

# LUDGERSHALL TOWN COUNCIL



## Minutes of the Finance meeting held on 30<sup>th</sup> November 2021 at 7pm, at the Church Hall, School House Drive.

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

**Public:** 1 members of the public attended the meeting

**135-20/21:** 1. Apologies – Cllr J Tinkler. **Cllrs Resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.**

**136-20/21:** 2. Declaration of Interest – none.

**137-20/21:** 3. Minutes of previous meeting – held 2<sup>nd</sup> November 2021 – As there was no matters arising, all agreed that these minutes were a true record & Cllr C Moore signed the minutes.

**138-20/21:** 4. Finance *a) Statement to end month 7* – the Clerk confirmed that the budget use at month 7 was at 40.1%. She went over a couple of items that had been put in the wrong place and assured the committee that she will speak to the accountant to change. There were no questions. *b) Clerk's report on longer term savings* – The Clerk reported that after moving the £50,000 to the CCLA as requested last month the Lloyds bank holdings were now below the FDSA limit of £85,000. All were happy with this report. **Action Clerk**

**139-20/21:** 5. Urgent Bills for payment – the Clerk asked permission to pay 5 bills totalling £1391.41. All agreed to these payments. **Action Clerk**

**140-20/21:** 6. Committee Reports – Chair of committees to state what spends are due or any policy changes. Cllr C Allan for Civic Events, £550 for catering for the Freedom of the Town & £1650 for the Sleigh inc delivery. Cllr J White asked what rule was used to agree the catering outside a meeting, the Clerk explained that under LTC's Financial Regs (4.1, *authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman*) and that there had been no time to have a meeting prior to making the decision, a paper was drawn up that was signed by the RFO and all Cllrs on the Civic Events committee, except the chair who had declared an interest, to authorise the decision. Cllr J White asked for the Code of Conduct to go out to all Cllrs again to remind Cllrs that they should be declaring interests when needed. Reporting carried on for Civic Events costings for Armed Forces Day agreed to price stalls at £30 for regular stall & £40 for food stalls, and it was reported that to have a motorcycle team would cost £1,200. **Action Clerk.** Cllr J White for RLE reported that there is need for repair to damage of the wet pour under the swing set which will cost £2349 + VAT this has been agreed due to Health & Safety concerns, however there is no budget for this. Therefore, FTC will be asked to resolve to use funds from the ear marked Maintenance pot at the next meeting. Also as quotes for a new roundabout or other item have not been received a £5000 budget has been put in place for it. The Clerk reported that for Allotments, where the new plot markers, and the new fencing to enlarge the Garden of Remembrance had been agreed and the quote accepted, the contractor who quoted has come back to say that unfortunately the costs of providing this work has gone up substantially and will now cost another £3000. The Clerk has asked admin to gather 2 more

quotes as this difference in price may mean we could get a better deal elsewhere. All agreed this was the correct way forward.

**141-20/21:** 7. *Cleaning of floor of Centenary Garden* – two members of the public have been looking after the Centenary Garden and have been unable to clean the floor adequately. A specialist cleaning liquid has been sourced, the committee discussed and asked the Clerk to order the 5 ltr Twin Pack at £89.80 and to get the 2 volunteers to do a risk assessment before use. **Action Clerk.**

**142-20/21:** 8. *Internal Audit Report* – the committee had received the report prior to the meeting and Cllr C Moore read the one recommendation out and the response from the Clerk to solve the issue. All agreed to pass the report on to FTC, for ratifying.

**143-20/21:** 9. *Precept/Budget 2022-2023* – the Clerk presented the final budget to the committee explained any changes that had been made by the Accountant and then gave them 2 options below 2 % increase as they had requested a) Precept £227,173 using the new tax base of 1716.37 this would mean a D rated house will be paying an additional .34p or .26% increase for the year, or b) Precept £230,173 would mean a D rated house will be paying an additional £2.08 or 1.58%. The committee decided to put both of these to the Full Council and to call an extraordinary meeting early December to get the precept agreed before any further lock downs occur.

**144-20/21:** 10. *Electricity renewal information* – due to the rapid increases in Electricity, the Clerk has been speaking to a comparison site, who has been able to provide costs moving forward for 36 months. These are for only 3 sites not the office as prior to renewal which is 31/05/22, the office will have moved site. The Clerk recommended to go with a large company due to the closing down of many suppliers recently. The cheapest quote of £1073.34 was from a small company and just above this was quotes from SSE £1098.33 & British Gas Lite £1099.72. The Clerk also got quotes direct from British Gas Lite the current provider, which were not favourable. The committee discussed and resolved to go with the British Gas Light through the comparison company.

**145-20/21:** 11. *Grant Request* –

**a) Friends of Ludgershall** – Banks statement and accounts were presented as requested. The committee discussed, and resolved to deny the grant, on the grounds that the grant request is too high for what it was requested for and Friends of Ludgershall have plenty to pay for this their selves. Clerk to go back to explain. **Action Clerk**

**146-20/21:** 12. *Review of Policies – New Reserves Policy* – the clerk explained that this policy will further enhance LTC’s transparency. The committee discussed and with 2 alterations agreed, the committee resolved to accept and forward to FTC for ratifying. **Action 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.**

**147-20/21:** 13. *Staffing*

- a) *Salaries* - Salary details were confirmed for the month. **Action Clerk**
- b) *Training:* The Clerk stated that the new Allotment Software training had started and admin is very excited to get running with it. The Clerk has Legionella training & time management to attend of the next few weeks and Admin has Social Media all platforms to attend.

The Clerk then confirmed that the office will be closed on 24<sup>th</sup> December and all Bank Holidays over the Christmas period only.

**148-20/21:** 14. *Agenda points for next meeting* – Cllr J White requested a list of contractors that are used by LTC should be sent to all Cllrs, to help with declaring interests.

Meeting closed at 20.42hrs next meeting TBC.

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