

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

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

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Bartlett, Norman, R Pendleton, Rosser and Rumsey.

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Councillor Stone.

### **FG19/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Evans (illness), Freedland (work) and A Pendleton (illness).

Committee noted that Mrs Mifflin had resigned from the Town Council.

### **FG20/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **FG21/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **FG22/16 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **FG23/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> October 2016 be agreed and signed as a correct record.

### **FG24/16 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee noted that the financial report for Quarter Three would be presented at the Full Council meeting scheduled to take place on Monday 30<sup>th</sup> January 2017. This was due to some technical issues that had made it impossible to shut down the financial month of November 2016.
- (b) **Outstanding Accounts for Payment** – Committee considered the list of outstanding accounts for payment for December 2016 amounting to £34,557.76, inclusive of VAT, and **RESOLVED** that they be ratified.
- (c) **Leominster Branding** – Committee agreed to defer this item to enable Orphans Press to develop alternative logos as previously agreed.

(d) **Committee Report** – Committee considered the Committee Update Report, which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:

- That the report be noted;
- To congratulate the Leominster Business Group for its success at the GBHighstreet awards;
- To note that the public realm report expected from Balfour Beatty had been delayed;
- To allocate funding to the Youth Project currently being delivered by HVOSS in 2017/18 to enable the project to continue;
- To note that the new festive lights had been erected and positive comments had been received.

#### **FG25/16 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) **Draft Budget** – Committee considered the Draft Budget Report which provided information regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That the Committee submits a recommendation to Full Council to formally adopt the attached budget for 2017/18 at its meeting on Monday 30<sup>th</sup> January 2017, subject to the agreed amendments;
- That the revised staffing structure, salary scales and new positions be adopted and implemented as from 1<sup>st</sup> April 2017;
- That a new Committee entitled the Communications and Events Committee be recommended to Full Council for appointment;
- That appropriate Terms of Reference be developed for that committee;
- That the draft Meeting Schedule for 2017/18, with the additional Committee included, be submitted to Full Council for adoption;
- That the sale of 17 West Street continues to be monitored and that a deadline of 31<sup>st</sup> January 2017 be agreed for the sale;
- That an indicative sum of £18,000 be allocated from balances to offset the difference between the budget required and the proposed precept
- That a precept of £422,148 be recommended to Full Council to be requested from Herefordshire Council;
- That the draft Leominster News article be ratified.

Committee further **RESOLVED** to adopt the following toilet refurbishment plan subject to the sale of 17 West Street, Leominster:

- Allocate a sum of £40,000 from the public convenience underspend in 2016/17 towards the refurbishment of Central and Grange Toilets;
- Subject to the sale of 17 West Street, allocate funding of around £75,000 towards the renovation of the Westbury Street toilets, which currently has an income projection of £3,000;
- Obtain quotations for the works required.

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

- That the report be noted;
- That the following shop front grant be awarded:
  - Peter J Hadley Booksellers: £250.
- That the grant application received from Jan Locket/N E Luck would not be awarded as it did not meet the shop front grant criteria.

Committee noted the request received from the LDCA for an annual grant of £6,000 for 2017/18 and **RESOLVED** that this request be included in the 2017/18 budget and awarded to LDCA in April 2017.

It was further **RESOLVED** that general unsolicited grants be reduced from £1,500 to £1,000 maximum in 2017/18.

**(c) Property Report** – Committee received a verbal Property Report updating Committee on progress relating to 11 Corn Square and 17 West Street. Following discussion, it was **RESOLVED** that the report be noted.

#### **FG26/16 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 27<sup>th</sup> February 2016 at 19:00, venue to be confirmed.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9.46pm.

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**CHAIR:**

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**DATE:**