



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 22nd October 2019

To: All Members of the Finance & General Purposes Committee:
Councillors Murdoch (Chair), Marshall (Vice Chair), Bartlett, Mr P Davies,
Marsh, Norman, Rumsey, Sutcliffe, Thomas and Williams.
(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 28th October 2019** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. 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.

2. 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.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Orders.

5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 2nd September 2019.

6. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

7. FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – To consider the 6 month financial report. The report will be presented at the meeting following the six month financial health check being undertaken on Thursday 24th October 2019.
- (b) **Outstanding Accounts for Payment** – A list of accounts paid relating to the months of September and October 2019 to date is attached.
- (c) **Committee Report** – Please see the attached Committee update report.

8. 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) **Grants Report** – To consider the attached report.
- (b) **Recruitment Report** – To receive an update on current recruitment.
- (c) **Budget Report** – To consider the attached budget from the Budget Task & Finish Group.
- (d) **Response to Complaints** – Please see attached draft responses.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 16th December 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 2nd September 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Murdoch (Chair), Bartlett, Davies, Marsh, Rumsey, Sutcliffe, Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG12/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Marshall and Norman.

FG13/19 DECLARATIONS OF INTEREST

There were no declaration of interest made.

FG14/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG15/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG16/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24th June 2019 be agreed and signed as a correct record.

FG17/19 CLERK'S REPORT

- (a) **Art Project Request** – Committee discussed supporting a new art project based primarily in Hereford and Leominster, exploring the work of Alfred Watkins, which was being developed by Salt Road. Following consideration, it was agreed to support the project providing resources such as meeting rooms, photocopying and promotion of the project through Council/TIC websites and social media accounts, provided the level of support was properly monitored.
- (b) **Funeral** – Committee noted that the funeral of ex-Mayor of Leominster, Brettina Meadows, would be held on 11th September at 9:00am at Hereford Crematorium.
- (c) **Polish Remembrance Service** – Committee noted that this would take place on Sunday 3rd November 2019 at 12 noon. This was an annual civic event and was now part of the civic calendar.

- (d) **Polish Friendship Initiative** – Committee noted that an initiative to develop a friendship with a town in Poland was currently being pursued. Following discussion Committee agreed to appoint Cllrs Bartlett and Rumsey to help develop this initiative alongside members of the local community.
- (e) **Precept Setting** – Council noted that it needed to start considering its forecast expenditure and set its precept requirements for the coming financial year. In line with previous years, Herefordshire Council had requested that the precept request for 2020/21 be submitted by 31st December 2019 together with the breakdown of expenditure. It was acknowledged that this would need to be extended until 27th January 2019 when the Town Council met.
- (f) **Communications & Events Committee** – Committee noted the request to revise the date of the next Committee meeting scheduled to take place on 18th September. Committee Members would be requested to consider moving this and future meeting dates to a Monday, Tuesday or Thursday.

FG18/19 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee received the Income and Expenditure report presented. It was noted that a number of virements would be required from balances in due course.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the months of July 2019 amounting to £11,833.17 and August 2019 to date amounting to £62,581.01, inclusive of VAT.
- (c) **Revised Financial Regulations** – Committee considered the revised Financial Regulations drawn up by NALC. Following discussion, it was **RESOLVED:**
- To recommend that the revised Financial Regulations be submitted to Full Council for adoption;
 - To request NALC to draw up a regulation regarding ethical standards in line with the Financial Regulations, to include reference to modern slavery and child labour;
 - To consider the ethical standard for inclusion in the Council's Financial Regulations once received.
- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - To review the membership of the LARC/Grange Court Task & Finish Group appointed at the next Full Council meeting to be held on 30th September 2019 due to the restricted availability of current appointees;
 - To appoint Cllrs Bartlett, Davies and Murdoch to the Budget Task & Finish Group to develop the 2020/21 Budget and update the Corporate Strategy and Medium Term Financial Plan. An additional

Member from would be invited to sit on the Task & Finish Group at the Full Council meeting on 30th September 2019;

- To organise Code of Conduct training with the Herefordshire Council Monitoring Officer to take place prior to the Full Council meeting to be held on 25th November 2019 at 6pm;
- To note that the current vacancy on the Town Council would be filled by co-option at the Full Council meeting on 30th September 2019;
- To obtain further quotations to carry out a Housing Needs Survey to be undertaken in partnership with Herefordshire Council;
- To undertake a review of the Town Council's banking arrangements and obtain quotations from locally represented banks and the Unity Trust Bank to enable the future use of BACS payments.

FG19/19 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes 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) **Grants Report** – Committee noted that no grant applications had been received.
- (b) **CAB Report** – Committee noted the quarterly CAB report. It was agreed to request that an annual overview of the information be provided alongside the existing report and to ask CAB whether it would be in a position to provide support for EU citizens in the UK who were applying for settled status.
- (c) **Staff and Budget Report** – Committee discussed the Staff and Budget Report and, following discussion, **RESOLVED**:
- To note the report;
 - To note that the current Town Clerk would be retiring from Leominster Town Council on 31st March 2020;
 - To formally adopt the recruitment timetable. An initial advertisement would be developed and placed onto the SLCC and NALC websites followed by local advertisements;
 - To appoint an interviewing panel at the Full Council meeting on 30th September 2019;
 - To advertise the vacancy for a Financial Assistant as soon as possible;
 - To organise a meeting with Leominster Museum to discuss future arrangements. A Working Group would be appointed at the Full Council meeting on 30th September 2019;

- To ratify the continuation of the current agreement to provide a curator for 10 hours per week funded by the Town Council up until 31st March 2020;
- (Cllr Thomas left the meeting at 8:42pm)
- To arrange a meeting with the Council's contractor;
- To move forward with negotiations to secure a new depot on the Croft Business Park. A full report will be presented to Full Council at its meeting on 30th September 2019;
- To arrange a visit for Members to see the proposed depot building;
- To note the initial draft staffing budget proposals;
- To note the initial draft budget with an aim of presenting it for initial approval at the Full Council meeting to be held on 25th November 2019.

FG20/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 28th October 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:30pm.

CHAIR:

DATE:

ACCOUNTS FOR PAYMENT (September/October 2019)

DATE	PAYEE	REF	AMOUNT	DETAILS
25.09.19	Leominster News	405310	£120.00	News article
25.09.19	Station Motors (Leo) Ltd	405311	£252.78	Vehicle repairs
25.09.19	Yeomans Canyon Tours Ltd	405312	£413.55	Aug/Sept Invoices TIC
25.09.19	One Stop Drycleaners & Laundry Ltd	405313	£19.90	Holiday flat laundry
25.09.19	Hereford Scale Co	405314	£21.60	Scales for flat
25.09.19	A McEwen	405315	£650.00	Contractor services
25.09.19	Richard Brookman	405316	£666.00	Market Officer services
25.09.19	Travis Perkins	405317	£12.00	Various sundries
25.09.19	CleanMy	405318	£5.70	Cleaning materials
25.09.19	Herefordshire Environmental Services Ltd	405319	£276.00	Pest control
			£2,437.53	

DATE	PAYEE	REF	AMOUNT	DETAILS
02.10.19	C James	405320	504.60	Duplicate chq to replace 405304 incorrect Nominee
02.10.19	Travis Perkins Trad Co Ltd	405321	1,038.03	Various sundries
02.10.19	A McEwen	405322	650.00	Contractor services
02.10.19	CleanMy	405323	62.35	Cleaning materials
02.10.19	Leander Architectural	405324	3,738.00	25% of invoice signage project
02.10.19	Border Office Supplies	405325	26.47	Stationery
02.10.19	Rialtas Business Solutions Ltd	405326	145.20	Software support
02.10.19	Herefordshire Council	405327	70.00	PRO1833 Licensing Act 2003 annual fee Corn Sq
02.10.19	ATS Euromaster Ltd	405328	22.32	Puncture repair
02.10.19	W L Dairies (Leominster) Ltd	405329	8.78	Milk
07.10.19	W L Dairies (Leominster) Ltd	405330	8.78	Milk
07.10.19	Jackie Whittall	405331	131.00	Reimbursement for stamps
07.10.19	CleanMy	405332	13.19	Cleaning materials
07.10.19	Herefordshire Fire Alarm Services Ltd	405333	174.00	Fire alarm service
07.10.19	PKF Littlejohn LLP	405334	1,968.00	Annual External audit

AGENDA ITEM 9(b)

07.10.19	Shine On Window cleaners	405335	46.00	Window cleaning
07.10.19	Leominster Building Supplies	405336	203.65	September Account – tools, equipment, materials
07.10.19	Yeomans Canyon Travel	405337	18.90	Sept Account TIC
07.10.19	National Express	405338	57.00	Sept Account TIC
07.10.19	Roundabout Stationery	405339	79.16	Stationery
08.10.19	Travis Perkins	405340	1,729.50	Water heaters, public conveniences plus sundries
08.10.19	Arrow Plant & Tool Hire	405341	400.16	Hire of equipment
08.10.19	C James - Playhouse Cinema	405342	177.60	One Man/Glory of the Garden TIC
08.10.19	A McEwen	405343	650.00	Contractor services
08.10.19	Quickskip	405344	70.80	Waste collection - recycling
08.10.19	TravelArts	405345	155.80	Les Miserables TIC
08.10.19	The Rotary Club of Leominster	405346	30.00	Replacement for chq 405229 lost in post
09.10.19	Wages Chqs	405347 - 405359	15,444.78	Salaries
09.10.19	HMRC	405360	3,601.94	Tax/PAYE
16.10.19	Roundabout	405361	79.16	1737
16.10.19	Microshade Business Consultants Ltd	405362	585.78	IT hosting/provision
16.10.19	D M Electrical Services	405363	595.00	Electrical works, Corn Square
16.10.19	HAGS	405364	60.00	Playground spares
16.10.19	Invision	405365	10.00	Cable IT
16.10.19	Kathryn Moore	405366	18.39	Artwork sold in TIC Sept Exhibition
16.10.19	Leominster In Bloom	405367	18.00	Plants
16.10.19	W L Dairies (Leominster) Ltd	405368	8.78	Milk
16.10.19	Lloyd Richards Ltd	405369	169.50	Salary services
16.10.19	A McEwen	405370	650.00	Contractor services
16.10.19	Hoople Ltd	405371	300.00	Recruitment Town Clerk/ Finance Assistant
16.10.19	C James	405372	231.60	Red Joan, Don Giovanni TIC
			33,952.22	



Finance Committee

Date: 23rd August 2019

Title: Committee Report

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

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted
- 1.2 To consider actions to be taken following the End of Year external audit for the 2018/19 financial year.

2. INTRODUCTION

- 2.1 This report updates members on Committee matters and identifies items that require a decision.
- 2.2 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 the annual budget and overseeing project development.
- 2.3 The Committee is also responsible for Staff Matters and has appointed a Personnel Sub-Committee to oversee the management of this responsibility.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

- 3.1 The Trust has commissioned legal work to be undertaken to advise the Charity on the way forward from Wellers Hedleys. An update will be provided at the meeting.

Secret Garden

- 3.2 Works are progressing on the toilet unit. The main structure is nearly completed and a number of initiatives will be included in the final completed project including the installation of solar panels, a water capture system and the use of environmentally friendly insulation. The systems trialled in this project will be implemented at the main toilet blocks if successful.

LARC/Grange Court

- 3.3 No further progress to report.

Public Conveniences

- 3.4 The planned refurbishments of the public conveniences will be progressed in 2020 following the completion of the toilet block in the Secret Garden. A number of initiatives including water capture and recycling are being investigated.

Budget Task & Finish Group

- 3.5 A Budget Task & Finish Group has been appointed to help develop the 2020/21 budget and revise both the Corporate Plan and Medium Term Financial. Members are Cllrs Murdoch, Davies and Bartlett. An initial report is included under Confidential Items.

Housing Needs Survey

- 3.6 There is no progress to report on this initiative. The opportunity for funding has now passed so this will not be progressed.

Code of Conduct Training

- 3.7 To note that Code of Conduct training has been arranged to take place on Monday 25th November 2019 at 6pm. All Members will be required to attend this important training session.

Heritage High Street Fund

- 3.7 To note that the expression of interest was successful. No further updates have been received.

Bank Mandate

- 3.8 To note that quotations to open a new Town Council account are currently being pursued. There will be additional costs and these will be fed into the budget development.

Ethical Standards

- 3.9 A request has been submitted to NALC to develop an ethical standard to be included in the Council's Financial Regulations. The request has been submitted via HALC, the County Association, and the meeting will be apprised of progress achieved.

The Polish Friendship Initiative

- 3.10 The development of the Polish Friendship initiative has been delayed until after the memorial service on Sunday 3rd November. Cllrs Bartlett and Rumsey have been appointed as Council representatives.

Depot Update

- 3.11 Following on from the Full Council meeting on 30th September 2019 a request for a copy of the draft tenancy agreement has been requested and is awaited. If it is received prior to the meeting then a copy will be distributed to all members and this matter will be discussed under Confidential Items.

End of Year Accounts

- 3.12 To consider the comments made by the External Auditor on the Town Council's 2018/19 accounts. Please see the attached documentation.