

LUDGERSHALL TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 26th June 2013 at 7-15pm in the Council Chambers.

Present C’lir Gardner in the Chair, C’lir Allan, C’lir White, C’lir Giles & C’lir Crane.

1. Apologies were received from C’lir Pickernell (another meeting).

2. Declaration of Interest – C’lir White declared an interest in agenda item 5.

3. Minutes of the previous meeting had been approved and signed at the June 2013 full Town Council meeting. Matters arising – Splash Wiltshire, the clerk had received a number of recycling envelopes to send ink cartridges, mobile phones & separate envelopes for sending old jewellery. C’lir Crane had produced a draft newsletter for the second edition. Agreed it should be printed on double sided A3 and folded as a leaflet.

4. Financial Statement/Investments

A financial statement produced from the balance of accounts after reconciliation between bank statements from Lloyds TSB and accounts package dated 31st May 2013 had been circulated (appendix A) and approved. The clerk asked permission to remove an outstanding cheque by placing a stop on it at the bank. The cheque was for £40-00p, issued in April 2012, (so out of date); the payee LS & SC had been contacted and still had not presented it, agreed.

Lloyds TSB Fixed Term Deposit for £85,000-00p matures on 8th July 2013 paying interest of £381-45p. After discussion C’lir Gardner proposed to request re-investment of £75,000-00p capital plus £381-45p interest for a further six months interest rate at today’s date would be 0.7%, seconded by C’lir Crane, carried. The committee had kept £10,000-00p back for the set up of office/community hub and any funds not required would be re-invested at next maturity date. The clerk made the committee understand they would not be able to access the re-invested money for a further six months during the fixed term.

5. Bills for Payment – invoices listed on the agenda plus the following invoices: - Debit visa paid for postage stamps to the value of £42-00p to send out allotment rent increase letters. C’lir O. White travel expenses to Corsham £50-00p, Wiltshire Waste skip exchange £201-64p, Mr Ward small works £5-00p & Mrs J White travel expenses Devizes £26-00p.

6. Annual Return 2012/2013 – figures for Annual Statement approved at full Town Council and supporting documents will be sent to external auditors Grant Thornton.

7. Financial Grant – Castledown Radio are requesting continued funding to support our local radio station. The Station licensing for Ofcom, public liability insurance and CMA are the essential prerequisites before the radio can broadcast and are an annual fee that continues to rise every year. This year the total is £2226-00p. C’lir Crane proposed LTC should continue to make a grant of £2500-00p each year for the next 3 years, commencing July 2013, seconded by C’lir Gardner, carried.

8. Remembrance Sunday Service – Sgt Phipps had contacted the Clerk by phone explaining the police would find it difficult long-term to stop the traffic for above service, due to cuts in resources and under the Town & Police Clauses Act 1847 they require a formal temporary road closure to be obtained by the organizer to legally close a road The

Clerk had contacted Wiltshire Council and has received the required application form but she has asked for clarification on consultation, signage and stewards to be collated for presentation at the next TCAB meeting on 15th July 2013.

9. Town Council Office – a copy of Sovereign Schedule of Condition had been received high lighting some internal work including extract fans, fan and panel heaters not working & water heater disconnected. External work- grass in rear gutter. It was agreed to request a schedule of works to confirm when all these repairs would be carried out before agreeing to sign the Lease.

10. Benchmarking – a reply from Wiltshire Council Integrated Youth/Family Support confirming Area Manager, Kevin Sweeney will make contact to arrange a meeting with LTC to develop ideas outlined in 2012 survey.

C’lr White reported on the Benchmarking training he had attended with C’lr Pickernell at Corsham. The 2013 survey would only include the shopping area in Andover Road & High Street and the new forms would be sent in due course.

11. FaceBook - the clerk had been asked to draw up Terms of Reference. LTC FaceBook page would only allow viewing, not allow comments to be posted. It would be used to advertise meetings, events etc related to Town Council business. The clerk will be the person to post the information after Town Council approval. The Facebook page will be run for a trial period of six months.

12. Committee Reports

Recreation, Leisure & Environment – A refund of £2045-80p received from SSE re the recent reconnection fee. Thanks to C’lr Unwin for his work regarding the reconnection of electric supply. Table of Fee’s – committee suggest donations should be requested, this was discussed further and as water and electricity are both metered it was agreed the clerk will issue invoice for the number of units used and charged at agreed utility firm price. From 2014 a ground rent of £50-00p for Circus and £100-00p for the Fair will be charged, as 2012 and 2013 was a free trial period. The clerk asked to obtain a quote for: - a) replacement inner and outer casing for broken litter bin. b) Alterations to vehicular entrance. A quote from S D Playground Service had been received to repair the roundabout costing £480-00p, C’lr Crane proposed this price should be accepted tonight to have repairs completed as soon as possible, seconded by C’lr Allan, carried. The clerk will also request that C’lr Crane is informed of date for repairs to meet contractor on site.

Allotment, Cemetery & Car Park – A request from Ludgershall Garden Club for a grant of £50-00p to cover the cost of certificates & engraving for the main trophy for Ludgershall in Bloom. This competition was discussed as volunteers will be required to walk all streets of Ludgershall & nominate gardens for judging; also for 2014 this event will be run by the Civic Events committee.

12. Any Other Business – The Police Commissioner has launched a survey to understand the extent and nature of crime and anti-social behavior faced by the business community, the clerk will forward this information to the local Chamber of Commerce.

There being no further business to discuss the meeting closed at 8-40pm.

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