

# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 22<sup>nd</sup> February 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Norman (Chair), R Pendleton (Vice Chair), Bartlett, Barton, Evans, Gibson, Marsh and Rosser.

**OFFICERS PRESENT:** Town Clerk.

**F57 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (family), A Pendleton (meeting) and Rumsey (holiday)

**F58 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**F59 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**F60 QUESTIONS FROM THE PUBLIC**

There were no questions raised.

**F61 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 18<sup>th</sup> January 2016 be agreed and signed as a correct record.

**F62 FINANCIAL MATTERS**

**(a) Financial Report** – Committee considered the financial report for January 2016 and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the payments made in January 2016 amounting to £17,651.52 inclusive of VAT be ratified;
- That income received in January 2016 amounting to £4,752.13 be ratified;
- That Petty Cash transactions for January 2016 amounting £58.53 be ratified;
- That the current balance as at 31<sup>st</sup> January 2016 of £231,913 be ratified;
- That the projected budget underspend for 2015/16 of approximately £1,000 be noted.
- That the revised Asset Register would be available for consideration at Committee's next meeting to be held on Monday 14<sup>th</sup> March 2016;
- That the Internal Controls Document be formally adopted. It was noted that this would need amending once the new Council Structure had been implemented in May 2016.

Concern was expressed regarding how expenditure was allocated under various budget headings as this was not made clear in the financial reports provided. The budget monitoring report provided outlined the overall expenditure and income under budget headings but it was acknowledged that the 2015/16 budget lacked detail. However, the 2016/17 budget would be much more detailed and easier to both monitor and understand.

With regard to the Lengthsman and P3 Scheme expenditure it was agreed to review the upgrade of Footpath ZC137 and to establish whether any accessible footpath funding was still available.

- (b) **Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for February 2016 amounting to £28,904.55 inclusive of VAT.
- (c) **New Audit Regime** – Committee **RESOLVED** to opt in to the recently established audit procurement services set up by NALC. It was noted that NALC has set up a company to procure audit services on the Council's behalf.

#### **F63 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Finance 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) **Council & Staffing Review** – Committee **RECEIVED** a report outlining the draft implementation timetables of the various projects identified within the Organisational and Staffing Structure Review report developed by Chris Rolley Associates.

Following detailed discussion of the report Committee **RESOLVED**:

- That the report be noted;
- That the Town Clerk be authorised to continue the negotiations with Herefordshire Council regarding the asset transfers of the Open Spaces subject to absolute clarification and assurance that any future potential overage payment would not be triggered until the implementation rather than the granting of any planning permissions that may be granted in the future on any of the land in question;
- That the draft time line for the purchase of 11 Corn Square as outlined in the report be adopted;
- That the quotation from Stuart Wilbur, Microshade Business Consultants Ltd, amounting to £1,025 + VAT be accepted;
- That a Steering Group consisting of the current members of the Corn Square Task and Finish Group (Cllrs Bartlett, Evans, Gibson, Norman and R Pendleton appointed on 20<sup>th</sup> July 2015) be formally appointed to

develop proposals to upgrade 11 Corn Square to enable it to deliver the services identified;

- That additional people with expertise be invited to sit on that Steering Group as required including Mr Baines (LARC) and at least two TIC Volunteers;
- That the draft time line to implement the revised staffing structure be adopted and implemented as outlined in the report;
- That the revised Council structure proposals, Committee names and draft Schedule of Meetings be adopted;
- That all policies, person specifications and other relevant documentation be reviewed and agreed by the Finance Committee at future meetings;
- That the date of the Mayor Making being confirmed as soon as possible.

**F64 DATE OF NEXT MEETING**

It was **NOTED** that the next Finance Committee meeting would be held on Monday 14<sup>th</sup> March 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:47pm.

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**CHAIR:**

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**DATE:**