

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance meeting held on 26th August 2020 at the Memorial Hall, Andover Road, Ludgershall at 7.00pm.

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

017-20/21: 1. Apologies – none all Cllrs present.

018-20/21: 2. Declaration of Interest – Cllrs B Dance & CA Allan declared an interest on point 13.

019-20/21: 3. Minutes of previous meeting – held 29th July 2020 – had been circulated and ratified at FTC on 11th August 2020, there were no comments.

020-20/21: 4. Finance *a) Financial Statement to end month 4* – the Clerk explained that expenditure of 20.7% of LTC's budget is well within the remit for the end of month 4. *b) Increase in accounting fees from April 2021* – the Clerk read out the letter from the Accountants with the new costs from April 2021, this will increase the monthly accounts to £245 + VAT and the budget setting to £520 + VAT although as the Clerk now completes the majority of the budget this should go down to ½ day at £290 +VAT. *c) Budget dates* – the Clerk explained that LTC are starting their round of budgets from September committee meetings the first draft will be presented to Finance at the October meeting.

021-20/21: 5. Trees *a) Survey* – The committee discussed the quotes received Cllr J White proposed that LTC accept Tree Technique quote, Cllr J Langley seconded, all in favour. Office to put in motion. *b) Carpark trees for Christmas Lights*– Cllr CA Allan asked the committee to agree that the 2 large trees by the toilet and the 4 smaller ones on the front of the car park, be trimmed and shaped so that old Christmas lights can be taken down and new ones put up. The committee discussed and asked the Clerk to get Tree Technique to survey these trees first so LTC can get quotes for the work asap.

022-20/21: 6. Committee Reports –Cllr J White informed the committee that no monetary or policy items were discussed at the RLE meeting, however, due to vandalism a repair, costing approx. £300, to the large climbing net had to be authorised by herself and the Clerk as it was a Health & Safety issue. Cllr J Langley then reported that during the Allotment meeting the following items were agreed; £500 + VAT for re-hanging gate at Dewey's Lane Allotment, £250 for winter plants & £801.72 + VAT for levelling 36 graves. The Finance committee confirmed these payments can go ahead.

023-20/21: 7. Bills for Payment (Received to date) – totalled £2206.70 with VAT at £94.67, permission was given to pay one invoice straight away; play area contact at £555.00. Cllr M Giles asked the Clerk to check the skip invoice. Full details will be given at the next FTC, after which payments will be made.

024-20/21: 8. Acceptance for apologies for absence, queries – the Clerk read out an email from one of the Cllrs regarding information he had received that some Cllrs were not happy with the fact that he cannot attend all meetings due to his work. She also read out the rules on sending in

apologies and the choice of the cllrs to accept or to not accept these apologies. If a councillor fails to attend a meeting of the whole council, a committee, sub-committee or joint committee for a period of six consecutive months and the reason for his/her absence is not approved before the expiry of that six month period then s/he cannot continue in office. The committee discussed, will recommend to full council that the clerk compose a nice letter to the cllr reminding him of his duties as a cllr.

025-20/21: 9. Correspondence – a) *Reallocation of Road Space Project* – the Clerk explained that Wiltshire Council have identified an area within Ludgershall which will benefit from this project. The area is outside the post office, butchers and tea shop on the High Street. The office awaits further information. b) *Letter from Simon Clarke MP minister for Regional Growth and local Government*– the clerk read out a short precis of the letter, thanking local councils for their work during the unprecedented times. Confirming that all meetings have been included within the new regulations and if face to face to adhere to the social distancing guidelines. LTC are conforming to these guidelines.

026-20/21: 10. Land around Memorial Hall, Confirmation of ownership- the Clerk explained that she has received a request from the Memorial Hall to pay for their fencing and that the council are to maintain this fence as per the wording within the conveyance of 1951 section 2.(b). After investigation, this wording is confirmed, however, it also reads that the land and the building belong to the Town, the hall itself under covenant must be managed and repaired by a trustee committee. Apart from the fence nothing else is mentioned and normally if the town own land the council will administer for them. The committee asked the clerk to get this looked at by a solicitor for confirmation. Regarding the fencing requested as there was not a budget put by for this, LTC may have to wait till April 2021 to fund this.

027-20/21: 11. Grants – none received.

028-20/21: 12. Review of Policies – a) *Standing Orders*, no changes since last adopted, the Committee agreed the review. b) *Financial Regs*, no changes since last adopted, Committee agreed the review. c) *Dignity at Work* no changes since last adopted, Committee agreed the review and d) *Unreasonable Complainant Behaviour Policy for adoption* - the Finance committee discussed and are happy to put forward to FTC for approval.

029-20/21: 13. Committee Meetings – a) *Memorial Hall Charge*, the Clerk informed the committee that the memorial hall committee have requested that from Sept 1st LTC will need to pay £20 per hour to use the hall for its meetings b) *Can number of meetings be reduced?* – the Clerk then asked if meetings could be reduced, the committee discussed and will keep FTC and F & P once a month but all other committees can go to every other month.

030-20/21: 14. Review of Terms of Reference – a) *Finance & Policy*- discussed the fact that if a cllr takes on 2 positions with 2 committees this takes away a place at F & P, the committee discussed and decided if this happens that one of the committees can pick a member of their committee to take the spot on F & P. b) *Staffing* – after the discussion at FTC in August it is clear that the Staffing Committee membership needs to change the committee discussed and agreed that the Finance Chair should be on Staffing due to this being the largest budget, and that 2 other members of the Full Council that have more experience with staff management should be duly appointed. Cllr J White pointed out that LTC had resolved to not change any membership of committees till May 2021. The committee asked the Clerk to check if there was anything that could be done prior to that.

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

031-20/21: 15. Staffing a) *Salaries* – the clerk confirmed the salaries for August. b) *Training* – the Clerk stated that a Training and development policy is needed for LTC Staff & Cllrs and she will be working on this in the meantime, she shared the NALC webinars for rebuilding communities, some of the committee were interested and asked the Clerk to share with the Full Council. The Clerk

updated the committee on staff training and that admin has volunteered to be LTC appointed person for first aid and if the committee wish will be trained on basic office first aid, this costa around £40, the committee agreed. *c)Office- Finance & Policy December meeting* - the committee discussed and suggested 23th Dec if a venue can be found, to reconfirm nearer the time & *Christmas opening times off office*- the Clerk has confirmed that the office will be open over the Christmas period but asked permission to close on Christmas Eve, permission was given.

016-20/21: 16. Agenda points for next meeting –none.

There being no further business to discuss the meeting closed at 8.14pm.

Next meeting 28th September 2020.

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