

LUDGERSHALL TOWN COUNCIL



**Minutes of the Annual Town Meeting of the Full Town Council held on
11th May 2026 at 7pm at the Council Offices, 10-12 High Street,
Ludgershall.**

Present: Cllr J Bowyer – Outgoing Chair, Cllr J Walker, Cllr D Lansley-Smith, ,
Cllr J Swallow, Cllr S Garmonsway, Cllr J Plews,
Representatives: Wiltshire Cllrs C Williams & D Lumsden,
Public: 1 (3 arrived later)

AGENDA ITEM

FTC001-26/27 1. Election of Chairman – Cllr I Beveridge nominated Cllr J Bowyer, Cllr M McCrum seconded, there were no other nominations, all in favour. Cllr J Bowyer then signed her acceptance form as Chairman. **Action Office**

FTC002-26/27 2. Resolution – to continue as Mayor status, followed by Mayors Charity Choice – all in favour of continuing as Mayor – Cllr J Bowyer then stated that she would like to support the Countess of Brecknock hospice, during this council year, all agreed this was a good cause. **Action Office.**

FTC003-26/27 3. Election of Vice-Chairman/Deputy Mayor – Cllr J Bowyer nominated Cllr J Swallow, Cllr I Beveridge seconded, there were no other nominations, all in favour Cllr J Swallow then signed his acceptance form as Vice-Chairman/Deputy Mayor. **Action: office.**

FTC004-26/27 4. To Receive Apologies for Absence – Cllr M Howard, Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

FTC005-26/27 5. To Receive Confirmation of any changes to Register of Interest Forms – some register of interest forms have been completed others will be forwarded to the office asap. **Office to action once all received.**

FTC006-26/27 6. Co-option - a) Prospective Cllr Presentation & questions from current Cllrs – were heard. **b) Voting on co-option** – the council voted in favour of co-opting Dickie Davies on to Ludgershall Town Council **c) Chairman to Declare Successful Candidates Duly Elected** – Cllr D Davies signed the declaration of acceptance in front of Town Clerk and the Chairman welcomed him back to the council. **Office to Action.**

FTC007-26/27 7. To Receive Declaration of Interests - (All Members off the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest Code of Conduct adopted by Ludgershall Town Council). Cllr J Bowyer declared an interest in agenda item 22.

FTC008-26/27 8. Resolution to review & adopt a) Standing Orders, b) Code of Conduct & c) Financial Regs there was one change to the Standing Orders due to a mismatch with the Financial Regs this has now been rectified. The draft documents had been circulated prior to the meeting the council discussed and resolved to accept & adopt, the revised Standing Orders and readopt the unchanged Code of Conduct and Financial Regs **Action: Office.**

FTC009-26/27 9. Formal agreement of new Meeting Structure and Meeting Dates – The Chair explained the new structure of meetings which had been agreed in principle, along with the new calendar of dates for the whole council year. Within the changes the Interim meeting is dropped but a Community Resources meeting will step up every six weeks and will include all the asset areas. Also the Events working group will become a full Committee

and Town Plan will no longer be a subcommittee but a full Committee who both will feed in to the Full Council meeting. The council were all in favour of these changes.

FTC010-26/27 10. Confirming the dates, time, and place for FTC for the next year– The committee agreed to the FTC meeting on the second Monday of the month as part of agenda point 9.

FTC011-26/27 11. Resolution to Review & Adopt Terms of Reference (TOR) for All Committees – a) New Community Resources Committee b) New Events Committee c) Finance & Policy Committee d) Staffing Committee e) Town Plan Committee – the council discussed there was one query on the Staffing TOR the wording ‘All correspondence shall be conducted through the Town Clerk’ was felt not completely accurate so for action Town Clerk to remove sentence and discuss at a later date. All in favour of ratifying all TORs a-e with one minor change on d. **Action: Office.**

FTC012-26/27 12. Formation of Cllrs affiliation with LTC assets and nominations for leads within these – The Council discussed and voted: Allotments; Cllrs DD (Lead), MH, MW & DLS; Play areas, Rec & Skatepark; Cllrs IB (Lead) DLS, & JWa; Cemetery Cllrs DLS (Lead), JP & MH; Gardens, Planters & War Memorial Cllrs MH (Lead), MMc & DLS; Carpark & Toilets Cllrs JS (Lead), JW & JB; Paths, Rights of Way & Environment all Cllrs Leads IB & MMc; Trees Cllrs DD (Lead) & IB. **Action Office**

FTC013-26/27 13. Formation of Committees and nominations to these – a) Community Resource Committee - 7 members are: Cllrs IB, DLS, MH, JS, JB, MMc & DD, these 7 members then voted for their Chair Cllr M McCrum & Vice Chair Cllr D Davies, all in favour for both positions. **b) Events Committee** – All Councillors are members of this committee and will elect their chair and vice chair at their first meeting on 20th May 2026. Cllrs JB, M Mc, DLS, IB & MH have all stated they want to be an active part of this committee. **c) Finance & Policy Committee – As Vice Chair of FTC** Cllr J Swallow is Chair of F&P, 4 other members were voted in Cllrs JP, SG, MW & JB were voted on as the new committee members, these 5 members then voted Cllr J Plews as Vice Chair all in favour. **d) Staffing Committee** – 5 members are needed Cllrs JW, SG, JP, JS & DD were voted on as the new committee members these 5 members then voted for their chair Cllr S Garmonsway and vice chair Cllr J Walker all in favour for both positions. **e) Town Plan Sub Committee** – 6+ members required, Cllrs SG, IB, JB, MMc, JS, JW, & MW were voted on as the new committee, and will elect their chair and vice chair at their first meeting on 28th May 2026.

Office to action all above.

3 Members of the public arrived.

FTC014-26/27 14. Review of representation with external bodies and reporting of – Certain Cllrs will go to other meetings to represent LTC. The below were reviewed and agreed. Cllr JB will represent at the Scout Hall as a Trustee (the office will look in the covenant to see if this can be changed to a member of the council) & Tidworth community area board, although anyone can attend the latter, Cllr SG will attend the Tidworth Area Youth Action Group with the Assistant Clerk. Memorial Hall - Cllr DLS and Cllr JS; Health & Wellbeing representatives is Cllr SG. Cllr SG will also represent Ludgershall Town Council at LHFIG. Cllrs MW & MMc will be attending the Neighbourhood Policing group & Cllr JWa & DD will attend the Tidworth Area Environmental Action Group finally Ludgershall Town Council’s rep for WALC Exec Committee will be someone from Staffing, Town Clerk will forward information. **Office to Action any changes.**

FTC015-26/27 15. Planning Application – PL/2026/01415 – this planning application had previously been to a Ludgershall Town Council meeting and therefore there was nothing to add.

FTC016-26/27 16. Planning Decisions – none.

FTC017-26/27 17. General Public – Three members of the public spoke about receiving a parking ticket outside of their houses, where they had been parking for years and never had a ticket before. Unfortunately, where they park is not a parking space. Wiltshire Cllr C Williams explained this to them. There was a suggestion that perhaps there could be something proposed through Local Highways & Footpaths Improvement Group (LHFIG), and a form was given to the residents for completing.

FTC018-26/27 18. Reports From Outside Representatives – a) Police – No report b) Wiltshire Cllrs- Cllr D Lumsden – stated he had given his annual report at the Town meeting and had nothing more to add, Cllr C Williams stated there was no report from the administration and he had nothing to add to his report he had sent earlier (Town Clerk to forward to FTC) No movement on Co-part till at least July. **c) 26 Engr's – no report.**

FTC019-26/27 19. Reports from LTC's representatives – a) Memorial Hall – nothing to report.

FTC020-26/27 20. Minutes of the meeting held 30/04/26 - Cllrs resolved to accept the minutes for ratification with one abstention. **Action: Office.**

FTC021-26/27 21. Change of Monthly Billing/Accounting- a)Resolution to agree office payment of regular bills – this is to reduce the amount of work for both the office and the FTC meetings, & also will afford added accuracy, the proposal is to reduce the bills for payment to only have those items that are not agreed previously either by Contract, Quote, Utility type bill. Contracts will be set up as a Standing Order with an end date others will be paid on receipt of invoice or by already set up DD. Those items not agreed in advance will always come to council to be ratified before payment. the committee discussed & resolved the request, all in favour. **b) Clerk to take on monthly accounts –** as part of the discussion at a) the council were pleased to hear they will be receiving a monthly report on spend from the accounting software, which will be administered soon by the Town Clerk, and that by the Clerk entering this information this would help to get rid of inaccuracies. Furthermore, building on this that the F&P meetings will be every other month rather than quarterly. **c) Training Needed for the Clerk –** unfortunately, this was not discussed and will defer to June's FTC.

FTC022-26/27 22. Bills for Payment – the bills for payment questions had been asked and answered– the Cllrs resolved to accept at £24025.26. **Action: Office.**

FTC023-26/27 23. Resolution to adopt the latest Asset/Risk Register – this was included in the agenda pack along with the 2 area of risks action plans the Town Clerk has signed as assessor, Cllrs resolved to accept and they can now be appropriately signed by the Chair.

Action: Office

FTC024-26/27 24. Review and confirmation of Insurance cover & premium, in respect of all insurable risks – All assets bought and disposed the past year have been sent to insurance company. This is the third year of our three year contract, indication is that the premium will be lower than last year. As office will need to pay the premium before the next meeting, the committee discussed and voted to accept the premium if it is no more than 10% more than last years. **Office to Action.**

FTC025-26/27 25. Agenda Points for next month – to be sent to Clerk 7 days prior to the next meeting.

There being no further business to discuss the meeting was closed at 8.59pm.

The next FTC meeting will be Monday 8th June 2026 at 7pm

Signed.....

Date.....