

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance meeting held on 23rd December 2020 at 7.00pm, held remotely using Microsoft Teams

Present: Cllr B Cordery (Chair), Cllr J White, Cllr M Giles, Cllr C A Allan, Cllr J Langley, Cllr B Dance, Cllr P Burgen

Public: No members of the public attended the meeting

AGENDA ITEM

033-20/21: 1. Apologies – none all Cllrs present.

034-20/21: 2. Declaration of Interest – none.

035-20/21: 3. Minutes of previous meeting – held 26th August 2020 – since then any items that have been discussed via email have either been voted at FTC or are on the agenda below, the minutes had been circulated and were ratified at FTC on 8th September 2020, - there were no comments.

036-20/21: 4. Finance *a) Financial Statement to end month 8* – the Clerk explained that expenditure of 47.5% of LTC's budget is well within the remit for the end of month 8 if running at budget this would be 66.66%. The committee are to remember that there will be more spending over the next couple of months so the figures will become closer. *b) Long term investment updates – discuss further investment as agreed in LTC's investment strategy* - the Clerk confirmed that the Lloyds Bank long term deposit account had matured on 11/12/20 and £76907.90 was deposited into the Treasurers account and subsequently she moved £75,000 to the 30-day business. As at today the Treasurers account stands at circa £4600 and the 30-day business account at £83,000, if the committee decide to move the £75000 to the Public Sector Deposit Fund, then the Clerk will have to start to utilise that fund each month to pay the bills. The committee then discussed LTC's annual investment strategy and Cllr R Dance proposed that the £75000 should stay in the Lloyds 30-day business account Cllr J White seconded, carried. The Clerk will bring back this discussion at the end of the accounting year with a view to moving any surplus to the PSDF and look at where the precept will go.

037-20/21: 5. *Committee Reports* – Cllr J White, reported that the following items were discussed at the last RLE meeting; Picnic bench in Rec play area repairs & cleaning £180 + VAT, reattaching fence at rec entrance to gate post £340 +VAT, bollard to strengthen rec entrance gate £81.90 and installation, £220 + VAT, the Clerk confirmed that these items are within budget for RLE. A Quote for £3686.20 + VAT has been received to re-paint the bus stops (which will conclude the refurbishment). The RLE committee accepted the quote, budget permitting and that the quote is still valid/correct, Cllr White confirmed that the quote is valid/correct, and the Clerk confirmed there was a budget for Bus stop refurbishment, and this will cover that quote. The Finance committee confirmed that this list of works can go ahead. Office to accept quotes and order items. Cllr J Langley stated there were no payments due as a meeting was not held however, she asked how receipt of allotment rent is working. The Clerk stated that all letters had been sent and approx. 70%

of the rent had been received. She is happy with communication with the office on matters that can be handled in between meetings. Cllr C Allan asked the clerk re the invoice for the Christmas Lights, the Clerk stated this is on the bills for payment. Cllr M Giles wanted to say how well the Santa Sleigh runs had gone and that they had given a thank you gift to the driver of the van who had driven them each night. The Clerk also stated that many Ludgershall residents were so happy, that this had still gone ahead, after such a horrid year.

038-20/21: 6. Bills for Payment (Received to date) – totalled £11575.08 with VAT at £1625.48, permission was given to pay 6 invoices on 29th December 2020 as these just missed the last pay period or are required to be paid asap totalling £8737.92. Full details will be given at the next FTC, after which payments will be made.

039-20/21: 7. Correspondence – *Confirmation letter from Pump Court Chambers* - confirming Counsel has now been put in place for the Covenant on Parnham's land after receiving 8 yes's from the online vote which is more than half of the council.

040-20/21: 8. Grants – none received.

041-20/21: 9. External Audit formal completion notice – the clerk confirmed with the committee that the external audit report has been passed. Clerk to put on next FTC agenda for confirmation. Cllr M Giles gave a vote of thanks to the Clerk for keeping the finances up to date and keeping LTC legal.

042-20/21: 10. HR/Peninsula – renewal/end of contract 9th April 2021 – the committee discussed, and Cllr B Dance proposed that LTC no longer continue with this contract, Cllr C Allan seconded, carried. Once ratified office to confirm with Peninsula nearer the time that LTC will not be renewing. If adhoc HR advice is needed in the future, Clerk will try SLCC/WALC.

043-20/21: 11. 2021/2022 Budget/Precept – the committee discussed and decided to put all four choices to FTC in January.

044-20/21: 12. Review of Policies – a) *Disciplinary Policy* - no changes since last adopted, the Committee agreed the review. b) *Grievance Policy* - no changes since last adopted, Cllr M Giles proposed that both policies be adopted, Cllr B Dance seconded, carried. Once minutes ratified office to put both on LTC Website.

045-20/21: 13 New Policy – *Co-option Policy* – the committee discussed this policy and the wording under point 5 Voting Procedure 'After the candidates have spoken, they will be asked to leave the room so that the Cllrs can discuss/vote'. Cllr C Allan proposed that the policy with this wording be adopted, Cllr M Giles seconded, carried. After ratification at FTC office to put on LTC Website.

046-20/21: 14. Renewal of DBS certificates – they do not actually expire but best practice is to renew periodically - Wiltshire Councils policy is that employees that require a DBS for their job role have a new DBS processed every 3 years - the committee discussed and agreed that all staff should have their DBS checks reviewed every year and if Cllrs must have them for a specific task then these should be reviewed also.

047-20/21: 15. Review of Terms of Reference – *Finance & Policy & Staffing* – the committee discussed, both Terms of Reference were revised and agreed at the last F & P meeting, the committee discussed if they wished to put a motion to FTC to adopt these revised terms or whether they wished to wait till May. The committee agreed to wait till May, Clerk to put on May 2021 FTC agenda.

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

048-20/21: 16. Staffing a) *Salaries* – the clerk confirmed the salaries for December were basic hours and any hours that have been accrued due to evening meetings will be taken back over the next month, as agreed. Cllr White queried why the staff were still doing extra hours and the Clerk explained, that these are not extra hours but that there is no way of knowing exactly how long the

evening meetings were going to be, so that after the meeting that length of time is then taken by the staff to make it back to their basic hours. *b) Training* – the Clerk has attended a free basic and a more in-depth VAT course and will be booking in training on Omega in February to be ready to take on the monthly accounts in April. Admin has attended a Cemetery Legal Compliance in depth course and will be giving a synopsis to the next Allotment meeting, she also attended the Local Councils and the Future of Play and will put this on the next RLE agenda. Cllr M Giles stated I know it has been a very difficult year but does the Clerk have a date for when she will be taking Cilca. The clerk will update the meeting next month with this information. *c)Office- nothing to report*
049-20/21: 17. Agenda points for next meeting – none.

The Chairman wished everyone a Merry Christmas and a Happy New Year and there being no further business to discuss the meeting closed at 7.55pm.
Next meeting 27th January 2021.

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