

LUDGERSHALL TOWN COUNCIL



FINANCE AND POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 25th September 2013 in the Council Chambers at 7-30pm.

Present: C'llr Gardner, C'llr Allan, C'llr White, C'llr Crane & C'llr Pickernell.

1. Apologies were received from C'llr Giles (holiday)

2. Declaration of Interest – no declarations of interest received.

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

4. Financial Statement – A financial statement produced from the balance of accounts after reconciliation between bank statements from Lloyds TSB and accounts package dated 31st August 2013 had been circulated (appendix A) and approved.

The 2nd payment of £53,499-99p precept received from Wiltshire Council and credited to current account, a transfer of £50,000-00p to Business 30 day a/c requested for signature.

5. Bills for Payment – invoices listed on the agenda plus the following: - Sun Traffic Ltd, road sign& frame x 3, £162-00p paid by debit visa.

The chairman requested an extra agenda item to discuss S.137 donations, approved.

5A. Section 137 Donation - 1) Ludgershall Sports Club has formed a new adult ladies football team and have requested funding towards essential equipment totaling £376-50p, after discussion providing 'Ludgershall' was kept in the name title C'llr Crane proposed a donation of £376-50p to cover all the equipment, seconded by C'llr Gardner, carried.

2) The men's senior football team is doing very well in Wiltshire Premier League & now play at the larger Towns around the County where the Town Council sponsor their teams. It was agreed LTC should pay for an advertising board around the Sports Club ground which would cost £200-00p including the printing for one year. The wording should read Ludgershall Town Council is proud to support Ludgershall Football Teams. C'llr Gardner proposed £200-00p, seconded by C'llr Crane, carried.

6. Annual Return 2013 – The Annual Return for year to 31st March 2013 has been signed off by the external auditors Grant Thornton with no matters causing concern, they draw attention to 'Gratuity Fund' this must have been a contractual obligation in a contract of employment before 2012. A notice of Conclusion of Audit must be displayed on notice board for a period of at least 14 days.

7. Caretaker Standing Order – with the agreed increased hourly rate for the caretaker the clerk requested signatures to amended the amount of 4 weekly standing order, with first amended payment due 21st October 2013, carried.

8. Remembrance Sunday Service – 1) Wiltshire Council confirms their part of consultation process for Road Closure has begun with objection period closing on 4th October 2013. The Town Council's consultation process has started with Public Notice in Andover Advertiser dated 20th September 2013, advertised on Town Council notice boards and web site objection closing date 11th October 2013.

2) Advanced warning signs – Traffic Order Team confirmed these would not be necessary, Road ahead closed signs x 3, purchased on 23rd September 2013.

3) Volunteers to assist the Police on Sunday 10th November 2013, C'lr Crane has volunteered and as other C'lrs are involved with the service it was agreed to invite Mr & Mrs Ward to help and they would be paid appropriately.

9. Town Council Office – a copy of the Lease and Rent Deed has been received for signature by the Chairman and Vice-Chairman, both have read through the documents, it was agreed the signed documents be sent to our solicitor. The landlord's solicitor Pennington's has sent the Chairman a copy of the Exclusion Notice as the Lease is to be excluded from security of tenure, together with the form of statutory declaration for signature. (This will require C'lr White to swear the statutory declaration before an independent solicitor). Before accepting the keys the clerk to ask if the wooden structure left behind by the last tenant can be removed.

10. Tourism Leaflet – After joining Visit Wiltshire it has been suggested that a leaflet similar to Royal Wootton Bassett & Cricklade should be produced for Ludgershall and could be available for distribution from our new Town Council office. The committee recommends this project is fully investigated and a leaflet produced. Visit Wiltshire is also in the process of preparing the Events Calendar for 2014 Accommodation guide & Group Visits guide, it was agreed the clerk should give details of our Big Lunch 2014.

11. Accounting Solutions – the accountant will visit Ludgershall on 31st October 2013 to set our 2014 draft budget.

Wiltshire Council has released information on Council Tax Support & the Impact on Town & Parish Council. For this year the precept requested was supported by a grant from Wiltshire Council however Wiltshire Council will receive further cuts to their funding 2014/2015 of 18.2% and an additional complication is that the Coalition is considering introducing a cap on increases to Town & Parish precepts. In order to explain in more detail a meeting is being held on Thursday 3rd October 2013 in Corn Exchange, Devizes, the clerk and Chairman have booked a place. Council Tax Support will be subject of a paper that will be tabled at Wiltshire Council Cabinet on 21st November, a questionnaire to the briefing will be used to inform that paper Town & Parish Councils requested to return their views by 4th November 2013. Finance committee answered the questions and will remit to full Council on 8th October 2013 for discussion.

12. Committee Reports

Allotment, Cemetery & Car Park – minutes not available as committee are waiting for a formal written complaint regarding nuisance caused by cockerels. They are also investigating repairs to path leading to Bell Street allotments.

Recreation, Leisure & Environment – quotes to be obtained from S D Playground to repair safety surface at Pretoria Road & remove exposed concrete. Risk assessment on 3 lighting columns is ongoing by Atkins to be able to install Christmas motifs.

Civic Event- committee need to apply for TENS to sell alcohol at the Christmas Fayre, this will cost £21-00p.

13. Any Other Business

Youths carrying alcohol seen walking from Dewey's Lane along footpath to the Castle, this area is now a police priority and should be patrolled regularly.

Correspondence received shows funding is now available to help communities develop Neighbourhood Plans, clerk will investigate & remit to full Council for discussion.

Monday 23rd September a meeting was held with PCSO Aaron Heath to discuss new shelter, it now appears LTC has to apply to PCC for funding and the police to act as referee. The clerk will complete application form and send details and costing of Lightmain shelter with solar lighting to Aaron

There being no further business to discuss the meeting closed at 9-20pm.

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