

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 29th June 2020 commencing at 19:00 hours remotely via 'Zoom'.

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

OFFICER PRESENT: Town Clerk

FG10/20 APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Marsh (Illness)

FG11/20 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Sutcliffe: LARC
- Cllr Norman: LARC

FG12/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG13/20 QUESTIONS FROM THE PUBLIC

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

FG14/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 27th April 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG15/20 CLERK'S REPORT

Committee noted the following items:

- That the clerk had obtained quotes from the lengthsman and a drainage contractor and had prepared and submitted an application including an annual maintenance plan for the 2020/21 Lengthsman/P3/Drainage Scheme at a total cost of £10,240.00 + VAT.
- That Herefordshire Council had sent out a request for Town and City Councils to help with the sale of green waste garden bags.
- That The Pavilion on The Grange will be used later in the Summer on Saturdays subject to staff being able to work safely within the social distancing guidelines.
- A working party would be organised to look at areas of 11 Corn Square that are currently let and calculate a fair service charge.
- The committee **RESOLVED** to investigate registering the bus station as a community asset.

FG16/20 FINANCIAL AND COMMITTEE MATTERS

- (a) **Income and Expenditure Report**
- Committee considered the final end of year report up to 31st March 2020 (Month 12) and the accompanying 2019/20 End of Year Budget Notes and it was **RESOLVED** that the report be ratified.
 - Committee also considered the Month 2 report and accompanying Month 2 Budget Notes and it was **RESOLVED** that the report be ratified.
- (b) **Accounts Paid and Outstanding Accounts for Payment**
Following consideration of the accounts paid and outstanding accounts for payment, Committee **RESOLVED** to ratify the payments relating to the months of April, May and June 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report.
 - That a meeting should be arranged of the Janice & Peter McCaull Trust and that the former Town Clerk should be invited.
 - That the social distancing markings outside the toilet facilities should be set at 2m unless there is a change in the social distancing guidance by central government.
- (d) **Risk Register** – Committee considered the revised Risk Register presented at the meeting and following discussion it was **RESOLVED** to adopt the risk register and monitor throughout the year.
- (e) **Project and Funding update** – Committee **RESOLVED** to note the report.

FG17/20 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** – Following consideration of the grant report, the Committee **RESOLVED**:
- To note the report;
 - To ratify the application for payment to Grange Court for their 2020/21 grant allocation of £7000.

- Following discussion, it was proposed by Cllr. Thomas and seconded by Cllr. Sutcliffe and unanimously agreed to award the grant of £1000 to Leominster Meeting Centre. It was also recommended that Leominster Meeting Centre should apply again in October.
- (b) **Staff Report** – To note the verbal report given by the town clerk regarding staff activities and compliance with government regulations in response to the COVID-19 pandemic.
- (c) **Quotes for the upgrade of the heating system** – Committee considered the three quotes and as they differed in content due to recommendations for efficiency of the heating system, it was proposed by Cllr. Murdoch and seconded by Cllr. Norman to set up a sub-committee to analyse the quotes in more detail. The sub-committee will consist of Cllr. Sutcliffe, Cllr. Murdoch, Cllr. Williams and Cllr. Thomas.
- (d) **Ginhall Green Easement** – The committee received the report and following discussion, **RESOLVED:**
- To appoint a land agent to deal with the matter on behalf of the Town Council.

FG18/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 7th September 2020 at 19:00 which, subject to social distancing restrictions, would either be held remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9.09pm.

CHAIR:

DATE: