

LUDGERSHALL TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 27th March 2013 at 7-00pm in the Council Chambers.

Present: C’lr White took the Chair, C’lr Crane, C’lr Pickernell & C’lr Tanner. Mr Wayne Gardner webmaster attended the meeting.

1. Apologies were received from C’lr Allan (hospital) & C’lr Gardner (illness).

2. Declaration of Interest: C’lr Pickernell declared a pecuniary interest to TCAP request for a grant.

3. Minutes of the previous meeting had been approved and signed at the March 2013 full Town Council meeting. Matters arising: 13) Following Town Council letter to resident the broken tree branch had been removed from our land.

4. Website – the general content was discussed, committee happy with the appearance it was suggested a) to add a picture gallery of 2012 events, the clerk to contact Alex Bostock for a disc of a few photos. b) to add a link to Visit Wiltshire on home page.

C’lr Crane mentioned the web page does not fit onto a large monitor, this will be investigated. Mr Gardner left the meeting at 7-15pm.

5. 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 28th February 2013 (Appendix A). The Annual Return for year ended 31st March 2013 received from new external auditors Grant Thornton, the completed documents need to be returned to them by 8th July 2013. Statutory deadline for the approval of Annual Return by the Town Council is 30th June 2013. Internal Auditors have requested the Chairman completes a Corporate Governance Questionnaire in advance of Auditing Solution final visit & also latest copies of both Standing Orders and Financial Regulations are emailed in advance, agreed this work should be carried out.

6. Bills for Payment – invoices listed on the agenda plus Mr Ward, small works £85-00p, Mrs J White travel expenses £27-30p, Scats gate spares £6-90p & Pear Technology training day £114-00p.

7. Section 137 Donations C’lr Pickernell left the room while TCAP request was considered.

a) Funding towards the Tidworth Community Area Partnership Coordinator post was requested. The committee discussed the hard work the partnership undertook making significant benefits to Ludgershall and surrounding Parishes and Towns, the grant last year was £750-00p. C’lr Crane proposed a grant of £1000-00p this financial year, seconded by C’lr Tanner, carried. C’lr Pickernell returned to the meeting.

b) The Sunset Club, Ludgershall requested an annual grant towards club funds to help with days out during the year, last year a donation of £250-00p was made, C’lr White proposed a donation of £300-00p this year, seconded by C’lr Crane, carried.

8. Town Council Office – unfortunately still no progress relating to the Lease, our solicitor confirmed on 11th March 2013 he had all the documents from the landlord solicitors and will do his final checks within the next couple of days.

The clerk has contacted BT regarding prices for broadband etc but needs to confirm the length of contract. Virgin cannot connect fibre optic to shop as a small business, C'lr Tanner gave the clerk a phone number of a local firm to contact. Computers & IT equipment was discussed with details of 3 firms to contact once we can enter the premises and position furniture etc as a floor plan in the office.

9. Insurance Policy Review – unfortunately C'lr Allan has not been able to arrange a suitable date to go through the policy. The clerk reported two small items insured for under £100 per item so due to the excess payment per claim will remove these from policy. The security lighting column in play area is still listed but agreed to leave until electricity is reconnected in the rec.

10. Benchmarking - 2012 report has been received & looked at in depth by C'lr Pickernell, C'lr White & the clerk. The comments from residents who took part range from: -

- the poor appearance of the Town,
- request for a Bank or more cash machines,
- Repairs & improvements to footpaths.
- More activities for the youth.
- Litter/dog fouling.

The Town Council has to be seen to improve on the above issues to be able to take part in 2013 survey, so it is recommended all shops are contacted to raise the appearance & profile of Ludgershall in any way they can. The Town Council will be helping the footfall by opening the Community Hub, produce a small leaflet on Ludgershall & having joined Visit Wiltshire. It was felt on-line banking has reduced the need for a Bank but there are 3 cash machines – in the Post Office & Spar during opening hours and in the wall 24/7 at Tesco.

Youth department, Wiltshire Council will be approached to organize community orientated projects which the youth can become involved and for cultural activities approach the schools & Academy to hold Art exhibitions in the Memorial Hall. A copy of all correspondence to be sent to Jane Scott, Leader of Wiltshire Council & C'lr C Williams.

Tidworth Town Council has also requested that they work with Ludgershall Town Council regarding the two reports through TCAP Coordinator.

11. Committee Reports

Allotments, Cemetery & Car Park – Height Restriction Barrier has been repaired, clerk requested invoice is paid tonight as 30 days nearly expired, a copy has been sent to Allianz regarding our insurance claim. Drain/gulley clearance in the car park, work has been carried out. Toilet cleaning contract the committee has accepted a quote of £708-64p per month from 1st April 2013 (payment in arrears) which includes a 3% increase in materials only.

Recreation, Leisure & Environment - Pretoria Road, repairs to wooden fence topping will be undertaken by T. Down. Water reconnection at the rec; quote for steel cabinet received from Faraday Fabrications costing £360-00p + VAT it was agreed to accept this price and arrange a site meeting with Mike Watton re digging the trench.

Electricity reconnection; a quote from AJ K Services Ltd to supply & install a lockable stainless steel cabinet with distribution board etc costing £1335-39p + VAT . It was agreed this is a good price & C'lr White was asked to contact SSE for a site meeting to know where the supply would enter the rec. Newsletter – the second draft was approved & C'lr Crane was thanked for his work on this project, Mike the Print would run off 300 copies costing £67-00p, the finance committee agreed to accept this quote while the articles/news were relevant as a trial run of this new project, copies to be distributed to shops etc. The clerk would also put a copy on our website and ask if TCAP would do the same.

12. Any Other Business - Wiltshire Council confirms Local Highway & Streetscene management new term maintenance contract has been awarded to Balfour Beatty Living Places (BBLP) commencing 1st June 2013, a detailed list of staff changes will be issued on 2nd April 2013.

The clerk received an e-mail from Ms Davidson of Wood Park complaining about the amount of litter in Ludgershall she had already contacted Aster Communities & Wiltshire Council regarding the problem before approaching the Town Council, it was recommended this is included on the Annual Town Meeting agenda for discussion.

There being no further business to discuss the meeting closed at 8-30pm.

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