



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 18th February 2020

To: All Members of the Finance & General Purposes Committee:
Councillors Murdoch (Chair), Marshall (Vice Chair), Bartlett, Davies, Marsh,
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 February 2020** 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 16th December 2019.

6. CLERK'S REPORT

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



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

7. FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – To consider the financial report and balances sheet for January 2020. This will be presented at the meeting.
- (b) **Outstanding Accounts for Payment** – Please see the attached accounts that have been paid in February 2020.
- (c) **Risk Register** – To review the Council's Risk Register and consider recommending adoption by Full Council at its next meeting.
- (d) **Committee Report** – Please see the attached Committee update report.

8. 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** – To note and confirm the formal grant application from the LDCA.
- (b) **Youth Report** – Please see attached report.
- (c) **Banking Report** – Please see attached quotations for consideration.
- (d) **CAB Report** – Please see the attached report.
- (e) **Mayor Making 2020** – To receive an update on the preparations for Mayor Making and associated costs.
- (f) **Staff Report** – To receive a verbal report. To agree a date for the Personnel Sub-Committee to meet to discuss appraisals, job descriptions and Ellis Whittam, HR consultant to Leominster Town Council.
- (g) **Hep B vaccinations for staff** – To consider this matter.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 27th April 2020 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 16th December 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

FG30/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Sutcliffe.

FG31/19 DECLARATIONS OF INTEREST

There were no declarations of interest made.

FG32/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG33/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG34/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 28th October 2019 be agreed and signed as a correct record.

FG35/19 CLERK'S REPORT

Committee noted the following items:

- That the Tax Base for 2020/21 had increased by only 0.5% from 3660.05 to 3,678.52;
- That Cllr Bartlett would respond on behalf of the Town Council to the research into Neighbourhood Planning commissioned by the Ministry of Housing, Communities and Local Government and conducted independently by the University of Reading.

FG36/19 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Financial Report and Balance Sheet up to the end of November 2019 (Month 8). Following discussion, it was agreed to receive the report.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the months of November 2019 amounting to £4,346.36, inclusive of VAT, and December 2019 to date amounting to £25,616.71, inclusive of VAT.

- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
 - Noted that a Great Collaboration meeting to discuss Climate Change would be held on Thursday 6th February 2020 at The Talbot Hotel;
 - To investigate grant opportunities to help fund the installation of renewable technologies on to Council properties, including the Secret Garden toilets, the new depot and the public conveniences;
 - To agree in principle to apply for a Marches Renewable Energy Project grant to help meet up to 50% of the cost of any renewable technologies;
 - To defer consideration of the proposed lease for Unit 7, Croft Business Park until a response had been received from the Council's solicitors;
 - To defer consideration of installing WiFi into the Holiday Flat until further investigation had been carried out into the provision of full fibre, which had recently been installed in Leominster.

FG37/19 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 grant requests had been received.
- (b) **Staff Report** – Committee noted the verbal staff report presented. A full report would be submitted to Full Council at its meeting on 27th January 2019.
- (c) **Budget Report** – Committee considered the consultation report presented and, following discussion, agreed to reflect the results in the final amendments to be made to the 2020/21 budget.
- A Budget Task & Finish Group meeting would be held in January 2020 prior to Full Council to enable the Town Clerk Designate to be involved. It was agreed to send a copy of the current draft budget to all Members for their information and to encourage feedback.
- (d) **CAB Update** – Committee noted the update provided by CAB and agreed to request clarification whether the income gain achieved was on-going or one off payments.

- (e) **Heritage High Streets Draft proposal** – Committee noted that the draft proposal regarding the Leominster High Street Heritage Action Zone Delivery Plan.

The Plan had been considered by the Regional Panel on 10th December 2019 and, subject to any amendments, would be reviewed by the National Panel on 20th December 2019. A full briefing would be given to Full Council at its meeting on 27th January 2020 following the finalisation of the delivery plan.

Committee wished to place on record its thanks to all the staff involved in the “Through the Wardrobe” event held on 14th December 2019 and in the development of the Heritage High Street project.

FG38/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 24th February 2020 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:15pm.

CHAIR:

DATE:

ACCOUNTS FOR PAYMENT – JANUARY & FEBRUARY TO DATE

DATE	PAYEE	REF	AMOUNT	DETAILS
27/01/2020	Mr P Russell	405580	£51.95	Hello Print for Servants Quarters Inv 1932669 paid by Paul
27/01/2020	Mrs A Chadney	405581	£100.00	1st Prize for Christmas Window
27/01/2020	Richard's Furnishings	405582	£75.00	2nd Prize for Christmas Window
27/01/2020	Lenka's Alterations	405583	£50.00	3rd Prize for Christmas Window
27/01/2020	Swan Brewery LLP	405584	£47.03	0496 & 0508 TIC stock
27/01/2020	Welsh Water	405585	£1,595.97	Central and Grange Toilets
27/01/2020	C James	405586	£334.10	Transit/Downton Abbey/Lucian Freud/Sleeping Beauty
27/01/2020	Travis Perkins	405587	£343.20	AIS 106/310/844/785/726/016/955/897/713 Sundries
27/01/2020	Herefordshire Ludlow & North Shropshire College	405588	£690.00	SI10414 Chipper Training
27/01/2020	Tallis Amos Group	405589	£86.05	312199 Sundries/grounds maintenance
27/01/2020	Millennium Quest Ltd	405590	£456.00	MQ12589 removal of lights from tree
27/01/2020	One Stop Drycleaners	405591	£58.50	January Account
27/01/2020	David Whyman Map Sales	405592	£73.86	145435 TIC Stock
27/01/2020	Herefordshire Council	405593	£2,712.43	CCTV invoice 91330537
			£6,674.09	

DATE	PAYEE	REF	AMOUNT	DETAILS
04/02/2020	Zurich Insurance	405594	£367.67	Annual combined insurance
07/02/2020	Leander Architectural	405595	£3,513.00	First 25% of invoice - initial instalment for the new welcome signs
10/02/2020	Station Motors (Leo) Ltd	405596	£401.67	Car repair and full service
10/02/2020	Pear Technology Services Ltd	405597	£168.00	Annual technical support & software updates till 31/01/2021
10/02/2020	Cleanmy	405598	£200.70	Cleaning & hygiene Inv 531120 £185.48, 531302 £1.98, 532715 £13.24
10/02/2020	C James	405599	£461.10	Playhouse cinema: 02/02/2020 £182.00, 08/02/2020 £141.60, 09/02/2020 £137.50
10/02/2020	Microshades Business Consultants Ltd	405600	£1,209.16	Accounting Support + hosting services + annual rental for PT Mapper Connect Inv 12694 £438.00, Inv 12754 £711.16, Inv 12755 £60.00
10/02/2020	Iain A Selkirk FCA	405601	£275.00	Internal Audit for year ended 31 March 2020
10/02/2020	Kathleen and Barry Freeman	405602	£93.60	18x Herefordshire Calendars @£5.20 each

AGENDA ITEM 7(b)

10/02/2020	cancelled	405603	cancelled	chq 405603 cancelled - wrong payee name
10/02/2020	Global Publications	405604	£39.95	TIC stock - 10x booklets inv 6
10/02/2020	Herefordshire Environmental Services Ltd	405605	£96.00	Inv 2634 Pest control 30/10/20 - 29/04/20 Corn Sq
10/02/2020	Travis Perkins Trading Co Ltd	405606	£162.63	Inv 0826AIS898 £102.91 Ballast & cement, Inv 0826AIS507 £28.59 Ballast & cement, Inv 0826AIS404 £31.13 Ballast & cement
10/02/2020	Border Office Supplies & Systems Ltd	405607	£26.54	Inv 43407 Copier and printing
10/02/2020	The Visual Works	405608	£360.00	Main Sign illustration - signage project
10/02/2020	Cllr John Rumsey	405609	£45.22	Expenses claim - mileage
10/02/2020	M. Culbert	405610	£154.80	Expenses claim - mileage training in Jan 2020
10/02/2020	Anne-Marie Carter	405611	£69.92	TIC artwork sale chq to Mrs A M Carter
10/02/2020	The Leominster News	405612	£120.00	February 2020 issue - 2 pages mono
10/02/2020	Playsafety Limited (ROSPA Play Safety)	405613	£534.00	Inv 47063 Operational Playground Inspection Course - Mark Culbert 28/01/2020
10/02/2020	Leominster Building Supplies	405614	£509.92	Inv 633375 £224.75, Inv 633536 £285.17 Materials and supplies for maintenance and repairs
10/02/2020	Diversified Business Communications UK Limited	405615	£178.80	2020 Yearbook Listing/Advert - West Midlands
10/02/2020	Roundabout Stationery	405616	£122.11	Inv 2596 £32.15, Inv 2890 £89.96 office supplies
10/02/2020	Country Flavours Ltd	405617	£105.90	Inv 53211 TIC stock
10/02/2020	SLCC Enterprises Ltd	405618	£339.00	Inv 130828 Conference & accommodation
10/02/2020	Quickskip Hereford Ltd	405619	£70.80	Inv 145522 Wheelie Bins jan 2020
10/02/2020	Shine On Window Cleaners	405620	£46.00	Inv 3716 window cleaning
10/02/2020	Arrow Plant & Tool Hire	405621	£161.90	Inv 491209 £4.80 Triangle Reflector, Inv 491804 £46.80 Hire of Hedge Trimmer, Inv 492029 £24.00 Hire of petrol generator, Inv 492204 £86.30 Lined gloves, de-icer, anvil loppers
10/02/2020	HVOSS	405622	£369.00	Inv 19032 £220.00 427 Bus Replacement Dec 2019, Inv 19033 £149.00 427 Bus Replacement Jan 2020
10/02/2020	National Express Limited	405623	£36.78	Inv AREXT/00223025 Coach services
10/02/2020	Gay Morgan	405624	£161.73	TIC - artwork sale
10/02/2020	Jan French Russell	405625	£236.21	TIC - artwork sale
10/02/2020	Malcolm Lloyd	405626	£100.00	TIC stock – 50 x books
10/02/2020	Etnam News	405627	£39.34	Milk

AGENDA ITEM 7(b)

12/02/2020	The Mills Archive Trust	405628	£70.00	MAT590 Image of Pinsley Mill reproduced for interpretation Board
12/02/2020	Wages	405629-405644	£20,745.72	Wages/Salaries
12/02/2020	Worcestershire County Council Pension Funds	405645	£6,574.97	Employee Pension Funds - employers contributions
12/02/2020	cancelled	405646	cancelled	cancelled - wrong number written
12/02/2020	H M Revenue and Customs	405647	£5,115.43	P32 Employer payment record - NI contribution
	TOTAL		£43,282.57	

GOVERNANCE AND MANAGEMENT RISK REGISTER

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer
RR1	Lack of forward planning and budgetary controls.	<ul style="list-style-type: none"> • Lack of direction • Lack of prioritisation • Poor service delivery • Poor service development • Poor financial planning • Poor financial controls • Inefficient spending • Budgetary overspends 	L	H	<ul style="list-style-type: none"> • Review Council's corporate strategy; • Continue regular financial reports; • Quarterly budgetary reviews to be undertaken; • Regular quarterly financial healthchecks by external consultant. 	Clerk (RFO)
RR2	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options.	<ul style="list-style-type: none"> • Failure to meet Council's objectives • Inability to deliver services • Inability to invest in Council infrastructure • Major project slippage • Key projects not delivered 	M	H	<ul style="list-style-type: none"> • Ensure adequate budgeting and precept setting process in place • High level of budgetary controls and frequent monitoring in place • Forward planning in place • Estimates obtained regarding potential costs of projects and service delivery • Build contingency into projects 	Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council.	<ul style="list-style-type: none"> • Poor service delivery • Loss of staff morale • Loss of residents' confidence • Loss of Councillor confidence • Loss of key personnel • Community governance review • Breakdown of working relationship with community groups 	L	H	<ul style="list-style-type: none"> • Regular staff performance reviews • Regular service area reviews and reporting • Clear roles and responsibilities of both staff and councillors • Regular reports submitted to Council and Committees • Complaints procedure 	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council owned and managed estate.	<ul style="list-style-type: none"> • Reduction in level of service delivery • Poorly maintained buildings and equipment • Health & Safety concerns • Inability to carry out management, repairs and maintenance of estate 	M	H	<ul style="list-style-type: none"> • Development of realistic achievable projects • Continuous investment programme into equipment and buildings • Continuous training for staff and councillors • Develop office procedures 	Clerk (RFO)

AGENDA ITEM 7(c)

					<ul style="list-style-type: none"> • Develop budgetary procedures • Ensure clear policies adopted • Ensure decisions made and recorded 	
RR5	Staff and/or Councillor issues.	<ul style="list-style-type: none"> • Loss of key personnel • Loss of Councillors • Fraud • Poor performance • Staff and Councillor ill health • Misconduct • Lack of training • Lack of knowledge • Conflicts of interest • Poor communication between staff, councillors and residents 	M	H	<ul style="list-style-type: none"> • Robust training and support for staff and councillors • Robust internal audit system in place • Regular staff reviews • Update job descriptions • Succession planning in place • Proactive staff and councillors prepared to accept challenges • Operate open and transparent governance • Avenues for feedback from service users and residents 	Clerk (RFO)
RR6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> • Council operates illegally • Council unable to react to changes in circumstances resulting in loss or reduction in service delivery • Health and safety issues • Litigation • Additional devolved services leading to being under resourced • Asset transfers • Allotment lease not extended • Significant local service reduction due to austerity • Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council 	L	H	<ul style="list-style-type: none"> • Regular training undertaken by staff and Councillors • Regular review of legislative changes through SLCC and NALC • Regular policy reviews • Up to date Standing Orders • Up to date Financial Regulations • Proactive budgeting and financial management • Build up reserves • Encourage flexible working practices • Continued membership of NALC and SLCC • Regular reviews of current leases/agreements 	Clerk (RFO)
RR7	Major operational interruption prevents Town Council from	<ul style="list-style-type: none"> • Council becomes non-operational through fire, damage etc 	L	H	<ul style="list-style-type: none"> • Adequate insurance cover in place 	Clerk (RFO)

AGENDA ITEM 7(c)

	delivering services (Business continuity).	<ul style="list-style-type: none"> • Back-up files and records lost, stolen or damaged • Equipment suffers damage • Severe weather conditions • Property damaged or stolen 			<ul style="list-style-type: none"> • Emergency Plan in place with emergency response protocols • Fitted fire alarms • Contingency funding in budget/reserves for replacement and repairs • Robust back-up system of storage of important files and records 	
RR8	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> • Poor staff morale • Poor councillor morale • Poor processes in place • Poor direction and focus • Poor management of operations • Poor administrative operations, processes and protocols • Loss of residents trust and confidence • Breakdown of working relationship with community groups and organisations 	L	H	<ul style="list-style-type: none"> • Review Corporate Plan with clear focused corporate objectives • Clear service delivery targets • Clear staff targets and staff monitoring/review process in place 	Clerk (RFO)
RR9	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> • Loss of computer records • Loss of important data • Loss of important financial information • Loss of service delivery 	L	H	<ul style="list-style-type: none"> • Off-site back-up facility in place • Adequate insurance in place • Business continuity plan in place • Continued investment in IT infrastructure. 	Clerk (RFO)
RR10	Unable to meet the new requirements relating to the General Data Protection Regulation	<ul style="list-style-type: none"> • Undertake Data Audit • Adopt Data Protection Policy • Adopt Data Breach procedure • Adopt Subject Access Request policy and protocol 	L	M	<ul style="list-style-type: none"> • Data audit in place • Policies required have been adopted by Council • Subject Access Request policy in place. 	Clerk (RFO)



Finance Committee

Date: 18th February 2020

Title: Committee Report

Purpose of the Report: To provide Members with a full report relating to all current Committee matters.

Contact Officers: Julie Debbage

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider the HALC/NALC subscription invoice 3.3;
- 1.3 To consider whether the council wish to support the installation of CCTV on Central Car Park when the system is upgraded.
- 1.4 To consider a reduction in allotment rent for plots affected by flooding issues.
- 1.5 To ratify the proposed expenditure in items 3.3, 3.7, 3.8 and 3.9 & 4.1.

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.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

- 3.1 The Trust has received the legal from Wellers Hedleys and has met to discuss and identify the next steps forward.

Secret Garden

- 3.2 Works are progressing on the toilet unit. A meeting is to be held with National Trust Berrington Hall staff to scope the opportunity for partnership working.

3.3 *HALC/NALC subscription*

The request for the HALC/NALC subscription has now been received and is broken down as follows:

- HALC Affiliation Fee - £180
- HALC Subscription Fee - £1,320
- HALC Subscription Fee (over 3,000 population) - £240
- NALC Subscription Fee - £673.99
- Total: £2,413.99 + VAT

Ethical Standards

- 3.4 A request has been submitted to NALC to develop an ethical standard to be included in the Council's Financial Regulations. The request was submitted via HALC, the County Association. To date no further information or update has been received.

Climate Change

- 3.5 An event organised by the Great Collaboration to combat climate change was attended by councillors and the town clerk designate. It focussed on transport project, Land Use and Energy projects in the county.

Depot Update

- 3.6 The amended draft lease has been submitted to Lloyds Cooper LLP and a final copy for signature is awaited.

Leominster in Bloom

- 3.7 A request has been received from Leominster in Bloom to sponsor the planting of a beehive planter in Corn Square at a cost of £500 to include fresh compost and plants.

3.8 *Christmas Light Removal – Trees in West Street*

A request has been made by the CCTV office that the Christmas lights be removed from the trees at the top of West Street so that work can be carried out to enable better vision for the camera. A quote for removal has been requested.

3.9 *Legionella Training*

The Legionella risk assessment carried out on 12th June 2019 by Aqua Analyse has identified that three members of staff are required to be trained. Other organisations in the town have been invited to take part in a training session but as yet, we have not received a reply. The cost is £450 + VAT.

3.10 *Allotment flooding*

Eleven Allotments have been affected by flooding over the past year meaning they have had the use of their plots restricted because of ground conditions.

3.11 *Machinery Servicing*

Quotes for servicing the two mowers have been obtained as follows:

TH White Group - £825.66 Ransomes HR300
£799.25 Ferris Zero Turn