

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance meeting held on 22nd February 2022 at 7pm, at the Church Hall, School House Drive.

Present: Cllr C Giles (in the Chair), Cllr J White, Cllr C Allan, Cllr J Langley, Cllr M Giles, Cllr M Williams & Cllr O White

Public: 0 members of the public attended the meeting

160-20/21: 1. Apologies – Cllr L Ramsay. **Cllrs Resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.**

161-20/21: 2. Declaration of Interest – none.

162-20/21: 3. Minutes of previous meeting – held 25th January 2022 –as there was no matters arising, all agreed that these minutes were a true record & Cllr C Giles signed the minutes.

163-20/21: 4. Finance *a) Statement to end month 10* – the Clerk confirmed that at this time LTC stands at 79.4% use of its budget. Some payments that are due will now be paid from earmarked funds agreed by LTC. There were no questions. *b) Clerk's report on longer term savings* – The Clerk reported that Lloyd's treasurers and 30 day business bank instant stands at £300,400.22 the Loan from PLWB has been received and CCLA account holds £340,091.23. With Perry's Cottage and S106 accounts at just over £32,000, and the imminent payment for the purchase of 10-12 High St of £225,000, this will leave £107,400, this has taken us back over the FSA limit of £85,000. However, after March/April's payments it will be down below the £85000 again. The Committee saw no need to move monies around.

Action Town Clerk

164-20/21: 5. Urgent Bills for payment – the Clerk stated there were no urgent bills to pay other than the monthly ones which are under the Scheme of Delegation.

Action Town Clerk

165-20/21: 6. Committee Reports – Cllr CA Allan reported that Civic Events had agreed spend within their budget of £125 for the Easter Disco and £2000 for a buffet for the 1950's Street Party over the Queens Jubilee weekend, £100 deposit has been paid. Cllr O White queried if LTC had insurance for the events, Cllr CA Allan said Admin was looking into this, however, so far only small deposits had been paid, and if needed cancellation would only mean loss of those deposits. Cllr CA Allan confirmed that first aid was sorted for the weekend events. Cllr J White requested a breakdown of costs for the 4 days, Cllr CA Allan will liaise with Admin. **Action Cllr CA Allan & Admin**
Cllr J Langley reported that Allotments had agreed spend within their budget of £84.64 plus vat clearance of plot (less £50 deposit taken), £296.60 plus vat planting of 10 trees at back of Jubilee Gardens. Gavin Jones contractor is also providing a tree for the Queens 'Treebilee', and a proper tree guard has been ordered by the office, sizes agreed with the contractor. £1,100 plus vat was also agreed to repair the wooden gates in the cemetery so that the mechanisms do not drop, are sturdier and will last longer. £10,880 plus vat has been agreed for new fencing and arch to extend the Garden of Remembrance and new plot markers for allotments, this will come from the Capital Budget of £9000 that was put by for the fence and there is an EMR fund of £2000 for the cemetery that can cover the extra.

Action Town Clerk

Cllr J White reported that RLE had agreed that a new accessible roundabout was needed to replace the old roundabout, the one chosen cost £10,622 plus vat. RLE wish to use monies from the recently

received CIL for Drummond Park. The Committee resolved that RLE could do this, Clerk to notify contractor to go ahead.

Action Town Clerk

166-20/21: 7. Civic Events –

- a) **Separate cash as recommended by Internal Auditor** – the committee discussed, and Cllr CA Allan has no need for this at this time.
- b) **Mobile payment machine** – the committee discussed and agreed that a machine that has Wi-Fi facilities (sim) and ability to take payments over the phone is the one to go for. They also agreed that it would be better to have the machine not just for events but for the office to take payments also. The Clerk will report back to the committee with package prices next month.

Action Town Clerk

167-20/21: 8. Grant Requests – there were none this month.

168-20/21: 9. Terms of Reference changes for Allotments, Civic Events, Planning & Finance – the Town Clerk explained that due to the small number of members that both Planning & Finance have now been agreed to be attended by Full Council. A caveat will be put into both terms of reference to reflect this, the committee agreed the wording. Allotments and Civic will be holding their committees on the same night and the changes of evening or times will be reflected in their terms of reference. **Cllrs J Langley & CA Allan to confirm times to Town Clerk followed by Town Clerk uploading the new versions on to the Website.**

169-20/21: 10. Review of Policies –

- a) **New Civic Protocol** – the clerk stated she had not received any questions from the committee regarding the protocol, therefore the committee were happy with the wording. She went over a few sections that needed specifics agreed and will update those changes and bring the policy to Full Council in April 2022 for ratification.
- b) **New Training Policy for Staff & Cllrs** – the committee discussed and agreed that the policy was needed and asked for an additional wording to state that an annual revision of the Code of Conduct or any other important documents will be held each year and all Cllrs must attend. Town Clerk will add wording and bring to Full Council in April 2022. The committee also discussed new Cllr training and resolved that all Cllrs should be CRB checked. Town Clerk will arrange time to get this done and to update existing CRB's for all.
- c) **New Policy on Dog Fouling** – the Committee agreed there was a need for this policy, the Clerk asked Cllr O White if he can email the information, he found regarding a good wording LTC could use. The committee discussed if LTC were to buy and place some more bins, who would empty them. Clerk to contact Wiltshire Councils contractor.
- d) **Update on new Code of Conduct (COC)** – the Clerk confirmed that she will be having a training overview on 7th April 2022 regarding the new COC and will then produce LTC's version for April Finance.

Action Town Clerk

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

170-20/21: 11. Staffing

- a) **Salaries** - Salary details were confirmed for the month. **Action Clerk**
Staffing Committee – updated the committee that the Admin Assistant has requested an extension to her probation period, and this has been agreed, by 3 months. It has also been advised that the Admin Assistant will get a higher hourly pay whilst standing in for the Clerk whilst she is on holiday. Staffing to discuss the pay scale for this next week.
- b) **Training:** Admin has had SLCC training on all aspects of Civic Events. Town Clerk has been concentrating on her CiLCA and has now submitted 3 sections out of the 5 and has been studying every Sunday and some evenings and attended SLCC training on Government's Reforms to the Planning System – What Clerks Need to Know. She has slides and will share

with Planning. Both had a team's session yesterday on Security Awareness Training and Testing, and the Town Clerk will present findings of this at the next Finance meeting. Rialtas Cemetery training is imminent.

171-20/21: 12. Agenda points for next meeting –

- Opening of new office

Meeting closed at 19.30 next meeting 22nd February 2022

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