



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 24<sup>th</sup> April 2018

To: All Members of the Finance & General Purposes Committee:  
Councillors Marsh (Chair), Vacancy (Vice-Chair), Bartlett, Egan, Freedland,  
Norman, R Pendleton, Preece, Rosser, Rumsey and (Vacancy).  
(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 30<sup>th</sup> April 2018** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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 & General Purposes Committee meeting held on 26<sup>th</sup> February 2018 (attached).



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### 6. CLERK'S REPORT

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

#### 7. 2017-18 WORK PROGRAMME

To receive an end of year progress report for 2017/18.

#### 8. FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – To receive an interim Quarter Four financial report for 2017/18.

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

(c) **Role of Town Mayor** – Please see the current document which forms part of the Councillor Handbook, which is currently being updated. Committee is requested to consider and adopt the revised guidance.

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

#### 9. 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) **Youth Report Update** – To receive a verbal update report on the progress of the final Youth Report and initial recommendations and a date for a Councillor Briefing to be held.

(b) **Grants Report** – To consider the grant requests received. Please see attached report.

(c) **10<sup>th</sup> May 2018** – To receive a final briefing.

#### 10. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 25<sup>th</sup> June 2018 at 19:15 at the Council Offices, 11 Corn Square, Leominster HR6 8YP. Please note that a Full Council meeting will be held prior to this meeting at 7pm to adopt the end of year accounts for 2017/18.

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26<sup>th</sup> February 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICERS PRESENT:** Town Clerk and the Office Manager.

**FG33/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Freedland, Preece and Rumsey.

**FG34/17 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Norman: Leominster Museum – Council Representative

**FG35/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**FG36/17 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**FG37/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 18<sup>th</sup> December 2017 be agreed and signed as a correct record.

**FG38/17 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) Leominster Business Group Request** – Following consideration of the request received from the Business Group Committee **RESOLVED** to contribute £400 from its grant fund towards the erection and dismantling of bunting in the town centre.
- (b) Election Costs** – Committee noted that the recent by-election cost £3,008.39 and noted that additional funding may be required as part of the 2019/20 budget considerations to meet the cost of the Town Council elections which will be held in May 2019.
- (c) Financial Update** – Committee noted that there had been issues relating to the Council's debit card which had now been resolved.

**FG39/17 2017-18 WORK PROGRAMME**

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

- That the report and progress update be noted;
- That work had commenced on the development of the Medium Term Financial Plan and the updating of the Corporate Strategy. It was expected that the documents would be amalgamated and presented to Committee in April 2018;
- That work to the Civic protocols and forthcoming civic events was progressing and would be available in April 2018;
- That the booking forms for hiring rooms and open spaces were currently being reviewed by the Council's solicitor;
- That the Power of General Competence training would be completed as soon as possible;
- That the revised Asset Register would be completed by 31<sup>st</sup> March 2018.

The following update regarding the Mapping Leominster's Youth project was noted:

- Approximately £750 of match funding had been secured in the form of donated time from key partners;
- A successful focus group had been held with the Cubs with two further focus groups to be held with SHYPP and the Air Cadets;
- The questionnaire which was going to be distributed at Earl Mortimer College was nearly ready to go out now that half term was over;
- An extension on the final report had been granted until the end of April;
- Further project scoping meetings would be held in March prior to the final data collection.

The following update regarding the Skateboarding project was noted:

- The first sessions had been held during half term week on the Wednesday and Friday;
- Feedback from the attendees was very good;
- A further three sessions would be held on Saturdays during March;
- Kingspan Insulation Community Trust had provided the funding for this initiative.

The following update regarding the Boxing project was noted:

- Equipment had now been delivered and once it had been used for this project would be held in Leominster by the Town Council so that it could be utilised locally in the future;
- Further sessions run on Monday and Thursday evenings and feedback to date had been positive.

**FG40/17 FINANCIAL AND COMMITTEE MATTERS**

**(a) Financial Report** – Committee considered the Quarter Three Financial Report up to 31<sup>st</sup> December 2017 and **RESOLVED:**

- That the report be noted;

- That the payments for October 2017 amounting to £49,954, exclusive of VAT, November 2017 amounting to £32,418, exclusive of VAT, and December 2017 amounting to £36,690, exclusive of VAT be ratified;
  - That the current balances up to 31<sup>st</sup> December 2017 amounting to £413,768 be noted;
  - To note that the projected end of year balances were currently being estimated at £283,769.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for February 2018 which amounted to £51,126.38, inclusive of VAT.
- (c) **Appointment of Personnel Sub-Committee** – Committee considered the Personnel Sub-Committee Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That a Personnel Sub Committee, as outlined in the report, be appointed to oversee all the Council staffing and employment related matters;
  - That the Draft Terms of Reference be adopted without amendment;
  - That an additional member of the Finance & General Purposes be invited to sit on the Sub-Committee.
- (d) **TIC Signage** – Committee considered the signage proposals for new signage in the Tourist Information Centre and, following discussion, **RESOLVED** that the quotation amounting to £1,365 for the design and production of the new signage be accepted.
- (e) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That Cllr Egan be appointed to the Budget Task & Finish Group to assist in the development of the Medium Term Financial Plan and the revised Corporate Strategy;
  - That the proposed training to be delivered by HALC relating to the Role of a Councillor be postponed until the current vacancy has been filled;
  - That the Herefordshire Council Monitoring Officer be invited to undertake a Code of Conduct training session with all Councillors as soon as practicable on a Monday evening;
  - That Data Protection training be undertaken in-house;
  - That a quotation be obtained to provide all Councillors with a [leominstertowncouncil.gov.uk](mailto:leominstertowncouncil.gov.uk) email address.
- (f) **Policy Updates** – Committee considered the Policy Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That the draft Data Protection Policy be submitted to Full Council for consideration and adoption;

- That the Herefordshire Council Unreasonable Behaviour Policy be submitted to Full Council for consideration and adoption;
- That a Safeguarding Policy be developed and submitted to Full Council for consideration and adoption;
- That the draft Training & Development Policy for both staff and Members, as amended, be submitted to Full Council for consideration and adoption.

It was further agreed to investigate and carry out a cost benefit analysis of providing Data Protection Officer services to surrounding smaller local councils.

**FG41/17 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) **Grants Report** – Committee noted that no applications had been received.
- (b) **Project Update Report** – Committee considered the Project Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That the formal adoption of the project implementation programme be postponed until further information is available regarding the Public Works Loan Board application and the LEADER funding applications;
  - It was proposed by Cllr Burke, seconded by Cllr Egan and resolved that the partnership between Leominster Town Council and Leominster Museum be entered into and commence on 2<sup>nd</sup> March 2018 on the grounds that a job description for the curator, agreed outputs and reporting methods will be developed during the March 2018 for consideration by Full Council on 26<sup>th</sup> March 2018;
  - The partnership would be reviewed on the completion of the six month probationary period.

**FG42/17 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 30<sup>th</sup> April 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:10pm.

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**CHAIR:**

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**DATE:**



## Finance & General Purposes Committee

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**Date:** 24<sup>th</sup> April 2018

**Title:** Work Programme Update Report

**Purpose of the Report:** To provide Members with an update on progress related to the adopted Committee Work Programme.

**Contact Officers:** Paul Russell

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### 1. RECOMMENDATION

1.1 That the report be noted.

### 2. INTRODUCTION

- 2.1 This report outlines progress to date on the Work Programme, adopted by the Committee at its meeting held on 24<sup>th</sup> April 2017 and revised at the meeting held on 26<sup>th</sup> June, 23<sup>rd</sup> October 2017, 18<sup>th</sup> December 2017 and 26<sup>th</sup> February 2018.
- 2.2 This is the final update report for the 2017/18 financial year which ended on 31<sup>st</sup> March 2018.
- 2.3 The Work Programme for 2018/19 has not yet been developed and will be included as part of the revised Corporate Strategy.

### 3. WORK PROGRAMME UPDATE

- 3.1 The following elements of the work programme have been completed:
- Adoption of the annual work programme (April 2017);
  - Completion of the Risk Register action plan;
  - Adoption of the 2017/18 Corporate Plan;
  - Corporate performance documents developed and adopted. These include a new Data Protection Policy and other compliance policies;
  - Completion of the Strategic Review action plan which was developed in 2016;
  - General Reserves have been added to in 2017/18 as targeted;
  - Risk Assessments have been developed and put in place;
  - Booking forms for 11 Corn Square have now been completed;
  - Two internal audits have been undertaken in 2017/18 and the Internal Auditor has been appointed for 2018/19;

- The staffing structure has been reviewed and amended in line with the 2018/19 budget. This will be further reviewed during the course of the new financial year;
- The Town Council has fully supported Destination Leominster. The future of this initiative will need to be considered as part of the revised Corporate Strategy;
- The grant programme was successfully delivered;
- Links with the business community have continued to be developed with Leominster Small Business Group;
- Links with local voluntary organisations have been underpinned by the Town Council through the development of the youth project;
- The youth project is close to completion with the final report to be presented to Full Council in the next few weeks;
- Leominster News articles have been published every month updating local residents on the work of the Town Council;
- The CCTV initiative was supported in 2017/18 by the Town Council and continues to be in 2018/19;
- The Market Towns Forum was supported by the Clerk (who acted as secretary) and Councillors. Cllr Norman chaired the Forum in 2017/18. The future of the Forum is currently being discussed;
- The Annual budgetary process was completed with a budget consultation taking place in December 2017 and a final precept being set in January 2018;
- A level of Participatory Budgeting was achieved through the budget consultation process with funding being invested in the maintenance of green open spaces.

3.2 The following elements of the work programme are currently in the process of being completed:

- Medium Term Financial Plan;
- Civic Protocol policies and procedures are currently being finalised. Initial documentation has been developed;
- Infrastructure projects have been drawn up and a loan sanction has been applied for. The Holiday Flat is currently being completed to create an additional income revenue stream;
- The revised Asset Register is currently being finalised and will form part of the end of year accounts;
- A draft training policy and programme has been developed and a series of training events are currently being developed.

3.3 The following elements of the work programme have not yet commenced:

- Power of General Competence criteria;
- Website payments have not been developed. Credit card payments can be made via the TIC.





## **Finance & General Purposes Committee**

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**Date:** 24<sup>th</sup> April 2018

**Title:** Quarter Four Interim Financial Report

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

**Contact Officers:** Paul Russell

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### **1. RECOMMENDATION**

**1.1 That the report be noted;**

**1.2 To ratify 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;**

**1.3 To note income received and current balances for the 2017/18 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 Four of the 2017/18 financial year. The figures are currently subject to the final closedown of accounts and external audit.**

**2.2 An internal audit took place on 8<sup>th</sup> November 2017 but no actions were required. An end of year internal audit and financial healthcheck will be held prior to the closing down of the 2017/18 accounts and submission for external audit.**

2.3 This report includes details of current balances held at the bank as at 31<sup>st</sup> December 2017 along with 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 Four 2018:

<b>COST CENTRE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Total</b>
Administration Expenditure	£1,495	£376	£4,059	£14,706	£4,956	£3,443	£29,035
Corporate Management	£11,189	£15,939	£15,672	£34,577	£30,616	£45,615	£153,608
Democratic Services	£0	£3,170	£555	£681	£634	£2,088	£7,128
Grants	£2,775	£3,042	£6,250	£18,006	£3,790	£6,475	£40,338
West Street Expenditure	£0	£0	£0	£718	£4,612	£-107	£5,223
Corn Square Expenditure	£19,034	£11,781	£-474	£4,678	£15,979	£4,594	£55,592
Tourist Information Centre	£4,705	£2,852	£1,968	£12,700	£13,881	£17,948	£54,054
Open Spaces Expenditure	£3,961	£7,672	£6,918	£21,989	£26,649	£23,016	£90,205
Allotments Expenditure	£125	£228	£232	£1,172	£1,065	£1,105	£3,927
Markets/Events Expenditure	£250	£0	£0	£1,143	£821	£2,498	£4,712
Central Toilets	£2,032	£0	£379	£1,578	£2,225	£1,786	£8,000
Grange Toilets	£1,332	£48	£475	£1,820	£1,812	£1,221	£6,708
Westbury Street Toilets	£0	£0	£0	£0	£0	£0	£0
Toilet Investments	£0	£0	£0	£0	£0	£0	£0
Economic Development	£130	£2,810	£0	£5,187	£10,868	£12,005	£31,000
Capital Projects	£4,310	£1,817	£5,893	£58,224	£25,374	£1,983	£97,601
Transport Fund	£118	£118	£75	£409	£237	£435	£1,392
<b>TOTAL EXPENDITURE</b>	<b>£51,456</b>	<b>£49,853</b>	<b>£42,002</b>	<b>£177,588</b>	<b>£143,519</b>	<b>£124,105</b>	<b>£588,523</b>

<b>COST CENTRE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Total</b>
Administration Income	£0	£0	£0	£205,740	£211,074	£500	£417,314
Corporate Management Income	£0	£0	£20	£0	£80	£590	£690
West Street Income	£0	£0	£0	£0	£0	£0	£0
Corn Square Income	£0	£0	£220	£0	£0	£0	£220
Rent Office Income	£476	£0	£476	£3,528	£3,528	£1,428	£9,436
TIC Income	£1,590	£1,290	£2,145	£5,133	£7,424	£7,514	£25,096
Open Spaces Income	£0	£0	£0	£17,755	£0	£9,448	£27,203
Allotments Income	£98	£486	£90	£4,305	£453	£141	£5,573
Markets/Events Income	£20	£1,660	£1,250	£4,811	£3,740	£4,587	£16,068
Economic Development Income	£0	£0	£0	£0	£580	£0	£580
Capital Projects Income	£0	£0	£0	£0	£168,500	£0	£168,500
<b>TOTAL INCOME</b>	<b>£2,184</b>	<b>£3,436</b>	<b>£4,201</b>	<b>£241,272</b>	<b>£395,379</b>	<b>£24,208</b>	<b>£670,680</b>

3.2 Listed below are the balances at the bank as at 31<sup>st</sup> March 2018:

<b>Bank Balances</b>	
As at 31/03/2018	
Current Account	£272,212
Petty Cash	-£96
TIC Petty Cash	£155
Cash/Credit Card Control	£726
Creditors	-£4,271
Events Control	-£3,043
Membership Control	-£75
TIC Stock	£12,997
Outstanding VAT Claim	£5,716
<b>Total Balances</b>	<b>£284,321</b>

Represented by:	
Current Year Fund	£0
General Reserves	£1,955
Earmarked Reserves	£110,575
Capital Receipts Reserve	£171,791
<b>Total Balances</b>	<b>£284,321</b>

3.3 The General Reserve Account will need to be topped up at the year end from the earmarked reserves. A full report following the end of year healthcheck will be submitted to Committee for consideration.

3.4 Council balances have increased from £212,214 to £284,321 compared to 2016/17. The table below gives an overview of income and expenditure against budget forecasts:

Precept	£422,148
Budgeted Income	£87,810
<b>Total Budgeted Income</b>	<b>£509,958</b>
Actual Income	£502,180
Variance	<b>-£7,778</b>
Capital Receipt	£168,500
<b>Total Income</b>	<b>£670,680</b>
Budgeted Expenditure	£527,958
<b>Actual Expenditure</b>	<b>£588,523</b>
Variance	<b>-£60,565</b>
From Balances	£18,000
<b>Total Overspend</b>	<b>-£42,565</b>
<b>Surplus/Deficit</b>	<b>£82,157</b>



**Finance Committee**

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**Date:** 24<sup>th</sup> April 2018

**Title:** The Role of the Town Mayor

**Purpose of the Report:** To provide Members with the opportunity to review the current protocol related to the role of the Town Mayor and amend accordingly.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the protocol relating to the role of the Town Mayor be reviewed, amended as appropriate, and adopted.

**2. INTRODUCTION**

- 2.1 As part of the Councillor Handbook there is a section regarding the role of the Town Mayor.
- 2.2 It has been requested that this protocol be reviewed by the Committee and formally adopted as part of the development of a range of civic protocols currently being developed.
- 2.3 Outlined below is the current protocol:

**THE ROLE OF THE TOWN MAYOR**

**1. INTRODUCTION**

- 1.1 The Town Council regards the mayoralty as a key element in cementing the Town's civic and community identity and an influential resource to be devoted to furthering the Town's interests over a wide range of issues and concerns.
- 1.2 The following establishes a set of principles and expectations concerning how the role of the Town Mayor should be conducted to ensure clarity and consistency for the benefit of the Town and the Town Council as well as the Office holder.

**2. ROLE OF THE MAYOR**

- 2.1 This is defined as:
  - (i) Chairman of the Town Council

- (ii) Representative of Town on civic matters
- (iii) Spokesman for the Council and the Town on civic matters
- (iv) Representative of defined Town organisations: Town Twinning for example.

2.2 In carrying out these roles, the Mayor must be mindful of the dignity of the Office and ensure due protocol and precedence is applied.

### **3. THE ANNUAL GENERAL MEETING LEGAL PROCEDURES**

3.1 The Mayor shall be elected at the Annual Council Meeting in accordance with the Local Government Act 1972 Section 4 (1) and 23 (1).

3.2 The Mayor will assume the role of Chairman of the Town Council

3.3 Additional useful information

- The procedure for conducting the Annual Meeting is set out in the Standing Orders.
- Potential Mayors are advised to prepare a short acceptance speech and will be required to sign the Declaration of Acceptance of Office.
- They should note that the press would be in attendance at this meeting and quotations will be taken from the acceptance speech. It is common practise that the local press meet with the Mayor following the Annual Meeting to ask questions about their background and hopes for the year ahead.
- It would be useful if the Mayor could prepare a short biography for the Town Clerk. This will be used where appropriate mainly on the Town Council website.

### **4. LEGAL ROLE AND DUTY OF THE TOWN MAYOR**

4.1 The main duty of the Mayor is to preside at meetings of the Town Council. When chairing meetings the chairman should avoid getting involved in debate on highly contentious issues. An impartial chairman should use their office where appropriate and when necessary to clarify the position of *both* side in the debate or make compromise or consensus proposals. In some circumstances it may be appropriate for the chairman to temporarily vacate the chair if they wish to participate in the debate.

4.2 Meetings of the Town Council should take precedence over outside invitations received in order to ensure that meetings remain legally quorate.

4.3 The Town Mayor must not:

- Make decisions or act alone without prior resolution from the Council;
- Speak out on private or confidential issues;

- Conduct a press conference or press release without consulting the Media Policy.

4.4 The Town Mayor, as are all Councillors, is bound by the Council's Code of Conduct.

## **5. THE COUNCIL'S EXPECTATION ON THE TOWN MAYOR**

5.1 The following expectations are applied to the manner in which the Town Mayor conducts his/her role:

- The Mayor needs to exhibit a keen and genuine interest in people they meet, and act with dignity.
- The Mayor must show enthusiasm and genuine commitment to the role at all times.
- The Mayor is non-party political
- The Mayor should speak up on the Town's interests, reflecting the policy of the Town Council at all times rather than individual views on any issues.
- The Mayor should seek to use the opportunities and influence of the office proactively to promote the improvement of the community and community spirit.

## **6. CIVIC FUNCTIONS**

6.1 **Ceremonial.** These are obligatory on the Mayor.

6.2 **Chairing local meetings.** The Mayor should chair the Annual Town Assembly and any other public meetings held by the Council. The Mayor should also be available to Chair the full Council Meeting.

6.3. **Supporting Town Activities.** This covers the bulk of engagements and includes visits to schools, local businesses etc. The Mayor should accept as many engagements of this type as possible.

6.4. **Reporting on the Civic Year.** The Mayor presents the Annual Report to the Town Meeting. As it covers activities it should reflect Council policy throughout and not the personal views of the Mayor on the issues covered.

6.5 **Deputy Mayor.** The Deputy Mayor, where appropriate, will be asked to attend those duties that the Mayor is unable to fulfil.

6.6 The Mayor's diary is kept by the Town Clerk or relevant Council Officer, who will advise and brief the Mayor on engagements. All invitations for the Mayor should be sent to the Town Clerk or relevant Council Officer, where they will be processed, checked against the Mayor's availability and discussed with the Mayor. Once agreed, the engagement will be entered into the official office diary and the Town Mayor's personal diary, and the Town Clerk or relevant Council Officer will write on behalf of the Mayor to either accept or decline an invitation.

- 6.7 The Mayor should not be tempted to accept invitations made in an informal manner, say by word of mouth when attending another function. Invitations need to be checked with the diary.
- 6.8 People may well want to be photographed with the Mayor at an event, and this is perfectly reasonable and understandable. Any photographs taken should not be used for commercial purposes to promote a particular service or product, and the Mayor should also be careful not to say or do anything which might give the impression that they are endorsing that service or product.
- 6.9 The Mayor should always assume that they will be required to speak at any function, even if this has not been previously stated by the organisers.

## **7. ROLE OF CONSORT**

- 7.1 When the Town Mayor has a Consort, they must be both sympathetic and supportive to the expectations of the Town Mayor as the role is important and complementary to the success of the Mayor's role. The Consort should be given equivalent respect and dignity as that given to the Mayor by the Town Council whenever he/she accompanies the Mayor on civic engagements.
- 7.2 Where there is no Consort, or the Consort is unavailable, the Mayor may ask a Councillor or Town Clerk to act as their escort.

## **8. ROLE OF DEPUTY TOWN MAYOR**

- 8.1 The Deputy Town Mayor should support the Town Mayor by attending functions at the Town Mayor's request. At all times when the Deputy Town Mayor is deputising for the Town Mayor they assume the full roles and responsibilities as laid out for the Town Mayor. The Council's expectation of the Deputy Town Mayor will be identical in all regards to those required by the Town Mayor.

## **9. CORRESPONDENCE**

- 9.1. The Council Office is responsible for all administration regarding the Mayor's correspondence.
- 9.2. The Town Clerk or relevant Council Officer will write all letters from the Town Mayor regarding the acceptance or otherwise of invitations. The Town Clerk or relevant Council Officer will also deal with the issuing of invitations to civic events.
- 9.3. Sending of flowers would be arranged by the Town Clerk.

## **10. MAYOR'S ALLOWANCE**

- 10.1 The Town Mayor is allocated an annual allowance each year. At present that allowance is £4,000 per annum. This allowance may be used at the discretion



of the Mayor. Items may include the cost of attending events, mileage costs, clothing, telephone and stationery, subsidising mayoral and civic events and any other items of expenditure that the Mayor considers necessary to carry out his or her role provided it is not illegal.

- 10.2 The Town Mayor, as any other Councillor, is entitled to claim travel expenses for any event attended. Car parking charges will also be refunded.
- 10.3. The Town Mayor may use the allowance to pay for the cost of attending an event. This allowance can be used for the following:
- Tickets to the event;
  - Collections;
  - Purchase of raffle tickets;
  - Donation to charity.
- 10.4 The Town Mayor is requested to keep a record of journeys undertaken and events attended. The allowance and expenses will be paid by cheque.
- 10.5 Expense claim forms can be obtained from the Town Council offices.

## **11. TAXATION AND INSURANCE**

- 11.1. Any duties payable to the Inland Revenue will depend on the individual status of the Mayor. Therefore the responsibility rests with the individuals concerned to check any potential tax liability.
- 11.2. The Town Council will not be held responsible for any liabilities arising from payment of expenses.

## **12. HOSPITALITY AND 'GIFTS'**

- 12.1. The Town Mayor is required to declare to the Town Clerk any Civic Hospitality or 'gifts' they have been given above the value of £25.

## **13. CHAIN OF OFFICE**

- 13.1. The Mayor's Chain shall only be worn on official occasions and may only be worn by the Mayor.
- 13.2 When attending events, it is preferable for the Chains of Office to be worn in preparation for the arrival at an event, especially if members of the public will be in attendance.
- 13.3 The Mayor's Chains are insured for use at events and travelling on an 'all risk policy'.
- 13.4 When the Mayor is travelling in their vehicle, the Chains of Office must be stored out of sight.

**14. VACANCY IN OFFICE OF MAYOR (or Deputy Mayor)**

- 14.1 If a vacancy occurs for the office of Mayor as a consequence of death, disqualification or resignation the Deputy Mayor, if available and willing to take office shall become Mayor and shall serve until the next Annual Council Meeting; otherwise the Town Clerk shall place an item on the agenda for the next Ordinary Meeting of the Council for the appointment of a Mayor to serve until the next Annual Council Meeting.
- 14.2 If a vacancy occurs for the office of Deputy Mayor as a consequence of death, becoming mayor, disqualification or resignation the Town Clerk shall place an item on the agenda of the next Ordinary Meeting of the Council for the appointment of a Deputy Mayor to serve until the next Annual Council Meeting.

**15 GENERAL**

- 15.1 The Town Mayor has a vital role to play during their term of office as 'First Citizen' of Leominster. Equally, the Town Clerk also has an important role, as head of the Council's paid service. It is the Town Clerk, not the Town Mayor, who is the person in day to day control of the Town Council's business, including the supervision and allocation of work to the Council's staff. Each must respect the other's vital, but distinct roles, and work together in an atmosphere of mutual trust and respect.
- 15.2 The Town Mayor's year in office should be memorable. There will be many challenges and the year should reflect that of personal achievement and well as that of the Town Council



**Finance Committee**

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**Date:** 24<sup>th</sup> April 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

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**1. RECOMMENDATION**

**1.1 That the report be noted.**

**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.

**3. COMMITTEE REPORT**

*Janice & Peter McCaull Trust*

3.1 To note that the final process to complete probate will hopefully be actioned within the next month.

*Medium Term Financial Plan and Revised Corporate Strategy*

3.2 The Budget Task & Finish Group will be developing a Medium Term Financial Plan (MTFP) and revise the Corporate Strategy over the next three months.

3.3 The first draft of the MTFP has been delayed due to various events being developed but it is hoped that a draft will be available at the next F&GP Committee meeting scheduled for 25<sup>th</sup> June 2018.

3.4 A revised version of the Corporate Objectives will also be presented at the June 2018 meeting.

*Councillor Training*

3.5 It was previously agreed that a bespoke Councillor Training session be organised and provided by HALC. The cost of a 2 hour evening session complete with sets of handouts for each Councillor would be £200 plus mileage.

3.6 A Saturday session from 9:30 to 12:30 would be £300 plus mileage and would include a complete set of handouts for each Councillor.

3.7 A date needs to be agreed to undertake this training and training on the General Data Protection Regulations and the Code of Conduct.

*Mapping Leominster's Youth Project*

3.8 A verbal update on the progress of this project and related initiatives will be provided by the Office Manager under confidential items.

*Project Update*

3.9 To note that the holiday flat is progressing well. Confirmation is still awaited on the Public Works Loan from HALC but it is hoped that an update will be available at the meeting.

*Leominster Museum Partnership*

3.10 The first monthly report on the development and progress of the partnership between the Town Council and Leominster Museum will be provided at the full Council meeting to be held on Monday 14<sup>th</sup> May 2018.