

LUDGERSHALL TOWN COUNCIL



Minutes of the October Finance meeting held on 2nd November 2021 at 7pm, at the Council Chambers, Memorial Hall.

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

Public: No members of the public attended the meeting

124-20/21: 1. Apologies – Cllr M Williams. **Cllrs Resolved to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.**

125-20/21: 2. Declaration of Interest – none.

126-20/21: 3. Minutes of previous meeting – held 31st August 2021 – As there was no matters arising, Cllr C Giles proposed that these minutes were a true record, Cllr J Langley seconded all in favour.

127-20/21: 4. Finance *a) Statement to end month 6* – the Clerk confirmed that the budget use at month 6 was at 33.6% at the halfway point of the year, LTC are due to pay some bigger bills very soon so this will come closer to where the budget should be. There were no questions. *b) Clerk's report on longer term savings* – The Clerk reported that the Lloyds bank holdings were now above the FDSA limit of £85,000, the committee discussed, and Cllr C Allan proposed that the Clerk put £50,000 in to the CCLA funds, thus spreading the risk, Cllr C Moore seconded, all in favour.

Action Clerk

128-20/21: 5. Urgent Bills for payment – the Clerk asked permission to pay Utilifix £ 48.51 & Electrit £75.72 & £85.44, she will query the third bill as this work was not requested. All agreed to these payments.

129-20/21: 6. Committee Reports – Chair of committees to state what spends are due or any policy changes. Cllr C Allan for Civic Events, £808 + VAT for the outside broadcast on Remembrance Sunday, £100 for photographer at Freedom of the Town & Remembrance Sunday. Cllr J White for RLE no spend discussed at that meeting. Cllr J Langley for Allotments, £750 for new plot markers, £720 for next years budget to cover MB Pests monthly inspections of both allotment plots, clearance of plots during September £458.33, £7340.00 for new fencing to enlarge the Garden of Remembrance, £174 inc VAT for 4 signs & £370 inc VAT for planting trees in the Jubilee Garden. The committee also agreed to increase the deposit for new allotments to £100 from 1st January 2022. Cllr J White asked why the allotment plots were going to be split into halves and what would happen to those that have a full plot, Cllr J Langley explained full plot holders would now have 2 plots and this will help in future when reletting as some of the plots are too big. The numbers will also be sequential so that the office will clearly know which allotment plot is being discussed.

130-20/21: 7. Precept/Budget 2022-2023 – The Clerk explained that the first draft budget was using last year's tax base, and that after the new figure comes in and she has worked with the accountant she can then present a more accurate budget. Civic Events & RLE have already agreed

their budgets, Cllr J Langley stated, that Allotments had some queries, the Clerk went over these, and she was happy with the explanations. The Clerk then went over the General Admin, democratic costs, Grants, 5 year plan & Capital Expenditure. The committee discussed and agreed to change a couple of items - £1000 to EMR Hall Fence, £500 to carpark/sinkhole to bring up to £2000. The committee then agreed to new budgets for, New Software £3000, Defibrillator maintenance £500, Electrical Installation checks £150, Books £150 & Climate change £500. The committee wish to keep the precept increase as low as possible. The Clerk will report at the next meeting.

131-20/21: 8. Grant Request –

a) Friends of Ludgershall – grant request for Christmas Dinner at the Queens, the committee discussed and felt the request of £650 was too high. They asked the Clerk to obtain accounts, and bring back to the next meeting.

b) Castledown FM - Email from Castledown was noted by the committee.

132-20/21: 9. Review of Policies –London Bridge Protocol the committee went over the suggested changes and Cllr C Allan proposed these be accepted Cllr J Langley seconded. Action Clerk to update for adoption at FTC and review in a year.

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

133-20/21: 10. Staffing

- a) *Salaries* - Salary details were confirmed for the month. Action Clerk
- b) *Training*: The Clerk stated that congratulations were due to the Admin Assistant as she has completed and passed her ILCA, all agreed. She has also attended a training day on First Aid in the workplace and is also booked on to a GDPR update course and the Planning course that was offered to Cllrs. She has requested that she be able to move on to the new ILCA to CILCA course and staffing have requested this be agreed by Finance. All agreed for this to happen. Update from the Clerk, CILCA had a hiccup with the online system, there was a change over to a new system this year, she attended webinars to update this and then started to work on the new system, unfortunately the system was not updated properly, and she had been unable to submit the 2 parts that she has completed. They are working to change this at the moment. She is also booked on to an overview regarding the NEW code of conduct & a time management course.

135-20/21: 11. Agenda points for next meeting – none.

Meeting closed at 20.42hrs next meeting 30th November 2021.

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