



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 28th August 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 3rd September 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 25th June 2018 (attached).



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6. CLERK'S REPORT

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

7. FINANCIAL AND COMMITTEE MATTERS

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

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

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

(b) **Draft Corporate Strategy and Medium Term Financial Plan** – Please see the attached draft documents.

(c) **Draft Revised PWLB Loan Board Report and Accompanying Business Plans and Proposals** – Please see the attached draft documents.

(d) **Draft Staffing Restructure Report** – Please see the attached draft document. It is recommended that this report be deferred to the Personnel Sub-Committee for review prior to submission to Full Council for adoption.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 29th October 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 25th June 2018 commencing at 19:45 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

FG01/18 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Marsh was proposed by Cllr Bartlett and seconded by Cllr Norman. There being no other nominations, Cllr Marsh was formally elected Chair of the Finance & General Purposes Committee.

FG02/18 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Sutcliffe was proposed by Cllr Norman and seconded by Cllr Rumsey. There being no other nominations, Cllr Sutcliffe was formally elected Vice-Chair of the Finance & General Purposes Committee.

FG03/18 APOLOGIES FOR ABSENCE

Cllr Egan was absent.

FG04/18 DECLARATIONS OF INTEREST

There were no declarations of interest made. It was noted that Cllrs Norman, Rumsey and Thomas were appointed by the Town Council as Trustees of the Janice & Peter McCaull Trust.

FG05/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG06/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG07/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 30th April 2018 be agreed and signed as a correct record.

FG08/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Herefordshire Armed Forces Week** – Committee noted that Leominster was hosting Herefordshire Armed Forces week in Leominster commencing 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.

FG09/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter One Interim Financial Report up to 31st May 2018 and **RESOLVED:**
- That the report be noted;
 - That the payments for April 2018 amounting to £35,950, exclusive of VAT, and May 2018 amounting to £42,200, exclusive of VAT, be ratified;
 - That the current balances up to 31st May 2018 amounting to £467,803 be noted;
 - To note that currently a small deficit is being projected at the end of the 2018/19 financial year.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for June 2018, which amounted to £71,963.94, inclusive of VAT. This included annual grants of £25,000 to the Community Centre, LARC and CAB.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That the outstanding sum of £987.96 regarding the outstanding funeral costs of the late Mr McCaull be met;
 - That a response be submitted to the Police & Crime Commissioners parish and town council survey on behalf of the Town Council.

FG10/18 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.

- (a) **Grants Report** – Committee **RESOLVED** to make the following award in respect of applications received:
- Hope Support Services - £840 subject to a report being provided at the end of the project, what the future outcomes of the project were expected to be and whether the project would be able to continue.
- (b) **Project & Staffing Report** – Committee considered the Project & Staffing Report and, following discussion, **RESOLVED:**

- That the contents of the report be noted;
- That the statement from HAGS regarding the delays experienced at the Sydonia Play Area be noted;
- That a report be submitted to the Environment & Services Committee following the meeting held with Herefordshire Council on 22nd June 2018 outlining the next steps to secure a depot for the Team;
- That a new post to provide additional staffing resource for the Environmental Team be created. The position would be reviewed in six months time (December 2018);
- The temporary position will be for between 12-15 hours per week and the salary scale would be SCP12;
- That the Town Clerk continues in full time employment with Leominster Town Council;
- That the position of Maintenance Foreman be reinstated as agreed under the 2018/19 budget and that Mr McEwan be appointed;
- That the “Through the Wardrobe” event be held again this year. It was recommended that the Reindeer be booked as soon as possible;
- To seek sponsorship for the event from a local organisation.

Committee noted that issues were still being experienced regarding the request for a Public Works Loan to help fund the various projects outstanding. Support was offered from the Ward Councillors to help move this forward.

(c) Youth Report Update – Committee considered the Youth Update Report in detail and, following discussion, **RESOLVED:**

- That the report be noted;
- That the proposed projects be supported as outlined in the report;
- That Vennture be invited to attend a meeting to provide a detailed update on the progress of the Street Presence for Leominster.

With regard to funding Committee **RESOLVED:**

- To allocate £3,000 be allocated from the Youth Services Budget towards the development of the inclusive Duke of Edinburgh programme for Leominster in 2018/19 and a further £1,050 be allocated in 2019/20.

Committee noted that the proposed number of projects outlined in the report ready for development was considerable and concern was expressed regarding the capacity within the Council to be able to meet these targets. Regular update reports would be provided and only priority projects would be developed initially.

(d) Museum Report – Committee noted the report submitted by the Museum Curator. The partnership was proving positive and regular update reports would be submitted to Committee for review. An initial review of the partnership would be undertaken in September 2018.

FG11/18 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 3rd September 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP. There being no other business the meeting closed at 9:12pm.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 3rd September 2018

Title: Quarter One Financial Report

Purpose of the Report: To provide Members with the Quarter One 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, May 2018 amounting to £49,853, exclusive of VAT, and June 2018 amounting to £ , exclusive of VAT;
- 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 30th June 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:

CODE	COST CENTRE	APRIL	MAY	JUNE	Total
101	Administration Expenditure	£8,238	£3,727	£9,093	£21,058
101	Administration Income	£242,316	£6,295	£0	£248,611
105	Corporate Management	£9,091	£12,633	£10,063	£31,787

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110	Democratic Services	-£50	£801	£542	£1,293
115	Grants	£1,771	£0	£30,657	£32,428
125	Corn Square Expenditure	£2,117	£1,576	£1,720	£5,413
125	Corn Square Income	£0	£0	£180	£180
126	Rent Office Income	-£1,624	£476	£4,676	£3,528
127	Holiday Flat	£0	£0	£0	£0
130	TIC Spend	£4,062	£5,279	£6,504	£15,845
130	TIC Income	£2,469	£2,581	£2,576	£7,626
201	Open Spaces Expenditure	£6,688	£13,874	£10,689	£31,251
201	Open Spaces Income	£0	£7,010	£0	£7,010
203	Allotments Expenditure	£38	£566	£296	£900
203	Allotments Income	£2,868	£108	£10	£2,986
205	Markets/Events Expenditure	£0	£0	£1,026	£1,026
205	Markets/Events Income	-£565	£2,598	£0	£2,033
220	Central Toilets	£551	£464	£502	£1,517
225	Grange Toilets	£441	£344	£405	£1,190
230	Westbury Street Toilets	£0	£0	£0	£0
250	Economic Development	£2,837	£2,105	£252	£5,194
260	Capital Projects	£643	£3,948	£672	£5,263
260	Capital Projects Income	£0	£0	£0	£0
300	Transport Fund	£0	£246	£0	£246
	TOTAL EXPENDITURE	£36,427	£45,563	£72,421	£154,411
	TOTAL INCOME	£245,464	£19,068	£7,442	£271,974

3.2 Listed below are the balances at the bank as at 30th June 2018:

Bank Balances	
As at 30 th June 2018	
Current Account	£390,634
Petty Cash	£129
Control A/C	£218
Creditors	-£103
Events Control	-£8,425
TIC Control	£11,155
Outstanding VAT Claim	£8,376
Total Balances	£401,984
Represented by:	
Current Year Fund	£117,563
General Reserves	£95,358
Earmarked Reserves	£110,575
Capital Receipts Reserves	£78,488
Total Balances	£401,984

3.3 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	£0	£2,000	£8,000
Misc	£6,295	£36,777	£0
Corn Square Room Rental	£180	£690	£19,000

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Office rental	£3,528	£13,812	£14,000
Holiday Flat	£0	£3,500	£14,000
TIC	£7,626	£24,564	£40,550
Open Spaces	£7,010	£7,010	£7,785
Allotments	£2,985	£4,969	£5,000
Markets	£2,033	£9,833	£27,000
Public Conveniences	£0	£0	£3,000
PWLB	£0	£0	£0
TOTAL	£271,973	£587,787	£623,167

3.4 An initial expenditure projection is outlined below:

Expenditure	Actual to Date	Projected	Budget
Administration	£21,058	£34,854	£30,000
Corporate Management	£31,787	£182,463	£129,148
Democratic	£1,293	£7,583	£10,000
Grants	£32,428	£50,649	£51,000
Corn Square	£5,413	£45,946	£52,572
TIC	£15,845	£52,356	£86,753
Open Spaces	£31,251	£141,324	£144,832
Allotments	£900	£3,035	£3,500
Markets/Events	£1,026	£8,626	£9,390
Central Toilets	£1,517	£9,970	£8,300
Grange Toilets	£1,190	£9,076	£8,100
Westbury St Toilets	£0	£0	£11,950
Economic Development	£5,194	£31,104	£31,150
Capital Projects Equipment	£5,263	£30,340	£15,000
Capital Projects PWLB	£0	£6,801	£13,472
Planning & Highways	£246	£3,645	£4,000
TOTAL	£154,411	£617,772	£609,167

3.7 Currently an overspend of £29,985 is being projected. This is due to a significant projected shortfall in income against the budget. The shortfall of income is mainly due to delays investing in projects that will generate an income such as the holiday flat and Secret Garden, and the loss of traders on the Friday Market. The overspend also does not take into consideration the possibility of securing a PWLB loan which will enable much of the investment planned to be undertaken.



Finance Committee

Date: 3rd September 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 appoint a Budget Development Task & Finish Group;
- 1.3 To agree the date of the Councillor Induction Training evening.

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.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

- 3.1 The outstanding funeral costs of the late Peter McCaull have now been met but there appears to be continuing delays in completing probate. This is being addressed and it is hoped that a meeting of the Trustees will take place in early October 2018. A further update will be provided at the meeting.
- 3.2 A new logo is currently being developed for the Trust. This was funded through the Council's grants programme.

Medium Term Financial Plan and Corporate Plan

- 3.3 A Budget Development Task & Finish Group needs to be appointed to finalise both the Corporate Plan and Medium Term Financial and Investment Plan, and to develop the 2019/20 budget.

Councillor Training

- 3.4 It is proposed that induction training for Councillors takes place on either Monday 8th or 15th October 2018 commencing at 6pm to 8pm. This training session will be open to all Councillors to attend.

CAB Update

- 3.5 An interim update report has been received from the Citizens Advice Bureau and is attached to the agenda pack for information. Due to the sensitivity of some of the information contained within the report this will not be distributed beyond Councillors.

Museum Report

- 3.6 Due to staff holidays no update report for August is available.