

LUDGERSHALL TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Tuesday 23rd April 2013 at 7-00pm in the Council Chambers.

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

1. Apologies were received from C'lr Allan.

2. Declaration of Interest – no interests received.

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

4. Website – Home Page Following a complaint about writing & photos not lining up on our home page when being viewed from 27" screen, the webmaster has replied providing the resolution are set at 1400 x 1050 the page looks fine. If the Town Council wishes to overcome this problem using a higher resolution then the home page will need to be redesigned, after discussion it was agreed to leave home page as it is but monitor if any more complaints received.

5. Financial Statement/Corporate Governance Questionnaire/Interim Internal Audit

a) 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 31st March 2013 (Appendix A).

b) Corporate Governance Questionnaire the RFO & Chairman had answered all the questions and produced necessary documents, signed the questionnaire and will present it at the final Internal Audit.

c) Interim Internal Audit – report received in December 2012, it had been circulated for inspection - Auditing Solutions Ltd had concluded that overall the Town Council continues to have effective controls in place to ensure that transactions will be reflected accurately in the Statement of Accounts along with the corporate governance documentation also in place.

6. Bills for Payment – invoices listed on the agenda, WALC subscription had increased by £20-57p overall from last year. As Ludgershall has electorate of less than 8,000 we can nominate a representative to the membership – no volunteers. Additional invoices B. Gas Business ¼ charge £72-48p, Chairman's Fund £19-80p.

7. Section 137 Donation

a) PCC St James – request for a donation to help with the maintenance of the churchyard as costs continue to rise. C'lr Pickernell proposed £600-00p donation, seconded by C'lr White, carried. C'lr Crane abstained from voting.

8. Town Council Office – unfortunately still no progress relating to the Lease, the Clerk & Chairman will call in the Barker, Son & Isherwood Ludgershall Office tomorrow morning to find out what is holding up proceedings.

9. Insurance Policy Renewal The premium including Insurance Premium Tax @ 6% will be £2966-01p an increase of £208 -01p on last year, however we have made 2 claims this year, a full year for Skateboard insurance, added 2 x picnic benches, Christmas lights and one refurbished bus shelter at Bell Street. The clerk also confirmed the recently installed bus shelter at Simmonds road should be added for £1500-00p and any item with

a value of less than £125-00p should be removed. The Finance committee recommends the renewal should be accepted unless C’llr Gardner can get a lower price from his insurers.

10. Benchmarking/ Annual Town Meeting

Benchmarking Report 2012 – all letters have been sent by post to the businesses, Wiltshire Council Local Highways, Service Director Youth Services with a copy to Jane Scott, leader of Wiltshire Council and our Wiltshire C’llr Chris Williams. Local Highways have arranged a site meeting tomorrow at 1pm in the Car park to view the Town Centre pavements

Annual Town Meeting – complaints received regarding litter in general throughout the Town, the Clerk will ask Local Highways if Wiltshire Council would support a Ludgershall Litter Group by providing some equipment. The Chairman had spoken to Zog re clearance of litter around Drummond Park site and Litter will an agenda item at May 2013 full Town Council meeting.

11. Towns Alive National Awards

AMT Market Towns is running the above Awards, C’llr Pickernell feels LTC should apply unfortunately the applications need to be submitted by e-mail by Friday 26th April 2013. C’llr Pickernell & the clerk will make a submission on Thursday 25th April 2013.

12. Committee Reports

Allotments, Cemetery & Car Park – Insurance claim for height restriction barrier has been received less £125 -00p excess. Garden of Remembrance path has been costed using the shortest route and work will be carried out by committee. Work to repair graves and headstone damage has started but another 1 cubic metre of top soil is required, the clerk will order for delivery. The bund wall has been repaired by Wiltshire Waste.

Recreation, Leisure & Environment - Pretoria Road fence topping has been repaired costing £45-00p. A quote for ground works to dig out and fill in water trench received from Mike Watton costing £360-00p, accepted.

13. Any Other Business

C’llr Crane mentioned that repairs to Perry’s Cottage would commence next week and Memorial Hall parapets from disabled toilet are being repaired along with other general repairs.

Wiltshire Council Dog Warden has delivered some Dog signs; the Chairman will install some in Dewey’s Lane and other locations which suffer from dog fouling.

Amesbury Walkers are inviting anyone to join them on Saturday 27th April 2013 to take part in an evening walk from the Queen’s Head approximately 10km but walking at your own pace. For more details contact waltergrieve@btinternet.com.

There being no further business to discuss the meeting closed at 8-15pm.

Signed.....Dated.....