



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 23rd October 2018

To: All Members of the Finance & General Purposes Committee:
Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies, Egan,
Marshall, Murdoch, Norman, Rumsey, 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 29th October 2018** commencing at approximately **19:30 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 3rd September 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. FINANCIAL AND COMMITTEE MATTERS

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

(b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for October 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) **Leominster Inclusive Duke of Edinburgh Programme** – Please see the attached report for consideration. (Separate report)

(b) **Youth Report** – Please see the attached report for consideration. Please also see the "Project Greenchild" progress report for information.

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

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

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 17th December 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 3rd September 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

Committee **RESOLVED** to appoint Cllrs Mr P Davies, Marshall, Murdoch and Williams to the Finance & General Purposes Committee.

FG12/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Thomas (holiday). Cllr Egan was absent.

FG13/18 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Murdoch: Grange Court volunteer;
- Cllr Norman: LARC Trustee and Board Member.

FG14/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG15/18 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG16/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25th June 2018 be agreed and signed as a correct record.

FG17/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Leominster Partner Event, 5th September 2018** – Committee noted that following the introduction of the Universal Credit Full Service in Leominster on the 11th June, an invite had been received to attend an event to find out more about Universal Credit.
- (b) **General Scrutiny Committee Consideration of Highways Maintenance – Pothole Repairs and Other Public Realm Services** – Committee notes that Herefordshire Council would be undertaking these reviews. Comments about the services would be submitted to the Clerk, who would formulate a formal response.

FG18/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter One Financial Report up to 30th June 2018 and **RESOLVED**:
- That the report be noted;
 - That the payments for April 2018 amounting to £36,427, exclusive of VAT, May 2018 amounting to £45,563, exclusive of VAT, and June 2018 amounting to £72,421, exclusive of VAT, be ratified;
 - That the current balances up to 31st May 2018 amounting to £401,984 be noted;
 - To note that currently an overspend of £29,985 is being projected at the end of the 2018/19 financial year;
 - To confirm that income and expenditure needs to continue to be monitored to minimise any projected overspend.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for August 2018, which amounted to £31,160.47, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That Cllrs Marsh, Murdoch, Rumsey, Sutcliffe and Williams be appointed to the Budget Development Task & Finish Group. The first meeting will be held on Thursday 13th September 2018 at 2pm;
 - That a Personnel Sub-Committee would be held on Thursday 13th September 2018 at 10am;
 - That a Councillors Training Evening be held on Monday 15th October 2018 from 6pm to 8pm. Refreshments would be provided;
 - That the Councillor Induction Pack be revised and sent out prior to this training evening;
 - That the signed probate had now been submitted to Lloyds Cooper Solicitors for completion.

FG19/18 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** – Following consideration of the grant application received from NILS, Committee **RESOLVED** to request the following additional information prior to making a final decision:
- Further details on why NILS wished to take up this training and what the outcomes would be;

- A detailed breakdown of the costs, including the cost of the trainer, cost of venue hire and any other expenses incurred;
- Details on whether NILS had sought to secure training from other sources such as Herefordshire Council and the Job Centre.
- Clarification on whether NILS had contacted CAB with regard to Universal Credits, as the Town Council supported drop in sessions in Leominster run by CAB, and which were available to potential NILS clients;
- Forward details of the Partners event [minute FG17/18(a)]

(b) Draft Corporate Strategy and Medium Term Financial Plan – Committee considered the draft Corporate Strategy and Medium Term Financial Plan and, following discussion, **RESOLVED:**

- That the contents of the two plans be noted;
- That Section 4 of the Corporate Strategy be rewritten, and the existing tables be moved into the appendices;
- That the budget appendix be revised to indicate actual end of year expenditure and income in 2017/18;
- That comments on both plans be submitted to the respective Committee Chairs by Tuesday 11th September 2018;
- That the two plans be reviewed by the Task & Finish Group at its meeting on 13th September 2018, prior to submission to Full Council for adoption.

(c) Draft Revised PWLB Loan Board Report and Accompanying Business Plans and Proposals – Committee considered the draft PWLB report and accompanying business plans and, following discussion, **RESOLVED:**

- That the contents of the report and plans be noted;
- To note that the Grange Open Space Master Plan draft tender document would be reviewed by the Environment & Services Committee at its meeting on 17th September 2018;
- That the budget appendix in the PWLB report be revised to indicate actual end of year expenditure and income in 2017/18;
- That comments on the business plans be submitted to the respective Committee Chairs by Tuesday 11th September 2018;
- That the business plans would accompany the PWLB report, if it was adopted by Full Council, and submitted to the Ministry for decision.

(d) Draft Staffing Restructure Report – Committee considered the draft Staffing Restructure Report and, following discussion, **RESOLVED:**

- That comments on the staffing structure be submitted to the respective Committee Chairs by Tuesday 11th September 2018;
- That the report be deferred to the Personnel Sub-Committee for review prior to submission to Full Council for adoption.

FG20/18 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29th October 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: 22nd October 2018

Title: Interim Financial Report

Purpose of the Report: To provide Members with an interim Financial Report.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for July 2018 amounting to £51,456, exclusive of VAT, August 2018 amounting to £49,853, exclusive of VAT, and September 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 to date for the 2018/19 financial year.
- 2.2 An internal audit took place on and a Healthcheck has been booked in for xx. A final audit conclusion is still awaited but the legal notices have been displayed
- 2.3 This report includes details of current balances held at the bank as at 30th September 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. INCOME & EXPENDITURE OVERVIEW

- 3.1 The table below outlines income and expenditure to date for 2018:

Income	To Date	Projected	Budget	Variance
Precept	£484,632	£484,632	£484,632	£0
Interest	£0	£0	£200	-£200
Event Income	£1,474	£3,474	£8,000	-£4,526

AGENDA ITEM 7(a)

Misc	£36,910	£36,910	£0	£36,910
Corn Square Room Rental	£380	£710	£7,000	-£6,290
Office rental	£7,056	£13,912	£12,000	£1,912
Holiday Flat	£0	£3,500	£14,000	-£10,500
TIC	£15,288	£25,334	£40,550	-£15,216
Open Spaces	£7,010	£7,010	£7,785	-£775
Allotments	£4,330	£5,330	£5,000	£330
Markets	£5,384	£9,584	£27,000	-£17,416
Public Conveniences	£0	£0	£3,000	-£3,000
TOTAL	£562,464	£590,396	£609,167	-£18,771

Expenditure	To Date	Projected	Budget	Variance
Administration	£24,578	£33,767	£30,000	-£3,767
Corporate Management	£79,595	£176,185	£129,148	-£47,037
Loan Repayment Corn Square (£350k)	£9,740	£19,480	£19,680	£200
Loan Repayment Corn Square (£150k)	£4,296	£8,592	£8,692	£100
Loan Repayment Projects (£250k)	£0	£0	£13,472	£13,472
Democratic	£2,530	£6,970	£10,000	£3,030
Grants	£33,780	£51,730	£51,000	-£730
Corn Square	£11,522	£23,324	£24,200	£876
TIC	£29,823	£53,658	£86,753	£33,095
Open Spaces	£66,793	£138,798	£144,832	£6,034
Allotments	£1,899	£3,420	£3,500	£80
Markets/Events	£1,675	£7,975	£9,390	£1,415
Public Conveniences	£6,486	£17,758	£28,350	£10,592
Economic Development	£8,664	£30,754	£31,150	£396
Capital Projects Play Area	£22,521	£48,442	£5,000	-£43,442
Capital Equipment	£150	£10,150	£10,000	-£150
Capital Projects	£9,808	£20,458	£0	-£20,458
Planning & Highways	£825	£3,825	£4,000	£175
TOTAL	£314,685	£655,286	£609,167	-£46,119

Income	£562,464	£590,396	£609,167	-£18,771
Expenditure	£314,685	£655,286	£609,167	-£46,119
Balance	£247,779	-£64,890	£0	£27,348

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

Bank Balances	
As at 30 September 2018	
Current Account	£527,919
Petty Cash	-£85

Control A/C	£264
Creditors	-£8,747
Events Control	-£3,915
TIC Control	£11,155
Outstanding VAT Claim	£10,630
Total Balances	£537,221
Represented by:	
Current Year Fund	£252,800
General Reserves	£95,358
Earmarked Reserves	£110,575
Capital Receipts Reserves	£78,488
Total Balances	£537,221

- 3.7 Currently an overspend of £27,348 is being projected. This is due to a significant projected shortfall in income against the budget. The shortfall of income is mainly due to a delay in the holiday flat being available for rent (£12,000 income), the Secret Garden (£3,500), and the loss of traders on the Friday Market (£10,000).

4. INTERNAL AUDIT REPORT

- 4.1 The internal audit report is attached for information. The following actions were identified and are being addressed:
- Lengthsman Costs – These will be re-coded and journalled accordingly. It should be noted that there is no additional funding from Herefordshire Council for 2018/19, hence a reduction in expenditure;
 - Annual Budget Figures – This is being addressed through the development of a detailed spreadsheet, which outlines costs incurred to date as well as providing projected expenditure to enable a better understanding of income and expenditure. The accounts system is known as RBS Omega and is hosted via Citrix;
 - Fidelity Guarantee – It is recommended that this be increased from £500k to £750k. A quotation from Zurich, the Council's insurers, is being obtained;
 - Attach an appendix of accounts paid to minutes – This will be included in future;
 - Cllrs Sutcliffe and Marsh have previously been appointed to carry out random checks of the accounting system.



Finance Committee

Date: 22nd October 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.

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 A meeting of the Trust took place on 18th October 2018. Completion of probate is awaited, following the submission of the relevant paperwork to the Solicitors and the Court.

3.2 A new logo has been developed for the Trust. This was funded through the Council's grants programme and a pop up banner is being developed outlining the aims and objectives of the Trust.

Councillor Training

3.3 The Councillors training evening took place on Monday 15th October 2018 and the Councillor Handbook has been updated,