

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance meeting held on 27th July 2021 at 7.45pm,
at the Church Rooms, School House Drive.

Present: Cllr CA Moore (in the Chair), Cllr J White, Cllr C A Allan, Cllr J Langley, Cllr C Giles, Cllr M Giles, Cllr O White (rep from RLE)

Public: No members of the public attended the meeting

104-20/21: 1. Apologies – Cllrs B Dance & M Williams. **Cllrs Resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.**

105-20/21: 2. Declaration of Interest – **None declared.**

106-20/21: 3. Minutes of previous meeting – held 4th May 2021 – the minutes had been circulated and were ratified at FTC on 17th May 2021 - **There were no observations.**

107-20/21: 4. Finance *a) Statement to end month 3* - the Clerk explained that she had been unable to produce the accounts, due to an overload of work. Having considered the Clerk's report Cllrs **RESOLVED** that that the production of the financial statements be returned to the accountants.

Action Clerk

b) Clerk's report on longer term savings – there have been no changes since the last report, the clerk reported current holdings.

108-20/21: 5. Urgent Bills for payment – **None.**

109-20/21: 6. Committee Reports – Cllr Langley reported the following:

a) The Men's Shed had removed fly tipping from the allotments and asked that £100.00 be donated to the Men's Shed for doing the clearance after discussion Cllrs **RESOLVED** to make the donation of £100.00.

Action: Clerk

b) The wall in the car park had been demolished. Cllr White asked if planning permission had been sought which the Clerk reported had not. Cllrs directed the Locum Clerk to contact Wiltshire Council.

Action: Locum Clerk

(Post meeting note – The Locum Clerk had checked with Wilts Council and retrospective planning is not required as the height of the wall was less than 2ft.)

c) Cllr C Allen reported the following:

The cost of the Santa Sleigh is expected to be in the region of £1K - £1.5K.

The £10.00 cost of the Ludgershall in Bloom Judge's fee was to come out of the general Civic Events budget and not from the Mayor's Allowance.

Action: Clerk

d) The "TEN's licence had been issued which the Cllrs noted.

110-20/21: 7. Terms of Reference – all terms of reference were agreed in their respective committee meetings, the Clerk asked the Finance Committee to adopt the terms of reference with minor amendments with review date of May 2022 Cllrs then **RESOLVED** to adopt the Terms of Reference as amended.

Action: Clerk

111-20/21: 8. Review of Policies – **None.**

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

112-20/21: 9. Staffing

a) *Salaries* – the clerk reported the following:

Salary details basic hours for Karen Allingham & Alison Jarvis (who is unwell and not in the office), Phil Gill (locum Clerk) 1st July to 23rd July 79.75 hours. An unresolved discussion then followed regarding the terms and conditions of the Admin Assistant.

b) Hours - 35 hours under review has been put on the advertisement for the new Admin Assistant. The 35 hours extension ends end of July. After a lengthy discussion Cllrs **RESOLVED that the new Admin Assistant's terms and conditions & the Clerks hours were to be reviewed by the Staffing Committee on 2 August. Cllrs also RESOLVED that in the short-term Cllr C Giles be appointed to the Staffing Committee and for this resolution to be ratified at the next Full Town Council Meeting.** **Action: Clerk**

c) Training: Karen has attended a couple of the Cilca webinars which has really helped her with any updates that have happened which Cllrs noted.

d) Office: no changes now but once the Disaster Recovery Group has had a meeting Cllrs will be updated which Cllrs noted.

113-20/21: 10. Agenda points for next meeting – To consider a grant request from Castletown FM towards the running costs of the station. **Action: Clerk**

Meeting closed at 20.45hrs next meeting TBC.

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