



LEOMINSTER TOWN COUNCIL

FINANCE COMMITTEE

Tuesday 8th March 2016

To: All Members of the Finance Committee:
Councillors Bartlett, Barton, Davies, Evans, Gibson, Marsh, 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 Committee** to be held on **Monday 14th March 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 Committee meeting held on 22nd February 2016 (**attached**).



LEOMINSTER TOWN COUNCIL

FINANCE COMMITTEE

6. FINANCIAL MATTERS

- (a) **Financial Report** – Please see the attached financial report for February 2016.
- (b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for March 2016 to date will be presented to the meeting.
- (c) **Draft Scheme of Delegation & Terms of Reference** – To review the draft Scheme of Delegation and Terms of Reference for the new Committee structure to be implemented in May 2016.
- (d) **Financial Regulations** – To review the amended Financial Regulations originally adopted by Full Council in December 2014. A copy is included in the agenda pack.
- (e) **Revised Asset Register** – To review and adopt the revised Asset Register.

7. 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) **Staffing Report** – To consider various staffing matters. Please see the attached report.
- (b) **Grant Applications** – To consider grant application received. Please see attached report.

8. DATE OF NEXT MEETING

The Next Finance Committee meeting will be held on Monday 18th April 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 22nd February 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

OFFICERS PRESENT: Town Clerk.

F57 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Davies (family), A Pendleton (meeting) and Rumsey (holiday)

F58 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

F59 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

F60 QUESTIONS FROM THE PUBLIC

There were no questions raised.

F61 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 18th January 2016 be agreed and signed as a correct record.

F62 FINANCIAL MATTERS

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

- That the report be noted;
- That the payments made in January 2016 amounting to £17,651.52 inclusive of VAT be ratified;
- That income received in January 2016 amounting to £4,752.13 be ratified;
- That Petty Cash transactions for January 2016 amounting £58.53 be ratified;
- That the current balance as at 31st January 2016 of £231,913 be ratified;
- That the projected budget underspend for 2015/16 of approximately £1,000 be noted.
- That the revised Asset Register would be available for consideration at Committee's next meeting to be held on Monday 14th March 2016;
- That the Internal Controls Document be formally adopted. It was noted that this would need amending once the new Council Structure had been implemented in May 2016.

Concern was expressed regarding how expenditure was allocated under various budget headings as this was not made clear in the financial reports provided. The budget monitoring report provided outlined the overall expenditure and income under budget headings but it was acknowledged that the 2015/16 budget lacked detail. However, the 2016/17 budget would be much more detailed and easier to both monitor and understand.

With regard to the Lengthsman and P3 Scheme expenditure it was agreed to review the upgrade of Footpath ZC137 and to establish whether any accessible footpath funding was still available.

- (b) **Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for February 2016 amounting to £28,904.55 inclusive of VAT.
- (c) **New Audit Regime** – Committee **RESOLVED** to opt in to the recently established audit procurement services set up by NALC. It was noted that NALC has set up a company to procure audit services on the Council's behalf.

F63 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) **Council & Staffing Review** – Committee **RECEIVED** a report outlining the draft implementation timetables of the various projects identified within the Organisational and Staffing Structure Review report developed by Chris Rolley Associates.

Following detailed discussion of the report Committee **RESOLVED**:

- That the report be noted;
- That the Town Clerk be authorised to continue the negotiations with Herefordshire Council regarding the asset transfers of the Open Spaces subject to absolute clarification and assurance that any future potential overage payment would not be triggered until the implementation rather than the granting of any planning permissions that may be granted in the future on any of the land in question;
- That the draft time line for the purchase of 11 Corn Square as outlined in the report be adopted;
- That the quotation from Stuart Wilbur, Microshade Business Consultants Ltd, amounting to £1,025 + VAT be accepted;
- That a Steering Group consisting of the current members of the Corn Square Task and Finish Group (Cllrs Bartlett, Evans, Gibson, Norman and R Pendleton appointed on 20th July 2015) be formally appointed to

develop proposals to upgrade 11 Corn Square to enable it to deliver the services identified;

- That additional people with expertise be invited to sit on that Steering Group as required including Mr Baines (LARC) and at least two TIC Volunteers;
- That the draft time line to implement the revised staffing structure be adopted and implemented as outlined in the report;
- That the revised Council structure proposals, Committee names and draft Schedule of Meetings be adopted;
- That all policies, person specifications and other relevant documentation be reviewed and agreed by the Finance Committee at future meetings;
- That the date of the Mayor Making being confirmed as soon as possible.

F64 DATE OF NEXT MEETING

It was **NOTED** that the next Finance Committee meeting would be held on Monday 14th March 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 8:47pm.

CHAIR:

DATE:



Finance Committee

Date: 8th March 2016

Title: Financial Report

Purpose of the Report: To provide Members with a full Financial Report for February 2016.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for February 2016 amounting to £17,651.52 inclusive of VAT.
- 1.3 To note income received and current balances for the 2015/16 financial year.

2. INTRODUCTION

- 2.1 This Financial Report provides details of all Leominster Town Council's financial activities during February 2016.
- 2.2 The report provides details of current balances held at the bank including Earmarked Reserves (EM) and estimated projected expenditure for the remainder of the financial year based on current monthly income and expenditure.
- 2.3 It should be noted that all account transactions detailed below include VAT where applicable. VAT is claimed back every quarter by the Town Council under relevant legislation.

3. PAYMENTS MADE

- 3.1 Listed below are the payments made in February 2016:

DATE	PAYEE	REF	AMOUNT	DETAILS
01/02/2016	OCS Group UK Ltd	DDOCSFEB	£89.86	Public Conveniences
02/02/2016	British Telecommunications plc	DDBTFEB1	£78.64	Telephone
03/02/2016	British Telecommunications plc	DDBTFEB2	£15.60	Telephone
04/02/2016	Caldicott Property	DDCALFEB1	£40.00	Allot Rent
05/02/2016	Post Office	DDVIS1	£41.04	Stamps

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08/02/2016	Siemens Financial Services	DDSEIM	£520.04	Telephone lease
10/02/2016	British Telecommunications plc	DDBTFEB3	£197.22	Telephone
10/02/2016	Herefordshire Council	DDHCR1	£170.00	Rates PC
15/02/2016	M Smith	402286-90	£6,350.82	Salary Feb 16
15/02/2016	Ellis Whittam Ltd	402291	£3,054.25	HR & HS Cover
15/02/2016	Dwr Cymru/Welsh Water	402292	£1,704.54	Water Rates
15/02/2016	Herefordshire Council	402293	£2,588.95	CCTV
15/02/2016	Diversified Bus Comm UK Ltd	402294	£120.00	Advert
19/02/2016	Caldicott Property	DDCAL2	£40.00	Allotment Rent
22/02/2016	M E Fletcher	402295	£165.20	Library Newspapers
22/02/2016	C J Rolley	402296	£5,301.85	Consultancy
22/02/2016	Alice Oxenham	402297	£100.00	Leominster News
22/02/2016	Purecleans	402298	£40.00	Window Cleaning
22/02/2016	Nothing but Padlocks	402299	£217.14	Allot Keys
22/02/2016	Roundabout Stationery	402300	£178.92	Stationery
22/02/2016	HALC	402301	£2,936.06	Subs/Training
22/02/2016	Microshade VSM	402302	£582.60	Hosting/Consult
22/02/2016	Herefordshire Council	402303	£5.00	Licence
22/02/2016	Farmers Market Herefordshire	402304	£4,060.00	Stall Purchase
22/02/2016	Travis Perkins Trading Co Ltd	402305	£310.94	Various
22/02/2016	Leominster Building Supplies	402306	£125.66	Clothing
22/02/2016	Pear Technology Ltd	402307	£120.00	Mapping Software
22/02/2016	Interserve FS (UK) Ltd	402308	£812.09	Cleaning
22/02/2016	One Stop Print Shop	402309	£14.40	Poster
22/02/2016	Discovery Hire	402310	£60.00	Forklift Hire
22/02/2016	Orphans Press Ltd	402311	£24.00	LANP
22/02/2016	BOSS Ltd	402312	£32.13	Copier
22/02/2016	British Gas	DDBGFEB1	£212.28	Gas
23/02/2016	British Telecommunications plc	DDBTFEB4	£28.40	Telecom
26/02/2016	Post Office	DDPOVIS	£67.24	Stamps
26/02/2016	Petty Cash	PCFEB	£100.00	Petty Cash
29/02/2016	Mrs Williams	402313	£43.44	Staff Cover
29/02/2016	Market	402314	£540.00	Market Duties
29/02/2016	Public Works and Loans Board	DDPWLB2	£4,102.90	Loan 17 West St
	TOTAL		£35,191.21	

3.2 Listed below is a list of income received in February 2016:

DATE	FROM	DESCRIPTION	TOTAL
05/02/2016	Co-op Bank	Interest	£14.95
05/02/2016	Market Income	Market Rents	£437.50
10/02/2016	HMRC	VAT Refund	£7,253.35
12/02/2016	Market Income	Market Rents	£413.00
19/02/2016	Donation	Donation	£10.00
19/02/2016	Market Rents	Market Rents	£376.00
26/02/2016	Allotment Rents	Allotment Rents	£50.00

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26/02/2016	Market Rents	Market Rents	£125.00
		TOTAL	£8,679.80

3.3 Listed below are all the Petty Cash Transactions for February 2016:

DATE	PAYEE	REF	AMOUNT	DETAILS
02/02/2016	Co-operative Group Ltd	PC74	£5.58	Cleaning materials
03/02/2016	Co-operative Group Ltd	PC75	£7.99	Stationery
04/02/2016	Philpotts Nursery	PC76	£40.00	Compost
07/02/2016	Herefordshire Council	PC77	£5.40	Staff Costs
16/02/2016	Post Office	PC78	£15.47	Stamps
24/02/2016	Henmans Ltd	PC79	£60.00	Water Container
24/02/2016	Wynnstay Ltd	PC79A	£45.22	Fencing
	TOTAL		£179.66	

3.4 Listed below are the balances at the bank as at 29th February 2016:

Bank Balances	
As at 29 th February 2016	
Current Account	£217,712
Unpresented Cheques	£21,368
Outstanding receipts	£175
Petty Cash	£6
	£196,525
Outstanding VAT Claim	£2,600
Total Balances	£199,125
Represented by:	
Current Year Fund	£76,139
General Reserves	£62,986
Earmarked Reserves	£60,000
Total Balances	£199,125

3.5 Outlined below The projected surplus/deficit as at 31st March 2016. Column one indicates the source of income/expenditure, column two is actual income/expenditure to date and column three includes projected income/expenditure as at 31st March 2016:

Projected Costs		
As at 29 th February 2016		
	Actual	Projected
Income	Feb-16	Mar-16
Precept	£275,819	£275,869
Support Grant	£40,981	£40,477
Interest	£285	£290
Donations	£285	£285

Allotments	£5,625	£5,650
Markets	£19,039	£20,000
NDP Refund	£8,920	£8,920
Grant Refund	£450	£450
Open Spaces	£7,205	£10,000
TOTAL	£358,609	£361,941

Expenditure	Actual	Projected
Administration	£112,032	£130,000
Allotments	£5,537	£5,600
Community Projects	£12,510	£29,000
Council Offices	£5,508	£8,500
Grants	£54,528	£67,000
Open Spaces	£23,751	£27,000
Civic	£2,727	£7,800
Town Enhancements	£9,529	£11,000
Capital	£18,973	£20,000
Devolved Services	£13,454	£28,000
Earmarked Reserves	£23,920	£40,000
TOTAL	£282,469	£373,900

- 3.6 Due to an increase in unforeseen expenditure current projections suggest that Council will overspend by around £12,000 against original budget projections.
- 3.7 Attached is a report that is generated by the Finance Software that outlines provides a budget monitoring overview. It is projected that a number of areas will be overspent by the end of the financial year 2015/16. This is partly due to a lack of financial structure, an issue that will be dealt with for the 2016/17 financial year

4. ELLIS WHITTAM CONTRACT UPDATE

- 4.1 Ellis Whittam has been appointed to provide both Human Resources and Health and Safety advice to Leominster Town Council.
- 4.2 The following documentation has now been received:
- Health & Safety policy;
 - Health & Safety handbook;
 - General Risk Assessment report;
 - Health & Safety Law poster for the depot.
- 4.3 The general Risk Assessment report confirms issues identified during the recent visit by the Council's Health & Safety consultant and includes a prioritised Action Plan to help improve the level of health and safety compliance.

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- 4.4 A Staff Handbook, revised contracts and other HR policies are being developed and will be considered by Council on receipt.
- 4.5 An update will be provided at the next Finance Committee meeting on 18th April 2016.

LEOMINSTER TOWN COUNCIL

SCHEME OF DELEGATION AND TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 Section 101 of the Local Government Act 1972 allows local Councils to appoint one or more Committees or Sub-Committees to discharge any of its function. It is not necessary for the Council to ratify Committee decisions where delegation applies. The membership and terms of office of Committees and Standing Sub-Committees is fixed by the Council, and of non-Standing Sub-Committees and of Working Parties by the appointing Committee. In constituting such Sub-Committees and Working Parties the Council or Committee as appropriate shall have full regard to the implications on the Officer and Member workload of such creation.
- 1.2 The scheme outlined below may be amended at any time by the Council with or without any recommendation from a Committee, Sub-Committee or other body.

2. DEFINITIONS

- 2.1 In this scheme, the following words and phrases shall be given the meanings outlined below:

“Council” refers to Leominster Town Council

“Council matters” means those items specifically included in the approved Terms of Reference as falling within the specific purview of Council.

“Committee” means one of the following Committees:

Planning and Representations Committee
Environment and Services Committee
Finance and General Purposes Committee

“Corporate policy” refers to any policy matter, which may affect or relate to the work of more than one Committee of the Council.

“Committee overlap” refers to any matter other than one of policy which is related to the work of more than one Committee

“Service Policy” refers to any policy matter which does not affect more than one function of the Council and does not relate to the work of more than one Committee.

3. GENERAL

- 3.1 Compliance with the law: The Council Committees and Sub-Committees can only act within the law and in accordance with the Council's approved Standing Orders and Financial regulations.
- 3.2 Budgets: Committees can only exercise delegated powers if there is budgetary provision for any proposed expenditure. They can vire monies within their overall budget in accordance with the provisions of the Council's Financial Regulations. If no budgetary provision is available, delegated powers may only be exercised subject to obtaining approval for a supplementary estimate, and this must be done through referring the matter firstly to the Finance and General Purposes Committee, which will then make a recommendation to the full Council.
- 3.3 Committee Conflict: there may be occasions, particularly when there is conflict between Committees regarding which one has powers to deal with a particular matter. In such cases, the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- 3.4 Committee Overlap: Where a Committee is considering a matter involving Committee overlap, it may only resolve such matters subject to the agreement of all the other relevant Committees. Where any Committee disagrees with another in these circumstances the matter shall be referred to the Finance and General Purposes Committee, and that Committee shall in turn make a recommendation or refer the matter to the Council. The Council shall then determine the matter.
- 3.5 Council Matters: where Committees are considering Council matters they shall not have delegated powers to determine such matters, but shall report or make recommendations to Council.
- 3.6 Concurrent powers: The Council may at any time exercise any of the duties and powers within the scheme which are delegated to the Council's Committees or Sub-Committees. A Committee may at any time exercise any of the duties and powers of its Sub-Committees.
- 3.7 Committee membership: The Mayor and Deputy Mayor are ex-officio voting members of all the Council's standing Committees. The Mayor may not be Chair of any standing Committee. A member may not be Chair of more than one standing Committee.
- 3.8 Whilst the Council is not subject to the provisions of the Local Government and Housing Act 1989, concerning the allocation of places between representatives of political groups, the Council will attempt to retain a balance in terms of the overall allocation of Committee places and the allocation to individual Committees.

- 3.9 Considerations with regard to decision-making: In making any decisions or recommendations each Committee should consider the implications in relation to:
- Best Practice
 - Corporate and Service objectives/policies
 - Crime and Disorder
 - The environment
 - Finance and staffing implications
 - The impact on the Parish.

4. RESERVATIONS WITH REGARD TO TERMS OF REFERENCE

- 4.1 The terms of reference of all committees are subject to the following reservations:
- 4.1.1 That powers be exercised in accordance with any policy adopted, or directions given, by the Town Council.
- 4.1.2 That any proposal which involves any major changes to the existing policies approved by Council, shall be submitted to the Town Council for approval.
- 4.1.3 Urgent/emergency matters which would normally be referred to a committee may be dealt with through the convening of a special meeting although if, in the opinion of the Mayor, this is not practical, they shall be dealt with by the Town Clerk in consultation with the Chair of Committee (or in his/her absence the Vice Chair) and the Mayor and reported to the next appropriate Committee or Full Council meeting, whichever comes first.
- 4.1.4 Committees will bring to the attention of Council any matters being pursued by other local authority/statutory/voluntary or other bodies which may have a beneficial or detrimental effect on Leominster or persons.
- 4.1.5 All meetings of Standing Committees will normally commence at 7.00pm with the exception of the Planning & Highways Committee which occasionally meets prior to Council, Finance & General Purposes or Environment & Services Committee. In such instances the Planning & Highways Committee will commence at 6pm.
- 4.1.6 All meetings will include a Public Open Session when there will be 15 minutes to allow members of the public to be able to speak. Please see Standing Order 3(d, e, f, g & h)

5. Delegation of Authority to Sub-Committees.

- 5.1 Where a function within the terms of reference of a Committee has been further delegated to a sub-committee that sub-committee will report their

findings/recommendations back to the appropriate Committee or direct to Council as per their remit, usually through minutes.

- 5.2 The number of sub-committees that each Standing Committee may appoint will be restricted to two.

6. INTRODUCTION TO THE COUNCIL'S TERMS OF REFERENCE

- 6.1 Council is responsible for delivering three types of services. In simplistic terms they are:

- Governing;
- Doing;
- Representing.

- 6.2 These Terms of Reference have been developed to ensure that all the Council's services are delivered efficiently, effectively and transparently.

7. COUNCIL TERMS OF REFERENCE

- 7.1 The Power of raising loans, approving the annual budget, and setting the Precept;
- 7.2 The power of incurring capital expenditure not specifically included in the Council's approved estimate of expenditure for the time being;
- 7.3 Filling of Council vacancies through co-option if a bye-election has not been called;
- 7.4 The appointment to or co-option on a Committee or Sub-Committee of a person (on a strictly non-voting basis) who is not a Member of the Council or the Committee;
- 7.5 Standing Orders and the functions and constitution of Committees and Sub-Committees;
- 7.6 Dates of meetings of the Council and Committees;
- 7.7 Appointment or nomination by the Council of persons to fill vacancies on outside bodies arising during the Council year;
- 7.8 Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the Council year;
- 7.9 The appointment or dismissal of the Town Clerk;
- 7.10 Cessation of any Council service;
- 7.11 Liaison with neighbouring town and parish councils;

- 7.12 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
- 7.13 Granting of civic honours such as Honorary Freedom or other Awards, and
- 7.14 Any other matter required by law to be determined by the Council and which cannot be delegated to a Committee, sub-Committee or officer, or which the Council may determine as Council business.

8. COMMITTEE TERMS OF REFERENCE

- 8.1 Note on delegated powers – Committees can resolve all matters within their terms of reference except Council and Corporate matters.
- 8.2 All Council's Committees are open to the public and press and encourage views and representations from residents and businesses.

9. POWERS AND DUTIES OF STANDING COMMITTEES

- 9.1 Subject to the foregoing, and to observance of decisions of the Council on matters of principle or policy, all the Council's powers and duties shall be delegated to the Standing Committees in accordance with the following terms of reference unless otherwise specified.
- 9.2 The acts and proceedings of a Committee shall:
 - 9.2.1 Where they are delegated to the Committee, so far as is legally permissible be deemed the acts and proceedings of the Council;
 - 9.2.2 As regards other matters, be subject to confirmation by the Council, and when confirmed shall be deemed the acts and proceedings of the Council;
 - 9.2.3 In all respects be subject to the provisions of the Council's Standing Orders and Financial Regulations except as otherwise determined by the Council.
 - 9.2.4 The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee.
 - 9.2.5 Appoint up to two sub-committees, working groups or task & finish groups. Additional appointments will be subject to Council approval.

10. PLANNING AND HIGHWAYS COMMITTEE

- 10.1 The making of representations to the Local Planning Authority on applications for planning permission which have been notified in accordance with relevant legislation and in emergencies;

- 10.2 The making of representations in respect of appeals against the refusal of planning permission;
- 10.3 The making of representations to consultations that affect the town from other organisations and authorities as appropriate;
- 10.4 To undertake street naming under powers delegated by Herefordshire Council, and to make representations regarding house naming and street numbering;
- 10.5 To consider and monitor strategic, County and other developmental plans, proposed listed buildings, conservation areas, tree preservation orders and building preservation orders which impact upon Leominster, and the making of all appropriate representations.
- 10.6 The making of representations to the appropriate Planning and Highway Authority in respect of other planning and highway matters not otherwise referred to in Terms of Reference 9.1 to 9.5 above.
- 10.7 To consider all matters relating to highways, footpaths and bridleways within the Parish and County as a whole, and to make representations to other authorities regarding these matters.
- 10.8 To consider other matters relating to the physical environment of the town, but which are not under the direct control of the Council, including disabled access issues (excluding those relating to Town Council services), recycling of waste materials and biodiversity.
- 10.9 To take into account the Leominster Area Neighbourhood Plan (LANP).
- 10.10 To consider and to make recommendations to other authorities regarding applications in respect of applications for liquor, gaming and public entertainments licences.

11. ENVIRONMENT AND SERVICES COMMITTEE

- 11.1 Dealing with all matters and the provision of services falling within the purview of Leominster Town Council, and the management and effective control of relevant budgets, including:
 - 11.1.1 Markets and Fairs, including the use of Corn Square;
 - 11.1.2 Allotments;
 - 11.1.3 The management of the Town Centre Street Sweeping, including emptying of litter and dog bins;
 - 11.1.4 The management of the Recreation areas, play areas, the town's open spaces, amenity land and children's play areas;

- 11.1.5 Public Toilets;
 - 11.1.6 The Council's Depot, transport, plant and equipment;
 - 11.1.7 Youth provision;
 - 11.1.8 Public transport initiatives;
 - 11.1.9 Grants;
 - 11.1.10 CCTV;
 - 11.1.11 Leominster in Bloom;
 - 11.1.12 War memorial;
 - 11.1.13 Bus shelters
 - 11.1.14 The part provision of Christmas Lights.
- 11.2 To co-ordinate the Council's community events programme and consider the provision of community events of the widest possible appeal and accessibility, organised by the Council or in partnership with other organisations, and to establish an annual programme of such events;
 - 11.3 Dealing with all aspects of the Council's service provision for residents, businesses, visitors and tourists, including related information services, publications, product sales, use and training of volunteers, and maintaining the service website;
 - 11.4 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
 - 11.5 To manage and review the provision of all those services for which the Committee has service responsibility;
 - 11.6 To make recommendations to the Finance and General Purposes Committee regarding staffing requirements relating to the staff primarily engaged undertaking the Committee's work.
- 12. FINANCE & GENERAL PURPOSES COMMITTEE**
- 12.1 The making of recommendations in respect of items 12.3 to 12.9 of the matters to be dealt with solely by the Council;
 - 12.2 Dealing with all matters relating to the general day-to-day administration of the Council;

- 12.3 Dealing with matters specifically referred by the Council or any other Standing Committee and with all matters not specifically referred or delegated to any other Standing Committee;
- 12.4 Dealing with all matters pertaining to the performance, terms and conditions of service, and superannuation of the Council's staff, including appointments, and making appropriate recommendations relying on, where appropriate, the Scheme of Conditions of Service of the National Joint Councils, the National Association of Local Councils, and any approved Local Conditions of Service;
- 12.5 Dealing with all matters relating to personnel including the recommendations of any incremental increases and complaints;
- 12.6 Dealing with all aspects of the Council's Corporate Governance including the management and control of budgets for Civic and Mayoral services, Central Administration, Corporate Management, External and Internal Audit, Performance Management, Democratic representation and management; and Community and other Grants.
- 12.7 To establish service policies, approve programmes of work, monitor performance and take decisions in respect of those matters detailed in the budget schedule above and to provide reports on the implementation of service policies;
- 12.8 To recommend to Council the annual budget, variations and supplementary estimates relating to budgets of the standing Committees, and any Corporate plans, strategies and policies;
- 12.9 To act as lead Committee in respect of any partnership initiative of a corporate nature with Herefordshire Council, the Market Towns Forum, neighbouring towns and parishes and any other relevant body or organisation;
- 12.10 To advise the Council on financial matters, particularly the financial implications and funding of any capital or revenue projects and the management of contracts and contractors;
- 12.11 To advise the Council in relation to disposal or acquisition of any property interests;
- 12.12 To receive Auditors' reports and to make recommendations regarding any matters arising from such reports;
- 12.13 To monitor the performance management of the Council and the Council's responsibilities for effective performance, the drafting of the Annual Report/ Forward Plan, the operation of service reviews and any necessary recommendations to the Council for implementation;
- 12.14 To approve payments of accounts in accordance with the Standing Orders, to monitor the level of Council income/expenditure compared with the Council's

approved estimates and to control the management of the Council's financial resources including bank accounts and investments;

- 12.15 To consider financial grants to organisations;
- 12.16 To control the collection of income and the write-off of irrecoverable debts to a limit as agreed in the Council's financial regulations with any sum greater than this requiring full Council agreement;
- 12.16 To ensure that the training needs of members and staff are met, and to ensure that the Council provides a safe working environment with regard to health and safety and other statutory obligations;
- 12.17 The development, implementation, monitoring and updating of the Council's Business Continuity Plan and Emergency Plan;
- 12.18 Dealing with the submission of material for the Leominster newsletter, the official Town Guide, other promotional material and the operation of the Council's website, and to co-ordinate all internal and external Council communication.
- 12.19 To maintain the Council's archives and civic treasures collection, and
- 12.20 To scrutinise the objectives and policies of the Council to ensure that, as far as is practicable, services are inclusive of all sections of society, and are free from any discrimination or prejudice.

13. RESPONSIBLE FINANCE OFFICER

- 13.1 The Town Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Town Councils accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

14. PROPER OFFICER

- 14.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to receive declarations of acceptance of office, receive and record notices disclosing pecuniary interests, receive and retain plans and documents, sign Notices or other documents on behalf of the Council, receive copies of By-laws made by a Primary local authority, certify copies of By-laws made by the Council, sign summonses to attend meetings of the Council, to receive documents in relation to Complaints received under The Members' Code of Conduct and report this at the next convenient meeting of the Council, and to ensure compliance with all legal requirements impacting upon the business of the Council.
- 14.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- 14.2.1 The day to day administration of services, together with routine inspection and control.
 - 14.2.2 Day to day supervision and control of any staff employed by the Council.
 - 14.2.3 Undertake training or attendance at Conferences as previously authorised within budget.
- 14.3 Delegated actions of the Town Clerk shall be in accordance with Standing Orders, Financial Regulations, relevant Council procedures and policies in place and this Scheme of Delegation and with directions given by the Council from time to time.



Finance Committee

Date:	8th March 2016
Title:	Financial Report
Purpose of the Report:	To provide Members with an overview of assets held by Leominster Town Council.
Contact Officers:	Paul Russell

2. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That confirmation is sought regarding the assets currently stored at Grange Court, The Priory and Herefordshire Archives;
- 1.3 That the current asset list be adopted for 2015/16.

2. INTRODUCTION

- 2.1 As part of the Council's end of year accounts submission it is required to provide an accurate estimate of the value of its current assets.
- 2.2 In the past an excellent asset register was developed which identified much of the Town Council's assets, especially those which are stored off site at various locations.
- 2.3 These records are currently being confirmed especially with regard to assets held at Grange Court and The Priory.
- 2.4 However, those held at the Herefordshire Archives might require further investigation. The estimated value of the assets currently held in the archives is minimal (£1,290) but for future accuracy these assets and values should be verified.
- 2.5 Due to the additional responsibilities taken on by the Town Council a number of additional assets have been purchased. The report outlines the assets held, estimated value and, where appropriate, a list of assets held.
- 2.6 It should be noted that a minimum value of an asset to be recorded is normally around £100. However, a list of tools, plant and equipment is useful in case of fire, theft, loss or damage.
- 2.7 Values are estimated at replacement value.

3. THE ASSET REGISTER

3.1 This section outlines the assets held by the Town Council and the nominal value of those assets. The lists have been updated from the 2009/10 asset register. Items such as tools and equipment are given a total value as many of these bits and pieces are valued at less than £10.

3.2 Outlined below is an overview of the revised Asset Register:

ITEM	VALUE
17 West Street	£215,000
Play Equipment (Skate Park)	£11,475
Public Realm	£2,450
Plant, tools and equipment	£13,930
Hand tools etc	£2,055
Contents/Equipment, West Street	£12,135
Civic Regalia	£64,550
The Grange	£37,415
Priory	£25,170
Archives	£1,290
TOTAL	£385,470

3.3 Property assets, both existing and new, are outlined below. It should be noted that open spaces have a nominal value of £1:

PROPERTY
Location
17 West Street, Leominster
Priory Cemetery (Management and upkeep)
Allotments, Ginhall Lane (Leased)
Sydonia Nut Grove (Licence)
Works Depot, Priory
Booth Garden
Public Conveniences
Central car park (licence)
Grange
Asset Transfers (Being transferred as at 31/03/16)
Ginhall Green
Sydonia
Pinsley Mead
Grange
Play Areas
Sydonia Skate Park (Licence)
Sydonia
Grange
2 x Ginhall Green

3.3 Listed below are the items located in the Herefordshire Archives:

REPORTED LOCATION - HEREFORD RECORDS OFFICE
Photograph of T F Watling, 179 -1865, Surgeon and Mayor.
Postcard photograph of Mr Abel in Mayoral robes
Photograph of Mayor (not named)
Photograph of P R Bateman, Mayor, 1935-36.
Photograph of J A Carwardine, Mayor 1940-41-42.
Postcard photograph of Edmund Lamb's election headquarters, Liberal Party 1906.
Letter from Edmund Lamb MP, North Herefordshire, 1906-1910, to wife.
Commemorative plate 'Leominster and Wigmore Rural District Council 1930-1974'
Card, Leominster Municipal Election, 1 November 1930, Henry Foster Independent
Document re. George II with large seal.
Metal stamps of arms - mounted on wood, 4 large, 4 small.
Metal stamps of arms, 4 sizes, 3 mounted on wood.
8 photographs of Town and Ceremonial silverware and textiles
Photograph of Robert Davies, Mayor of Leominster 1903-...
Roll of attornies practising at Leominster County Court
Photograph (coloured) of Mrs Bright
Photograph of Mr Bright
Photograph of Mayor Watkins
Photograph of John B Dowding, Mayor 1917-20. On card.
Photograph (colour) by De'ath of Mayor. No name. Gilt frame.
Painting of Michael John Ellwood, Mayor 1881-3.
Photograph of Jane Ellwood, wife of Mayor Ellwood. Black frame with gilt f....
Photograph of Henry E Taylor, Mayor 1921. Brown frame.
Framed list of subscribers to the portrait and purse for Bonham Caldwell Esq
Photograph (colour) of C H Harvey OBE JP, Mayor 1931. Gilt frame.
Photograph of Thomas P Preece, Mayor 1934. Brown frame.
Photograph of Mrs Preece. Brown frame
Photograph (colour) of William Plummer, Mayor 1889. Brown wood frame.
Photograph of William Phillips, Mayor 1873-4. Brown frame
Photograph of Mayoral parade through Leominster, top of Broad Street.
Photograph of unveiling of Leominster War Memorial Tablet, 22 September 1921.
Lord Lieutenant's Commission 1902
Copy photograph of Edward Ginnall, Mayor 1876
REPORTED LOCATION - HERITAGE SERVICES, HEREFORD
Large corner cupboard (antique) in Hereford Museum Store
REPORTED LOCATION - HERITAGE SERVICES RESOURCES CENTRE, FRIAR STREET, HEREFORD
Large painting of Bonham Caldwell, Mayor 1831. Gilt frame.
4 beadles' top hats, black with gold trimming.
Plaque, winged man and 3 serpents 'War Savings Campaign 19... '.
Plaque, man in uniform with rifle 'War Savings Campaign 19... '.
Book of Common Prayer (large), 1839. 'Presented to the Town ...'
Book of Common Prayer - Presented to the Corporation of Leominster by Thomas B...
6 Bill hooks/halberds - short staves (poor condition)
1 flag (found to be a banner)
1 Union Flag (found to be a Polish flag in poor condition)
Old manuscript seal padlocked "Leominster sic illum: co 1,11,1V"

2 trophies (belonged to District Council so not transferred to LTC)
1 box chain rods
Playing fields sign - Borough of Leominster
2 sketches - Town Hall and Grange Court

3.4 Listed below is the civic regalia:

Mayoral Chain, Victorian, Gold
Mayor's Robe
Deputy Mayor's badge
Deputy Mayor's Robe
Councillors' Robes (16)
Sergeant at Arms (1) and Macebearers' Robes (2)
Sergeant at Arms (1) and Macebearers Top Hats (2)
Sergeant at Arms staff
Spare mounted staff
Mayor's Staff, silver mounted.
2 X Top Hats
Town Clerk's Robes x 2
Town Crier's Robes, Hat
College of Arms Armorial Bearings, original.
Twinning Charters, Saverne and Leominster (2).
Marquetry Picture, Unicorn, Saverne.
Set of Saverne Seals. Framed.
Proclamation, Leominster, Massachusetts 250 Anniversary, 1990. Framed.
Resolution, Leominster, Massachusetts, Council, 1990. Framed.
First Day Covers, Leominster, Massachusetts, 1990. Framed.
Framed photocopy, Notice of Poll, 1780.
Town Map Company map of Leominster, 51 of 500. Framed.
Plaque, Crest of Vale of Glamorgan Borough Council.
Plaque, Crest of Armagh District Council.

3.5 Details of all other items that are included on the main asset register will be held in the official Asset Register and updated accordingly when a new asset is purchased, an asset is disposed of or it is lost, stolen or at the end of its operational life.

