

LUDGERSHALL TOWN COUNCIL



Minutes of the Finance meeting held on 25th January 2022 at 7pm, at the Church Hall, School House Drive.

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

Public: 0 members of the public attended the meeting

The Chair stated that Cllr C Moore had resigned from the council, her letter would be circulated tomorrow. He then asked the Committee if they were happy with him chairing this meeting, all agreed.

149-20/21: 1. Apologies – none.

150-20/21: 2. Declaration of Interest – none.

151-20/21: 3. Minutes of previous meeting – held 30th November 2021 – The Clerk confirmed a couple of alterations, and as there was no matters arising, all agreed that these minutes were a true record & Cllr M Giles signed the minutes.

152-20/21: 4. Finance *a) Statement to end month 9* – the Clerk confirmed that the budget used at month 9 was at 52.7%. She confirmed that some codes were spent, however overall, each committee were within their budgets. There were no questions. *b) Clerk's report on longer term savings* – The Clerk reported that as agreed the Nationwide deposit account was closed and the monies have now been deposited into the Lloyds 30 day which brings the holdings in Lloyds back up to £127500, CIL monies have just been received from Wiltshire Council for £50,638.83, which therefore takes us way over the £85,000 FSA limit. Cllr J White proposed that £75,000 be moved to the PSDF via CCLA, Cllr C Giles seconded all in favour. The Clerk confirmed what the CIL monies could be spent on, and this report will go to FTC in February for LTC to contemplate.

Action Clerk

153-20/21: 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. She also reported that there would be increases in the fees for Payroll increasing by £5 per month and Shred-it which will be around £2 per month depending on weight and surcharges, all were happy with this.

Action Clerk

154-20/21: 6. Committee Reports – with only one committee meeting being held since the last Finance meeting, Cllr J White for RLE reported; - the repair to damage of the wet pour under the swing set which will cost £2349 + VAT hasn't started yet due to the weather – Pretoria Road play park, the cost of making the entrance accessible with a new ramped tarmac footpath and drop kerb access and to put a new bow top fence around the playground at £16,264.00 was agreed and funding will come from the earmarked account for play equipment.

155-20/21: 7. Wallgate Service Agreement – The committee discussed the choice of renewal for 1 year or 3 years at a fixed price (£665.00 per year) and asked the Clerk to agree the 3 years fixed and sign the agreement.

Action Clerk

156-20/21: 8. Grant Requests – there were none this month.

157-20/21: 9. Review of Policies – New Civic Protocol – the clerk explained that this was requested at the last FTC and it is to be ready for the new council year in May. The committee are to read and come back to the clerk with any questions ready to discuss and update at the next Finance meeting.

Action Committee

The Clerk has been invited to a Civic Officers meeting the committee agreed she should attend to assess what is involved, from this invite she has already joined the National Association of Civic Officers (free) and has access to a website full of information.

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

158-20/21: 10. Staffing

- a) *Salaries* - Salary details were confirmed for the month. **Action Clerk**
Update from staffing committee: The current situation, the workload has meant that the admin assistant is continually going over hours and the Clerks hours of 35 are still temporary and would go back to 30 on 31st January 2022. Staffing are recommending that the Clerk stays on 35 hours and that the Admin Assistant increases by 5 hours to 35 for a 6 month period from 1st February 2022 to 31st July 2022. The budget for these hours is already included, so this will not take LTC over budget. This will then be reassessed. The committee discussed and agreed this proposal. Admin Assistant has returned to the office and the office has now reopened as of today, Monday to Friday 10am till 1pm.
- b) *Training*: Admin Assistant has recently had training on all aspects of social media and has started an SLCC course on all aspects of Civic Events. Allotment software training was completed but use of the software was restricted during working from home & the software training for Cemetery work will be rescheduled soon. The Clerk has had training on Legionella risks, time management, update on Committees, Subcommittees and working groups and an update on employment law for 2022. She will be attending the government reforms to planning systems for Clerks.

159-20/21: 11. Agenda points for next meeting –

- Request for £4000 grant for Memorial Hall – to go to February FTC
- New Policy on Dog Fouling – office to research prior to meeting emptying of bins by Wiltshire Council.

Meeting closed at 19.30 next meeting 22nd February 2022

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