



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 19th June 2018

To: All Members of the Finance & General Purposes Committee:
Councillors Bartlett, Egan, Marsh, Norman, Rumsey, Sutcliffe and Thomas (4
Vacancies).
(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 25th June 2018** commencing at **19:15 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

(Please note that a Full Council meeting to approve and adopt the annual accounts for 2017/18 will precede this meeting, so the start time may vary slightly from that advertised above.)

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.



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

7. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 30th April 2018 (attached).

8. CLERK'S REPORT

(a) **Clerk's Report** – To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

(b) **Herefordshire Armed Forces Week** – To note that Leominster is hosting Herefordshire Armed Forces week in Leominster commencing on Monday 25th June 2018 at 11.15am with the flag raising ceremony and culminating on Saturday 30th June 2018 with a full day of celebration commencing at 10am.

9. FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – To receive an interim Quarter One financial report for 2018/19.

(b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for April 2018 to date will be presented at the meeting.

(c) **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) **Grant Applications** – Please see the attached report for consideration.

(b) **Project & Staffing Report** – Please see the attached report.

(c) **Youth Report Update** – To receive an update report on the progress of the Youth Report following the Councillor Briefing held recently.

(d) **Museum Report** – To note the attached report.

11. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 3rd September 2018 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 30th April 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

FG43/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Egan and Freedland.

FG44/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Bartlett: Leominster Festival (Council representative)
- Cllr Norman: LARC Trustee

FG45/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG46/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG47/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 26th February 2018 be agreed and signed as a correct record.

FG48/17 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **May Fair** – Committee was reminded that the May Fair would be in Leominster from Wednesday 2nd May 2018. Councillors had been invited to attend the formal opening of the Fair on Thursday 3rd May 2018 at 4pm.
- (c) **GDPR Update** – Committee noted that on Thursday 26th April 2018 the Government tabled an amendment to its own Data Protection Bill to exempt all town and parish councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation (GDPR). It had been confirmed that all other measures required within GDPR will still apply, but that appointing a DPO to support a council's approach to data protection will be **Discretionary** and would be regarded as **Good Practice**.

- (c) **Corporate Strategy/Medium Term Financial Plan/Asset Register –** Committee noted that drafts of these two documents were close to completion and it was expected that a Task & Finish Group would be set up to finalise both documents at the Annual Town Council meeting to be held on Monday 14th May 2018, The Asset Register would be finalised when the accounts were closed down on Wednesday 16th May 2018.

FG49/17 2017-18 WORK PROGRAMME

Committee considered the update report presented and **RESOLVED:**

- That the final report for 2017/18 be noted;
- To note the work completed as outlined in the report;
- To note those projects that were currently in progress;
- To note that a reply from HALC was still awaited regarding the loan sanction request;
- To note that there was some flexibility in the 2018/19 budget which would enable projects such as the Holiday Flat to be funded and completed if the loan sanction request was turned down;
- To note that grant income for the youth project from Herefordshire Council had not yet been received as the project had been given an extension to enable it to be completed.

FG50/17 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report –** Committee considered the Quarter Four Interim Financial Report up to 31st December 2017 and **RESOLVED:**
- That the report be noted;
 - That the payments for January 2018 amounting to £51,456, exclusive of VAT, February 2018 amounting to £49,853, exclusive of VAT, and March 2018 amounting to £42,002, exclusive of VAT be ratified;
 - That the current balances up to 31st March 2018 amounting to £284,321 be noted;
 - To note that the end of year accounts would be closed on 16th May 2018.
- (b) **Outstanding Accounts for Payment –** Committee noted the payments to date for April 2018 which amounted to £46,731.94, inclusive of VAT.
- (c) **Role of Town Mayor –** Committee considered the document entitled “The Role of the Town Mayor” which had been developed over the last few years but had not been formally considered by Committee. The document formed part of the civic protocol documentation which was being developed.

Following discussion Committee **RESOLVED:**

- That the report be noted;
- That clarification as to which Officer would directly support the Mayor and Deputy Mayor be included in the protocol;
- That the protocol relating to the role of Town Mayor be adopted.

- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - To note that the outgoing Mayor would be organising a variety show to help raise funds for the Janice and Peter McCaull Trust in July 2018;
 - That a new Task & Finish Group would be appointed to oversee the development of the Corporate Strategy and Medium Term Financial Plan following the appointment of new members on the F&GP Committee at the Annual Town Council meeting on 14th May 2018;
 - That a new Councillor would be co-opted at the Annual Town Council Meeting;
 - That training sessions regarding the Code of Conduct and GDPR will be arranged on a Monday evening in July 2018;
 - That a Councillor Briefing Session would be arranged to receive an overview of the recently completed “Mapping Leominster’s Youth” project in May or June 2018;
 - That consideration be given to sharing the methodology of the development of the project with other Councils in Herefordshire as an example of best practice.

FG51/17 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) **Youth Update Report** – Committee received the following verbal update:
- 59 volunteers and key partners had been involved in the project;
 - Input had been received from 198 young people through focus groups and questionnaires;
 - 43 organisations and community groups were consulted;
 - £4,593.87 of grant funding had been claimed from Herefordshire Council. This had been made possible by over £1,030 of match funding in volunteer time;
 - The report and grant claim had been submitted on Monday 30th April 2018.

In addition a further £1,662.74 of grant funding had been claimed from Kingspan to help fund the skateboarding and boxing classes. 29 young people had benefitted, many of whom did not take part in other regular sporting activities.

- (b) **Grants Report** – Committee **RESOLVED** to make the following annual grant awards:

- An annual grant to Citizens Advice Bureaux of £8,000 to provide drop in sessions in Leominster. The grant would be paid in full;
- An annual grant to LDCA Community Centre of £10,000 towards the running costs of the Centre. The grant would be paid in full;
- An annual grant to LARC Grange Court of £7,000 as part of the ten year support package previously agreed by Council. The grant would be paid in full;
- To support the Transport Initiatives fund which currently helps subsidise the community bus service that replaced the previous 427 service. An allocation of a maximum of £1,500 per annum was agreed to be paid based on monthly invoices;
- That the provision of Youth Services in 2018/19 be subject to the conclusions and recommendations of the emerging “Mapping Leominster’s Youth” project report.

Committee **RESOLVED** to make the following awards in respect of applications received:

- Leominster Priory Holiday Club - £900;
- Leominster Festival - £1,000;
- Leominster 151 Squadron - £1,000 subject to the securing of the other grant applications;
- Leominster Festival Window Competition - £250 towards prizes and administration.

Committee further **RESOLVED** to ring-fence a further £500 to be used to support further window competitions in the town including the Victorian Street Market.

Consideration regarding the future of the shopfront grant initiative will be reviewed at the Committee meeting to be held on 25th June 2018.

- (c) **10th May 2018** – Committee received a final briefing on the Royal visit which would take place on Thursday 10th May 2018.

FG52/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 25th June 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:15pm.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 19th June 2018

Title: Quarter One Interim Financial Report

Purpose of the Report: To provide Members with the Quarter One Interim Financial Report.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for April 2018 amounting to £51,456, exclusive of VAT and May 2018 amounting to £49,853;
- 1.3 To note income received and current balances for the 2018/19 financial year as outlined in the report.

2. INTRODUCTION

- 2.1 This Financial Report provides interim details of Leominster Town Council's financial activities for Quarter One of the 2018/19 financial year.
- 2.2 An End of Year internal audit took place on Monday 4th June 2018 with the end of year financial healthcheck taking place on Wednesday 16th May 2018. Regular quarterly financial healthchecks are scheduled for 2018/19 and two internal audits will be booked in in November 2018 and May/June 2019
- 2.3 This report includes details of current balances held at the bank as at 31st May 2018 along with initial end of year income and expenditure projections.
- 2.5 All account transactions detailed in the report exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council is VAT registered.

3. PAYMENTS MADE

- 3.1 The table below outlines expenditure and income for Quarter One 2018:

COST CENTRE	APRIL	MAY	JUNE	TOTAL
Administration Expenditure	£8,287	£3,528	£0	£11,815
Administration Income	£0	£4,633	£0	£4,633
Corporate Management	£8,988	£10,940	£0	£19,928

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Corporate Management Income	£242,316	£0	£0	£242,316
Democratic Services	-£50	£801	£0	£751
Grants	£1,771	£0	£0	£1,771
Corn Square Expenditure	-£1,564	£1,576	£0	£12
Corn Square Income	£0	£0	£0	£0
Rent Office Expenditure	-£476	-£476	£0	-£952
Rent Office Income	-£2,100	£0	£0	-£2,100
Holiday Flat	£0	£0	£0	£0
Tourist Centre Spend	£4,062	£5,279	£0	£9,341
TIC Income	£2,372	£2,332	£0	£4,704
Open Spaces Expenditure	£6,742	£13,411	£0	£20,153
Open Spaces Income	£0	£7,010	£0	£7,010
Allotments Expenditure	£38	£566	£0	£604
Allotments Income	£2,868	£68	£0	£2,936
Markets/Events Expenditure	£0	£0	£0	£0
Markets/Events Income	-£565	£2,598	£0	£2,033
Central Toilets	£551	£464	£0	£1,015
Grange Toilets	£441	£344	£0	£785
Westbury Street Toilets	£0	£0	£0	£0
Toilet Investments	£0	£0	£0	£0
Economic Development	£2,837	£1,699	£0	£4,536
Capital Projects	£4,323	£3,948	£0	£8,271
Capital Projects Income	£0	£0	£0	£0
Transport Fund	£0	£120	£0	£120
TOTAL EXPENDITURE	£35,950	£42,200	£0	£78,150
TOTAL INCOME	£244,891	£16,641	£0	£261,532

3.2 Listed below are the balances at the bank as at 31st May 2018:

Bank Balances	
As at 31st May 2018	
Current Account	£469,057
Petty Cash	£193
TIC Petty Cash	-£703
Control A/C	£1,091
Creditors	-£12,699
Events Control	-£5,233
Membership Control	£0
TIC Control	£11,155
Outstanding VAT Claim	£4,942
Total Balances	£467,803
Represented by:	

Current Year Fund	£183,382
General Reserves	£95,358
Earmarked Reserves	£110,575
Capital Receipts Reserves	£78,488
Total Balances	£467,803

- 3.3 The General Reserve Account has been topped up following the close down of the end of year. A full outline of Earmarked Reserves has been provided as part of the Full Council meeting agenda that will be held prior to this meeting.
- 3.4 Council has increased its balances from £198,873 in 2016/17 to £284,421 at the end of 2017/18. It is too early in the year to provide accurate end of year balance projections at present. However, budgeted income generation will suffer from the delay in the completion of the holiday flat, partly due to the delay in receiving consent to borrow further. This lack of capital funding to invest in the Council estate will further affect its ability to generate income in 2018/19.
- 3.5 An initial income projection is outlined below:

Income	Actual to Date	Projected	Budget
Precept	£242,316	£484,632	£484,632
Interest	£0	£0	£200
Event Income	£4,632	£8,000	£8,000
Misc	£0	£0	£0
Corn Square/Flat	£0	£10,000	£19,000
Office rental	-£2,100	£14,000	£14,000
TIC	£4,706	£40,000	£40,550
Open Spaces	£7,010	£7,500	£7,785
Allotments	£2,935	£5,000	£5,000
Markets	£2,033	£14,000	£27,000
Public Conveniences	£0	£0	£3,000
PWLB	£0	£0	£0
TOTAL	£261,532	£583,132	£609,167

- 3.6 An initial expenditure projection is outlined below:

Expenditure	Actual to Date	Projected	Budget
Administration	£11,815	£30,000	£30,000
Corporate Management	£19,928	£128,000	£129,148
Democratic	£751	£10,000	£10,000
Grants	£1,771	£51,000	£51,000
Corn Square	£12	£51,000	£52,572
Rent Office Expenditure	-£952	£0	£0
TIC	£9,341	£80,000	£86,753
Open Spaces	£20,153	£145,000	£144,832

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Allotments	£604	£3,500	£3,500
Markets/Events	£0	£9,000	£9,390
Central Toilets	£1,015	£8,000	£8,300
Grange Toilets	£785	£8,000	£8,100
Westbury St Toilets	£0	£0	£11,950
Investment Toilets	£0	£0	£0
Economic Development	£4,536	£30,000	£31,150
Capital Projects Equipment	£8,271	£15,000	£15,000
Capital Projects PWLB	£0	£13,500	£13,472
Planning & Highways	£120	£2,000	£4,000
TOTAL	£78,150	£584,000	£609,167

3.7 Members will not a small deficit being projected at year end subject to some savings being made. Savings will include the decision not to pursue the Westbury Street public conveniences and smaller savings elsewhere.

3.8 A full Quarter One report will be presented to Full Council on 30th July 2018.



Finance Committee

Date: 19th June 2018

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 meeting the outstanding sum of £987.96 as outlined in paragraph 3.2;
- 1.3 To consider submitting a response to the PCC (para 3.8).

2. INTRODUCTION

- 2.1 This report updates members on progress relating to Committee projects and outlines matters requiring 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 budgets 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. Due to the development of the Herefordshire Armed Forces Day and a number of other events that have been managed by the Town Council it has not been possible to arrange a Sub-Committee meeting.
- 2.4 A Staffing and Project update report forms part of this agenda.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

- 3.1 A further invoice has been received for the outstanding funeral costs of the late Peter McCaull. Council has previously agreed to act as banker on behalf of the Trust.
- 3.2 The Trust wishes to request the Town Council to meet the outstanding amount for the funeral arranged by A H Caldicott & Sons of £987.96.

Medium Term Financial Plan and Revised Corporate Strategy

- 3.3 The Budget Task & Finish Group has been charged with developing a Medium Term Financial Plan (MTFP) and revise the Corporate Strategy for 2018/19. Due to unforeseen circumstances this has been unavoidably delayed.
- 3.4 However, the Staff and Project Plan update outlines the projects identified that can be reasonably delivered subject to some caveats including the securing of a loan to help fund them.
- 3.5 Once that report has been formally adopted the production of a Corporate Plan and Medium Term Financial Plan can be completed.

Councillor Training

- 3.6 Formal training for Councillors has not been arranged due to the number of vacancies on the Town Council.
- 3.7 Once the vacancies have been filled either by co-option or election a date will be agreed to undertake training on the General Data Protection Regulations, the Code of Conduct and the powers and duties of the Town Council. A revised Councillor handbook will also be finalised.

Survey

- 3.8 The Police and Crime Commissioner's survey of Town and Parish Councils within Herefordshire, Shropshire, Telford & Wrekin and Worcestershire is now running. Committee is requested to consider submitting a response to this survey. The closing date is 6th July 2018.
- 3.9 Communities across West Mercia are being asked for their views on local policing, as part of a new project from the Police and Crime Commissioner. A survey has now been circulated to every town and parish council across Herefordshire, Shropshire, Telford & Wrekin and Worcestershire. Councils will be asked their thoughts on a range of subjects, including the visibility of local policing, relationships with officers and local crime priorities.
- 3.10 The relevant link is: <https://www.surveymoz.com/s3/4291757/Town-and-Parish-Council-Survey-2018>
- 3.11 A PDF copy of the survey has been provided to members separately.