

## LUDGERSHALL TOWN COUNCIL



### Minutes of Finance & Policy Meeting held in the Town Council Office, 22 High Street, Ludgershall on Wednesday 30th August 2017 at 7-00pm

<b>Present:</b>	Cllr Pickernell in the Chair	Cllr Cordery
	Cllr Hollis	Cllr Langley
	Cllr J White	Cllr M Giles
	Cllr CA Allan	Cllr B Dance

	<u>Agenda Item</u>	<u>Action</u>																																													
54/17-18	<b>1. Apologies</b> – none.																																														
55/17-18	<b>2. Declaration of Interests</b> – Cllrs Pickernell, Dance, Cordery & White declared an interest in Point 5 Bills for Payment for the Memorial Hall.																																														
56/17-18	<b>3. Minutes</b> of previous meeting had been circulated and ratified at Full Town Council on 8 <sup>th</sup> August 2017. The Clerk noted that the point of not allowing dogs except service dogs in to Council meetings had not been raised at the last FTC and will be raised at the September meeting.	Clerk																																													
57/17-18	<b>4. Financial Statement</b> - These were produced after reconciliation with accounts held at Lloyds Bank. There were no matters arising, the Clerk pointed out that the budget was running well within the timescale and just to keep an eye on the spending in the Cemetery. <b>Fixed Term Deposit Renewal</b> – The Clerk presented to the committee a few options for renewal, the committee discussed and decided to stay with Lloyds and a six month term which will yield .36% at this current time. However, the renewal is not till 3rd October and the Clerk will update the committee if there is a change at the next meeting.	Clerk  Clerk																																													
58/17-18	<b>5. Bills for Payment</b> <table style="width: 100%; margin-left: 20px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;"></th> <th style="width: 20%; text-align: right;">£</th> </tr> </thead> <tbody> <tr><td>Aster Living – Office Security</td><td>Direct Debit</td><td style="text-align: right;">27.50p</td></tr> <tr><td>Virgin Media – Phone/Internet</td><td>Direct Debit</td><td style="text-align: right;">90.41p</td></tr> <tr><td>Caretaker – Play area</td><td>Standing Order</td><td style="text-align: right;">399.00p</td></tr> <tr><td>Ludgershall Memorial Hall – Qrtly rent</td><td>Standing Order</td><td style="text-align: right;">100.00p</td></tr> <tr><td>Wyvale Gdn Cen – Ludg in Bloom/Chrs fund</td><td>Card Payment</td><td style="text-align: right;">30.00p</td></tr> <tr><td>Poundstretcher – Ludg in Bloom &amp; office</td><td>Card Payment</td><td style="text-align: right;">9.95p</td></tr> <tr><td>Gazebo</td><td>Cash Payment</td><td style="text-align: right;">55.00p</td></tr> <tr><td>SLCC Training Seminar – Karen Allingham</td><td>Card Payment</td><td style="text-align: right;">41.40p</td></tr> <tr><td>Wiltshire Council – non dom rates office</td><td>Bank Transfer</td><td style="text-align: right;">285.00p</td></tr> <tr><td>Wiltshire Council – non dom rates car park</td><td>Bank Transfer</td><td style="text-align: right;">452.00p</td></tr> <tr><td>Elite Playground Insps –qrtly inspection</td><td>Bank Transfer</td><td style="text-align: right;">101.71p</td></tr> <tr><td>Ludgershall Memorial Hall – Hire Fee MTF</td><td>Bank Transfer</td><td style="text-align: right;">67.50p</td></tr> <tr><td>Lyreco – Stationery</td><td>Bank Transfer</td><td style="text-align: right;">36.91p</td></tr> <tr><td>DCK Accounting Solutions – August Accs</td><td>Bank Transfer</td><td style="text-align: right;">262.94p</td></tr> </tbody> </table>			£	Aster Living – Office Security	Direct Debit	27.50p	Virgin Media – Phone/Internet	Direct Debit	90.41p	Caretaker – Play area	Standing Order	399.00p	Ludgershall Memorial Hall – Qrtly rent	Standing Order	100.00p	Wyvale Gdn Cen – Ludg in Bloom/Chrs fund	Card Payment	30.00p	Poundstretcher – Ludg in Bloom & office	Card Payment	9.95p	Gazebo	Cash Payment	55.00p	SLCC Training Seminar – Karen Allingham	Card Payment	41.40p	Wiltshire Council – non dom rates office	Bank Transfer	285.00p	Wiltshire Council – non dom rates car park	Bank Transfer	452.00p	Elite Playground Insps –qrtly inspection	Bank Transfer	101.71p	Ludgershall Memorial Hall – Hire Fee MTF	Bank Transfer	67.50p	Lyreco – Stationery	Bank Transfer	36.91p	DCK Accounting Solutions – August Accs	Bank Transfer	262.94p	
		£																																													
Aster Living – Office Security	Direct Debit	27.50p																																													
Virgin Media – Phone/Internet	Direct Debit	90.41p																																													
Caretaker – Play area	Standing Order	399.00p																																													
Ludgershall Memorial Hall – Qrtly rent	Standing Order	100.00p																																													
Wyvale Gdn Cen – Ludg in Bloom/Chrs fund	Card Payment	30.00p																																													
Poundstretcher – Ludg in Bloom & office	Card Payment	9.95p																																													
Gazebo	Cash Payment	55.00p																																													
SLCC Training Seminar – Karen Allingham	Card Payment	41.40p																																													
Wiltshire Council – non dom rates office	Bank Transfer	285.00p																																													
Wiltshire Council – non dom rates car park	Bank Transfer	452.00p																																													
Elite Playground Insps –qrtly inspection	Bank Transfer	101.71p																																													
Ludgershall Memorial Hall – Hire Fee MTF	Bank Transfer	67.50p																																													
Lyreco – Stationery	Bank Transfer	36.91p																																													
DCK Accounting Solutions – August Accs	Bank Transfer	262.94p																																													

	<p>Gavin Jones – Grounds Maintenance      Bank Transfer      667.64p</p> <p>ROSPA – Post Installation/Annual Inspec      Bank Transfer      474.00p</p> <p>*Caretaker – Extra hours on Contract      Bank Transfer      95.00p</p> <p>*authorised at Finance &amp; Policy for immediate payment. The Clerk informed the committee that the Scottish Power bills for the office, Toilets and the Rec will now be taken by Direct Debit quarterly but will be actual bills and a refund of £137.75 had been received.</p>	
59/17-18	<p><b>6. Salaries/training /Office</b>– Salaries for August 2017 are £1473.86p which includes 25 hours overtime for July for the Town Clerk, but does not include employer’s National insurance and employer’s pension, full staff costs will be available at FTC. The Admin Assistant is using a ‘keep in touch day’ to attend a training day that had been postponed from earlier in the year on the 14th September. The Clerk did not attend the SLCC branch meeting in July due to high work load, but reported that there will be a joint Wiltshire Council/SLCC Wilts Branch training event for all Chairmen and Clerks date tbc. Also that the Clerk has requested a training session for the new General Data Protection Regulations which will come in to order in 2018, again date tbc. The Clerk will be unable to attend the next 2 meetings but will report from the minutes. Cllr Pickernell asked the Clerk for feedback of the local area clerks meeting that the Clerk had called, unfortunately, there was not a high turnout but there was a lot of interest. Just not the right time, the Clerk will call another meeting. As reported last month the ink for the printer is becoming prohibitive and now the USB port for scanning has broken. The Clerk has got prices for both hiring and new printers and presented to the committee. Cllr Hollis asked if it could be repaired, however even if this could be done the cost of 1 batch of ink is virtually the same as a new printer. The committee discussed and agreed for the Clerk to order a Brother all-in-one wireless A3inkjet printer with fax from Currys with the offer of 3 years onsite warranty, Clerk to action.</p>	Clerk
60/17-18	<p><b>7. Committee Reports –</b></p> <p><b>Allotment, Cemetery &amp; Car park</b> – There were no costs to report, however the Clerk had been contacted by Beechfields Contractors to request a new bin for the Disabled Toilets as it is very old and falling apart, the committee asked the Clerk to source, they also mentioned that after the recent storms the gutters were overflowing, the committee asked the Clerk to raise a works order to do the clearance. It has been noticed that the hedges around the Garden of Remembrance are badly over grown, Clerk to ask Caretaker to cut back. <b>Recreation, Leisure &amp; Environment</b> – There were no costs to report, however, the Clerk reported that the work that Southwest Play should have done regarding the silicone around the slide area has not been completed, £200 has been kept back, Cllr Hollis will check to see if this is now needed and confirm to Clerk. The clerk was asked to add a couple of items to the agenda for next month – Bike access to Rec and swing at end of the Rec. Cllr White asked the clerk to check when Highways will be returning the sign for Tidworth Road near the lights on the bridge, Clerk will action. <b>Civic Events</b> – There were no costs to report.</p>	<p>Clerk</p> <p>Cllr Hollis</p> <p>Clerk</p> <p>Clerk</p>
61/17-18	<p><b>8. No Waiting Cones</b> – Clerk reported that our sources in previous years are unable to help us and recommend that LTC buy some for future events. The</p>	

	clerk had looked at both hiring and buying 25 no waiting cones, the cheapest hire was £106 and to buy was £152.50. The committee saw the sense in buying however, were worried about storage. Cllr CA Allan will enquire if police can help. Cllr White suggested the clerk try Brandon Hire in Andover to see if their costs were better. Clerk to report back.	Cllr CA Allan & Clerk
<b>62/17-18</b>	<b>9. Grants –</b> No requests at present.	
<b>63/17-18</b>	<b>10. Correspondence –</b> a) Substantive Highways Scheme Fund – had been circulated, Cllrs discussed and decided not to pursue. b) Community Speed Indicator Projector - had been circulated, Cllrs discussed and decided not to pursue. c) Update on Castle Graffiti – LTC’s office have had many queries regarding this, the Police and English Heritage are supporting a prosecution of the offenders. English Heritage are engaging a specialist contractor to first test the area and then remove the paint, this will be time consuming and costly. d) Family Learning Festival – the Memorial Hall will fund the hire of this event.	
<b>64/17-18</b>	<b>11. Staffing Committee Terms of Reference proposed changes –</b> These had been circulated, the committee agreed to both proposed changes, Clerk to action.	Clerk
<b>65/17-18</b>	<b>12. Review of Health and safety Policy &amp; LTC Emergency Plan –</b> Cllr M Williams & Clerk reviewing on 5th September 2017.	Clerk
<b>66/17-18</b>	<b>13. Defibrillator –</b> A date was discussed for the Towns familiarization evening Thursday 5th October 6.30pm till 8.30pm was suggested, tbc.	Clerk
<b>67/17-18</b>	<b>14. Deputy Mayor Regalia –</b> The committee discussed and agreed that it is something that if not too expensive is needed, when the Mayor cannot make a Civic Event the Deputy Mayor takes his place and has no way of other guests to recognize his position or where he is from. Clerk to investigate costs and put on next month’s Finance agenda.	Clerk
<b>68/17-18</b>	<b>15. Great War Commemoration Group –</b> The Clerk asked if a representative from this committee should come to the next FTC to explain what their proposals are reference LTC grounds and participation. A number of Cllrs are on this committee and stated that nothing is confirmed as yet and when decisions need to be made that then is the time to call them in. Clerk to put on hold.	
<b>69/17-18</b>	<b>16. Perry’s Cottage – valuation –</b> Clerk has paid the Solicitor for registration of Perry’s Cottage and land, the Solicitor asked for a more accurate valuation, awaiting this from Castles estate agent. Clerk to relay to Solicitor’s when received.	Clerk
<b>70/17-18</b>	<b>17. Agenda points for next month</b> <ul style="list-style-type: none"> <li>Whilst studying clerk has found that LTC can issue Fixed Penalty Notices for littering, graffiti, fly-posting &amp; dog control offences (under LTC’s own Dog Control Orders) the committee discussed. There was a worry that this may cause animosity, however, it also may be a good deterrent if signs were put up to state this. Clerk to put on agendas for the next RLE &amp; Allotment meetings.</li> </ul>	Clerk

	<ul style="list-style-type: none"><li>• The Clerk asked all to start thinking about their budgets for their committees for next year, as this will be discussed at the next Finance Meeting in readiness for the precept.</li></ul>	
--	---	--

There being no further business to discuss the meeting closed at 8:28pm

Next Meeting will be held on 27th September 2017 at 7pm, in the Town Council Office.

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