

LUDGERSHALL TOWN COUNCIL



Minutes of the April Finance meeting held on 4th May 2021 at 7.00pm, held remotely using Microsoft Teams.

Present: Cllr M Giles (in the Chair), Cllr J White, Cllr C A Allan, Cllr J Langley, Cllr B Dance, Cllr P Burgon

Public: No members of the public attended the meeting

AGENDA ITEM

090-20/21: 1. Apologies – Cllr B Cordery. The Cllrs resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

091-20/21: 2. Declaration of Interest – there were none.

092-20/21: 3. Minutes of previous meeting – held 31st March 2021 – the minutes had been circulated and were ratified at FTC on 13th April 2021 - there were no observations.

093-20/21: 4. Finance *a) Statement to end month 12 & year end* – the accounts had been circulated; the Clerk explained at year end that £47,071 had not been spent of 2020/21 budget, however, the majority of this were from the projects that had been earmarked for 2020/21 but because of covid-19 have not been completed this totalled to £30,000. These will be carried forward to the new accounting year along with the newly budgeted ear marked projects and the rest of the budget that had not been spent. The last monetary point has been appointed to 3 projects that the Finance committee had inferred at the last meeting. The committee discussed and asked the Clerk to move the Hedge in Rec fund to just the Rec as this is no longer required, all agreed once that movement is done that they are happy with the splits of earmarked funds. *b) Clerk's report on longer term savings* – As of 29th April 2021 LTC's holdings were; Lloyds 30 day business bank instant £137,351.91 (half the precept has been received), Nationwide 90 day deposit £75,553.22 at an interest rate of .4% & PSDF through CCLA £150,026.14 at an interest rate at the moment of .427%. Investments are not running with a good interest rate at this current time therefore, LTC should concentrate on spreading their risk. With the non-council funds of Perry's Cottage and S106, the total with Lloyds Bank is over £180,000 and therefore over the covered amount of £85,000. The Clerk/RFO suggested to leave the Nationwide as it is and move £80,000 to the CCLA (PSDF) and that the Bills for Payment in May should bring the total down to less than the FSA limit. The committee discussed and agreed to these suggestions and asked the clerk to update the investment policy with these figures and to review again in 6 months, all in agreement.

094-20/21: 5. *Committee Reports* – Cllr J Langley reported in that the Allotments Committee have agreed to clear to the side of plot 43 for £200 or £240 if wet. This area seems to be being used as a dumping ground and Cllr M Giles asked if Cllrs could keep their eye on it as they go out for their walks, as LTC does not want to have to keep paying for this. Cllr M Giles also asked that the 3 rose bushes that are within the Garden of Remembrance fence be retained, the office will put on the next Allotment agenda. Cllr J White reported in that RLE had under Health & Safety replaced a stepping stone within the play park in the Rec, which cost £248 plus VAT and that the committee had agreed

the quote from AG&G of £140 plus VAT for digging out and replacing a metal pole for the dog exercise route and that they also agreed to a second one being done at the same time. Cllr CA Allan reported that the Gazebos are on order to replace the broken one funding of which comes from the insurance claim and that the lights for the big tree in the carpark have also been ordered for £1500 plus VAT funding from the Ear marked fund for Christmas lights.

095-20/21: 6. Urgent Bills for Payment– the clerk had had to pay 5 urgent bills prior to this meeting however, all had been budgeted and agreed at previous meetings. There was only one invoice to request for payment which reverts to point 12 on the agenda and will be decided at that point.

096-20/21: 7. Interim Internal Audit – this had been completed and discussed through emails but never brought to committee for minuting, the committee reviewed the 3 recommendations and note 1 & 2 have been complied with and that no. 3 is an ongoing recommendation. FTC to ratify.

097-20/21: 8. Play Area Contract – The clerk presented the information regarding the invitation to contract. The committee discussed and confirmed that the quote from Odd Job Barry of £5943 per annum was acceptable and to put forward to FTC for ratification.

098-20/21: 9. Review of Policies –a) Code of Conduct, b) Standing Orders, c) Financial Regulations – all discussed no changes committee agreed review.

099-20/21: 10. Review of how membership is decided for committees - Due to the number of Cllrs that are related, the Clerk had been asked to work out a way of ensuring that the smaller committees are not prejudiced by this. The suggestion is to go along a percentage basis i.e. Not to have more than 20% from one family, which in FTC of 15 people would be 3, of a committee of 7-9 people would be 2, and anything smaller would be only 1. The committee discussed and felt that currently LTC does not have a full council and that it may prove difficult to keep to this basis. The committee will review again when 15 Cllrs are in situ.

100-20/21: 11. Confirmation of Terms of Reference for a) Finance & Policy the committee discussed and agreed the new wording and agreed to put to Full Council for ratification & b) Staffing - the committee discussed at length and agreed the new wording that will be put to Full Council for ratifications.

101-20/21: 12. Visit Wiltshire membership and renewal costs – the committee discussed and agreed to continue with this membership, Clerk to pay invoice.

Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.

102-20/21: 13. Staffing a) Salaries – the clerk confirmed the salaries for April were basic hours and that the hours earned from evening meetings are being emailed to Cllrs M Giles & B Cordery on a weekly basis, to confirm what has been accrued and what has been taken. b) Training – the staff had no training sessions this last month, however they have been trawling through the good cllr guide to cyber security – to see if there is anything we or Hightrees need to be doing. This guide has just been issued. The Clerk has booked into 5 sessions of revision for CILCA at £20 each, this covers the 5 units and goes with previous training and updates any changes since that training. The Admin Assistant has been booked on to a Memorial Safety and Admin course in late May. And the Clerk informed the committee that there is a new qualification called ILCA to CILCA.

c)Office- the Clerk reported – that the staff were back in the office and showed the protocols that have been put in place for both staff and visitors ready for when the office reopens on 17th May. She also confirmed that all the Risk Assessment have been done.

103-20/21: 14. Agenda points for next meeting – there were none.

Meeting closed at 19.59 hrs, next meeting 31st May 2021.

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