



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 23rd April 2019

To: All Members of the Finance & General Purposes Committee:
Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies,
Marshall, Murdoch, Norman, Rumsey, Thomas and Williams. (One vacancy)
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 29th April 2019** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

- 1. APOLOGIES FOR ABSENCE**
Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.
- 2. DECLARATIONS OF INTEREST**
Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- 3. REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**
To receive questions and statements from members of the public as provided for in Standing Orders.
- 5. MINUTES OF PREVIOUS MEETING**
To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 25th February 2019.



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FINANCE & GENERAL PURPOSES COMMITTEE

6. CLERK'S REPORT

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

7. FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – To receive the interim financial report for the 2018/19 financial year. Please see the attached report.

(b) **Outstanding Accounts for Payment** – A list of accounts paid relating to the month of April 2019 will be presented at the meeting.

(c) **Risk Register** – To consider adopting the revised Risk Register. Please see the attached document.

(d) **Committee Report** – Please see the attached Committee update report.

8. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

(a) **Grants Report** – To consider the attached report.

(b) **Staffing Report** – To consider the attached report.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 24th June 2019 at 19:30 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 25th February 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies, Marshall (7:26pm), Murdoch, Norman, Rumsey, Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG39/18 APOLOGIES FOR ABSENCE

There were no apologies to be received.

FG40/18 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Bartlett: LDCA
- Cllr Norman: Shop Mobility
- Cllr Rumsey: Shop Mobility
- Cllr Thomas: LDCA/Shop Mobility

FG41/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG42/18 QUESTIONS FROM THE PUBLIC

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

FG43/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 17th December 2018 be agreed and signed as a correct record.

FG44/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Nomination Packs** – Committee noted that nomination packs had been received for all four Leominster Wards regarding the election on 2nd May 2019. It was agreed to consider holding a briefing session for prospective candidates and it was noted that Herefordshire Council were holding a session on 7th March 2019.

It was **RESOLVED** to request polling cards for all four wards in the event that the Ward Councillor vacancies were uncontested.

(Cllr Marshall arrives at 7.26pm)

- (b) **Housing Needs Survey** – Committee noted that a potential grant to carry out a Housing survey for Leominster had been identified. It was agreed to apply for the grant and obtain quotations.
- (c) **Change to Waste Collections** – Committee noted that a change to waste collections would commence on 18th March 2019.
- (d) **Staff Update** – Committee noted the staffing updates. Following consideration, it was agreed that Cllrs Bartlett, Norman and Rumsey would form the interview panel for the Environmental Supervisor's and the Grounds Operative positions. An assessment of applications would be undertaken on 12th March 2019, with interviews for the Environmental Supervisor being held on 18th March and Grounds Operative on 19th March 2019. The other positions would be undertaken by Officers of the Council.

FG45/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter Three Financial Report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That the payments for October 2018 amounting to £93,332, exclusive of VAT, November 2018 amounting to £46,159, exclusive of VAT, and December 2018 amounting to £40,373, exclusive of VAT, be ratified;
 - That balances held as at 31st December 2018 amounted to £376,641 be noted;
 - That restricted grant income received be identified within the accounts and reports.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the month of February 2019 amounting to £33,080.39, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - To ratify the following expenditure:
 - The erection of scaffolding at Corn Square - £1,296 + VAT
 - Remove the soil in the Secret Garden - £1,050 + VAT
 - The construction of an extension to the car park - £3,000 + VAT
 - Cost of recruitment for the 4 vacant posts - £1,000 + VAT
 - To obtain advice and install both bird and bat boxes at 11 Corn Square;
 - To accept the grant award from Herefordshire Council, subject to:
 - Clarification regarding the land that would be included in the proposed Freehold Transfer of Public Open Space and the terms of the asset transfer;
 - The complete exclusion of all tree maintenance on the land currently covered by the licence, especially the trees on the highway verges.

- To commence the purchase of the relevant grounds equipment required;
- To begin to develop proposals for future investment in Leominster town centre;
- To recommend to Full Council that it discontinues the Council's subscription to NALC and HALC as it was not fit for purpose;
- To write to NALC explaining the reasons for not continuing with the subscription, which amounted to £2,273.99 + VAT;
- To ring fence the £2,273.99 to meet the costs of additional training for staff and new Councillors following the election.

FG46/18 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

(a) Grants Report – Following consideration of the grant applications received Committee **RESOLVED** to award the following grants:

- Leominster Shopmobility - £1,000;
- Leominster Museum - £1,000;
- ECHO for Extra Choices in Herefordshire - £800.

Committee **RESOLVED** to recommend to Full Council that the grant allocation of £8,000 in the 2019/20 budget to LDCA be ratified and awarded.

(b) Personnel Apprenticeship Report – Following consideration of the report Committee **RESOLVED**:

- To note the report;
- To commence the recruitment of two apprenticeships for the Environmental Team and the Administration Team;
- To aim to have the two apprenticeships in place within the next six months.

(c) CAB Report – Committee noted the report submitted by CAB.

FG47/18 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29th April 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:17pm.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 23rd April 2019

Title: Quarter Three Financial Report

Purpose of the Report: To provide Members with a Quarter Three Financial Report.

Contact Officers: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted;

1.2 To ratify the payments for October 2018 amounting to £93,332, exclusive of VAT, November 2018 amounting to £34,723, exclusive of VAT, and December 2018 amounting to £34,723, exclusive of VAT.

1.3 To note income received and current balances for the 2018/19 financial year as outlined in the report.

2. INTRODUCTION

- 2.1 This Financial Report provides interim details of Leominster Town Council's financial activities for the 2018/19 financial year.
- 2.2 The end of year internal audit is scheduled to take place on 29th April 2019 with the closedown taking place on 16th May 2019. The final accounts will be presented for adoption alongside the governance statement to Full Council at a special meeting on 24th June at 7pm.
- 2.3 All account transactions detailed in the report exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council is VAT registered.

3. INCOME & EXPENDITURE OVERVIEW

- 3.1 The table below outlines the interim expenditure as at 31st March 2019. This will be subject to change following end of year closedown:

COST CENTRE	Q1	Q2	Q3	Q4	Total
Administration	£19,946	£7,610	£433	£7,537	£35,526
Corporate Management	£31,787	£30,537	£47,281	£49,193	£158,798
Democratic Services	£1,441	£2,261	£2,574	£131	£6,407
Grants	£31,558	£651	£2,768	£4,487	£39,464

AGENDA ITEM 7(a)

Corn Square	£5,802	£20,145	£5,241	£6,150	£37,338
Tourist Information Centre	£15,845	£11,081	£24,007	£15,855	£66,788
Open Spaces	£31,250	£30,077	£41,278	£32,011	£134,616
Allotments	£899	£996	£868	£503	£3,266
Markets/Events	£1,484	£649	£1,697	£1,283	£5,113
Central Toilets	£1,517	£1,873	£564	£567	£4,521
Grange Toilets	£1,190	£1,906	£243	£2,683	£6,022
Westbury Street Toilets	£0	£0	£0	£0	£0
Economic Development	£5,194	£3,471	£18,281	£2,579	£29,525
Capital Projects	£5,263	£27,188	£32,168	£16,073	£80,692
Transport Fund	£246	£579	£2,322	£522	£3,669
EXPENDITURE	£153,422	£139,024	£179,725	£139,574	£611,745

3.2 The table below outlines the interim income as at 31st March 2019. This includes the receipt of the £200,000 PWLB loan. The figures will be subject to change following end of year closedown:

COST CENTRE	Q1	Q2	Q3	Q4	Total
Administration Income	£242,316	£250,166	£0	£150	£492,632
Corporate Management	£0	£0	£5,000	£0	£5,000
Grants Income	£6,295	£0	£0	£0	£6,295
Corn Square Income	£180	£200	£735	£231	£1,346
Office Rental Income	£3,528	£3,528	£3,528	£3,528	£14,112
TIC Income	£7,626	£7,662	£9,703	£4,500	£29,491
Open Spaces Income	£7,010	£0	£594	£0	£7,604
Allotments Income	£2,985	£1,344	-£151	£193	£4,371
Markets/Events	£2,033	£3,351	£3,392	£3,616	£12,392
Economic Development	£0	£0	£1,400	£0	£1,400
Capital Projects	£0	£30,229	£0	£199,930	£230,159
INCOME	£271,973	£296,480	£24,201	£212,148	£804,802

3.3 The table below provides an overview of expenditure against budget for 2018/19.

COST CENTRE	ACTUAL	BUDGET	DIFFERENCE
Administration	£35,526	£30,000	-£5,526
Corporate Management	£158,798	£129,148	-£29,650
Democratic Services	£6,407	£10,000	£3,593
Grants	£39,464	£51,000	£11,536
Corn Square	£37,338	£52,572	£15,234
Tourist Information Centre	£66,788	£86,753	£19,965
Open Spaces	£134,616	£144,832	£10,216
Allotments	£3,266	£3,500	£234
Markets/Events	£5,113	£9,390	£4,277
Central Toilets	£4,521	£8,300	£3,779

Grange Toilets	£6,022	£8,100	£2,078
Westbury Street Toilets	£0	£11,950	£11,950
Economic Development	£29,525	£31,150	£1,625
Capital Projects	£80,692	£28,475	-£52,217
Transport Fund	£3,669	£4,000	£331
EXPENDITURE	£611,745	£609,170	-£2,575

- 3.4 The current projected overspend for 2018/19 is £2,575. This includes all the expenditure incurred renovating the holiday flat although there are a number of grants that have been awarded but not yet given.
- 3.5 The tables below provide an overview of income against budget for 2018/19. Please note that Table 1 excludes the £200,000 PWLB whilst Table 2 includes receipt of the loan:

Table 1

COST CENTRE	ACTUAL	BUDGET	DIFFERENCE
Administration Income	£492,632	£492,832	-£200
Corporate Management	£5,000	£0	£5,000
Grants Income	£6,295	£0	£6,295
Corn Square Income	£1,346	£7,000	-£5,654
Office Rental Income	£14,112	£26,000	-£11,888
TIC Income	£29,491	£40,550	-£11,059
Open Spaces Income	£7,604	£7,785	-£181
Allotments Income	£4,371	£5,000	-£629
Markets/Events	£12,392	£27,000	-£14,608
Economic Development	£1,400	£3,000	-£1,600
Capital Projects	£30,159	£0	£30,159
INCOME	£604,802	£609,167	-£4,365

Table 2

COST CENTRE	ACTUAL	BUDGET	DIFFERENCE
Administration Income	£492,632	£492,832	-£200
Corporate Management	£5,000	£0	£5,000
Grants Income	£6,295	£0	£6,295
Corn Square Income	£1,346	£7,000	-£5,654
Office Rental Income	£14,112	£26,000	-£11,888
TIC Income	£29,491	£40,550	-£11,059
Open Spaces Income	£7,604	£7,785	-£181
Allotments Income	£4,371	£5,000	-£629
Markets/Events	£12,392	£27,000	-£14,608
Economic Development	£1,400	£3,000	-£1,600
Capital Projects	£230,159	£0	£230,159
INCOME	£804,802	£609,167	£195,635

3.6 There was shortfall of £4,365 in income. This was achieved through the receipt of a number of grants received and some S106 funding. Excluded from the above figures is the Awards for All grant of £9,447 which was received in 2017/18. Final End of Year figures will include this funding.

3.7 Listed below are the balances at the bank as at 31st March 2019:

Bank Balances	
As at 31/03/2019	
Current Account	£476,298
Petty Cash	£97
Cash/Credit Card Control	£261
Debtors	£988
TIC Stock	£11,155
Creditors	-£14,088
Events Control	-£3,388
Outstanding VAT Claim	£6,156
Total Balances	£477,479
Represented by:	
Current Year Fund	£193,058
General Reserves	£95,358
Earmarked Reserves	£110,575
Capital Receipts Reserve	£78,488
Total Balances	£477,479

ACCOUNTS FOR PAYMENT (MARCH/APRIL 2019)

DATE	PAYEE	REF	AMOUNT	DETAILS
21-Mar	Haven Distillery	404827	460.80	TIC Gin Stock
21-Mar	LARC Development Trust	404828	127.20	Hire
28-Mar	Herefordshire Fire Protection	404829	24.00	Brackets and test keys
02-Apr	T H White	404830	12000.00	Mower
28-Mar	Leominster Dairies (W & L Dairies Ltd)	404831	159.78	Milk
28-Mar	Tallis Amos Group	404832	1100.00	Walk Behind Mower
28-Mar	Herefordshire Environmental Services Ltd	404833	144.00	Pest Control Leominster Allotments
01-Apr	The Visual Works	404834	1206.00	Branding and Signage
01-Apr	A McEwen	404835	650.00	Building Charges 25/3 - 29/3
01-Apr	Travis Perkins	404836	66.41	Invs 0826 AIF904/0826 AIF749
01-Apr	Playhouse Cinema payable to C James	404837	179.85	Stan & Ollie
01-Apr	The Secondhand Warehouse	404838	217.00	Furniture for the Flat
01-Apr	Salvaged	404839	125.00	4 x Elm chairs for the Flat
01-Apr	M Whitehead	404840	16.72	Sales from the Stable Gallery 28.03.19
01-Apr	NABMA	404841	358.00	Market Association Subscription Fee 2019/20
01-Apr	Yeomans Canyon Tours Ltd	404842	90.45	Ticket sales in TIC
01-Apr	Cancelled	404843	0.00	
01-Apr	ATS Euromaster	404844	259.37	A8120372882
01-Apr	D C Gardening Services	404845	4125.60	SI-376
01-Apr	BOSS	404846	51.55	Downstairs Photocopier
02-Apr	Wendy Rulton	404847	241.68	Sales from the Stable Gallery March 19
02-Apr	Gay Morgan	404848	11.94	2 Weavings sold in TIC
02-Apr	Richards Furnishings	404849	542.00	2 x Kitchen floorings
04-Apr	Roundabout Stationery	404850	25.72	Stationery Supplies
04-Apr	CleanMy Ltd	404851	114.91	Toilet Rolls and Blue Gloves
04-Apr	Orphans Press Ltd	404852	138.00	10 Receipt Pads (Market Stalls)
04-Apr	Microshade Business Consultants Ltd	404853	1023.78	Accounting Support and Mileage Invs 11631 & 11695
04-Apr	D M Electrical Services	404854	345.00	Flat Electrical Work
04-Apr	Leominster Building Supplies	404855	152.94	Building Supplies
04-Apr	Playhouse Cinema	404856	593.35	Cinema Tickets for TIC
04-Apr	Newton Court Cider	404857	153.60	Cider for TIC
04-Apr	Alan Crumpler	404858	43.20	5 Tickets for Capriccio Ensemble at Lion Ballroom 31.03.19
04-Apr	HVOSS	404859	128.00	Community Transport SLA 427 bus replacement
04-Apr	Leominster News	404860	120.00	Advert April 2019 issue
04-Apr	Zurich Municipal	404861	53.55	YLL-2720445533
04-Apr	Arrow Plant & Tool Hire	404862	1084.32	Building Supplies, Hi-Viz and 9 Ton Excavator
09-Apr	Quickskip Hereford	404863	206.40	Wheelie Bins
09-Apr	Sue Howells	404864	22.72	Pens & necklaces TIC

AGENDA ITEM 7(b)

09-Apr	Shine On Window Cleaners	404865	46.00	Window Cleaning
09-Apr	Travis Perkins	404866	34.89	Wood and Flame Retardant Wood
09-Apr	Philip Hume	404867	48.50	On the Trail of the Mortimers
09-Apr	Leominster Meeting Centre	404868	171.00	Hereford Police Male Choir
09-Apr	Leominster Dairies (W & L Dairies Ltd)	404869	6.80	Invoice 3054300319 Milk
15-Apr	Wages	404870-886	£15,872.84	Period 1 wages
15-Apr	Worcester CC Pwnaion Fund	404885	£3,256.07	Pensions
15-Apr	Travis Perkins	404887	£343.99	Inv 0826 AIG636
15-Apr	Npower Ltd	404888	£315.09	LGWB5MM7 & LGWB5MN7
15-Apr	Keith Newman Ltd	404889	£250.00	Inv 5550
15-Apr	Leominster Dairies	404890	£6.80	Inv 3054060419
15-Apr	Lloyd Richards Ltd	404891	£169.50	Inv 9556
15-Apr	Tallis Amos Group	404892	£68.23	Inv 302482
15-Apr	Emblem Print Products Ltd	404893	£511.49	Inv 88035 & 88034
15-Apr	Roundabout Stationery	404894	£55.05	Stationery Supplies
15-Apr	Richard Brookman	404895	£378.00	Market Management 15/03 - 12/04
15-Apr	A McEwen	404896	£780.00	1/4 & 08/4 - 12/04
15-Apr	HMRC	404897	£3,588.80	PAYE & NI
15-Apr	Alan Crumoler	404989	£151.20	Lion Ballroom Tickets Concert 14th April x 14
15-Apr	C James (Playhouse Cinema)	404899	£68.45	Rembrandt & Lizzie
15-Apr	Paul Russell	404900	£68.66	Barons Cross BBQ receipt
15-Apr	The Visual Works	404901	£1,257.00	Reprint of Town Map
			£53,811.20	

GOVERNANCE AND MANAGEMENT RISK REGISTER (UPDATED 2019)

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

AGENDA ITEM 7(d)

					<ul style="list-style-type: none"> • Develop budgetary procedures • Ensure clear policies adopted • Ensure decisions made and recorded 	
RR5	Staff and/or Councillor issues	<ul style="list-style-type: none"> • Loss of key personnel • Loss of Councillors • Fraud • Poor performance • Staff and Councillor ill health • Misconduct • Lack of training • Lack of knowledge • Conflicts of interest • Poor communication between staff, councillors and residents 	M	H	<ul style="list-style-type: none"> • Robust training and support for staff and councillors • Robust internal audit system in place • Regular staff reviews • Update job descriptions • Succession planning in place • Proactive staff and councillors prepared to accept challenges • Operate open and transparent governance • Avenues for feedback from service users and residents 	Senior Management
RR6	Emergency cover	<ul style="list-style-type: none"> • Requirement to identify cover for key positions in case of absence • Loss of key personnel through illness, accident or other reasons 	L	H	<ul style="list-style-type: none"> • Ensure membership of SLCC is in place • Update details of sector specific companies such as LGRC who are able to provide cover • Develop contacts with employment agencies for short term cover requirements 	Senior Management
RR7	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> • Council operates illegally • Council unable to react to changes in circumstances resulting in loss or reduction in service delivery • Health and safety issues • Litigation • Additional devolved services leading to being under resourced • Asset transfers 	L	H	<ul style="list-style-type: none"> • Regular training undertaken by staff and Councillors • Regular review of legislative changes through SLCC and NALC • Regular policy reviews • Up to date Standing Orders • Up to date Financial Regulations • Proactive budgeting and financial management • Build up reserves 	Senior Management

AGENDA ITEM 7(d)

		<ul style="list-style-type: none"> • Allotment lease not extended • Significant local service reduction due to austerity • Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council 			<ul style="list-style-type: none"> • Encourage flexible working practices • Continued membership of NALC and SLCC • Regular reviews of current leases/agreements 	
RR8	Major operational interruption prevents Town Council from delivering services (Business continuity)	<ul style="list-style-type: none"> • Council becomes non-operational through fire, damage etc • Back-up files and records lost, stolen or damaged • Equipment suffers damage • Severe weather conditions • Property damaged or stolen 	L	H	<ul style="list-style-type: none"> • Adequate insurance cover in place (Zurich) • Develop Emergency Plan and emergency response protocol • Fitted fire alarms • Budgetary funding in place for replacement and repairs • Balances maintained and reserves topped up • Robust back-up system of storage of important files and records 	Senior Management
RR9	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> • Poor staff morale • Poor councillor morale • Poor processes in place • Poor direction and focus • Poor management of operations • Poor administrative operations, processes and protocols • Loss of residents trust and confidence • Breakdown of working relationship with community groups and organisations 	L	H	<ul style="list-style-type: none"> • Review Corporate Plan with clear focused corporate objectives • Clear service delivery targets • Clear staff targets and staff monitoring/review process in place 	Senior Management
RR10	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> • Loss of computer records • Loss of important data • Loss of important financial information • Loss of service delivery 	L	H	<ul style="list-style-type: none"> • Off-site back-up facility in place through Microshade VSM • Adequate insurance in place (Zurich) 	Senior Management

AGENDA ITEM 7(d)

					<ul style="list-style-type: none"> • Business continuity plan in place and updated regularly • Continued investment in IT infrastructure. 	
RR11	Unable to meet the new requirements relating to the General Data Protection Regulation	<ul style="list-style-type: none"> • Undertake Data Audit • Adopt Data Protection Policy • Adopt Data Breach procedure • Adopt SAR • Appoint DPO 	L	M	<ul style="list-style-type: none"> • Data audit completed • Policies adopted by Council • Relevant privacy notices are in place • Secure storage in place 	Senior Management



Finance Committee

Date: 23rd April 2019

Title: Committee Report

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

Contact Officers: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted;

2. INTRODUCTION

- 2.1 This report updates members on progress relating to Committee projects and outlines matters requiring a decision.
- 2.2 The responsibilities of the Finance & General Purposes Committee are contained within the Terms of Reference and Scheme of Delegation. These include monitoring the Council's finances, recommending budgets and overseeing project development.
- 2.3 The Committee is also responsible for Staff Matters and has appointed a Personnel Sub-Committee to oversee the management of this responsibility.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

3.1 The Trust continues to meet regularly to address the various matters relating to its new responsibilities. A verbal update will be provided at the meeting.

Elections

3.2 Election day will take place on 2nd May 2019.

The Holiday Flat

3.3 Works are close to completion. All that is awaited is the connection of the gas and the commissioning of the heating system. An update will be provided at the meeting.

Secret Garden

3.4 Work will commence on this project following the completion of the holiday flat. A verbal update will be provided at the meeting.

Public Conveniences

- 3.5 The planned refurbishment of the Central toilets are currently being discussed and a plan put in place.

Grass/Verge Cutting

- 3.6 The Grounds Team is now in place. There have been a number of issues with the new mower and this will be sent back for an overhaul on Wednesday 24th April. The mower is overheating and requires a strip down.
- 3.7 A replacement machine will be provided by the seller and a zero turn mower is being demonstrated at the same time. If suitable this will be purchased as part of the new equipment required of which a £10,000 grant has been secured.

HALC Subscription

- 3.8 The HALC subscription for 2019/20 will be renewed in the next week.