

# LUDGERSHALL TOWN COUNCIL



## FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 30<sup>th</sup> January 2013 at 7-00pm in the Council Chambers.

**Present:** C'lr Gardner in the Chair, C'lr Tanner, C'lr White & C'lr Crane.

**1. Apologies** were received from C'lr Pickernell (Prior meeting).

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

**3. Minutes** of the previous had been approved and signed at the January 2013 full Town Council meeting. Matters arising: 8) two new fixed term accounts with Lloyds TSB have been opened as approved at December 2012 full Town Council meeting. 10) The new Business Debit Card received and used successfully to purchase goods on line.

### **4. Financial Statement**

**Precept 2013/2014** – confirmation that £107,000-00p will be received from Wiltshire Council and a table showing our Band D charge be will be 71.68 an increase Of 1.56 or 2.2%.

The financial statement had been circulated after being produced from the balance of accounts after reconciliation between bank statements from Lloyds TSB and accounts package dated 31<sup>st</sup> December 2012. (Appendix A)

**5. Bills for Payment** – invoices listed on the agenda plus Information Commissioner's Office renewal of Data Protection £35-00p. Payment of the following 2 cheques was requested at Finance meeting - Choices £72-00p and Henge Computing £375-00p.

**6. NALC** – Legal Topic Note – Employee Disciplinary & Grievance Arrangements, C'lr White agreed to compare the NALC template with LTC's existing policies and report back next meeting.

### **7. Correspondence**

a) WALC – nominations for Royal Garden Party requested, agreed the Chairman and spouse will be nominated.

b) Wiltshire Council – Legacy meeting new date for Devizes meeting Wednesday 27<sup>th</sup> February 2013, C'lr Pickernell, C'lr Tanner & C'lr White will attend. The February 2013 Finance meeting will be changed to Thursday 28<sup>th</sup> February 2013 in the Council Chambers at 7-00pm due to members attending Legacy meeting.

**8. Town Council Office** – Richardson Commercial has confirmed the Heads of terms will be amended to read agreed proportion to be paid towards insurance of building and service charge. The first meeting with Barker, Son & Isherwood took place this morning, C'lr White, C'lr Pickernell and the Clerk attended. Mr Christopher Taylor advised that a Dispute Clause should be included in the Lease documents and also a Schedule of Condition for the internal condition of building to be recorded by photographs. He felt the documents would be straightforward and estimated fee £500-£600 + VAT. C'lr Tanner suggested a detailed plan of the office should be drawn up prior to purchasing furniture, C'lr Crane volunteered to undertake this work. Local firms for office furniture, IT/broadband will be investigated. Aster Communities confirm they fully support the project.

**9. Financial Regulations** – A draft amendment to clause 5.3 Banking Arrangements to include the Business Debit Card had been circulated, after discussion the committee recommends that the amended clause should be adopted.

**10. Celebration Events 2012** – Income & expenditure accounts for all 3 events had been circulated along with a final report showing that £511-00p raised from raffle and auction at Olympics/Street Party had still not been donated to local Charities. The committee recommends £250-00p is donated to the 5<sup>th</sup> Wiltshire B-P scouts and £250-00p is donated to The Friday Club. An estimated balance of £1100-00p can be carried forward to Civic events committee for events to be planned for 2013. Ideas for events and volunteers for the committee will be a February full Town Council agenda item.

**11. Committee Reports**

***Allotment, Cemetery & Car Park*** – Car Park Height Barrier Option 1 quote has been accepted. Committee recommends the Wallgate Service Contract for hand washing facilities in the toilets is renewed costing £412-00p + VAT. Cemetery Fee's & Charges to be increased in line with Church of England recommendations. Summer flowering plug plants to be purchased for War Memorial & Rose Garden, estimated costs £75-00p.

***Recreation, Leisure & Environment*** – no financial implications to report this month. C'lr Tanner still had an issue with the following - Estate Agents boards, dog fouling in the Town and especially around the play area in the recreation ground and fly posting around the Town, the clerk will remit these items to next R,L & E agenda.

**12. Any Other Business**

Publicity of the work carried out by the Town Council should be made public, remit to full Town Council.

A seminar on Community Land trusts is being held on 2<sup>nd</sup> February 2012 at Chapmanslade Village Hall, Nr Westbury, Town Council representatives are invited. There being no further business to discuss the meeting closed at 8-45pm.

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