

LUDGERSHALL TOWN COUNCIL



FINANCE AND POLICY COMMITTEE

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

Present C’llr Gardner in the Chair, C’llr Allan, C’llr Giles, C’llr White & C’llr Crane.

1. Apologies were received from C’llr Pickernell (work)

2. Declaration of Interest – C’llr White declared a pecuniary interest regarding agenda item 10.

3. Minutes of the previous meeting had been approved and signed at the September 2013 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 30th September 2013, it had been circulated (appendix A) and approved.

5. Bills for Payment - invoices listed on the agenda plus the following: - Wessex Water ½ yearly allotment water charges £537-85p & MTP Benchmarking survey forms £28-08p. The clerk requested B Gas Business cheque for £66-10p was signed as they were already chasing daily for payment, accountant will be asked about setting up Direct Debit.

6. Fixed Term Deposits – details of both the 6 month & yearly deposit had been circulated as they both mature early in January 2014. It was resolved to reinvest capital plus interest for respective terms again.

7. Council Tax Support Funding – our reply to questionnaire will be run by the accountant on budget setting meeting 31st October 2013, and then sent to Wiltshire Council on 1st November 2013.

8. Remembrance Sunday Service – Temporary Road Closure Order has been received from Wiltshire Council, the Road Ahead Closed signs have been collected by C’llr M. Williams & the volunteers have had a police briefing. From the briefing meeting it was suggested residents of Dewey’s Lane should receive a letter and offer them off street parking in the Cemetery for the period of closure.

9. Town Council Office/Community Hub –Confirmation that lease has been completed, the Clerk will meet with Paul Enters of Richardson Commercial for handover of keys and check the meters. The committee recommended an informal meeting open to all councillors is called on Wednesday 6th November 2013 in the new office at 10am to form a working party to decorate the office and form a small sub-committee to enable services to be purchased etc. The post of a part-time admin person will need to be discussed and the post advertised locally. The clerk to contact SSE, BT and insurance company re new office.

10. Work over Contracted hours – During the 13 week period 1st July – 30th September 2013 a total of 38hours overtime had been recorded. Extra hours paid at £12-94p per hour total = £491-72p. A breakdown had been circulated and the Chairman had detailed time sheets. After discussion C’llr Gardner as Chairman proposed the overtime should be paid, seconded by C’llr Giles, carried.

11. Tourism Leaflet – It had been agreed at full Town Council to wait until the office was up and running to produce a draft document.

12. Committee Reports

Allotment, Cemetery & Car Park – Two specifications required to obtain quotes regarding gates, fencing path surface for – a) Bell Street allotment path from Coronation Road down to Bell Street entrance. B) Allotment land known as plot 34.

Two fruit tree’s to be purchased, one apple and one plum for Dewey’s Lane allotments.

Recreation, Leisure & Environment – The following quotes received from S D Playground Services are accepted by the R, L & E committee: - a) To repair safety surface under roundabout, cost £100-00p. b) Pretoria Road repair to safety surface around the swings cost £750-00p. c) Pretoria Road, removal of old concrete plinth cost £200-00p. It was decided not to accept the quote regarding entrance gate, C’lir Crane has installed a temporary mechanism to restrict the gate opening fully, this will be monitored if successful a permanent fix will be installed.

Christmas lights- C’lir Allan has presented a battery powered set of lights with a timer to be installed on lighting columns. The clerk will apply for permission from Wiltshire Council on SL3 form plus find out the method to be used to install and remove the lights.

Memorial Hall lights – the clerk had been instructed to get a quote from AJK Services to install and take down Christmas lights, the committee viewed the quote £925 and considered it too expensive. The clerk has received a further quote from a new firm Omnific but no details of insurance or electrical qualifications, these details will be requested to be received by 12th November 2013.

13. Any Other Business

The Clerk had received an e-mail requesting some information under the Freedom of Information Act on the area of land available to youth activities within Ludgershall owned and maintained by the Town Council.

Ludgershall & Rural updates received by e-mail from the police were circulated.

C’lir Giles complained that 2 Sky vans were parking on the grass in front of Andover Road houses near Meade Road as some wooden posts have been removed; the clerk will notify Aster Communities.

There being no further business to discuss the meeting closed at 9-30pm.

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