disappointment regarding Ludgershall Christmas lights on the lighting columns and the same old display on the Memorial Hall. The clerk will remit to R, L & E for discussion.

**13. Any Other Business**

C'llr Pickernell confirmed the Learning Curve are still interested in running computer training courses in the office for residents and also assist in writing a CV. To enable larger courses the Church Hall will be booked but before that can happen wifi will be required.

There being no further business to discuss the meeting closed at 1-50pm.

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