

LUDGERSHALL TOWN COUNCIL



FINANCE & POLICY COMMITTEE

Minutes of the Finance & Policy Committee held on Thursday 28th February 2013 at 7-00pm in the Council Chambers.

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

1. Apologies were received from C'lr Tanner & C'lr Pickernell.

2. Declarations of Interest were received from C'lr White regarding agenda item 6 & 11 and C'lr Crane regarding agenda item 8a.

3. Minutes of the previous meeting had been approved and signed at the February 2013 full Town Council meeting. Matters arising: 7a) Royal Garden Party – Cricklade Town Council were picked out of the hat to attend.

4. Website – unfortunately as the meeting was changed to Thursday evening the webmaster was unable to attend, this will now be a March agenda item.

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 31st January 2013 (Appendix A). The clerk pointed out the two new investments accounts are listed on the detailed Balance Sheet for month 10.

6. Bills for Payment – invoices listed on the agenda plus travel expenses for C'lr White for £26-00p. A thank you letter received from Ludgershall Community Centre for the recent donation of £250-00p from LTC to the Community centre funds.

7. NALC – Legal Topic Note on Employee Disciplinary & Grievance Arrangements, C'lr White reported having checked these documents with LTC existing documents all aspects covered maybe in a different order, but no need to amend our documents.

8. Section 137 Donations

a) Ludgershall Memorial Hall Management Committee request the annual grant of £3500-00p to enable a program of work to repair the parapet walls of the building at roof level, a copy of their current Income & Expenditure figures was also enclosed for information. C'lr Gardner from the Chair proposed this grant should be paid in full, seconded by C'lr White, carried.

b) Castledown Radio request the final grant of £2500-00p of the 3 year agreed support to enable payment of the following CMA membership, webcasting and Insurance. It is also hoped the Town Council will consider continuing their support in future years. C'lr Gardner from the Chair proposed this grant should be paid in full, seconded by C'lr White, carried. Castledown Radio will be invited to make a presentation for future funding after May 2013 elections.

9. Town Council Office Update – a) Wiltshire Council has granted planning permission for change of use. b) Barker, Son & Isherwood is communicating with Landlord's solicitor Penningtons of Basingstoke regarding a lease for 22 high Street, Ludgershall. c) C'lr Crane has distributed copies of drawing detailing the building internal measurements, it was discussed and agreed to position proposed furniture on this plan & get costs for notice boards, window blinds & window screen film. It was suggested the internal decoration to be carried out by a Town Council working party. d) The clerk to investigate

telephone/broadband with BT, Virgin & EE. e) Heating and lighting will be investigated with AJK Services as soon as the Lease is signed. f) Computer, photocopier & printer will also be investigated once the lease is signed.

10. Insurance Policy Review – the clerk asked for a review on insured items before renewal date of 1st June 2013, whether such items as Bus shelters should be insured individually etc and items of less than £250-00p should be removed due to excess payment. C’lrr Allan volunteered to go through the policy with the clerk, a date and time to be arranged.

11. Clerks’ Overtime – 3 month review

Copies of the Clerks’ timesheets showing worked overtime were circulated it showed 46 hours worked between 1st October – 31st December 2012, however 10 hours had been taken ‘time off in lieu’ during December 2012, this was recorded at November 2012 full Town Council meeting, therefore a total of 36 hours is requested for payment over the last 3 months. C’lrr Gardner from the Chair proposed payment, seconded by C’lrr Crane, carried.

12. Wiltshire Council Legacy Meeting –C’lrr White reported Wiltshire are operating a Legacy Calendar of Community events, they have a new Blog site for discussion & advertising. A number of business breakfasts will be held in Wiltshire, the next being in Salisbury during April 2013. Ludgershall Town Council has agreed a ‘Terms of Reference’ for new Civic Events committee, first meeting to be held on Monday 4th March 2013.

13. Committee Reports

Recreation, Leisure & Environment – the cost for removal of broken tree branch from rec if resident does not undertake the work would be in the region of £120-00p. Small Works Contract – it was agreed to recommend an increase of 50p per hour. More complaints received regarding dog fouling in the Town, the clerk to contact the Dog Warden at Wiltshire Council.

Allotment, Cemetery & Car Park – clearance of gully’s in car park recommended on basis of price last year £297-00p + VAT

14. Any Other Business

Police & Crime Commissioner is running a public consultation about his draft Police & Crime Plan, please view consultation at www.wiltshire-pcc.gov.uk and send comments up until 10th March 2013.

A reply by e-mail had been circulated for information from our local Neighbourhood Police regarding ASB in Ludgershall.

There being no further business to discuss the meeting closed at 8-50pm.

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