

1 LUDGERSHALL TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Wednesday 29th January 2014 in the Council Chambers at 12noon.

Present: C’lr Gardner in the Chair, C’lr Allan, C’lr Giles, C’lr Pickernell & C’lr White.

1. Apologies were received from C’lr Crane (unwell).

2. Declaration of Interest – C’lr White declared a pecuniary interest in agenda item 11, Clerks Overtime payment.

3. Minutes of the previous meeting had been approved and signed at the January 2014 full Town Council meeting.

4. Financial Statement – produced from the balance of accounts after reconciliation between bank statements from Lloyds Bank and accounts package dated 31st December 2013, appendix A, approved.

5. Bills for Payment – invoices listed on the agenda plus the following: - Wolseley; spares for toilet leak £8-74p & Wallgate; renewal of Service Contract £508-80p. The clerk requested payment of B Gas invoice & Wallgate invoice at this meeting, payment of these two invoices proposed by C’lr Gardner, seconded by C’lr Pickernell, carried.

6. Preferred Contractor List – a list of contractors used in the last 12 months was circulated, it was suggested this is kept for future reference as a guide when work is required. A notice to be displayed in the Office inviting any local business wishing to be considered for Town Council small works to apply for details.

7. Insurance – the renewal date for Town Council policy is 1st June 2014, the clerk has received an e-mail from WPS advising Town Council on their insurance needs. It was agreed the clerk should obtain a quote to compare against the price quoted by our existing insurers.

8. Town Council – General questions for interview process were discussed including how flexible, experience in dealing with the public, willing to attend training courses and applicants long-term aspirations. Interview venue could possibly be to hire the Memorial Hall as there would be separate space for waiting candidates. C’lr Laing, C’lr Unwin & C’lr White need to hold a meeting after 10th February 2014 to view applications received, decide date, time & venue for interviews and prepare questions to be asked at the interviews.

The donated furniture has been delivered, C’lr Giles offered to help C’lr White assemble it. Equipment – full Town Council had approved F& P minutes to amend computer specification of processor to Intel i5, C’lr Gardner proposed the computers should be ordered through CrystalNet, seconded by C’lr Giles carried. CrystalNet would also carry out the network wiring and setting up of computers.

A new alarm system for office to be investigated, the clerk to obtain quotes from Chubb & AMT.

An initial deep clean of the office was discussed with a monthly contract to clean windows and floors, the clerk to contact Beechfield Cleaning Solutions. The kitchen area to be used by staff only for security reasons, a suitable notice will be installed.

Small items to be purchased a paper shredder (cross cut), kettle, fridge, mop, brush, mugs etc C’lr Gardner offered to purchase items from Cash n carry for the Town Council.
Scottish Power - currently the electric tariff is on a standard variable rate 16.05 pence per unit & 22.45 pence per daily service charge. This is a 28 day rolling contract and is not fixed. Should you choose to change supplier they would need to allow 28 days notice for the change of supplier date. A fixed term contract for 1 year could be offered at 13.55pence per unit and 24.12 pence per daily service charge. As the Town Council already has B Gas Business as electric supplier for toilets and Rec, the clerk was asked to obtain quote from B Gas Business for the 3 sites.

A letter received from TV Licensing stating 22 High Street is being investigated in case staff or visitors watch live TV on a device plugged in at our premises as there is no TV Licence. It was agreed to display a suitable notice in the office and block access via the Wi-Fi.

9. Standing Orders - C’lrs were asked to read through the document and report any amendments, the clerk raised 7c dealing with the Code of Conduct should be altered as new Code adopted, draft amended copy will be produced for next month.

10. Clerks Overtime Payment – C’lr White declared a pecuniary interest. All members of the committee had received copies of Clerks time sheets from 1st October – 29th December 2013 showing a total of 50 hours overtime worked during a 13 week period. Hourly rate of pay is £12-94p, total requested £647-00p. C’lr Gardner proposed this payment should be made, seconded by C’lr Giles, the remaining 4 C’lrs voted unanimously.

11. Committee Reports

Recreation, Leisure & Environment – Beechfield Carpentry & Joinery will be approached to fit the new litter bin in the Rec. The committee is identifying lighting columns to be considered for isolator and waterproof socket costing approximately £136-65p per column. Committee members will arrange to view Christmas motifs being sold by Tidworth Town Council and report back to committee.

Allotments, Cemetery & Car park – allotment rent received to date £1,668-00p. Summer bedding plug plants to be purchased costing up to £100-00p. The clerk to obtain a quote for a new electric supply in the Rose Garden from a nearby lighting column to allow new floodlight in Rose Garden and lights on Christmas tree during the festive season. Wallgate Service Contract - renewal price of £424-00p + VAT covering our 2 units was accepted and due to the renewal date being 1st February 2014 the committee request payment is made at this meeting. Several new projects being investigated with quotes being obtained but not received to date.

12. Correspondence

a) Tidworth Community Area Manager is requesting LTC give consideration to any locations they would like 20mph restrictions put in place with nominations to Transport Group by the end of February 2014. Clerk to remit to full Town Council as agenda item.

13. Any Other Business

At the Tidworth Area Board, C’lr Pickernell & C’lr White spoke to Mike Milner Principal of Wellington Academy regarding students being invited to design a Tourist Information Map for Ludgershall.

There being no further business to discuss the meeting closed at 1-35pm.

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

