



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Tuesday 20<sup>th</sup> November 2018

To: All Members:  
Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mrs P Davies, Mr P Davies, Herschy, Lacey, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Rumsey, Sutcliffe and Williams. (One vacancy)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 26<sup>th</sup> November 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. WASTE PRESENTATION**  
To receive a presentation and progress report from Binit Ltd.
- 5. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public.
- 6. MINUTES OF THE PREVIOUS MEETINGS**  
To receive and approve as a correct record the minutes of the Leominster Town Council meetings held on 24<sup>th</sup> September and 29<sup>th</sup> October 2018.



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

### 7. CLERK'S REPORT

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

### 8. COMMITTEE MEETINGS

(a) **Committee Meetings** – To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:

- Planning & Highways Committee – 1<sup>st</sup>, 22<sup>nd</sup> October and 5<sup>th</sup> November 2018;
- Finance & General Purposes Committee – 29<sup>th</sup> October 2018;
- Environment & Services Committee – 19<sup>th</sup> November 2018;
- Communications & Events Committee – 26<sup>th</sup> September and 21<sup>st</sup> November 2018 (to follow);
- Budget Development Task & Finish Group – 19<sup>th</sup> October and 14<sup>th</sup> November 2018.

### 9. FINANCES

(a) **Accounts Paid Statement** – To receive the accounts paid statement for October and November 2018. (Attached)

(b) **End of Year Accounts** – To note that the end of year accounts for 2017/18 have now been signed off. The report is attached separately.

(c) **Draft Budget 2019/20** – To consider adopting the budget that has been developed by the Budget Task & Finish Group for 2019/20. (Attached)

(d) **Precept 2019/20** – To consider submitting a precept request to Herefordshire Council of £512,222 for 2019/20.

(e) **Public Works Loan Board** – To consider a reply to the queries raised regarding the PWLB loan application. (To follow)

### 10. CORPORATE DOCUMENTATION

(a) **Corporate Plan 2019-2022** – To consider adopting the draft Corporate Plan attached.

(b) **Medium Term Financial Plan 2019/2022** – To consider adopting the draft Medium Term Financial Plan attached.

### 11. REPORTS

To receive reports from:

- Representative on Outside Bodies;
- Herefordshire Council Ward Members.



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

**12. MAYORAL APPOINTMENTS**

To receive an update on Mayoral appointments attended by the Mayor.

**13. DATE OF NEXT MEETING**

The next Town Council Meeting will be held on Monday 28<sup>th</sup> January 2019 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**14. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and Full Council 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) **Sub-Committee Meetings** – To approve the confidential minutes of the following meeting held, and to consider adopting the recommendations proposed from the Personnel Sub-Committee held on 5<sup>th</sup> November 2018.
- (b) **HVOSS No Wrong Doors Partnership** – Please see the attached report.
- (c) **CAB & CCTV Reports** – To note these two reports (attached)



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

This page has intentionally been left blank

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 24<sup>th</sup> September 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Mr P J Davies, Herschy, Lacey, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Rumsey, Sutcliffe and Williams.

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone and a member of the Press.

### **68/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs P Davies. Cllr Egan was absent.

### **69/18 DECLARATION OF ACCEPTANCE OF OFFICE/CODE OF CONDUCT**

Council formally received the Declaration of Acceptance of Office from Cllr Marshall, who had been formally co-opted on to Leominster Town Council at the Council Co-option meeting held on Monday 13<sup>th</sup> August 2018.

### **70/18 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Lacey: Allotment Association;
- Cllr Murdoch: Allotment Association.

### **71/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **72/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No matters were raised.

### **73/18 MINUTES OF THE PREVIOUS MEETINGS**

Council **RESOLVED** that the minutes of the Leominster Town Council meetings held on 30<sup>th</sup> July and 13<sup>th</sup> August 2018 be agreed and signed as a correct record.

### **74/18 CLERK'S REPORT**

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

- (a) **Corn Square Licence** – Council noted that Herefordshire Council's Market Fairs & Street Trading originally had a licence for Corn Square (PRO1013). Following consideration, Council **RESOLVED** to apply for a licence for Corn Square.

- (b) **Earl Mortimer College** –Council noted that an invitation to attend the Earl Mortimer College open evening on 25<sup>th</sup> September 2018 at 6pm had been received.
- (c) **Christmas Lights** – Council considered the purchase of some additional festive lights to add to the current display. A budget of £1,673 was available. Following discussion, it was **RESOLVED** to purchase and install lighting and infrastructure for the two trees at the top of West Street at a cost of £2,200 + VAT. The lights would remain in situ and would have a working life of three years
- (d) **Register of Interests** –Councillors were requested to complete a new Register of Interest form.
- (e) **Sydonia Play Area** – Council noted that an initial quotation had been received to supply and fit a new wetpour surface under the climbing frame that had been retained, and was currently being refurbished, at Sydonia. A solid black throughout surface would cost £3,108 and a coloured surface (red, green or blue) would be £4,213 + VAT. Two further quotations were being requested and the matter would be considered by the Environment and Services Committee.

#### **75/18 COMMITTEE MEETINGS**

- (a) **Committee Meetings** – To approve the minutes of the following meetings held and ratify any decisions and recommendations reached:
- It was **RESOLVED** to approve the minutes of the Planning & Highway Committee meetings held on 13<sup>th</sup> August and 3<sup>rd</sup> September 2018, and authorise the decisions and recommendations contained therein;
  - It was **RESOLVED** to approve the minutes of the Finance & General Purposes Committee meeting held on 3<sup>rd</sup> September 2018 and authorise the decisions and recommendations contained therein;
  - It was **RESOLVED** to approve the minutes of the Budget Development Task & Finish Group meeting held on 13<sup>th</sup> September 2018. It was agreed to discuss the recommendations under the Public Works Loan Board agenda item;
  - It was **RESOLVED** to approve the minutes of the Environment & Services Committee meetings held on 17<sup>th</sup> September 2018 and authorise the decisions and recommendations contained therein.
- (b) **Grant & Project Officer's Report Update** – Council received the update report and additional information and noted the contents. Council discussed the amended proposal to address unsolicited street collection in Leominster. A separate text number had been suggested for the town as even the most robust collection boxes would be a target.

Following discussion, Council **RESOLVED** to seek clarification on what would be required to set up a separate number/posters for Leominster and how Vennture would spend the money raised to prevent and tackle homelessness locally.

Thanks were extended to the Grants and Projects Officer for all the work she had undertaken.

## **76/18 FINANCES**

- (a) **Accounts Paid Statement** – It was **RESOLVED** to pay all outstanding accounts up to 24<sup>th</sup> September 2018 amounting to £44,725.56, inclusive of VAT.

## **77/18 PUBLIC WORKS LOAN BOARD (PWLB)**

Council received an overview of the matters that needed to be considered with regard to applying for a loan and setting the budget and precept for 2019/20.

It has been agreed that more time was required for the Budget Development Task & Finish Group to develop the 2019/20 budget. With regard to the proposed PWLB loan it was suggested that a single item Council meeting be held on Monday 29<sup>th</sup> October 2018 at 7pm, prior to the Finance & General Purposes Committee meeting to consider applying for a loan.

Papers would be drafted and available by the 10<sup>th</sup> October 2018 and there would be an opportunity to discuss the contents at the Councillor Training Evening to be held on Monday 15<sup>th</sup> October 2018 at 6pm.

Following discussion, it was **RESOLVED** to hold an additional Full Council meeting to discuss the application for a PWLB loan on Monday 29<sup>th</sup> October 2018 commencing at 7pm.

With regard to the development of the 2019/20 budget, a brief overview was provided on the funding issues faced by the Town Council since 2014. In that time the Town Council had taken on additional services and suffered a reduction in funding support from Herefordshire Council. The Transitional Grant fund, which had been £40,477 in 2015/16 had been discontinued, The Lengthsman Funding had been discontinued in 2018/19 and the P3 grant funding would be discontinued in 2019/20.

A number of precept increase options were discussed. Following the discussion, it was proposed, seconded and **RESOLVED:**

- That a precept increase of up to 10% be agreed;
- That a full consultation on the draft budget and precept increase be undertaken in November.

## **78/18 REPORTS**

The following reports were received:

- (a) **Leominster in Bloom** – Council noted that Leominster had won a gold award. Council congratulated all those involved in Leominster in Bloom on their success.
- (b) **Community Centre AGM** – The Mayor had attended the AGM. There were many new ideas emerging and the future looked very positive. Grant funding was currently being sought and a lunch club had commenced.
- (c) **Leominster Senior Football Club** – Council was informed that the senior football club would not operate during the 2018/19 season due to a lack of players. The junior section would continue.
- (d) **Railway Station Café** – Council was informed that due to sudden illness the café had closed. Efforts were being made to reopen it. It was agreed to send the Council's best wishes to the proprietor.

***Cllr Stone – Leominster Rural and North***

**National Planning Policy Framework**

A briefing was held for Herefordshire Councillors concerning a number of changes recently made by the Government and their effect on the Core Strategy. It was hoped that the Leominster Neighbourhood Plan could proceed to the referendum stage in the next few months. Recently approved NDPs are now being quoted in planning and appeal decisions in Kimbolton, Brimfield and other local parishes.

**Balfour Beatty update**

- a. Resurfacing work continue on the A44 and on the A4117 where it was much needed. Some resurfacing is also due in Kimbolton in October on the A4112. Please continue to report local potholes to Balfour Beatty online or on 01432 261800. Potholes have been repaired in Osborne Place and Ridgemoor Road recently and in Paradise Court and Porters Mill Close during the summer.
- b. Still waiting for the re-marking of white lines in Leominster and will continue to request, especially where lines are so faded like the zebra crossing in Bridge Street.
- c. It is disappointing that work has still not been carried out repairing the barrier by the level crossing in Mill Street. The delay appears due to failure so far to settle the issue between Balfour Beatty and Network Rail.

**Bridge Street floodlighting**

There have been concerns over the extent of the floodlighting at Bridge Street when the all-weather surface is being used in the winter evenings for hockey and football etc.

**Earl Mortimer College**

I continue to carry out my duties as a governor there and at Kimbolton Primary School. I hope to see continuing links between Earl Mortimer and the Town Council this academic year.



**Remembrance Sunday**

Armistice Day and the 100<sup>th</sup> anniversary of the end of the First World War will coincide on November 11<sup>th</sup>. There will be a County Service of Remembrance at 3.30pm at Hereford Cathedral on November 11<sup>th</sup>. 3,200 poppies marking each of the county's First World War dead will be dropped from the Cathedral tower. Between November 5<sup>th</sup> and 10<sup>th</sup> at 4.30pm each day names of the War Dead will be read out and there will be Evensong at 5.30pm.

***Ward Councillor's Report: Cllr Bartlett Leominster East***

- Briefing on Children Wellbeing OFSTED report feedback.
- Briefing on Development Partnership, this is the new partnership with KeepMoat the company that pulled out of Barons Cross.
- Ward Member meeting with Geoff Hughes, our last one with Geoff as he has now left Herefordshire Council. We also attended his leaving do at Shire Hall and wish him all the best in for the future.
- Stonewater Public Information Evening at Grange Court to unveil the plans for Waterworks Lane veterans self-build scheme.
- Meeting with HC Cemeteries to discuss renovation of one of the Polish War Grave's
- Leominster Area Polish Group to feed-back from the above meeting
- Briefing on the revised National Planning Policy Framework (NPPF). The council core strategy and our neighbourhood plan both have to be in accordance with the NPPF

***Cllr Norman – Leominster West***

- Quite period in August. Planning committee was the only Committee to operate over this period.
- September: Children and Young People Scrutiny committee meeting (Youth Justice Plan, Corporate Parenting Annual Update and Education, Development and Skills Strategy), followed by a spotlight review of Obesity and Dentistry in children, both causing concern in the county.
- All Ward members had been reminded about their responsibilities as Corporate Parents,
- A request was made for offers of work experience and apprenticeship opportunities for HC's Looked after Children.
- Informal meeting with new Director of Public Health, Karen Wright, together with Councillor Marsh. Ms Wright had formally objected to the McDonalds plans, expressing concern about both dangers to health of air pollution, and encouraging obesity.

**Local issues:**

- Planning issues: Keepmoat had pulled out of Barons Cross, so uncertainty about future development there; ILU at Stagbatch, McDonalds application off Morrisons roundabout, and development at Westwinds, Cholstrey Road were all still unresolved.
- Final meeting with Geoff Hughes, Director of Economy and Place who was retiring and being replaced by Richard Ball, who would continue regular meetings with Leominster members. Update on transport study, A44, industrial Estate road, asset transfers and other public realm issues.

- Litter: Welcome publicity for the award given to two of our industrious litter pickers, Chris and Kerry, in the Hereford Times. Congratulations to them and grateful thanks to all the litter pickers who help to keep the town clean.
- ECHO AGM: as ever, a lively and colourful event which puts other AGMs in the shade! Led by ECHO supported members, who are encouraged to participate and be as active in the community as possible. Fiona Ritchie, co-founder and long-time CE is retiring and there were many entertaining and heart felt tributes.
- Leominster in Bloom – Gold award – Wonderful news, Congratulations and well done to LiB, Julie and her team and all volunteers for their hard work.

***Cllr Marsh – Leominster South***

- The Transport Study was moving forward and it was hoped to report this Autumn;
- Congratulations were extended to the Mayor regarding the art exhibition;
- If it was going to go to Committee, the McDonalds planning application would not be considered until November at the earliest;
- A volunteer initiative to promote oral health in young children was being promoted.

**79/18 MAYORAL APPOINTMENTS**

Council noted the following Mayoral appointments attended by the Mayor.

- 3 Choirs Chairman's Reception and Songs of Praise Concert in Hereford Cathedral;
- Hereford Peace Council Hiroshima and Nagasaki Commemoration
- Ledbury Carnival;
- Twyford Cookers hArt exhibition;
- Swan Brewery open day and SHYPP charity fundraiser with local band Hobson's Choice;
- 'Space to Engage' at The Courtyard. SHYPP Media and residents;
- presentation and exhibition of the work with Hereford, Leominster and Ross Libraries carried out over the summer;
- West Mercia Police Awards Ceremony;
- Battle of Britain Commemoration Service at Hereford Cathedral;
- ECHO AGM at Leominster Sports Club;
- Herefordshire Home Start AGM.

Councillors were reminded that two civic events would take place next month at which robes should be worn.

- Sunday 14<sup>th</sup> October – Ivington Harvest Festival, assemble at the School for robing at 10.30a, and procession to Ivington Church. Followed by lunch and local auction in the School Community room.
- Sunday 28<sup>th</sup> October – Leominster Town Council Civic Service, assemble at Grange Court at 9.30am for robing and procession to Priory Church. Followed by light refreshments in the North Nave.

The Fire & Rescue Service would be holding a car wash fundraising event at Leominster Fire Station on Saturday 6<sup>th</sup> October from 10am to 3pm.

**80/18 DATE OF NEXT MEETING**

Council noted that an extraordinary meeting of the Town Council would be held on Monday 29<sup>th</sup> October 2018 at 7pm to consider the Public Works Loan Board application.

Council noted that the next Town Council Meeting would be held on Monday 26<sup>th</sup> November 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

**81/18 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information Full Council **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) **Sydonia Play Area (Part Confidential)** – Council considered the response received from HAGS and, following discussion, **RESOLVED** to accept the offer of a refund and mitigation works subject to an additional reduction of 50% on the cost of turf.
- (b) **Sub-Committee Meetings** – It was **RESOLVED** to approve the minutes of the Personnel Sub-Committee meetings held on 13<sup>th</sup> September 2018 and approved the decision regarding personnel.

Prior to the closure of the meeting Members were asked to consider options to organise a Christmas meal in December. Options would be considered at the training session on 15<sup>th</sup> October 2018.

There being no other business the Mayor thanked everyone for their attendance and closed the meeting at 9:17pm.

---

**MAYOR**

---

**DATE:**

## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council Meeting held on Monday 29<sup>th</sup> October 2018 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Bartlett (Mayor), Thomas (Deputy Mayor), Lacey, Marsh, Marshall, Murdoch, Norman, Preece, Rosser, Rumsey, Sutcliffe and Williams.

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllr Stone.

### **82/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mrs P Davies (illness), Mr P Davies (work) and Herschy (personal). Cllr Egan was absent.

Council noted that Cllr Egan had not attended a Council or Committee meeting since 23<sup>rd</sup> April 2018. He has failed throughout six consecutive months to attend meetings of the Council or of its committees of which he is a member. He therefore has automatically ceased to be a member of the Council under the Local Government Act 1972 s85(1) and (2).

### **83/18 DECLARATIONS OF INTEREST**

There were no Declaration of Interest made.

### **84/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **85/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No matters were raised.

### **86/18 PUBLIC WORKS LOAN BOARD**

Council considered the recommendations made by the Budget Development Task & Finish Group that met on Friday 19<sup>th</sup> October 2018, and the report which provided background information on the outstanding projects.

Council considered the proposal to take out a loan from the Public Works Loan Board, part of the UK Debt Management Office.

A vote was taken, the result being:

**FOR: 11      ABSTENTIONS: 1**

Council **RESOLVED** to agree in principal to take out a Public Works Loan Board loan to fund the outstanding projects that had previously been adopted by Council.

Council then discussed the amount of the loan it would request, and the repayment period. A number of options were considered.

It was proposed and seconded that a sum of £200,000 be applied for to be paid back over a 20 year repayment period. The cost of this would be £12,899.70 per annum at 2.61% as at 22<sup>nd</sup> October 2018.

An amendment was proposed and seconded that a sum of £200,000 be applied for to be paid back over a 15 year repayment period. The cost of this would be £15,967.54 per annum at 2.41% as at 22<sup>nd</sup> October 2018.

A vote was taken on the proposal to borrow £200,000, the result being:

**FOR: 9      AGAINST: 1      ABSTENTIONS: 2**

A vote was taken on the proposal to borrow £200,000 over a repayment period of 15 years, the result being:

**FOR: 7      AGAINST: 2      ABSTENTIONS: 3**

The following Resolution to Borrow was agreed and resolved:

Council **RESOLVED** to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a PWLB loan of £200,000 up to 15 years for the following projects:

- Project One – The provision of infrastructure in the Secret Garden;
- Project Two – The refurbishment of the Central car park public conveniences;
- Project Three – The Grange Open Space Master and Investment Plan;
- Project Four – Signage and Interpretation
- Project Five – Depot and grounds equipment

The annual loan repayments will come to around £15,967.54 based on an annual interest rate of 2.41% as at 22<sup>nd</sup> October 2018. This borrowing was in addition to two other existing loans that are also being paid off by the Town Council. Income generated will contribute towards the repayment of this loan.

**87/18 DATE OF NEXT MEETING**

Council noted that the next Town Council Meeting would be held on Monday 26<sup>th</sup> November 2018 commencing at 7:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 7:30pm.

---

**MAYOR**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 1<sup>st</sup> October 2018 commencing at 18:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Rosser (Chair), Preece (Vice-Chair), Bartlett, Rumsey and Thomas.

**ALSO PRESENT:** Ward Cllr Stone and one member of the public.

**OFFICER PRESENT:** Town Clerk.

**PH75/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (Illness), Herschy (work) and Williams (holiday). Cllr Egan was absent.

**PH76/18 DECLARATIONS OF INTEREST**

There were no Declarations of interest were made.

**PH77/18 HEREFORDSHIRE COUNCIL MEMBERS**

Committee **RESOLVED** that the participation of those Town Councillors who are also members of Herefordshire Council in both the debate and any subsequent vote on matters contained in this agenda was on the basis that the views expressed were preliminary views taking account of the information that was currently available to the Town Council and that County Councillors reserved their final views on all applications until they were in full possession of all relevant information both for and against.

**PH78/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PH79/18 QUESTIONS FROM THE PUBLIC**

There was one member of the public present. It was agreed to bring forward the item relating to the Leominster Hum (Agenda item 9b).

A request was made to the Town Council to retain this item as a standing item on a Council agenda. It was suggested that the issue might be wider than just BPI and needed to be kept under review. There were other potential sources of noise including the Community Hospital and the swimming pool. It was noted that all Council and Committee meetings were open to the public.

Following discussion, it was **RESOLVED:**

- To include this item as a standing item on the Planning & Highways Committee meeting agendas as the Committee met on a regular basis and would be more responsive to issues raised;

- That a request be submitted to Herefordshire Council's Environmental Health Department to request that it carries out a wider survey and assessment of the area to try to identify any other potential sources of the noise, especially focusing on low frequency emissions;
- That Environmental Health be informed that there was anecdotal evidence that there had been no noise reduction in the area even when BPI shut down for its two-week period in August.

**PH80/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 3<sup>rd</sup> September 2018 be agreed and signed as a correct record.

**PH81/18 PLANNING APPLICATIONS**

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P182666  
**SITE:** 24 West Street, Leominster HR6 8ES  
**DESCRIPTION:** Restoration of front of building using like materials other than oak beams. Replace oak beams with steel beams  
**COMMENT:** No objection.

**APPLICATION:** P182888  
**SITE:** Unit 1, Croft Business Park, Leominster HR6 0QF  
**DESCRIPTION:** Proposed extension to the south elevation.  
**COMMENT:** No objection. It was noted that the plans referred to a unit on the Hereford Industrial Estate and it was requested that the Planning Department confirms prior to decision that the plans relate to the site in Leominster

**APPLICATION:** P183109  
**SITE:** Broad Farm, Leominster HR6 0AN  
**DESCRIPTION:** Proposed cover to an existing cattle handling unit.  
**COMMENT:** No objection.

**APPLICATION:** P183195  
**SITE:** 1 Old Hall Cottages Brierley, Leominster HR6 0NU  
**DESCRIPTION:** LBS: Proposed to replace two windows  
**COMMENT:** No objection.

**APPLICATION:** P183320  
**SITE:** Broad Stone Farm, Stoke Prior, Leominster HR6 0LW  
**DESCRIPTION:** Proposed laying of stone farm tracks  
**COMMENT:** No objection subject to the views of the PROW Officer being taken into account.

**PH82/18 DECISIONS**

Committee noted the following planning decisions made by Herefordshire Council:

**APPLICATION:** P173650  
**SITE:** Brierley Court Barns, Brierley Lane, Leominster HR6 0NU  
**DESCRIPTION:** Application variation of condition 2 of P162302/F  
**COMMENT:** No objection  
**DECISION** Approved with conditions.

**APPLICATION:** P181899  
**SITE:** The Cottage, Ivington Rd, Newtown HR6 8QD  
**DESCRIPTION:** Proposed works to property (including works to doors, windows, chimney, access, demolition of coal/fuel store, WC, garage and erection of new garage).  
**COMMENT:** Fully support the comments and conditions outlined of the Building Conservation Officer regarding the works.  
**DECISION** Approved with conditions.

**APPLICATION:** P181900  
**SITE:** The Cottage, Ivington Rd, Newtown HR6 8QD  
**DESCRIPTION:** Listed Building Consent: Proposed works to property (including works to doors, windows, chimney, access, demolition of coal/fuel store, WC, garage and erection of new garage).  
**COMMENT:** Fully support the comments and conditions outlined of the Building Conservation Officer regarding the works.  
**DECISION** Approved with conditions.

**APPLICATION:** P182493  
**SITE:** 90 Etnam Street, Leominster HR6 8AN  
**DESCRIPTION:** Proposed construction of new enclosed porch.  
**COMMENT:** No objection subject to the materials used being in keeping with the current materials, and the comments and conditions outlined by the Building Conservation Officer be taken into consideration.  
**DECISION** Approved with conditions.

**APPLICATION:** P182494  
**SITE:** 90 Etnam Street, Leominster HR6 8AN  
**DESCRIPTION:** Listed Building Consent: Proposed construction of new enclosed porch.  
**COMMENT:** No objection subject to the materials used being in keeping with the current materials, and the comments and conditions outlined by the Building Conservation Officer be taken into consideration.  
**DECISION** Approved with conditions.

**APPLICATION:** P182576  
**SITE:** 4 Thomas Court, Green Lane, Leominster HR6 8QJ



**DESCRIPTION:** LBS: Proposed replacement central heating boiler with Worcester Bosch combination boiler. A new flue (painted black) will exit the front elevation approx. midway between existing dormer windows.

**COMMENT:** No objection.

**DECISION** Approved with conditions.

**APPLICATION:** P182024

**SITE:** Alba, Bargates, Leominster HR6 8EY

**DESCRIPTION:** Listed Building Consent: Conversion and repairs to an existing building to create a single dwelling house (retrospective).

**COMMENT:** Recommend refusal of this application for the following reasons:

- Fully support the objections outlined by the Building Conservation Officer regarding the proposed conversion and repairs;
- The materials used to replace the door and windows are not in keeping with a listed building and should be removed;
- It is against Policy LANP20 which requires any development to use materials similar in appearance to those of the exterior of the existing house.

**DECISION** Refused

**APPLICATION:** P182227

**SITE:** 9 Corn Square, Leominster HR6 8LT

**DESCRIPTION:** Proposed new external ramp and steps to main entrance.

**COMMENT:** Recommend refusal of this application for the following reasons:

- Fully support the objections outlined by the Building Conservation Officer regarding the proposed ramp;
- It is against Policy LANP18 which requires any development not to have a negative impact on the heritage, character and appearance of the town centre;
- The proposal will have a negative impact on the Friday and Farmers Markets that are held regularly in Corn Square.

**DECISION** Refused

## **PH83/18 HIGHWAYS AND PARKING MATTERS**

**(a) 507 Bus Service** – Committee received the letter regarding the alteration of the bus timetable to the 507/502 service. Following discussion, Committee **RESOLVED:**

- To forward a copy of the letter to Herefordshire Council's Integrated Passenger Transport Team for information;

- That advice be sought regarding potential solutions to ensure that the service continued and met the needs of its users;
- To request support from the Parish Councils affected by the service to find a solution;
- To contact the bus company to discuss the change.

**(b) The Hum** – This item had been dealt with under Minute PH79/18.

**(c) Highway & Parking Matters** – It was agreed to obtain an update on the progress of permit parking zones in Leominster.

**PH84/18 LICENCING MATTERS**

Committee noted that there were no licencing matters to consider.

**PH85/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the latest consultation had been completed on 17<sup>th</sup> September 2018. An update on the progress of the Examination process was awaited. Further clarification regarding LANP11, Open Spaces, had been submitted along with a clearer map. It was noted that due to elections taking place on 2<sup>nd</sup> May 2019 the latest date for the completion of a referendum on the Plan was 28<sup>th</sup> February 2018. At present it was expected that the examination process would be by written representations.

**PH86/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 22<sup>nd</sup> October 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 6:42pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 22<sup>nd</sup> October 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Rosser (Chair), Rumsey, Thomas and Williams

**OFFICER PRESENT:** Town Clerk.

**PH86/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bartlett (Mayoral Engagement), Davies (Illness), Herschy (personal) and Preece (work). Cllr Egan was absent.

**PH87/18 DECLARATIONS OF INTEREST**

The following declaration of interest was made:

- Cllr Rosser – Morrisons employee: P183214

**PH88/18 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members present.

**PH89/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PH90/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PH91/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 1<sup>st</sup> October 2018 be agreed and signed as a correct record.

**PH92/18 PLANNING APPLICATIONS**

**(a) Planning Applications –** It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P183214

**SITE:** Land adjacent to Petrol Filling Station, Morrisons, Safeway Service Road, Leominster HR6 8RH

**DESCRIPTION:** Advertising Consent: Installation of a freestanding 7.5m double sided shared tote.

**COMMENT:** Committee considered that the submission of this application was premature. It was therefore recommended that the application should be deferred until a decision had been made regarding application P181448

**APPLICATION:** P183221  
**SITE:** Norfolk House, 46 Etnam Street, Leominster  
**DESCRIPTION:** Convert former internal toilet block to form one new dwelling. Provision of six external mobility scooter stores with charging facilities.  
**COMMENT:** No objection.

**APPLICATION:** P183565  
**SITE:** 23 Merwald Close, Leominster HR6 8FA  
**DESCRIPTION:** Fall to ground level, cherry tree on front garden of 23 Merwald Close. Tree roots are growing back towards bungalow and the cherry fruit is becoming a problem for Mrs Vickress and her dog, who is eating the fallen cherries, which are also becoming a hazard for Mrs Vickress as she is an OAP. She plans to plant an ornamental tree in garden instead.  
**COMMENT:** Recommend that the cherry tree be cut back and pruned. but not removed as proposed.

**APPLICATION:** P183601  
**SITE:** The White House, 94 Bridge Street, Leominster HR6 8DZ  
**DESCRIPTION:** Non-material amendment ref 172634/FH (The removal of side extension to the north and construction of a two storey replacement. The removal of rear extension and replacement with a two storey and single storey flat roof extension. Change of colour to UPV windows and doors from oak effect to anthracite grey  
**COMMENT:** No objection.

**(b) Home Notification – Prior Approval**

**APPLICATION:** P183475  
**SITE:** 446 Buckfield Road, Leominster HR6 8SD  
**DESCRIPTION:** Proposed conservatory which will extend beyond the rear wall of the dwelling house by 3.0 metres. The maximum height of the enlarged part of the dwelling house is 3.8 metres and the height of the eaves of the enlarged part of the dwelling house is 2.2 metres.  
**COMMENT:** Noted.

**PH93/18 DECISIONS**

Committee noted the following planning decisions made by Herefordshire Council:

**APPLICATION:** P174229  
**SITE:** The Cottage, Newtown Lane, Newtown Leominster HR6 8QD  
**DESCRIPTION:** Proposed extension and alterations to existing dwelling.  
**COMMENT:** No objection.  
**DECISION** Approved with conditions.

**APPLICATION:** P181386  
**SITE:** Firtree Cottage, Ginhall Lane, Leominster HR6 9AQ  
**DESCRIPTION:** Proposed garage extension.  
**COMMENT:** No objection provided the garage extension is utilised exclusively for domestic purposes and that no business activity is undertaken on site.  
**DECISION** Approved with conditions.

**APPLICATION:** P182409  
**SITE:** Land behind 67 Bargates, Leominster  
**DESCRIPTION:** Proposed bungalow.  
**COMMENT:** Recommend refusal for the following reasons:

- The proposal would adversely impact on the current traffic and highway issues being experienced in this area;
- There are concerns that the proposed access is inadequate for an additional dwelling;
- Parking provision is inadequate in an area which already suffers from a lack of parking provision;
- The proposal goes against the requirements of Policy LANP19 – New Building in Leominster as the design is inappropriate to the local context;
- The proposal is over-development of the site;
- The proposal will result in the loss of the garden amenity of the existing dwelling and is in essence backland development.

**DECISION** Refused.

**PH94/18 HIGHWAYS AND PARKING MATTERS**

- (a) **Review of the speed limits on the B4360 and the C1037 in Cobnash –** Committee noted the Briefing Note received and agreed to support the recommendation to extend the existing 30 mph speed limit on the B4360 further south on the B4360 and reduce the National Speed Limit to 40 mph on the B4360 and the C1037.
- (b) **Highway Maintenance response –** Following consideration, Committee **RESOLVED** to submit the response as presented.
- (c) **The Hum –** No further update had been received.
- (d) **Highway & Parking Matters –** Committee noted the update on the delay regarding the implementation of requested resident parking zones.

**PH95/18 LICENCING MATTERS**

Committee noted that the licence application for Corn Square submitted by Leominster Town Council was now being considered.

**PH96/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that an updated open spaces map had been submitted to the Examiner. It was understood that the Examiner now had all the information to undertake the examination on the Plan and submit a report. It was noted that the referendum must be completed by 28<sup>th</sup> February 2019 otherwise it would be delayed until after the elections on 2<sup>nd</sup> May 2019 due to purdah restrictions,

**PH97/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 5<sup>th</sup> November 2018 at 19:00hrs in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:21pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 5<sup>th</sup> November 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Preece (Chair), Rumsey and Williams

**OFFICER PRESENT:** Town Clerk.

**PH98/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Bartlett (Mayoral Engagement), Davies (Illness), Herschy (personal) and Rosser (holiday).

**PH99/18 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**PH100/18 HEREFORDSHIRE COUNCIL MEMBERS**

There were no Herefordshire Council members present.

**PH101/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**PH102/18 QUESTIONS FROM THE PUBLIC**

There were two members of the public present who made representations on planning applications P181874, P183768 and P183769.

**PH103/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 22<sup>nd</sup> October 2018 be agreed and signed as a correct record.

**PH104/18 PLANNING APPLICATIONS**

(a) **Planning Applications** – It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P174097

**SITE:** Mile End, Broad Lane, Leominster HR6 0AL

**DESCRIPTION:** Amended – Retrospective permission for the use of the land for wood chipping with wood storage yard and buildings to include office building, chip stores, drying floor, fan house and boiler house with biomass plant to generate 80Kw of electricity.

**COMMENT:** The application was noted and the Town Council wished to reiterate its support for any comments submitted by Luston Parish Council.

**APPLICATION:** P181874  
**SITE:** Trenwith, Hereford Road, Leominster HR6 8JU  
**DESCRIPTION:** Amended – Proposed second storey extension and conversion of the loft into a main bedroom with en-suite.  
**COMMENT:** Recommend refusal for the following reasons:

- The proposal would block the light from the neighbouring property due to its height and mass;
- The proposal would overlook the neighbouring property;
- The proposal would create a three storey residence which would be out of keeping with neighbouring properties;
- The proposal did not meet the criteria set out in Policy LANP20, New Extensions in Leominster.

**APPLICATION:** P183702  
**SITE:** Brunswick House, Hereford Road, Leominster HR6 8JS  
**DESCRIPTION:** Proposed new build mews house.  
**COMMENT:** Recommend refusal for the following reasons:

- Concern was expressed that the proposed access to the new property was too close to the existing entrance of the primary school and the school crossing;
- There were concerns regarding adequate site lines;
- The design of the proposal was out of keeping with neighbouring properties;
- The proposal did not meet the criteria set out in Policy LANP3, Small Scale Housing Development Needs in Leominster and Policy LANP19, New Build in Leominster.

**APPLICATION:** P183766  
**SITE:** 9 Corn Square, Leominster HR6 8LT  
**DESCRIPTION:** Proposed new internal platform lift and associated works to provide level access for customers and staff via the side entrance of the branch. The external works involve the removal of 3no. steps to the side entrance, lowering of the existing double timber external doors and introduction of a new glazed over-panel above the doors constructed in timber to match the existing door and arched screen frames.  
**COMMENT:** No objection

**APPLICATION:** P183768  
**SITE:** Southfield, Hereford Road, Leominster  
**DESCRIPTION:** Outline application for up to 7 dwellings and new access.  
**COMMENT:** Recommend refusal for the following reasons:



## AGENDA ITEM No: 8(a)

- Concern was expressed that there were a number of TPOs in the grounds which were to be removed. It was requested that the Planning Authority investigate which trees are protected by TPOs and ensure that they are protected;
- Concern was expressed regarding the proposed highway access;
- The outline proposal was considered to be too high in density and would detract from an important local historic building;
- The proposal did not meet the criteria set out in Policy LANP3, Small Scale Housing Development Needs in Leominster and Policy LANP19, New Build in Leominster.

**APPLICATION:** P183769  
**SITE:** Southfield, Hereford Road, Leominster  
**DESCRIPTION:** Proposed conversion of detached dwelling into 3 self-contained apartments.  
**COMMENT:** Recommend refusal for the following reasons:

- Concern was expressed that this property was possibly a listed building. It was requested that this be investigated by the Planning Authority;
- The proposal would detract from an important historical building;
- The proposal was out of keeping with neighbouring properties;
- The proposal did not meet the criteria set out in Policy LANP3, Small Scale Housing Development Needs in Leominster.

**APPLICATION:** P183457  
**SITE:** Units 6 to 8, Brierley Way, Leominster HR6 0RW  
**DESCRIPTION:** Proposed boundary mesh fence.  
**COMMENT:** No objection

**APPLICATION:** P183812  
**SITE:** 15 Hereford Road, Leominster HR6 8JS  
**DESCRIPTION:** Proposed alterations and double and single extension to rear of property.  
**COMMENT:** No objection

### PH105/18 DECISIONS

Committee noted that there were planning decisions to consider.

### PH106/18 HIGHWAYS AND PARKING MATTERS

- (a) **Transport Plan** – Committee noted that the plan was currently being developed and it was hoped that a draft would be available in December 2018 for consultation.

- (b) **The Hum** – Committee noted that no further update had been received.
- (c) **Highway & Parking Matters** – Committee agreed to submit the following issues to Herefordshire Council:
- Concern had been expressed by residents regarding an increase in parking on the pavement in Etnam Street and Falconer Place, especially during trading hours;
  - Concern had been expressed regarding parking on double yellow lines and the pavement in Bridge Street, especially during the evening.

**PH107/18 LICENCING MATTERS**

Committee noted that there were no licencing applications to consider relating to Leominster.

**PH108/18 LEOMINSTER AREA NEIGHBOURHOOD PLAN**

Committee noted that the Plan was currently being examined by the Examiner.

**PH109/18 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 3<sup>rd</sup> December 2018 at **19:00hrs** in the Council Offices, 11 Corn Square, Leominster, HR6 8YP.

There being no other business the meeting closed at 7:37pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 29<sup>th</sup> October 2018 commencing at 19:30 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

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

**ALSO PRESENT:** Ward Cllr Stone.

**OFFICERS PRESENT:** Town Clerk.

**FG21/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mr P Davies (work) and Rumsey. Cllr Egan was absent.

**FG22/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Informal link with the Meeting Place;
- Cllr Norman: Informal link with the Meeting Place.

**FG23/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

**FG24/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**FG25/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 3<sup>rd</sup> September 2018 be agreed and signed as a correct record.

**FG26/18 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) **Christmas Lights Contribution** – Committee noted Oldfields Garage Services Ltd had chosen to support the Christmas Lights at the top of West Street with a donation of £200. They donated to a local cause annually instead of sending out Christmas cards. The Committee **RESOLVED** to formally record its thanks to Oldfields Garage for the generous contribution.
- (b) **Modern.Gov Quotation** – Committee noted that a quotation had been received from Modern.Gov for its “Lite” governance system. This would be considered over the next few months to assess all the infrastructure required to put the system in place.

**FG27/18 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the interim Financial Report to date for the 2018/19 financial year and, following discussion, **RESOLVED** to note the report. Balances held as at 30<sup>th</sup> September 2018 amounted to £537,221.

Committee noted that the current projected overspends were mainly due to the projects, which showed the overspend, being funded from existing balances and funding received in the 2017/18 financial year. The income allocation would be transferred from reserves into the relevant budget line once the financial Healthcheck, scheduled to be undertaken on Thursday 15<sup>th</sup> November 2018, had been undertaken.

The Internal Audit report and actions were noted.

- Lengthsman Costs – These would be re-coded and journalled accordingly;
- Annual Budget Figures – This was being addressed through the development of a detailed spreadsheet, which outlined costs incurred to date, as well as providing projected expenditure to enable a better understanding of income and expenditure;
- Fidelity Guarantee – It was agreed to obtain a quotation from Zurich, the Council's insurers, to increase the fidelity guarantee from £500,000 to £750,000;
- Attach an appendix of accounts paid to Council and Committee minutes – This would be included in future;
- Cllrs Sutcliffe and Marsh had previously been appointed to carry out random checks of the accounting system as recommended.

- (b) **Outstanding Accounts for Payment** – Committee noted that details of payments outstanding for October 2018 were not available and would be distributed to Members in due course.

- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That no grants were currently available from the McCaull Trust as there were no funds available, but a number of fundraising ideas were being pursued;
  - That the next Personnel Sub-Committee meeting would take place on Monday 5<sup>th</sup> November 2018 at 10am;
  - That an information discussion with the Herefordshire Community Led Housing group would be held at 1pm on Monday 5<sup>th</sup> November 2018.

**FG28/18 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) **Leominster Inclusive Duke of Edinburgh (DofE) Programme –** Committee considered the report relating to this initiative. Following discussion, Committee **RESOLVED**:
- To continue to develop the Leominster Inclusive DofE programme according to the structure and schedule as outlined in the report;
  - To confirm the existing allocation of £3,000 from the 2018/19 Youth Budget to help fund the DofE inclusive programme;
  - To confirm the existing allocation of £1,050 from the 2018/19 Youth Budget to help fund the DofE licence;
  - To allocate £4,300 from the 2018/19 Youth Budget to fund the development of the Leominster DofE inclusive programme;
  - That fundraising options to help towards the funding of the DofE programme be considered and pursued if possible;
  - To note that a balance of £1,700 remained, which would be allocated under Minute FG28/18(b).

It was agreed to investigate the opportunities offered under the National Citizens Service to the young people of Leominster.

- (b) **Youth Report –** Committee considered the Youth Report and the “Project Greenchild” progress report, which had been distributed for information. Committee **RESOLVED** to:
- Award a grant of £1,200 from its Youth Budget to Herefordshire Wildlife Trust to fund 6 WildPlay sessions at Barons Cross during Easter and Summer 2019, subject to the relevant risk assessment being provided;
  - Allocate £500 of its Youth Budget to support the 2018 “Through the Wardrobe” event.
- (c) **Grant Applications –** Following consideration of the grant application received, Committee **RESOLVED** to award the following grants:
- Leominster Meeting Centre – To award a grant of £1,000 to help towards the cost of the lease;
  - HALO Leisure Poolpod Installation – To commit to award a grant of £700 towards the cost of installing this facility at Leominster Swimming Pool. The funding would be forwarded to HALO Leisure once it had confirmed that it had secured all the required funding to enable the project to go ahead.
- (d) **Museum Curator Report –** Committee noted the Museum report and **RESOLVED** to carry out a review of the partnership in January 2019 to assess whether the collaboration should continue in 2019/20. A Task & Finish Group would be appointed at the Full Council meeting to be held on Monday 26<sup>th</sup> November 2018.

**FG29/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 17<sup>th</sup> December 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:00pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## ENVIRONMENT AND SERVICES COMMITTEE

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

---

**MEMBERS PRESENT:** Councillors Norman (Chair), Bartlett, Mr P Davies, Lacey, Marsh, Murdoch, Sutcliffe and Thomas.

**OFFICER PRESENT:** Town Clerk and the Environmental Supervisor.

Cllr Mrs Murdoch was formally appointed on to the Committee.

**ES32/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (illness) and Herschy (personal).

**ES33/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Lacey: Ginhall Lane Allotments;
- Cllr Murdoch: Ginhall Lane Allotments;
- Cllr Norman: Tree Forum;
- Cllr Sutcliffe: Orchard pruning volunteer.

**ES34/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

**ES35/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**ES36/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Environment & Services Committee meeting held on 17<sup>th</sup> September 2018 be agreed and signed as a correct record.

**ES37/18 CLERK'S REPORT**

Committee noted that the Clerk had nothing to report.

**ES38/18 ENVIRONMENTAL SUPERVISOR REPORT**

Committee considered the Environmental Supervisors Report in detail and, following discussion, it was **RESOLVED:**

- To note the contents and updates contained within the report;
- To carry out the proposed works to cover over and mound to the correct depth using topsoil to provide a safe surface under the multi-play unit retained as part of the recent refurbishment. The estimated costs to undertake this work would be in the region of £1,380 plus the cost of the Terram safety surfacing;

- In addition to the safer surfacing works, additional benches and new signage would be installed at the play area.

The following updates and concerns were noted:

- A Friends of Sydonia Group would be set up in 2019 to build on the Heart of England Silver Award achievement;
- The cleaning of the public conveniences was still being undertaken in-house. Quotations are still being sought from suitable contractors to undertake this service;
- Works were required to some of the trees on the Grange Open Space to improve CCTV sight lines. The Herefordshire Council Tree Officer would be consulted;
- Concern was expressed regarding works to trees and hedges on the Ginhall Road allotment site. This matter was currently being investigated;
- Staff had completed a two day First Aid training course and were about to undertake fire safety training;
- An extension to the current Footpath ZC137 closure had been granted up until July 2019. It was hoped that the footpath would be reopened sooner than this date.

**ES39/18 COMMITTEE UPDATE REPORT**

Committee considered the Committee Update Report in detail and, following discussion, it was **RESOLVED**:

- To note the contents and updates contained within the report;
- To note the update regarding the Bridge Street Depot and continuing discussions with the junior football club.

**ES40/18 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information the Environment & Services 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 would 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.

**ES41/18 GRANGE OPEN SPACE MASTERPLAN TENDERS**

Committee considered the Grange Master Plan Tender Report in detail and, following discussion, it was proposed by Cllr Lacey, seconded by Cllr Norman and **RESOLVED**:

- To note the contents and updates contained within the report;
- To recommend that Red Kite be appointed to undertake the Grange Open Space Master Plan project and consultation at a cost of £9,820 + VAT;
- That work commences once ratified by Full Council at its meeting on Monday 26<sup>th</sup> November 2018 in line with the agreed timetable;
- That a quotation to undertake a topographical survey be obtained and considered in due course.



**ES42/18 DATE OF NEXT MEETING**

Committee noted that the next Committee meeting would be held on Monday 21<sup>st</sup> January 2019 at 19:00hrs in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 8:15pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## COMMUNICATIONS & EVENTS COMMITTEE

Minutes of the Communications & Events Committee meeting held on Wednesday 26<sup>th</sup> September 2018 commencing at 11:30am in the Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Thomas (Chair), Bartlett, Lacey, Norman, Rumsey and Sutcliffe.

**OFFICERS PRESENT:** Town Clerk, TIC Manager and the Markets Officer.

### **CE22/18 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **CE23/18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **CE24/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **CE25/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No issues were raised.

### **CE26/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Communications and Events Committee meeting held on 25<sup>th</sup> July 2018 be agreed and signed as a correct record.

### **CE27/18 CLERK'S REPORT**

Committee noted the following report:

- (a) **Proposed Charity Event** – Committee noted that a request had been made to hold a market for charities and support services in Corn Square. Following consideration Committee **REOLVED:**
- To support a charity event in Corn Square to be held on Saturday 2<sup>nd</sup> March 2019;
  - To seek clarification from Herefordshire Council regarding any funding that might be available to help support the event;
  - To establish whether the charities and support organisations wished to use their own gazebos rather than traditional market stalls.
- (b) **Corn Square Licence** – Committee noted that an off-sales and entertainment licence had been applied for in respect of Corn Square.

### **CE28/18 MARKET OFFICER'S REPORT**

The Market Officer presented a report updating Committee on the Leominster markets. Following discussion, it was **RESOLVED:**

- That the report be noted;
- That the revised layout of the market would take some time to implement due to trader concerns regarding pitch recognition;
- A seasonal upturn was expected following the drop in attendance over summer;
- An additional Christmas Market on Christmas Eve was expected to take place.

Committee noted that the Victorian Street Market would be held on Saturday 8<sup>th</sup> December 2018. Over 90 stalls were expected.

**CE29/18 TOURIST INFORMATION CENTRE**

The TIC Manager presented a report updating Committee on the Tourist Information Centre. Following discussion, it was **RESOLVED:**

- That the report be noted;
- To welcome the revised Leominster Country leaflet being funded by the Tourism Association;
- To reduce the frequency of the current stock taking requirements from four times a year to twice a year due to the staffing capacity required.

**CE30/18 COMMITTEE UPDATE REPORT**

The Committee received the update report and, following discussion, **RESOLVED:**

- That the report be noted;
- To review the current tourism brown sign provision, and develop a proposal to provide additional brown signage to complement and improve the existing signage;
- To support Small Business Saturday by funding free car parking for the day, subject to requesting local businesses for relevant data to enable the Town Council to assess the impact free car parking has on local businesses and footfall;
- To fund the cost of free car parking from the grants budget. Total cost would be £1,079 + VAT;
- To request the Leominster Business Group to contribute towards the provision of additional festive lighting and infrastructure at the top of West Street.

**CE31/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Committee would be held on Wednesday 21<sup>st</sup> November 2018 at 11:30am in the Old Stable Gallery, 11 Corn Square, Leominster HR6 8YP.

There being no other business, the Chair thanked members for their attendance and closed the meeting at 12:45pm.

---

**CHAIR:**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## BUDGET DEVELOPMENT TASK & FINISH GROUP

Minutes of the Budget Development Task & Finish Group meeting held on Friday 19<sup>th</sup> October 2018 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Marsh (Chair), Mr P Davies, Murdoch, Rumsey and Sutcliffe (2.35pm).

**OFFICERS PRESENT:** Town Clerk

**BTF09/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Williams.

**BTF10/18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**BTF11/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**BTF12/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**BTF13/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Budget Development Task & Finish Group meeting held on 13<sup>th</sup> September 2018 be agreed and signed as a correct record.

**BTF14/18 PWLB DRAFT REPORT**

It was agreed to bring this item forward on the agenda. Members discussed the draft PWLB report in detail. Following discussion, the following **RECOMMENDATIONS** were proposed:

- The final costs regarding the completion of the holiday flat would be funded from the capital receipt received from the sale of 17 West Street;
- The development of the Secret Garden be included in any PWLB loan application submission. This would include a minimum investment into basic toilet infrastructure;
- The refurbishment of the Grange public conveniences be reviewed and considered as part of the Master Planning consultation exercise currently being undertaken by the Town Council;
- That the refurbishment of the Central car park public conveniences be included in any PWLB loan application submission;
- That funding for the Grange open space be included in any PWLB loan application submission. This may include funding to help refurbish the play area or to act as match funding for a grant application;

- That additional funding be included in any PWLB loan application submission for additional signage to compliment the LEADER funding bid;
- That additional funding be included in any PWLB loan application submission to help fund the purchase of equipment and invest in the Depot for the Environmental team.

That it be noted that a grant fund of £21,000 had been allocated by Herefordshire Council to enable Parish Councils to purchase grounds equipment. An application would be submitted.

The following **RECOMMENDATIONS** were agreed to be put forward to Full Council for consideration at its meeting to be held on 29<sup>th</sup> October 2018:

- **Option One:** To consider applying for a Public Works Loan Board loan amounting to £125,000 over a 10 year period to fund the following projects:
  - Provision of infrastructure in the Secret Garden;
  - The refurbishment of the Central car park public conveniences;
  - Funding towards the delivery of the Grange Open Space Master Plan;
  - Additional signage to compliment the signage hopefully being funded via the LEADER funding application;
  - Investment in the depot and grounds equipment.
- **Option Two:** To consider applying for a Public Works Loan Board loan amounting to £150,000 over a 10 year period to fund the following projects:
  - Provision of infrastructure in the Secret Garden;
  - The refurbishment of the Central car park public conveniences;
  - Funding towards the delivery of the Grange Open Space Master Plan;
  - Additional signage to compliment the signage hopefully being funded via the LEADER funding application;
  - Investment in the depot and grounds equipment.
- **Option Three:** To consider applying for a Public Works Loan Board loan amounting to £200,000 over a 10 year period to fund the following projects:
  - Provision of infrastructure in the Secret Garden;
  - The refurbishment of the Central car park public conveniences;
  - Funding towards the delivery of the Grange Open Space Master Plan, including the Grange public conveniences;
  - Additional signage to compliment the signage hopefully being funded via the LEADER funding application;
  - Investment in the depot and grounds equipment.
- **Option Four:** To consider applying for a Public Works Loan Board loan amounting to £200,000 over a 20 year period to fund the following projects:

- Provision of infrastructure in the Secret Garden;
- The refurbishment of the Central car park public conveniences;
- Funding towards the delivery of the Grange Open Space Master Plan, including the Grange public conveniences;
- Additional signage to compliment the signage hopefully being funded via the LEADER funding application;
- Investment in the depot and grounds equipment.

The table below outlines the cost per annum of each option recommended for consideration above. Interest rates are as at 22/10/18:

OPTION	PERIOD	AMOUNT	INTEREST	COST
One	10 years	£125,000	2.16%	£13,965.68
Two	10 years	£150,000	2.16%	£16,758.82
Three	10 years	£200,000	2.16%	£21,425.12
Four	20 years	£200,000	2.61%	£12,899.70

#### **BTF15/18 2019/20 BUDGET**

Members reviewed the draft 2019/20 Budget, which was currently projecting an 8.91% increase on the Council tax, subject to a 1.15% increase to the Leominster D Band tax base for 2019/20. This included an additional sum allocated to Capital Projects of £25,000 and a sum of £13,520 for a PWLB loan.

#### **BTF16/18 CORPORATE PLAN**

Members deferred a review of the Corporate Plan until a decision had been reached regarding a loan and the 2019/20 budget had been finalised.

#### **BTF17/18 MEDIUM TERM FINANCIAL PLAN (MTFP)**

Members deferred a detailed review of the Medium Term Financial Plan until a decision had been reached regarding a loan and the 2019/20 budget had been finalised. The following items would be included:

- Paragraph 3.3, bullet point 3 – amended to read: However, for the 2019/20 budget, Council would consider increasing the precept by up to a maximum of 10% as agreed by Council at its meeting on 24<sup>th</sup> September 2018 to enable it to meet the growing demands to deliver services;
- Amend the precept tables in paragraph 3.6 once a final precept had been agreed;
- Amend the Capital Budget, paragraph 4.1 following a Council decision regarding a loan;
- Confirm the recommended level of general reserves to be held and include this recommendation at 7.1;
- Add a bullet point under 9.1, Conclusion, outlining the Town Council's commitment to identify income generating opportunities but not at the detriment of services delivered.

**BTF18/18 DATES OF THE NEXT MEETING**

The next meeting of the Budget Development Task & Finish Group would be held on Wednesday 14<sup>th</sup> November 2018 at 14:00 hours at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

The next meeting would finalise the Medium Term Financial Plan and Corporate Strategy.

There being no other business the meeting closed at 3:35pm.

---

**CHAIR:**

---

**DATE:**

# LEOMINSTER TOWN COUNCIL

## BUDGET DEVELOPMENT TASK & FINISH GROUP

Minutes of the Budget Development Task & Finish Group meeting held on Wednesday 14<sup>th</sup> November 2018 commencing at 14:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

---

**MEMBERS PRESENT:** Councillors Marsh (Chair), Mr P Davies, Murdoch and Rumsey.

**OFFICERS PRESENT:** Town Clerk

**BTF19/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Sutcliffe and Williams.

**BTF20/18 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**BTF21/18 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**BTF22/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**BTF23/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Budget Development Task & Finish Group meeting held on 19<sup>th</sup> October 2018 be agreed and signed as a correct record.

**BTF24/18 2019/20 BUDGET**

The Task & Finish Group reviewed the draft 2019/20 Budget. Members discussed the budget report in detail and, following discussion, the following **RECOMMENDATIONS** were proposed:

- That the £10,000 allocated under cost centre 260:4027 (Capital Projects/Equipment) be removed as funding had been allocated from the Public Works Loan Board loan to meet these costs;
- That the revised expenditure of £595,972, and revised income of £83,750 be submitted to Full Council for consideration at its meeting on 26<sup>th</sup> November 2018 alongside the revised 2019/20 budget;
- That a recommendation be submitted to Full Council that a precept of £512,222 be requested from Herefordshire Council for the 2019/20 financial year;
- That the recommended precept would result in a Band D charge of approximately £140.42, which would be an increase of approximately 4.5%, subject to receipt of the final Tax Base figure from Herefordshire Council.



**BTF25/18 CORPORATE PLAN**

The Task & Finish Group reviewed the draft Corporate Plan. Members discussed the Plan in detail and, following discussion, the following revision **RECOMMENDATIONS** were proposed:

- The new Councillor email addresses be included;
- Additional visual information be included under Section 4;
- Savings required to be made by Herefordshire Council be included under Section 4;
- The Town Council's vision and mission statement be amended as agreed;
- The Test of Competency be amended as agreed and a reference be included regarding regular monitoring and financial health checks;
- Under Functions and Activities, a reference to signposting undertaken by the Town Council be included;
- The amendments agreed to the various targets be undertaken including an additional target to maintain and support the Tourist Information Centre;
- That the revised Plan be submitted to Council for adoption at its meeting on 26<sup>th</sup> November 2018.

**BTF26/18 MEDIUM TERM FINANCIAL PLAN (MTFP)**

The Task & Finish Group reviewed the draft MTFP. Following discussion it was **RECOMMENDED** that the MTFP be updated with the revised budget and other financial details, and submitted to Council for adoption at its meeting on 26<sup>th</sup> November 2018.

**BTF27/18 DATES OF THE NEXT MEETING**

The next meeting of the Budget Development Task & Finish Group would be held on Friday 18<sup>th</sup> January from 1:30pm to 3:00pm at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

The next meeting would consider the review of the agreement with Leominster Museum.

There being no other business the meeting closed at 3:00pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

## ACCOUNTS PAID OCTOBER 2018

DATE	PAYEE	AMOUNT	DETAILS
01.10.18	Station Motors [Leo] Ltd	£54.85	MOT
01.10.18	Morrall Play Services Ltd	£653.40	Annual Inspection
01.10.18	J Williams [Redlake]	£386.25	Electrical work
01.10.18	PKF Little John LLP	£1,560.00	Annual return fee
01.10.18	DC Gardening	£4,822.80	Grass cutting
01.10.18	Jonathan Sant	£25.08	TIC Sales
01.10.18	J Sharp	£96.00	TIC Sales
01.10.18	Bridget Middleton	£42.64	TIC Sales
01.10.18	Stan's the Man	£220.00	Painting the flat
01.10.18	Julie Debbage	£260.10	Mileage July-Sept
01.10.18	Garrison Choir	£150.00	Military Wives travel expenses
01.10.18	O Bradbury	£115.00	Rehearsing & leading, accompanist fee for AFD concert
01.10.18	Leominster Priory PCC	£50.00	Church use for AFD
01.10.18	HES Ltd	£120.00	Pest Control
01.10.18	Little Princess Trust	£236.70	AFD Concert ticket sale donation
01.10.18	Terrence Higgins Trust	£236.70	AFD Concert ticket sale donation
01.10.18	SSAFA Herefordshire	£236.70	AFD Concert ticket sale donation
01.10.18	RBL Poppy Appeal	£236.70	AFD Concert ticket sale donation
08.10.18	Rialtas Business Solutions	£142.80	Sigma Support
08.10.18	West Mercia Homes	£236.70	AFD Concert ticket sale donation
08.10.18	W&L Dairies Ltd	£18.36	Milk
08.10.18	Cleanmy Ltd	£127.32	Cleaning products
08.10.18	Canceled	£0.00	Cancelled
08.10.18	LARC	£205.00	Room Hire for Allotment AGM
08.10.18	Hags-SMP Ltd	£26,305.24	Sydonia Play Area
08.10.18	Royal British Legion Poppy App	£50.00	Council Wreath
08.10.18	P Russell	£100.00	Premises Licence
08.10.18	Links Electrical Supplies	£153.72	Electrical supplies
08.10.18	Leominster News	£100.00	Newsletter
08.10.18	A McEwen	£650.00	Maintenance
08.10.18	Paul Marsh	£204.00	Plastering flat
08.10.18	G Matthews	£33.00	Staff photography
08.10.18	C Fewlas	£60.75	TIC Ticket sales
08.10.18	HVOSS	£138.00	Bus Pilot
08.10.18	BOSS	£89.77	Copier charges
08.10.18	LBS	£873.05	Building/Maintenance materials
08.10.18	APATH Ltd	£424.44	Clothing, equip hire & ladders
08.10.18	Roundabout Stationery	£80.90	Stationery
08.10.18	Swan Brewery	£41.64	TIC Sales
08.10.18	Shine on Windows	£46.00	Window cleaner
08.10.18	Travis Perkins	£438.14	Building/Maintenance materials
12.10.18	Wages	£12,824.48	Period 7 wages
15.10.18	John Brain	£129.60	TIC Sales

**AGENDA ITEM No: 9(a)**

15.10.18	C James	£98.85	TIC Ticket Sales
15.10.18	Zaramama Foods	£95.40	TIC Sales
15.10.18	HMRC	£2,575.19	NI & PAYE Period 7
15.10.18	Lloyd Richards Ltd	£169.50	Payroll services 3 months
15.10.18	National Express	£34.10	TIC Ticket Sales
15.10.18	Quickskip	£188.40	Skips
15.10.18	Microshade Business Consultan	£542.16	Hosting services
22.10.18	A McEwen	£780.00	Maintenance work
22.10.18	John Rumsey	£12.60	Mileage
22.10.18	Iain Selkirk	£275.00	External audit
22.10.18	Tyrrells	£73.74	TIC Sales
22.10.18	C James	£192.60	TIC Ticket Sales
22.10.18	SA Pound	£140.16	Wages
22.10.18	Yeomans Canyon Travel	£533.70	TIC Ticket Sales
22.10.18	Cancelled	£0.00	
22.10.18	Beeline Ltd	£75.99	TIC Sales
29.10.18	A McEwen	£540.00	Maintenance cost
29.10.18	Newsquest Media Group	£320.64	Licence advert
29.10.18	Leominster News	£100.00	Leo News article
29.10.18	Herefordshire Council	£2,712.43	CCTV Contribution
29.10.18	Sheila Ellison	£63.00	TIC Sales
29.10.18	Cancelled	£0.00	
29.10.18	Cancelled	£0.00	
29.10.18	Hereford & Worcester ACF	£40.00	Mayor allowance, curry tickets
29.10.18	Richard Sexton & Co	£560.02	TIC Sales
29.10.18	Herefordshire Council	£1,294.80	Road closures
29.10.18	Radnor Hills Mineral Water	£40.50	TIC Sales
29.10.18	Country Flavours	£108.92	TIC Sales
29.10.18	Travis Perkins	£96.07	Building/Repairs materials
29.10.18	W&L Dairies	£23.12	Milk
29.10.18	Cancelled	£0.00	
29.10.18	Cancelled	£0.00	
29.10.18	Mrs C Fulloway	£800.00	First Aid Training
29.10.18	C James	£59.95	TIC Ticket Sales
	<b>TOTAL</b>	<b>£65,522.67</b>	

## ACCOUNTS PAID NOVEMBER 2018

DATE	PAYEE	AMOUNT	DETAILS
29.10.18	Royal British Legion	£30.00	War Memorial Polish
29.10.18	Royal British Legion	£400.00	Grant
05.11.18	Landscape Supply Company	£525.66	Tools & Sprayer 15 litre
05.11.18	LBS	£374.93	Building materials
05.11.18	Jenny Bartlett	£68.90	Mileage & expenses Sept
05.11.18	LITE	£10,200.00	Xmas lights
05.11.18	HAGS-SMP Ltd	£26,305.22	Sydonia play area
05.11.18	A McEwen	£650.00	Maintenance
05.11.18	Mary Williams	£70.87	TIC Sales
05.11.18	Mary Apps	£52.50	Volunteer parking
05.11.18	Richard Brookman	£603.00	Market management Sept/Oct
05.11.18	Risbury Rapeseed Oil	£140.50	TIC Sales
05.11.18	Table Manners	£150.00	Refreshments for Priory 28/10
05.11.18	Leominster Priory PCC	£10.80	TIC Ticket sales
05.11.18	Jennifer Shutler	£47.50	TIC Sales
05.11.18	John Brain	£316.80	TIC Sales
05.11.18	Worcestershire CC	£7,604.02	Sept/Oct pensions
05.11.18	DC Gardening Services	£5,582.92	Mowing in Oct etc
05.11.18	Marie Curie [Walkers are Welcome]	£8.10	TIC Ticket sales
05.11.18	J Rowsell	£15.20	TIC Sales
05.11.18	Iain Selkirk [replaces 404427	£275.00	External Audit
05.11.18	Cancelled	-£275.00	
05.11.18	C James	£98.10	TIC Ticket sales
12.11.18	A McEwen	£650.00	Maintenance
12.11.18	Simon Davey	£4,212.00	Toilet ceiling
12.11.18	Seconhand Warehouse	£300.00	Brass bed
12.11.18	Quickskip	£240.00	Recycling
12.11.18	HVOSS	£146.00	Bus replacement
12.11.18	Sentinel Security Systems	£675.00	Chubb Lock installation
12.11.18	Travelarts	£427.50	TIC Ticket sales
12.11.18	Paul Russell exps	£160.00	Civic service payments
12.11.18	Tourism Association Membership	£25.00	Membership collected
12.11.18	Herefordshire Environmental Services	£96.00	Pest Control
12.11.18	National Express	£140.20	TIC Ticket sales
12.11.18	BOSS	£283.72	Photocopier chgs & paper
12.11.18	Janet L Card	£45.00	TIC Sales
12.11.18	Mrs M Biggs	£8.36	TIC Sales
12.11.18	APATH	£648.10	Uniforms & tools & hire
12.11.18	Rotary Club of Leominster	£30.00	TIC Sales
12.11.18	John Rumsey	£7.20	Mileage
15.11.18	Roundabout Stationery	£256.91	Office stationery [Aug & Oct]
15.11.18	Tallis Amos Group Ltd	£223.68	Stihl repairs
15.11.18	Wages	£13,409.72	Wages November

**AGENDA ITEM No: 9(a)**

15.11.18	John Rumsey	£13.60	Mileage & parking
15.11.18	Tops Plants	£828.00	Xmas trees for Narnia
15.11.18	HMRC	£2,700.33	PAYE/NI Period 8
15.11.18	Linda Garrett Art Group	£163.40	TIC Sales
15.11.18	History & Heraldry Ltd	£334.46	TIC Sales
15.11.18	Jonathan Sant	£102.00	TIC Sales
15.11.18	Kathleen Freeman	£52.00	TIC Sales Inv 65
15.11.18	Yeomans Canyon Tours Ltd	£370.80	TIC Ticket Sales
15.11.18	Balfour Beatty Living Places Ltd	£250.00	Road Closures Nov/Dec
15.11.18	Vision ICT Ltd	£86.40	Email domains
19.11.18	Shine on Windows	£46.00	Window cleaner
19.11.18	Microshade Business Consultants Ltd	£542.16	Hosting fees
19.11.18	David Whyman Map sales	£348.15	TIC Sales
19.11.18	Bridget Middleton	£7.30	TIC Sales
19.11.18	Georgia Staples	£19.00	TIC Sales
19.11.18	Kathleen Freeman	£52.00	TIC Sales Inv 67
19.11.18	Travelarts	£131.00	TIC Ticket Sales
19.11.18	Herefordshire Council	£140.00	Bus timetables
19.11.18	A McEwen	£650.00	Maintenance
19.11.18	C James	£154.00	TIC Ticket Sales
		<b>£82,230.01</b>	

## PROPOSED BUDGET 2019/20

The proposed budget as recommended by the Budget Task & Finish Group is outlined below.

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>101</b>	<b><u>Administration Central Costs</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4012	Software, IT and support	£3,500	£5,388	-£1,888	£5,500	£4,071	£1,429	£6,000
4014	Website	£400	£439	-£39	£500	£420	£80	£1,000
4016	Photocopier	£1,500	£2,494	-£994	£2,500	£1,566	£934	£2,700
4019	Recruitment	£500	£106	£394	£250	£106	£144	£500
4020	Advertising	£0	£0	£0	£1,000	£5	£995	£1,000
4025	Miscellaneous	£0	£13	-£13	£0	£5,995	-£5,995	£0
4027	Equipment	£2,000	£3,193	-£1,193	£800	£294	£506	£1,000
4030	Telephone	£4,000	£3,958	£42	£5,500	£1,914	£3,586	£5,000
4035	Postage	£1,000	£501	£499	£750	£373	£377	£700
4040	Printing & Stationery	£1,500	£1,728	-£228	£1,500	£704	£796	£1,800
4048	Subscriptions	£3,100	£2,507	£593	£3,000	£2,472	£528	£3,000
4050	Insurance	£6,500	£6,009	£491	£6,200	£5,952	£248	£6,200
4900	Contingency/Data Protection	£2,500	£616	£1,884	£2,500	£516	£1,984	£2,000
	<b>Total</b>	<b>£26,500</b>	<b>£26,952</b>	<b>-£452</b>	<b>£30,000</b>	<b>£24,388</b>	<b>£5,612</b>	<b>£30,900</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>101</b>	<b><u>Income Administration</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
1076	Precept	£422,148	£422,148	£0	£484,632	£484,632	£0	£0
1090	Bank Interest	£200	£0	-£200	£200	£0	-£200	£0
1500	Miscellaneous	£0	-£4,254	-£4,254	£0	£386	£386	£0
1100	Event Income	£0	£0	£0	£8,000	£1,474	-£6,526	£0
1100	Grant Income	£0	£0	£0	£0	£5,990	£5,990	£0
	Capital Receipt/S106 Play Area	£0	£168,500	£168,500	£0	£39,676	£39,676	£0
	<b>Total</b>	<b>£422,348</b>	<b>£586,394</b>	<b>£164,046</b>	<b>£492,832</b>	<b>£532,158</b>	<b>£39,326</b>	<b>£0</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>103</b>	<b>Salaries</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4000	Administration Salaries	£101,075	£136,161	<b>-£35,086</b>	£117,558	£82,061	£35,497	£101,600
4000	Environmental Salaries	£59,500	£35,228	£24,272	£98,012	£37,379	£60,633	69,600
4000	Tourism & Events Salaries	£55,608	£40,127	£15,481	£60,653	£24,100	£36,553	34,500
4000	Caretakers/Cleaners	£0	£0	£0	£0	£0	£0	8,600
4000	Markets	£0	£0	£0	£6,240	£2,178	£4,062	6,240
4000	Percentage increase (2%)	£0	£0	£0	£0	£0	£0	5,700
4000	NI Employer Contributions	£0	£0	£0	£0	£0	£0	16,800
4000	Pension Contributions	£0	£0	£0	£0	£0	£0	45,600
	<b>Total</b>	<b>£216,183</b>	<b>£211,516</b>	<b>£4,667</b>	<b>£282,463</b>	<b>£145,718</b>	<b>£136,745</b>	<b>£288,640</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>105</b>	<b>Corporate Management</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4008	Travel & Subsistence	£1,000	£2,159	<b>-£1,159</b>	£1,000	£903	£97	£2,200
4010	Conferences/Training	£3,000	£1,644	£1,356	£2,500	£1,569	£931	£2,500
4025	Miscellaneous	£0	£72	<b>-£72</b>	£0	£0	£0	£0
4125	Bank Charges	£800	£656	£144	£750	£557	£193	£800
4130	Accountancy/Corporate Governance	£3,000	£2,025	£975	£2,000	£750	£1,250	£2,200
4131	Internal Audit Fees	£800	£550	£250	£600	£550	£50	£600
4132	External Audit Fees	£1,000	£2,000	<b>-£1,000</b>	£1,600	£1,300	£300	£1,500
4135	Legal & Professional	£1,000	£2,897	<b>-£1,897</b>	£1,000	£0	£1,000	£1,000
4140	Employment/Health & Safety	£2,500	£2,140	£360	£2,140	£0	£2,140	£2,140
	<b>Total</b>	<b>£13,100</b>	<b>£14,143</b>	<b>-£1,043</b>	<b>£11,590</b>	<b>£5,629</b>	<b>£5,961</b>	<b>£12,940</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>110</b>	<b>Democratic Services</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4200	Elections	£2,500	£3,008	<b>-£508</b>	£2,500	£0	£2,500	£6,650
4210	Mayor's Allowance	£4,000	£979	£3,021	£4,000	£540	£3,460	£4,000

4211	Mayor Making	£600	£250	£350	£500	£696	-£196	£750
4212	Civic Events	£1,500	£1,849	-£349	£1,500	£779	£721	£1,500
4215	Civic Regalia	£500	£463	£37	£500	£1,623	-£1,123	£1,000
4220	Civic Officers	£1,200	£580	£620	£1,000	£360	£640	£1,100
	<b>Total</b>	<b>£10,300</b>	<b>£7,129</b>	<b>£3,171</b>	<b>£10,000</b>	<b>£3,998</b>	<b>£6,002</b>	<b>£15,000</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>115</b>	<b>Grants</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4230	Events Fund	£0	£0	£0	£5,000	£2,582	£2,418	£5,000
4235	General Grants	£14,000	£10,320	£3,680	£12,000	£5,656	£6,344	£12,000
4236	Community Centre	£6,000	£6,000	£0	£10,000	£10,000	£0	£8,000
4237	Grange Court	£7,000	£7,000	£0	£7,000	£7,000	£0	£7,000
4238	Youth Services	£9,000	£9,518	-£518	£9,000	£450	£8,550	£9,000
4239	CAB Grant	£10,000	£10,000	£0	£8,000	£8,000	£0	£8,000
		<b>£46,000</b>	<b>£42,838</b>	<b>£3,162</b>	<b>£51,000</b>	<b>£33,688</b>	<b>£17,312</b>	<b>£49,000</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>125</b>	<b>Corn Square</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4180	Cleaning	£100	£1,389	-£1,289	£500	£1,308	-£808	£2,500
4181	Window Cleaning	£960	£445	£515	£700	£276	£424	£700
4182	Electricity	£4,500	£3,612	£888	£4,400	£1,379	£3,021	£4,200
4183	Gas	£4,500	£2,011	£2,489	£3,900	£998	£2,902	£3,900
4185	Business Rates	£11,000	£9,902	£1,098	£11,000	£6,804	£4,196	£11,000
4186	Water Rates	£1,500	£1,061	£439	£1,500	£427	£1,073	£1,500
4187	Repairs & Renewals	£1,000	£2,409	-£1,409	£1,200	£988	£212	£3,000
4188	Fixtures & Fittings	£1,000	£2,289	-£1,289	£1,000	£1,821	-£821	£2,000
4700	Loan Repayment (£350k)	£19,680	£19,680	£0	£19,680	£9,740	£9,940	£19,254
4700	Loan Repayment (£150k)	£8,692	£8,692	£0	£8,692	£4,296	£4,396	£8,480
	<b>Total</b>	<b>£52,932</b>	<b>£51,490</b>	<b>£1,442</b>	<b>£52,572</b>	<b>£28,037</b>	<b>£24,535</b>	<b>£56,534</b>



		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>125</b>	<b><u>Income Corn Square</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
1400	Room Rentals	£2,000	£220	-£1,780	£3,500	£680	-£2,820	£1,500
1400	Secret Garden	£0	£0	£0	£3,500	£0	-£3,500	£2,500
1400	Holiday Let	£6,000	£0	-£6,000	£12,000	£0	-£12,000	£13,000
1400	Office Lets	£14,100	£12,236	-£1,864	£14,000	£9,632	-£4,368	£13,000
	<b>Total</b>	<b>£22,100</b>	<b>£12,456</b>	<b>-£9,644</b>	<b>£33,000</b>	<b>£10,312</b>	<b>-£22,688</b>	<b>£30,000</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>130</b>	<b><u>Tourist Information</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
3000	Cost of Sales	£15,000	£14,308	£692	£18,000	£7,762	£10,238	£15,000
3010	Cost - Coach Trips	£0	£6,358	-£6,358	£8,000	£5,906	£2,094	£6,500
4126	Credit/Debit Charges	£0	£0	£0	£100	-£497	£597	£0
	<b>Total</b>	<b>£15,000</b>	<b>£20,666</b>	<b>-£5,666</b>	<b>£26,100</b>	<b>£13,171</b>	<b>£12,929</b>	<b>£21,500</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>130</b>	<b><u>Tourist Information Income</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
1010	Commission	£2,600	£1,689	-£911	£7,100	£431	-£6,669	£1,600
1510	Coach Trips	£3,800	£6,253	£2,453	£12,000	£6,593	-£5,407	£6,500
1511	Books & Maps	£6,750	£5,256	-£1,494	£7,000	£2,965	-£4,035	£5,300
1512	Cards	£1,600	£1,199	-£401	£1,700	£835	-£865	£1,200
1513	Souvenirs	£5,600	£5,396	-£204	£7,000	£2,703	-£4,297	£5,500
1514	Food/Drink	£2,000	£2,562	£562	£2,000	£3,190	£1,190	£4,000
1515	Craft	£2,500	£2,290	-£210	£2,500	£1,241	-£1,259	£2,400
1516	Advertising	£2,400	£98	-£2,302	£1,000	£254	-£746	£250
1518	Bed Booking	£250	£0	-£250	£250	£0	-£250	£0
	<b>Total</b>	<b>£27,500</b>	<b>£24,743</b>	<b>-£2,757</b>	<b>£40,550</b>	<b>£18,212</b>	<b>-£22,338</b>	<b>£26,750</b>

<b>201</b>	<b><u>Open Spaces</u></b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
		<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4006	Uniforms	£750	£162	£588	£750	£1,156	-£406	£1,000
4025	Miscellaneous	£0	£125	-£125	£0	£0	£0	£0
4027	Equipment	£2,000	£1,491	£509	£2,500	£1,436	£1,064	£2,500
4187	Repairs & Renewals	£2,500	£2,319	£181	£2,500	£666	£1,834	£3,000
4300	Maintenance	£5,000	£6,254	-£1,254	£5,000	£2,621	£2,379	£6,000
4301	Open Spaces Maintenance	£14,000	£16,893	-£2,893	£12,000	£30,282	-£18,282	£0
4305	Play Areas	£1,500	£877	£623	£1,000	£545	£455	£1,000
4310	Priory Churchyard	£1,500	£1,315	£185	£100	£0	£100	£0
4311	Millenium Green	£250	£0	£250	£100	£0	£100	£0
4312	P3 Scheme	£6,870	£2,660	£4,210	£6,870	£2,085	£4,785	£3,000
4313	Lengthsman Scheme	£5,175	£9,700	-£4,525	£5,000	£175	£4,825	£5,000
4320	Vehicle Maintenance	£2,500	£2,925	-£425	£2,000	£682	£1,318	£2,000
4321	Vehicle Fuel	£2,500	£1,026	£1,474	£2,500	£698	£1,802	£2,500
4350	Street Cleaning	£2,000	£341	£1,659	£500	£0	£500	£500
4351	Waste	£4,000	£3,993	£7	£4,000	£3,508	£492	£6,000
4355	Tree Maintenance	£0	£0	£0	£2,000	£0	£2,000	£2,500
	<b>Total</b>	<b>£50,545</b>	<b>£50,081</b>	<b>£464</b>	<b>£46,820</b>	<b>£43,854</b>	<b>£2,966</b>	<b>£35,000</b>

	<b><u>Open Spaces Income</u></b>	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
		<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
1110	P3 Scheme	£0	£0	£0	£5,285	£5,285	£0	£5,000
1111	Lengthsman Scheme	£1,725	£17,755	£16,030	£0	£1,725	£1,725	£0
1420	Grants	£0	£9,448	£9,448	£0	£0	£0	£0
	Resident Services	£0	£0	£0	£2,500	£594	-£1,906	£0
	<b>Total</b>	<b>£1,725</b>	<b>£27,203</b>	<b>£25,478</b>	<b>£7,785</b>	<b>£7,604</b>	<b>-£181</b>	<b>£5,000</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>203</b>	<b><u>Allotments</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4025	Administration	£600	£362	£238	£500	£255	£245	£500
4184	Ground Rent	£1,400	£1,336	£64	£1,500	£702	£798	£1,500
4186	Water Rates	£500	£322	£178	£500	£207	£293	£500
4300	General Maintenance	£1,000	£1,026	-£26	£1,000	£461	£539	£1,000
4308	Grasscutting	£1,000	£883	£117	£0	£730	-£730	£0
	<b>Total</b>	<b>£4,500</b>	<b>£3,929</b>	<b>£571</b>	<b>£3,500</b>	<b>£2,355</b>	<b>£1,145</b>	<b>£3,500</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>203</b>	<b><u>Allotment Income</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
1120	Allotment Rents	£5,000	£5,574	£574	£5,000	£4,158	-£842	£5,000
	<b>Total</b>	<b>£5,000</b>	<b>£5,574</b>	<b>£574</b>	<b>£5,000</b>	<b>£4,158</b>	<b>-£842</b>	<b>£5,000</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>205</b>	<b><u>Markets/Events</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4000	Salaries	£0	£0	£0	£0	£0	£0	£0
4020	Advertising	£1,500	£4,030	-£2,530	£1,000	£100	£900	£1,000
4021	Promotion	£1,000	£682	£318	£1,000	£517	£483	£1,000
4027	Equipment	£1,000	£0	£1,000	£500	£208	£292	£0
4048	Subscriptions	£400	£0	£400	£400	£0	£400	£400
4182	Electricity	£500	£0	£500	£250	£0	£250	£0
	<b>Total</b>	<b>£4,400</b>	<b>£4,712</b>	<b>-£312</b>	<b>£3,150</b>	<b>£825</b>	<b>£2,325</b>	<b>£2,400</b>

		<b>Budget</b>	<b>Actual</b>	<b>Variance</b>	<b>Budget</b>	<b>Month 7</b>	<b>Variance</b>	<b>Budget</b>
<b>205</b>	<b><u>Income Markets/Events</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
1402	Market Income	£20,000	£15,818	-£4,182	£22,000	£5,384	-£16,616	£17,000
1500	Miscellaneous	£3,000	£150	-£2,850	£5,000	£0	-£5,000	£0
	<b>Total</b>	<b>£23,000</b>	<b>£15,968</b>	<b>-£7,032</b>	<b>£27,000</b>	<b>£5,384</b>	<b>-£21,616</b>	<b>£17,000</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
	<u>Public Conveniences</u>	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20
<b>220</b>	<b>Central Area</b>							
4180	Cleaning	£4,200	£4,125	£75	£4,200	£1,817	£2,383	£4,500
4182	Electricity	£750	£0	£750	£750	£0	£750	£750
4185	Business Rates	£1,750	£1,384	£366	£1,750	£1,110	£640	£1,750
4186	Water Rates	£1,600	£1,672	-£72	£1,600	£621	£979	£1,700
4300	Maintenance	£500	£818	-£318	£0	£0	£0	£0
<b>225</b>	<b>The Grange</b>							
4180	Cleaning	£4,200	£4,126	£74	£4,200	£1,855	£2,345	£4,500
4182	Electricity	£850	£1,014	-£164	£850	£403	£447	£1,100
4185	Business Rates	£1,550	£0	£1,550	£1,550	£0	£1,550	£1,500
4186	Water Rates	£1,500	£1,107	£393	£1,500	£908	£592	£1,500
4300	Maintenance	£500	£461	£39	£0	£0	£0	£0
<b>230</b>	<b>Westbury Street</b>							
4180	Cleaning	£4,200	£0	£4,200	£4,200	£0	£4,200	£0
4182	Electricity	£1,650	£0	£1,650	£1,650	£0	£1,650	£0
4185	Business Rates	£3,100	£0	£3,100	£3,100	£0	£3,100	£0
4186	Water Rates	£3,000	£0	£3,000	£3,000	£0	£3,000	£0
4300	Maintenance	£500	£0	£500	£0	£0	£0	£0
	<b>Total</b>	<b>£29,850</b>	<b>£14,707</b>	<b>£15,143</b>	<b>£28,350</b>	<b>£6,714</b>	<b>£21,636</b>	<b>£17,300</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
	<u>Capital Investment - Toilets</u>	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20
<b>235</b>	<b>Capital Investment - Toilets</b>							
4360	Toilet Management	£0	£0	£0	£0	£0	£0	£0
4700	Loan Repayments	£0	£0	£0	£0	£0	£0	£0
4710	Capital Fund	£500	£0	£500	£0	£0	£0	£0
	<b>Total</b>	<b>£500</b>	<b>£0</b>	<b>£500</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
	<u>Public Convenience Income</u>	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20
1500	Rental	£3,000	£0	-£3,000	£3,000	£0	-£3,000	£0
	<b>Total</b>	<b>£3,000</b>	<b>£0</b>	<b>-£3,000</b>	<b>£3,000</b>	<b>£0</b>	<b>-£3,000</b>	<b>£0</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>250</b>	<u>Economic Development</u>	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20
4023	Newsletter	£1,200	£1,200	£0	£1,200	£825	£375	£1,440
4047	Market Towns Forum	£100	£150	-£50	£100	£0	£100	£0
4370	Leominster in Bloom	£6,000	£3,300	£2,700	£5,000	£2,425	£2,575	£5,000
4375	CCTV	£10,439	£10,439	£0	£10,850	£8,137	£2,713	£10,850
4380	Festive Lights	£12,000	£15,911	-£3,911	£14,000	£8,827	£5,173	£15,000
	<b>Total</b>	<b>£29,739</b>	<b>£31,000</b>	<b>-£1,261</b>	<b>£31,150</b>	<b>£20,214</b>	<b>£10,936</b>	<b>£32,290</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>260</b>	<u>Capital Projects</u>	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20
4027	Equipment	£10,000	£3,729	£6,271	£10,000	£150	£9,850	£0
4305	Play Areas	£10,000	£0	£10,000	£5,000	£44,442	-£39,442	£10,000
4710	Capital Fund	£0	£77,133	-£77,133	£0	£11,627	-£11,627	£0
	<b>Total</b>	<b>£20,000</b>	<b>£80,862</b>	<b>-£60,862</b>	<b>£15,000</b>	<b>£56,219</b>	<b>-£41,219</b>	<b>£10,000</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>260(a)</b>	<u>Loan for Projects</u>	2017/18	2017/18	2017/18	2018/19	2018/19	2018/19	2019/20
4700	Loan Repayment (£200k)	£0	£0	£0	£13,472	£0	£13,472	£15,968
	<b>Total</b>	<b>£0</b>	<b>£0</b>	<b>£0</b>	<b>£13,472</b>	<b>£0</b>	<b>£13,472</b>	<b>£15,968</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
<b>300</b>	<b><u>Planning &amp; Highways</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
4240	Travel Fund	£10,000	£1,392	£8,608	£4,000	£971	£3,029	£5,000
	<b>Total</b>	<b>£10,000</b>	<b>£1,392</b>	<b>£8,608</b>	<b>£4,000</b>	<b>£971</b>	<b>£3,029</b>	<b>£5,000</b>

		Budget	Actual	Variance	Budget	Month 7	Variance	Budget
	<b><u>TOTALS</u></b>	<b>2017/18</b>	<b>2017/18</b>	<b>2017/18</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2018/19</b>	<b>2019/20</b>
	Total Expenditure	£529,549	£561,417	<b>-£31,868</b>	£609,167	£385,781	£223,386	£595,972
	Total Income	£504,673	£672,338	£167,665	£609,167	£577,828	<b>-£31,339</b>	£83,750
	Balance	<b>-£24,876</b>	<b>£110,921</b>	<b>£135,797</b>	<b>£0</b>	<b>£192,047</b>	<b>-£254,725</b>	<b>£512,222</b>

	2016/17	2017/18	2018/19	2019/20
Gross precept	£422,056	£440,148	£484,632	£512,222
Council Tax Support Grant	£35,986	£0	£0	£0
Funding From Balances	£0	£18,000	£0	£0
Net Parish Precept	£386,070	£422,148	£484,632	£512,222
Tax Base	3,525.99	3,565.36	3,606.38	3,642.44
Band D Council Tax	£109.49	£118.40	£134.38	£140.63
Percentage Increase D Band		8.14%	13.50%	4.65%