

LEOMINSTER TOWN COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 18th April 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, 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 14th 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 31st 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 25th 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 3rd June to 15th 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 27th 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 16th May 2016, would be held on Monday 27th 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.

CHAIR:

DATE: