



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 21<sup>st</sup> June 2016

To: All Members of the Finance & General Purposes Committee:  
Councillors Bartlett, Evans, Freedland, Gibson, Marsh, Mifflin, Norman, A  
Pendleton, R Pendleton, Rosser and Rumsey.  
(Copies to other Councillors for information)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 27<sup>th</sup> June 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell  
TOWN CLERK

### AGENDA

1. **ELECTION OF CHAIR**
2. **ELECTION OF VICE CHAIR**
3. **APOLOGIES FOR ABSENCE**  
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
4. **DECLARATIONS OF INTEREST**  
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
5. **REQUESTS FOR DISPENSATIONS**  
To consider requests for dispensations (must be notified in writing).
6. **QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public as provided for in Standing Orders



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### 7. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance Committee meeting held on 18<sup>th</sup> April 2016 (**attached**).

#### 8. FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Please see the attached financial report up to June 2016.
- (b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for June 2016 to date will be presented to the meeting.
- (c) **Committee Report** – Please see the attached Committee update report.

#### 9. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **Grant Applications** – To consider grant application received. Please see attached report.
- (b) **Property Report** – Please see the attached update report.

#### 8. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 24<sup>th</sup> October 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 18<sup>th</sup> April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Norman (Chair), R Pendleton (Vice Chair), Bartlett, Barton, Gibson, Marsh and A Pendleton.

**OFFICERS PRESENT:** Town Clerk.

**F73 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (personal), Evans (personal), Rosser (personal) and Rumsey (work)

**F74 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**F75 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**F76 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**F77 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 14<sup>th</sup> March 2016 be agreed and signed as a correct record.

**F78 FINANCIAL MATTERS**

**(a) Financial Report** – Committee considered the financial report for March 2016 and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the payments made in March 2016 amounting to £45,964.24 inclusive of VAT be ratified;
- That income received in March 2016 amounting to £1,494.90 be ratified;
- That Petty Cash transactions for March 2016 amounting £80.09 be ratified;
- That the current balance as at 31<sup>st</sup> March 2016 of £157,210 be ratified;
- That the final financial position of the Council for the 2015/16 financial year would be reported to Full Council at its meeting on Monday 25<sup>th</sup> April 2016.

**(b) Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for April 2016 amounting to £32,060.05 inclusive of VAT.

- (c) **End of Year Internal and External Audit** – Committee considered the Audit Report and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the Committee submits the Annual Governance Statement to Full Council for consideration and adoption subject to additional evidence being added to Question 4 of the Annual Governance Statement questions especially with regard to public consultation;
  - That the annual external audit inspection period from 3<sup>rd</sup> June to 15<sup>th</sup> July be accepted.
- (d) **VAT Report** – Committee considered the VAT Report and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the application to register the Town Council for VAT be approved;
  - That all relevant income from the Tourist Information Centre be subject to VAT as outlined in the report;
  - That regular quarterly partial exemption calculations are carried out to ensure that the Town Council does not exceed its partial exemption allowance of £7,500 per annum.
- (e) **Revised Risk Register and Asset Register** – Committee considered the Risk Register Report and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the Risk Register be amended to widen the scope of RR5 to include human error and performance issues and RR6 to include additional external issues such as devolvement of services;
  - That the revised Risk Register be submitted to Full Council for adoption.

Committee considered the Asset Register Report and, following discussion, it was **RESOLVED**:

- That the report be noted;
  - That the revised Asset Register be adopted and included on the And of Year Financial Return.
- (f) **Tourist Information Centre** – Committee considered the TIC update report and, following discussion, it was **RESOLVED** that the report be noted.

#### **F79 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Finance Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Staffing Report** – Committee reviewed the Staffing Report and, following discussion, **RESOLVED**:

- That the report be noted;
- That the proposed salary increases for the Town Clerk (Scale 44) and the Environmental Operatives (Scale 14) as recommended by the external Staffing Review document be formally ratified;
- That the recruitment timetable be adopted;
- That the Interview Panel recommendations be submitted to Full Council for adoption;
- That the draft Staff Handbook be recommended for adoption subject to the inclusion of the following elements:
  - Confidentiality Policy;
  - Working with Volunteers;
  - Spending limit and criteria for relevant staff.

**(b) Grant Applications –** Committee reviewed the Staffing Review Report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the following grants be approved:
  - LDCA Community Centre grant of £10,000 paid over 4 quarters;
  - LARC Grange Court grant of £7,000.
- That the following grants be awarded:
  - Leominster Priory Holiday Club: £900;
  - Leominster Christmas Jubilee: £480 to be paid monthly by the Town Council for the storage unit;
  - Leominster Museum CIC: £1,500.

**(c) Public Realm Report –** Committee noted that an inaugural meeting with Herefordshire Council and BBLP to discuss public realm investment in Leominster town centre would take place on Wednesday 27<sup>th</sup> April at 2pm at Plough Lane.

**(d) 11 Corn Square –** Committee noted that the purchase of this building was progressing. A cheque for £200 had been raised to carry out the necessary searches and additional information had been requested from Herefordshire Council. Committee further noted that the public open spaces and play areas were expected to be transferred to the Town Council imminently and it had been agreed to transfer the Grange and Central car park toilets immediately as the proposed alterations did not materially affect their current planning use.

**F80 DATE OF NEXT MEETING**

Committee noted that the first meeting of the new Finance & General Purposes Committee, subject to formal adoption by Full Council at its meeting on 16<sup>th</sup> May 2016, would be held on Monday 27<sup>th</sup> June 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:57pm.

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**CHAIR:**

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**DATE:**

**Finance Committee**

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**Date:** 21<sup>st</sup> June 2016

**Title:** Financial Report

**Purpose of the Report:** To provide Members with a draft Financial Report to date for the 2016/17 Financial Year.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the expenditure outlined in the report be formally ratified;
- 1.3 That a sum of £1,000 be allocated from the Highways budget to help subsidise the 427 replacement bus service to be provided by Community Wheels.

**2. INTRODUCTION**

- 2.1 Committee is normally provided with a full financial report relating to the previous financial activities of the Council.
- 2.2 As from 1<sup>st</sup> April 2016 the Town Council has taken over a range of additional services and, as such, the accounts have been revamped to better reflect the new Committee structure and the additional services.
- 2.3 Due to the complexity of the task, much of which is outlined below, the accounts are currently being updated.
- 2.4 It is expected that a Quarter One Financial Report will be presented to Full Council at its meeting to be held on Monday 25<sup>th</sup> July 2016.

**3. PAYMENTS MADE**

- 3.1 Listed below are the cheque payments made since April 2016. Please note that these do not include Direct Debits payments. All transactions include VAT where applicable:

DATE	PAYEE	REF	AMOUNT	DETAILS
18-Apr-16	Purecleans	402357	£40.00	Window Cleaning
18-Apr-16	Cartridge World	402358	£75.00	Stationery
18-Apr-16	Newsquest Media Group	402359	£2,638.43	Advert

## AGENDA ITEM 8(a)

18-Apr-16	Alice Oxenham	402360	£100.00	Leominster News
18-Apr-16	Market Management	402361	£432.00	Market Management
18-Apr-16	Travis Perkins Trading Co Ltd	402362	£1,587.24	Balast, Timber etc
18-Apr-16	Staff Salaries	402363-8	£6,036.27	Salary April 2016
18-Apr-16	Post Office/HMRC	402369	£1,735.50	HMRC
18-Apr-16	Worcester County Council Pension Fund	402370	£1,640.71	Pensions
18-Apr-16	Mike James	402371	£235.00	Ticket Sales
18-Apr-16	Mr Philip Pawley	402372	£154.80	Ticket Sales
18-Apr-16	Twenty4Media Ltd	402373	£108.00	Advert
18-Apr-16	Microshade VSM	402374	£43.50	Citrix
18-Apr-16	NABMA	402375	£381.60	Market Subs
18-Apr-16	Gala Lights	402376	£16,368.00	Festival Lights
18-Apr-16	Herefordshire Council	402377	£484.00	Rates 1 Corn Sq.
	<b>TOTAL</b>		<b>£32,060.05</b>	

DATE	PAYEE	REF	AMOUNT	DETAILS
25-Apr-16	Vision ICT Ltd	402378	£32.40	2 x email addresses
25-Apr-16	Newsquest Media Group	402379	£640.59	Advert
25-Apr-16	Microshade Business Consultants Ltd	402380	£438.00	End of Year Accounts
25-Apr-16	Balfour Beatty Living Places Ltd	402381	£1,232.24	Hanging Baskets
25-Apr-16	Leominster Priory Holiday Club	402382	£900.00	Grant
25-Apr-16	Leominster Museum CIO	402383	£1,500.00	Grant
25-Apr-16	LDCA	402384	£2,500.00	Grant
25-Apr-16	LARC	402385	£7,000.00	Grant
25-Apr-16	Travis Perkins Trading Co Ltd	402386	£957.00	Timber Sleepers
25-Apr-16	Mr Gahan	402387	£50.00	Allotment Refund
25-Apr-16	Mr Neesham	402388	£5.00	Allotment Refund (key)
25-Apr-16	RMA Car Sales	402389	£6,225.00	Transit Purchase/Tax
	<b>TOTAL</b>		<b>£21,480.23</b>	

	<b>TOTAL APRIL 2016</b>		<b>£53,540.28</b>	
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DATE	PAYEE	REF	AMOUNT	DETAILS
16-May-16	Quaker Family History Society	402391	£154.80	Ticket Sales
16-May-16	D C Gardening Services	402392	£2,238.00	Grounds & Allotments
16-May-16	Interserve	402393	£1,624.18	Toilet Clean April/May 16
16-May-16	Microshade VSM	402394	£159.60	Hosted services
16-May-16	Heart of England in Bloom	402395	£138.00	In Bloom entry fee
16-May-16	Addex Group	402396	£448.03	Glutton Service
16-May-16	Plant Wild	402397	£239.06	Plants, pots and seeds
16-May-16	The Courtyard	402398	£30.60	Ticket Sales
16-May-16	Alice Oxenham	402399	£100.00	Leominster News
16-May-16	Market Management	402400	£540.00	Market Management
16-May-16	Travis Perkins Trading Co Ltd	402401	£41.12	Gas, timber etc
16-May-16	Orphans Press Ltd	402402	£156.00	P O Books
16-May-16	Arrow Plant & Tool Hire Ltd	402403	£882.66	Hire of equipment, stores
16-May-16	ATS Euromaster Ltd	402404	£49.70	Wiper blades 4x4

## AGENDA ITEM 8(a)

16-May-16	Leominster Building Supplies	402405	£121.56	Keys, Netting, Bolts
16-May-16	Roundabout Stationery	402406	£34.43	Stationery
16-May-16	BOSS	402407	£44.13	Copier
16-May-16	Zurich Municipal	402408	£4,280.34	Insurance including motor
16-May-16	Ian Charlesworth	402409	£65.00	Books TIC
16-May-16	Country Flavours Ltd	402410	£109.00	Preserves TIC
16-May-16	D W Maps	402411	£379.44	Maps TIC
16-May-16	Yarpole Group Parish Council	402412	£25.00	Maps TIC
16-May-16	Grange Court	402413	£200.00	Mayor Making Hire
16-May-16	Herefordshire Council	402414	£2,588.95	CCTV Contribution
16-May-16	Hereford Scale Co	402415	£21.60	Till roles
16-May-16	National Express Ltd	402416	£339.36	Ticket Sales
16-May-16	Hereford Waste Paper	402417	£6.00	Waste collection TIC
16-May-16	Mayfield Books & Gifts	402418	£61.50	Books TIC
16-May-16	Western Map Services	402419	£161.82	Maps TIC
16-May-16	Mrs Baylis	402420	£133.00	Stock TIC
16-May-16	Jeni Vidler	402421	£141.40	Picture TIC
16-May-16	Collybrook Fabrics	402422	£18.21	Stock TIC
16-May-16	Bay Express Ltd	402423	£671.39	EoY TIC
16-May-16	Lloyd Richards Ltd	402424	£300.00	LTC Payroll
16-May-16	Mike James	402425	£556.80	Ticket Sales
16-May-16	RBS Ltd	402426	£423.60	Annual Support Contract
16-May-16	Reflections	402427	£35.00	Postcards TIC
16-May-16	Staff Salaries	402428-37	£8,980.58	Salary May 2016
16-May-16	Post Office/HMRC	402438	£1,974.54	HMRC
16-May-16	Worcester County Council Pension Fun	402439	£2,746.22	Pensions
16-May-16	T.A.Matthews	402440	£2,158.00	Asset Transfers
	<b>TOTAL</b>		<b>£33,378.62</b>	

DATE	PAYEE	REF	AMOUNT	DETAILS
25-May-16	Bay Express Ltd	402441	£450.00	Internal Audit 2016
25-May-16	Charles Buyers & Company Ltd	402442	£290.04	Stock TIC
25-May-16	Table Manners	402443	£787.50	Mayor Making Catering
25-May-16	Society of Local Council Clerks	402444	£450.00	Training Module
25-May-16	Herefordshire Fire Alarm Services Ltd	402445	£108.00	Service Fire Alarms/Lights
25-May-16	Mike James	402446	£258.40	Ticket Sales
25-May-16	M E Fletcher	402447	£106.60	Library Newspapers
25-May-16	DVLA, Swansea	402448	£25.00	Vehicle Registration Cert
25-May-16	Felicity Norman	402449	£800.00	Mayor Expenses
	<b>TOTAL</b>		<b>£3,275.54</b>	

	<b>TOTAL MAY 2016</b>		<b>£36,654.16</b>	
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DATE	PAYEE	REF	AMOUNT	DETAILS
01-Jun-16	Alker Plumbing and Heating	402450	£273.60	Boiler Service & Repair
01-Jun-16	Addex Group	402451	£448.03	Glutton Repair
01-Jun-16	R J Hudson	402452	£24.00	Stock TIC



## AGENDA ITEM 8(a)

01-Jun-16	Station Motors	402453	£372.72	MOT/repairs WF54 VKM
01-Jun-16	Travelarts	402454	£237.60	Ticket Sales
01-Jun-16	DC Gardening Services	402455	£3,660.00	Grounds and Allotments
01-Jun-16	Jenny Shutler	402456	£325.70	Stock TIC
01-Jun-16	Simon Morris	402457	£120.00	Festival Bunting
01-Jun-16	BOSS	402458	£60.83	Copier
01-Jun-16	Fron M.V. Choir	402459	£1,500.00	Mayoral Concert
01-Jun-16	British Heart Foundation	402460	£400.00	AED Plus Defibrillator
01-Jun-16	Retail Merchant Services	402461	£36.00	Change of Entity
	<b>TOTAL</b>		<b>£7,458.48</b>	

02-Jun-16	Alice Oxenham	402462	£100.00	Leominster News
02-Jun-16	National Express	402463	£277.48	Ticket Sales
02-Jun-16	Patrick Briscoe Ltd	402464	£61.20	Water Pump Installation
02-Jun-16	Apex Electrical (Leominster) Ltd	402465	£50.40	Hand Dryer Repair
	<b>TOTAL</b>		<b>£489.08</b>	

10-Jun-16	Interserve	402466	£812.09	Toilet Cleaning
10-Jun-16	Leominster Building Supplies	402467	£545.69	Protective clothing, wood, varnish, tools.
10-Jun-16	Herefordshire & Ludlow College	402468	£620.00	Staff Training
10-Jun-16	Arrow Plant & Tool Hire Ltd	402469	£858.74	Hire of Equipment
10-Jun-16	Roundabout Stationery	402470	£220.15	Stationery
10-Jun-16	Yeomans Canyon Tours Ltd	402471	£887.40	Ticket Sales
10-Jun-16	RBS Software Solutions	402472	£343.20	Software Licences
10-Jun-16	Hereford Waste Paper	402473	£6.00	Waste collection TIC
13-Jun-16	Leominster Festival	402474	£3,897.90	Tickets Sales
13-Jun-16	Leominster Allotment Association	402475	£250.00	10th Anniversary
13-Jun-16	Mike James	402476	£598.30	Ticket Sales
13-Jun-16	P.Evans	402477	£46.00	Stock TIC
	<b>TOTAL</b>		<b>£9,085.47</b>	

20-Jun-16	Companies House	402478	£15.00	EOy Accounts TIC
20-Jun-16	N. Davies	402479	£80.00	Parade musicians
20-Jun-16	R. J. Hudson	402480	£24.00	Stock TIC
20-Jun-16	Yeomans Canyon Tours Ltd	402481	£1,129.50	Ticket Sales
20-Jun-16	Western Map Services	402482	£68.93	Stock TIC
20-Jun-16	Radnor Hills Mineral Water Co Ltd	402483	£56.70	Stock TIC
20-Jun-16	Mike James	402484	£158.50	Ticket Sales
20-Jun-16	R. Morris	402485	£50.00	Bunting and Banners
20-Jun-16	Interserve	402486	£865.68	Toilet cleaning
20-Jun-16	Travis Perkins Trading Co. Ltd	402487	£1,837.39	Fencing, Timber, Ballast
20-Jun-16	Microshade Business Consultants Ltd	402488	£241.46	Hosting Services
20-Jun-16	Purecleans Ltd	402489	£40.00	Window Cleaning
20-Jun-16	Leominster Festival	402490	£9.00	Ticket Sales
20-Jun-16	Staff Salaries	402491-500	£9,526.16	Salaries - June 2016
			<b>£14,102.32</b>	

	<b>TOTAL TO DATE</b>		<b>£31,135.35</b>
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3.2 Petty cash, income received will be presented to Full Council once the accounts have been updated completely.

**4. 427 BUS SERVICE PROPOSAL**

4.1 At its meeting on 6<sup>th</sup> June 2016 the Planning & Highways Committee made the following resolution which requires ratification by F&GP:

It was **RESOLVED** to recommend to the Finance & General Purposes Committee the allocation of £1,000 from the Transport Fund to guarantee the proposed service. If a subsidy greater than £1,000 was required, then this would be the responsibility of Humber, Ford and Stoke Prior Group Parish Council. Leominster Town Council would act as the lead contact for a Service Level Agreement with Community Wheels, if required.

4.2 The funding allocation would ensure that a replacement service for the 427 service, which was discontinued on 10<sup>th</sup> April 2016, could be reinstated.



**Finance Committee**

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**Date:** 21<sup>st</sup> June 2016

**Title:** Committee Report

**Purpose of the Report:** To provide Members with a full report relating to all current Committee matters.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 To adopt the Public Realm development stages;
- 1.3 To agree expenditure regarding the manufacturing of Past Mayor badges and Civic Award badges;
- 1.4 To agree expenditure relating to ID badges for Council staff, members and volunteers;
- 1.5 To agree to develop a series of public consultations to be held on a monthly basis as part of the Leominster Friday Market;
- 1.6 To agree and adopt a policy relating to eyesight tests and the level of subsidy to be provided to those staff identified as Users.

**2. INTRODUCTION**

- 2.1 This report intends to update members of progress to date regarding various Committee related projects, outline decisions required and offer an opportunity for Members to question Officers regarding Council business.
- 2.2 The Committee will receive this report on a bi-monthly basis, except August, and the decisions required will be outlined under the recommendations section above.
- 2.3 The responsibilities of the Finance & General Purposes Committee are contained within the Terms of Reference and Scheme of Delegation. These include monitoring the Council's finances, recommending budgets and overseeing project development.
- 2.4 Measures such as Key performance Indicators (KPIs) will be developed over the next few months so that Committee will be in a position to adopt targets and KPIs.

**3. COMMITTEE REPORT**

*Herefordshire Council Medium Term Financial Strategy*

- 3.1 Concern has been expressed regarding the ramifications and consequences of the Medium Term Financial Strategy published by Herefordshire Council. The document outlines funding and resources from 2016/17 to 2019/20 including projections relating to austerity.
- 3.2 The Strategy endeavours to ensure that financial planning for all services are developed in the appropriate context of available financial resources. Due to the projected reduction in central government funding over the next four years, the increasing demand of local government delivered services (children's safeguarding, adult social care) and the requirement to find savings of approximately £87 million between 2010 and 2020 there will be continued pressure on all services.
- 3.3 Of particular concern is the fact that Herefordshire is not a well-resourced Council, it has a significant pension fund deficit and its demography will increase, not reduce, pressure on adults and wellbeing and children's wellbeing services, worsened by the rural nature of the County.
- 3.4 The funding assumptions include a year on year increase in Council Tax, which includes both additional dwellings and an annual increase.
- 3.5 An invitation has been received to a meeting to discuss the Herefordshire Council 2017/18 budget consultation. The meeting will be held at the Shire Hall in Hereford on Thursday 28<sup>th</sup> July at 6:30pm.
- 3.6 Herefordshire Council needs to make a further £28.4m of savings over the next four years, 2016/17 – 2019/20. Plans are already in place to deliver £10.9m of savings in 2016/17, the current year, and the council will be consulting on how to deliver an additional £7.0m in 2017/18 over the summer.
- 3.7 The council will start its public budget consultation in late July and ahead of this it wants to ensure that the Towns and Parishes are fully engaged in the process and help encourage interest with parishioners to take part in the public consultation. The meeting will be chaired by the Leader of Herefordshire Council, Councillor Tony Johnson.
- Public Realm*
- 3.8 Initial work has commenced on a Public Realm consultation document to help inform and develop investment in the Leominster public realm. An initial meeting has been held with BBLP and Herefordshire Council on 27<sup>th</sup> April 2016 to discuss options and timescales, and it is hoped that consultation will be completed by December 2016. Following that grant applications will be submitted to appropriate bodies in an endeavour to secure the required funding.

- 3.9 It should be noted that due to continued austerity it is highly unlikely that reinvestment in the public realm in Leominster will be achieved directly through Council Tax.
- 3.10 A sum of £25,000 has been allocated by Herefordshire Council to develop proposals. The identified steps are as follows:

***Step One***

- Develop a vision for Leominster
- Organise a one day workshop (BBLP)
- Develop potential options (BBLP & LTC)

***Step Two***

- Develop a scheme to go out to consultation
- An initial document will be produced by LTC using an agreed format from BBLP.

***Step Three***

- Once a scheme has been developed and consulted upon funding applications will need to be developed.
- Once funding is in place the implementation of the scheme will be scheduled.

***Destination Leominster***

- 3.11 A follow up meeting to discuss the way forward for Destination Leominster will be held on Wednesday 22<sup>nd</sup> June 2016. It is hoped that the meetings will enable Leominster, as a community, to agree to progress ideas and projects.
- 3.12 The initial vision to be presented will be the development of a Leominster Masterplan. The Masterplan will encourage all the disparate groups in Leominster to submit their projects and ideas so that they can be included, and developed, in an overarching document for Leominster.
- 3.13 The Town Council has been asked to lead at this stage and it is its intention to provide administrative support to all those organisations who would like to take advantage.
- 3.14 Funding applications will endeavour to ensure that project links are identified, potential partnership working savings are achieved and more projects are ultimately delivered.
- 3.15 A further verbal update will be provided at the meeting.

***Youth Provision***

- 3.16 As members will be aware, HVOSS has been appointed to deliver youth services in Leominster at Barons Cross and Sydonia.
- 3.17 The services, using the MYLO van, commenced on 19<sup>th</sup> April 2016. Session reports will be provided on a quarterly basis.

- 3.18 A draft Service Level Agreement is awaited. HVOSS has also indicated that the cost of service delivery will increase over the three year period but details are awaited.

*Past Mayoral Badges*

- 3.19 The Council has exhausted its stock of past mayoral badges. A quotation has been obtained from Vaughtons to create a new die and produce new past mayor badges. The quotation is as follows:

<b>Item Description</b>	<b>Number</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Leominster Coat of Arms die	1	£300.00	£300.00
Past Mayor Badge	5	£49.37	£246.85
<b>TOTAL</b>			<b>£546.85</b>

- 3.20 In addition to Past Mayor badges Committee is requested to consider the option to purchase Civic Award badges using the same die as above. Cost for 10 Civic Award badges would be £41.25 each or £412.50 in total.

- 3.21 In addition, costs have been obtained to provide both Councillors and staff with ID badges. This is especially important now that the Town Council has formally taken ownership of various open spaces and play areas and the TIC. ID badges would be provided to all TIC staff and volunteers. The table below outlines costs:

<b>Item Description</b>	<b>Number</b>	<b>Unit Cost</b>	<b>Total Cost</b>
Photo ID Badges	46	£2.45	£112.70
Set up/origination	46	£20.00	£20.00
Plastic ID Card Holders	46	£0.32	£14.72
Breakaway Lanyard	46	£1.05	£48.30
<b>TOTAL (Delivery included)</b>			<b>£195.72</b>

- 3.22 Ordinary badges with “Leominster Town Council”, a description of position (Councillor, Clerk etc) and the Coat of Arms/Leominster Knot could also be purchased when attending outside functions. Costs will be sought once Committee decides whether the Coat of Arms or Leominster Knot should be used. Badges would be magnetic.

*Asset Transfers*

- 3.23 Confirmation has been received that the freehold of the open spaces known as Sydonia, The Grange and Linear Park (Ginhall Green) have now been formally transferred to Leominster Town Council. Pinsley Mead is still awaited due to a revised map being required. Paperwork and Deeds for all areas have not as yet been received.

*End of Year Accounts*

- 3.24 Confirmation has been received from Grant Thornton that the End of Year accounting information has been received and external auditing will commence soon. Notices have been erected informing residents of the external audit process and invitations to inspect the end of year accounts.

*VAT Registration*

- 3.25 The Town Council has now formally registered for VAT following the taking over of the Tourist Information Office. In future the VAT number will appear on all invoices and VAT will be charged for vatable goods and sales.

*Public Consultation Opportunities*

- 3.26 The Town Council has previously indicated its wish to hold regular public consultations with residents and visitors at the Friday Market once a month.
- 3.27 There are a number of issues Council may wish to consult on including revitalising the various play areas now under the control of Leominster Town Council, Destination Leominster, projects within Destination Leominster, Public Realm improvements and its 2017/18 budget.
- 3.28 Members are asked to suggest additional subjects for consultation and to develop a priority list. Volunteers are also required to undertake the consultations and it is hoped that a rota can be drawn up of volunteers.

*Health & Safety*

- 3.29 As part of the Town Council's Health and Safety obligations to its employees, a draft policy regarding eye tests is outlined below for consideration:

3.29.1 In compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health & Safety (Miscellaneous Amendments) Regulations 2002, Leominster Town Council is considering the adoption of the following policy with regard to the provision of employee eye and eyesight tests. Entitlement to such a test will relate only to an employee who has been designated as a 'Display Screen Equipment User (DSE User) or requires prescription safety goggles.

3.29.2 User means any employee who habitually uses display screen equipment as a significant part of their normal work. The Regulations apply to users whether they are employed to work at their employer's workstation, a workstation at home, or hot-desking. The majority of Town Council employees will be classed as 'users'.

3.29.3 The Town Council will refer 'users' (as defined above) who so request it to an optician of the user's choice for an appropriate eye and eyesight test. This has been defined in the Opticians Act 1989 as meaning a 'sight test' and must be carried out by a registered Ophthalmic Optician or suitably qualified doctor. The test includes a test of vision and an examination of the eye.

3.29.4 Display screen users wishing to apply for an appropriate test will be required to complete an application form obtainable from Town Clerk, and this should be returned to them on completion.

3.29.5 "Special" corrective appliances (normally spectacles) will be those appliances prescribed to correct vision defects at the viewing distance

used specifically for display screen work (normally within the range of 50-60cm). 'Normal' corrective appliances are spectacles prescribed for any other purpose.

3.29.6 The Town Council will pay the costs associated with the provision of eye and eyesight tests and of 'special' corrective appliance as prescribed for display screen work. The provision of 'normal' corrective appliances will be at the employee's own expense. Liability for costs will be restricted to payment of the cost of basic appliance only, i.e. of a type and quality adequate for its function. If an employee wishes to choose more costly appliances (e.g. with designer frames, or lenses with optional treatments not necessary for the work), the Town Council will not pay for these. However, the Town Council will contribute a portion of the total cost of a luxury appliance equal to the cost of a basic appliance.

3.29.7 The Town Council will pay for the costs of eye and eyesight tests and the provision of 'special' corrective appliances up to but not exceeding the following amounts:

- Eye and Eyesight Test – £20.00
- Basic Appliance – Single Lens £50.00
- Basic Appliance – Bifocals/Varifocals £70.00

(These costs will be subject to review from time to time)

3.29.8 Clinical information will be subject to the same confidentiality as other medical records and be retained by the Town Clerk.

3.29.9 This policy statement will be reviewed from time to time to ensure continued compliance with legislative requirements and to take account of any changes to the Town Council's operational arrangements.