



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 18th June 2019

To: All Members of the Finance & General Purposes Committee:
Councillors Bartlett, Mr P Davies, Marsh, Marshall, Murdoch, 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 24th June 2019** commencing at **19:15 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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.
7. **MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 29th April 2019.



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8. CLERK'S REPORT

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

9. FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – To note the income and expenditure report to date.

(b) **Outstanding Accounts for Payment** – A list of accounts paid relating to the month of June 2019 is attached.

(c) **Housing Needs Survey** – To receive a report regarding the proposed Housing Needs Survey.

(d) **Bank Mandate** – To formally resolve to amend the bank mandate. Nominated signatories will be requested to sign the Bank Mandate at the meeting.

(e) **Committee Report** – Please see the attached Committee update report.

10. 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) **Staffing & Equipment Report** – To consider the attached report.

11. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 2nd September 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 29th April 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Davies, Marshall, Norman, Rumsey, Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG48/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Murdoch.

FG49/18 DECLARATIONS OF INTEREST

There following declarations of interest were made:

- Cllr Bartlett: Leominster Festival Committee;
- Cllr Norman: LARC Trustee.
- Cllr Sutcliffe (Council nominated representative on LARC)

FG50/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG51/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present. No matters were raised.

FG52/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25th February 2019 be agreed and signed as a correct record.

FG53/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) May Fair Opening** – Members noted that the opening of the Annual May Fair would take place at 4pm on Thursday 2nd May 2019.
- (b) Leominster Festival Grant** – Committee agreed to consider the Leominster Festival grant application that had been received.
- (c) End of Year Internal Audit** – Committee noted that the interim end of year internal audit had been undertaken on Monday 29th April 2019.
- (d) Freedom of the Town** – Committee noted the draft timings of the Herefordshire Regiment Rifles when they would exercise the Freedom of the Town on Saturday 29th June 2019.

FG54/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter Three Financial Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That the payments for Quarter 4 to date amounting to £139,574 be ratified;
 - That balances held as at 31st March 2019 amounted to £477,479 be noted;
 - That the current projected overspend for the year was estimated to be approximately £2,575.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the month of March and April 2019 to date amounting to £53,811.20, inclusive of VAT.
- (c) **Risk Register** – Committee considered the revised Risk Register presented and, following discussion, it was **RESOLVED** to adopt the Risk Register and ensure that it was regularly monitored throughout the year.
- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
 - To ensure that future plans for the Secret Garden and public convenience refurbishment was considered by an appropriate Task & Finish Group which would be set up following the election;
 - To note that the Grounds & Environmental Team were addressing the verge cutting and working through an initial maintenance programme. A full maintenance schedule was being drawn up and would be presented to the Environment & Services Committee in due course.

FG55/18 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.

Committee noted an initial request received from the LARC Trustees for the Council to consider applying for a Public Works Loan Board loan to refinance LARC's existing loan. It was agreed to consider this request at the next Finance & General Purposes Committee to be held on 24th June 2019 and to set up a Task & Finish Group if required. The LARC Trustees would submit a full request for consideration.

- (a) **Grants Report** – Following consideration of the grant applications received Committee **RESOLVED** to award the following annual grants:

- Citizens Advice Bureau - £8,000 for the delivery of bi-weekly drop in sessions at 11 Corn Square;
- LDCA Community Centre - £8,000.

With regard to the £7,000 annual grant to LARC, the revised agreement entered into in 2017 would be reviewed and the required information requested from LARC prior to awarding the grant.

Committee agreed to continue to subsidise the replacement 427 bus service up to a maximum of £1,500 in 2019/20.

Committee **RESOLVED** to award the following one off grants from its 2019/20 grant budget:

- Leominster Festival - £1,000;
- Window competition - £250;

Committee **RESOLVED** to award the following grants from its 2019/20 Youth budget:

- Duke of Edinburgh annual licence fee - £1,050
- Leominster Priory Holiday Club - £900;
- Children's Events - £500;

Committee noted the update regarding the LEADER Funding project to improve signage and interpretation materials in Leominster.

(b) Staffing Report – To consider the attached report Committee RESOLVED:

- To note the report;
- To recruit an additional part time Grounds Operative to support the Grounds and Environmental Team on salary scale SCP 3-5;
- To recruit a part time Financial Assistant to support the Administrative Team on salary scale SCP 4-6;
- To transfer the £9,000 allocated in the budget to clean the public conveniences to the staffing budget as this was now being carried out in-house;
- To transfer any additional funding required to meet staff costs from the £8,000 allocated to the P3 and Lengthsman Scheme for 2019/20.

FG56/18 DATE OF NEXT MEETING

Committee noted that the next meeting Finance & General Purposes Committee will be held on Monday 24th June 2019 at 19:15 following the Full Council meeting at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:33pm.

CHAIR:

DATE:

ACCOUNTS FOR PAYMENT (May/June 2019)

DATE	PAYEE	REF	AMOUNT	DETAILS
13-May	BNP Paribas Leasing Solutions	404957	£812.86	Photocopier
13-May	Roundabout Stationery	404958	£14.99	Stationery
13-May	Quickskip Hereford Ltd	404959	£216.00	Waste and recycling
13-May	Microshade Business Consultants Ltd	404960	£585.78	IT support
13-May	The Visual Works	404961	£90.00	Signage
13-May	HVOSS	404962	£122.00	Bus subsidy
13-May	W L Dairies (Leominster) Ltd	404963	£9.52	Milk
13-May	Grange Heating Services Ltd	404964	£240.29	Gas certificate/commissioning, Holiday Flat
13-May	Paul Russell	404965	£144.40	Expenses for Mayor Making
13-May	Cancelled chq	404966	£0.00	Cancelled
13-May	TravelArts	404967	£574.75	Highgrove Trip
13-May	Woodthorpe Preserves	404968	£121.00	Preserves TIC
13-May	A McEwen	404969	£520.00	Contractor Expenses
13-May	Alan Crumpler	404970	£329.40	Gareth Rees - Roberts 11/05/19
22-May	Kajsa-Lena T Dahnsjo	404987	£87.92	Curtain Materials
22-May	Table Manners	404988	£993.75	Furniture, Holiday Flat
22-May	Johnathan Sant	404989	£15.00	TIC Goods
22-May	HMRC	404990	£3,467.44	Tax/NHI/PAYE
22-May	Worcestershire County Council Pension Fund	404991	£9,601.78	Pension Contributions from 01/04/19 - 30/04/19
22-May	Mrs M A Davis	404992	£20.90	TIC Stock
22-May	W L Dairies (Leominster) Ltd	404993	£6.12	Milk
22-May	Swan Brewery	404994	£39.48	Mayor Making
22-May	Vision ICT	404995	£64.80	Email Addresses
22-May	A McEwen	404996	£650.00	Contractor Expenses
22-May	Station Motors	404997	£345.56	Vehicle repairs
22-May	Roundabout Stationery	404998	£40.06	Stationery
22-May	CleanMy Ltd	404999	£174.16	Cleaning Materials
22-May	Travis Perkins Trading Co Ltd	405000	£133.66	Various goods and sundries, Grounds

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22-May	Barrington Print Ltd	405001	£48.00	Leaflet
22-May	Salvaged	405002	£300.00	Holiday Flat furniture
22-May	Andrew Wood	405003	£50.00	TIC Goods
23-May	Kajsa-Lena T Dahnsjo	405004	£140.00	Curtains for Flat
			£19,959.62	

DATE	PAYEE	REF	AMOUNT	DETAILS
04.06.19	Leominster Building Supplies	405005	£1,123.93	Various goods and sundries, Grounds
04.06.19	Leominster Priory PCC	405006	£150.00	Priory Church Hire Mayor Making
04.06.19	Mayglothing	405007	£198.00	Drain clearing, public conveniences
04.06.19	C James	405008	£293.55	Colette, Golden Hour, All My Sons, Mary Queen of Scots
04.06.19	Rialtas Business Solutions Ltd	405009	£202.80	Allotment Software
04.06.19	W L Dairies (Leominster) Ltd	405010	£19.04	Milk
04.06.19	Paul Russell	405011	£106.02	Sundries, consultation, eye test
04.06.19	One Stop Drycleaners & Laundry Ltd	405012	£27.30	Invoice 17 – laundry for flat
04.06.19	A McEwen	405013	£1,105.00	Contractor services
04.06.19	Hoople	405014	£150.00	Recruitment advertisement, Finance Assistant
04.06.19	Leominster News	405015	£120.00	Newsletter
04.06.19	Vaughtons	405016	£1,429.20	Mayoral Chain repair/Mace repair
04.06.19	Two Farmers	405017	£91.98	Crisps TIC
04.06.19	CleanMy	405018	£43.08	Cleaning materials
04.06.19	Leominster in Bloom	405019	£12.00	2 x Terracotta pots for flat
04.06.19	Gill Ding	405020	£50.00	Armchair for the flat
04.06.19	Travis Perkins	405021	£339.60	Various goods and sundries, Grounds
04.06.19	Leominster Choral Society	405022	£270.00	Tickets sold in TIC for concert 25th May 2019
04.06.19	Alan Crumpler	405023	£54.00	5 x Tickets for Duo Armande concert 1st June 2019
04.06.19	Leominster Museum CIO	405024	£50.00	Leominster & District in the Great War facsimile & Companion
04.06.19	ATS Euromaster Ltd	405025	£138.00	New Tyres, mower
04.06.19	Seconhand Warehouse	405026	£143.00	Furniture, holiday flat
10.06.19	Paul Russell	405027	£575.00	Ladder for Grounds (Henchman invoice paid by Paul)
10.06.19	Quickskip	405028	£251.40	Waste/recycling

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10.06.19	Britain in Bloom - Heat of England in Bloom	405029	£138.00	Entry Fee, LiB
10.06.19	The Secondhand Warehouse	405030	£265.00	Holiday flat furniture
10.06.19	Sign It	405031	£30.00	Signage
10.06.19	A McEwen	405032	£650.00	Contractor expenses
10.06.19	National Express	405033	£133.41	Tickets sold TIC
10.06.19	Shine on Windows	405034	£46.00	Window Cleaning
10.06.19	Border Scaffold Services Ltd	405035	£182.40	Scaffold Hire, Corn Square
10.06.19	APATH	405036	£953.05	May invoices - 480669,480707,481455,481532,481696
10.06.19	Kone plc	405037	£425.52	Lift maintenance
10.06.19	Rachel Williams	405038	£250.00	Financial Assistance
10.06.19	Microshade Business Consultants Ltd	405039	£1,023.78	IT Support, End of Year shutdown
10.06.19	W L Dairies (Leominster) Ltd	405040	£3.40	Milk
10.06.19	HVOSS	405041	£204.00	Bus subsidy
10.06.19	Tallis Amos Groups	405042	£584.56	Various goods and sundries, Grounds
10.06.19	Cancelled	405043	£0.00	
10.06.19	Roundabout Stationery	405044	£18.21	Stationery
10.06.19	C James	405045	£80.00	Van Gough & Taming & The Shrew
10.06.19	David Whyman Map Sales	405046	£528.38	Maps TIC
11.06.19	One Stop Drycleaners & Laundry Ltd	405047	£17.20	Laundry
11.06.19	Richard Brookman	405048	£594.00	Market Costs
11.06.19	Global Publications	405049	£27.97	Leafets
11.06.19	Invision	405050	£30.00	IT services
11.06.19	Worcestershire County Council Pension Fund	405051	£5,026.11	01/06/19 - 30/06/19 Pensions
11.06.19	Sign It	405052	£60.00	Signage
			£18,213.89	



Finance Committee

Date: 17th June 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 That a recommendation be made to Council regarding Councillor Allowances.

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 continues to meet regularly to address the various matters relating to its new responsibilities. A verbal update will be provided at the meeting.

The Holiday Flat

- 3.2 Works are now completed except for some small snagging issues and final works to Corn Square externally. The first customers have stayed. An open day was held on Saturday 1st June 2019. The response to the project has been very positive.

Secret Garden

- 3.3 Works have commenced on this project. The initial ground works have been undertaken to remove the flower bed and paving slabs will be laid by the

pedestrian entrance. The wall is to be repointed and a price to design the garden is awaited.

Public Conveniences

- 3.4 The planned refurbishments of the Central toilets are being developed. Works will be staged to ensure that there are some toilet facilities available during the refurbishment works.

Grass/Verge Cutting

- 3.5 The Grounds Team is now in place and a full report on staffing and the future development of the service will be considered under confidential items.

LARC/Grange Court

- 3.6 To note that to date no formal request has been received from the Trustees.

R.A.C Rally

- 3.7 To note that initial discussions have taken place with the organisers of the Roger Albert Clark Rally. The event will start from Leominster on Thursday 21st November 2019 at 4pm from Broad Street. A road closure has been requested. There will be 165 entries present from around the world.

Leominster in Bloom

- 3.8 The Leominster in Bloom Judging Day will be taking place on Friday 5th July 2019. The Town Council will once again be hosting this event at 11 Corn Square.

Public Consultation

- 3.9 To note that a four day consultation on the Grange Open Space Master Plan will be undertaken from Wednesday 17th to Saturday 20th July 2019.

Teddy Bears Picnic

- 3.10 To note that this event will take place in the Secret Garden on Saturday 20th July 2019. The event is being organised by the TIC.

Armed Forces Week/Freedom of Leominster

- 3.11 Armed Forces week will commence with the raising of the flag at Corn Square on Monday 24th June 2019 at 11:00am in the Secret Garden. Councillors are invited to attend at 10.45am prior to the main ceremony. This is not a robed event.
- 3.12 The Herefordshire Rifles Regiment will be exercising the Freedom of the Town on Saturday 29th June 2019 as part of Armed Forces Day. A parade will commence from the Grange Open Space and the Rifles will parade through the town. Councillors are requested to be present from 10:00am at Grange Court for robing. This is a robed event. A full itinerary will be sent to all Councillors prior to the event. A light lunch will be served from 11.45am at the Community Centre. Councillors are requested to let the Office know if they are going to be attending.

Councillor Allowances

- 3.13 As Committee will be aware, local councils may decide to pay their members a basic allowance; this may be applied equally to all members or only to the chairman, or as a basic allowance for members with a higher allowance for the chairman. Local councils must fund any allowances scheme from within their own budgets.
- 3.14 Currently Leominster Town Council only provides a basic allowance to cover expenses to the Mayor, who is elected annually. Should a local council propose to adopt an allowances scheme it must have regard in setting the level of allowance to the recommendations of an Independent Parish Remuneration Panel (IRP), and Herefordshire Council is required to constitute this panel.
- 3.15 Local councils may also pay travelling and subsistence expenses. Leominster Town Council has allocated a budget for bot staff and Councillors. Following a recommendation from the IRP in November 2005 Herefordshire Council resolved that town and parish councillors be eligible to claim reimbursement for travel associated with their parish council duties at the same level as Herefordshire Council elected members (this is the single rate used by HM Revenue & Customs for all business mileage), if they wish to adopt such a scheme.
- 3.16 Herefordshire Council's IRP last considered the question of local council member allowances in April 2014. As a consequence of the consultation done during 2014 the IRP recommended and Herefordshire Council resolved in May 2015 that the current childcare and dependants' carers' allowance scheme be extended to parish councils if they wish to adopt such a scheme.
- 3.17 Taking account of a survey of local councils conducted in 2017, the panel decided that, due to lack of interest from Herefordshire local councils, there was no need to introduce such a scheme, but that further soundings should be taken from local councils in 2019.
- 3.18 Committee is now requested to consider whether it is minded to recommend the introduction of an allowances scheme so that the IRP can consider whether it needs to produce a report on this matter.