



Tidworth Town Council
Leadership
January 2016



Minutes of the Leadership Committee on 26th January 2016 in the Community Centre at 700pm

Attended Councillors M Connolly (MC), A Connolly (AC), Franklin (CF), Jones (HJ), Kemp (CK)		1.Apologies: None
Item	Agenda Item	Action by
2	Declaration of interest None	
3	Minutes of November meeting Approved at December 2015 Full Town Council meeting	
4	Vacancies There are currently 4 vacancies open for co-option at February’s full town meeting there will be a further vacancy in March. There has not been very much interest despite extensive advertising. The committee are in agreement that although it is not a good situation to have so many vacancies the members must bear in mind when voting that they must only choose suitable candidates. The Clerk will contact WALC to find out how to calculate if a meeting is quorate and if it is worked out by the size of the council or if it is the current number of members.	
5	Personnel/Office Management The Clerk reported that the Administration Officer and Town Steward had both successfully completed their probationary period. At internal audit it had been noted that the Clerk had been on the incorrect pay scale. The accountant has confirmed the amount underpaid and the Clerk will be reimbursed in January payroll. The Administration Assistant has decided to opt in to the pension scheme. The members agreed to the employer contribution calculated for both the Clerk and Administration Assistant – Appendix I. As previously agreed by the members the Clerk advised that she is now booked onto the finance course on the 11 th February and will be booking the ICLA course (previously WWYC) for the Administration Assistant at a cost of £99.00 + VAT.	
6	Internal Audit The internal audit report had been circulated. The Clerk will action the points raised and liaise with MC for him to reply. The conclusion was that there needs to be more councillor scrutiny. The Clerk has recently implemented internal controls and suggested that her	

	<p>reports from this could be checked when bills for payment are signed. MC proposed that the internal controls should be signed off monthly commencing at March full town meeting, seconded by AC, carried.</p> <p>The Standing Orders and Financial Regulations are under review, with particular thought being given to the tendering process.</p> <p>CF proposed that the audit be accepted and actioned, seconded by CK, carried.</p>	
7	<p>Humber Lane Sports Pitches MC confirmed that as of 20th January 2016 the land is now officially owned by TTC. As TC is awaiting confirmation of community benefit discussions with the Home Farm developers members have decided that any plans for the site be put on hold. As previously agreed Tidworth Town Football Club will have use of the pitches until May 2017.</p>	
8	<p>Drugs Forfeiture Fund As recommended by Community Engagement the committee agree that TTC should make a £2000.00 grant to the drug forfeiture fund. However they would like to have feedback regarding the success of the project. AC proposed that a grant of £2000.00 be made for the drug forfeiture fund, seconded by CF, carried.</p>	
9	<p>Community Centre Following on from a recent incident, resulting in a hirer abusing the time booked and causing damage the committee agree that the deposit for booking should be increased. However they are concerned that it would make the facility out of reach for some users so agreed that there would be 2 categories. Daytime/Children (family) parties - £50.00 deposit Evening (bookings after 6pm) - £100.00 deposit The booking hours had recently been reduced to no later than 9pm however they feel that due to the increased deposit it will be safe to change this to 11pm. CK proposed that bookings for functions after 6pm the deposit increase to £100.00 and the booking time be increased to 11pm, seconded by HJ, carried.</p>	
10	<p>Committee Reports Community Services – There had been no meeting in January 2016, however HJ reported that there are still issues regarding the buses getting stuck on Sidbury Circular due to parked cars. He is in liaison with the bus company and police. Community Engagement – CK reported that the committee are working</p>	

	<p>with the church on the Easter Fun Day.</p> <p>They have suggested that they fund 50% towards a defibrillator with the area board providing the other 50%. TTC are to contribute no more than £1000.00.</p> <p>Plans for Clean for the Queen are being made.</p> <p>Social Media was discussed with the idea that the Festival is used as a trial run for a Twitter account.</p> <p>Projects – Civic Centre update: AC reported that there have been some issues regarding the planning and Environmental Health has requested acoustic reports as well as a drainage plan. There are also archaeological concerns which will require a desktop study in the first instance.</p> <p>Highways have also raised concerns over parking, but there will not be any problems increasing parking if it is required.</p> <p>Regarding the pre-application for the loan there are some further requirements to provide evidence of minutes where resolutions have been made and public consultation.</p>	
11	<p>Correspondence- A section 137 grant application has been received from Collingbourne Primary school for a garden project. Although there are a number of Tidworth and Perham Down children attending the school as it is not within Tidworth the members feel it would not be suitable to support the application.</p> <p>As it is for landscaping the Area Board could support this therefore the Clerk will advise accordingly.</p>	
12	<p>Date of the Next Meeting - 29th March 2016</p>	<p>Agenda items to be submitted to the Clerk 7 days before meeting</p>

There being no further business to discuss the meeting closed at 9.00pm