

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 30<sup>th</sup> April 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Bartlett, Egan, Norman, R Pendleton, Preece, Rosser and Rumsey.

**OFFICERS PRESENT:** Town Clerk.

**FG43/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Egan and Freedland.

**FG44/17 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Bartlett: Leominster Festival (Council representative)
- Cllr Norman: LARC Trustee

**FG45/17 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**FG46/17 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**FG47/17 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> February 2018 be agreed and signed as a correct record.

**FG48/17 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) **May Fair** – Committee was reminded that the May Fair would be in Leominster from Wednesday 2<sup>nd</sup> May 2018. Councillors had been invited to attend the formal opening of the Fair on Thursday 3<sup>rd</sup> May 2018 at 4pm.
- (c) **GDPR Update** – Committee noted that on Thursday 26<sup>th</sup> April 2018 the Government tabled an amendment to its own Data Protection Bill to exempt all town and parish councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation (GDPR). It had been confirmed that all other measures required within GDPR will still apply, but that appointing a DPO to support a council's approach to data protection will be **Discretionary** and would be regarded as **Good Practice**.

- (c) **Corporate Strategy/Medium Term Financial Plan/Asset Register –** Committee noted that drafts of these two documents were close to completion and it was expected that a Task & Finish Group would be set up to finalise both documents at the Annual Town Council meeting to be held on Monday 14<sup>th</sup> May 2018, The Asset Register would be finalised when the accounts were closed down on Wednesday 16<sup>th</sup> May 2018.

#### **FG49/17 2017-18 WORK PROGRAMME**

Committee considered the update report presented and **RESOLVED:**

- That the final report for 2017/18 be noted;
- To note the work completed as outlined in the report;
- To note those projects that were currently in progress;
- To note that a reply from HALC was still awaited regarding the loan sanction request;
- To note that there was some flexibility in the 2018/19 budget which would enable projects such as the Holiday Flat to be funded and completed if the loan sanction request was turned down;
- To note that grant income for the youth project from Herefordshire Council had not yet been received as the project had been given an extension to enable it to be completed.

#### **FG50/17 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report –** Committee considered the Quarter Four Interim Financial Report up to 31<sup>st</sup> December 2017 and **RESOLVED:**
- That the report be noted;
  - That the payments for January 2018 amounting to £51,456, exclusive of VAT, February 2018 amounting to £49,853, exclusive of VAT, and March 2018 amounting to £42,002, exclusive of VAT be ratified;
  - That the current balances up to 31<sup>st</sup> March 2018 amounting to £284,321 be noted;
  - To note that the end of year accounts would be closed on 16<sup>th</sup> May 2018.
- (b) **Outstanding Accounts for Payment –** Committee noted the payments to date for April 2018 which amounted to £46,731.94, inclusive of VAT.
- (c) **Role of Town Mayor –** Committee considered the document entitled “The Role of the Town Mayor” which had been developed over the last few years but had not been formally considered by Committee. The document formed part of the civic protocol documentation which was being developed.

Following discussion Committee **RESOLVED:**

- That the report be noted;
- That clarification as to which Officer would directly support the Mayor and Deputy Mayor be included in the protocol;
- That the protocol relating to the role of Town Mayor be adopted.

- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - To note that the outgoing Mayor would be organising a variety show to help raise funds for the Janice and Peter McCaull Trust in July 2018;
  - That a new Task & Finish Group would be appointed to oversee the development of the Corporate Strategy and Medium Term Financial Plan following the appointment of new members on the F&GP Committee at the Annual Town Council meeting on 14<sup>th</sup> May 2018;
  - That a new Councillor would be co-opted at the Annual Town Council Meeting;
  - That training sessions regarding the Code of Conduct and GDPR will be arranged on a Monday evening in July 2018;
  - That a Councillor Briefing Session would be arranged to receive an overview of the recently completed “Mapping Leominster’s Youth” project in May or June 2018;
  - That consideration be given to sharing the methodology of the development of the project with other Councils in Herefordshire as an example of best practice.

#### **FG51/17 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) **Youth Update Report** – Committee received the following verbal update:
- 59 volunteers and key partners had been involved in the project;
  - Input had been received from 198 young people through focus groups and questionnaires;
  - 43 organisations and community groups were consulted;
  - £4,593.87 of grant funding had been claimed from Herefordshire Council. This had been made possible by over £1,030 of match funding in volunteer time;
  - The report and grant claim had been submitted on Monday 30<sup>th</sup> April 2018.

In addition a further £1,662.74 of grant funding had been claimed from Kingspan to help fund the skateboarding and boxing classes. 29 young people had benefitted, many of whom did not take part in other regular sporting activities.

- (b) **Grants Report** – Committee **RESOLVED** to make the following annual grant awards:

- An annual grant to Citizens Advice Bureaux of £8,000 to provide drop in sessions in Leominster. The grant would be paid in full;
- An annual grant to LDCA Community Centre of £10,000 towards the running costs of the Centre. The grant would be paid in full;
- An annual grant to LARC Grange Court of £7,000 as part of the ten year support package previously agreed by Council. The grant would be paid in full;
- To support the Transport Initiatives fund which currently helps subsidise the community bus service that replaced the previous 427 service. An allocation of a maximum of £1,500 per annum was agreed to be paid based on monthly invoices;
- That the provision of Youth Services in 2018/19 be subject to the conclusions and recommendations of the emerging “Mapping Leominster’s Youth” project report.

Committee **RESOLVED** to make the following awards in respect of applications received:

- Leominster Priory Holiday Club - £900;
- Leominster Festival - £1,000;
- Leominster 151 Squadron - £1,000 subject to the securing of the other grant applications;
- Leominster Festival Window Competition - £250 towards prizes and administration.

Committee further **RESOLVED** to ring-fence a further £500 to be used to support further window competitions in the town including the Victorian Street Market.

Consideration regarding the future of the shopfront grant initiative will be reviewed at the Committee meeting to be held on 25<sup>th</sup> June 2018.

- (c) **10<sup>th</sup> May 2018** – Committee received a final briefing on the Royal visit which would take place on Thursday 10<sup>th</sup> May 2018.

**FG52/17 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 25<sup>th</sup> June 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:15pm.

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**CHAIR:**

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**DATE:**