

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 29th April 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, Davies, Marshall, Norman, Rumsey, Thomas and Williams.

OFFICERS PRESENT: Town Clerk.

FG48/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Murdoch.

FG49/18 DECLARATIONS OF INTEREST

There following declarations of interest were made:

- Cllr Bartlett: Leominster Festival Committee;
- Cllr Norman: LARC Trustee.
- Cllr Sutcliffe (Council nominated representative on LARC)

FG50/18 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensation.

FG51/18 QUESTIONS FROM THE PUBLIC

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

FG52/18 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25th February 2019 be agreed and signed as a correct record.

FG53/18 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) May Fair Opening** – Members noted that the opening of the Annual May Fair would take place at 4pm on Thursday 2nd May 2019.
- (b) Leominster Festival Grant** – Committee agreed to consider the Leominster Festival grant application that had been received.
- (c) End of Year Internal Audit** – Committee noted that the interim end of year internal audit had been undertaken on Monday 29th April 2019.
- (d) Freedom of the Town** – Committee note the draft timings of the Herefordshire Regiment Rifles when they exercise the Freedom of the Town on Saturday 29th June 2019.

FG54/18 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 Quarter 4 to date amounting to £139,574 be ratified;
 - That balances held as at 31st March 2019 amounted to £477,479 be noted;
 - That the current projected overspend for the year was estimated to be approximately £2,575.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the month of March and April 2019 to date amounting to £53,811.20, inclusive of VAT.
- (c) **Risk Register** – Committee considered the revised Risk Register presented and, following discussion, it was **RESOLVED** to adopt the Risk Register and ensure that it was regularly monitored throughout the year.
- (d) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
 - To ensure that future plans for the Secret Garden and public convenience refurbishment was considered by an appropriate Task & Finish Group which would be set up following the election;
 - To note that the Grounds & Environmental Team were addressing the verge cutting and working through an initial maintenance programme. A full maintenance schedule was being drawn up and would be presented to the Environment & Services Committee in due course.

FG55/18 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.

Committee noted an initial request received from the LARC Trustees for the Council to consider applying for a Public Works Loan Board loan to refinance LARC's existing loan. It was agreed to consider this request at the next Finance & General Purposes Committee to be held on 24th June 2019 and to set up a Task & Finish Group if required. The LARC Trustees would submit a full request for consideration.

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

- Citizens Advice Bureau - £8,000 for the delivery of bi-weekly drop in sessions at 11 Corn Square;
- LDCA Community Centre - £8,000.

With regard to the £7,000 annual grant to LARC, the revised agreement entered into in 2017 would be reviewed and the required information requested from LARC prior to awarding the grant.

Committee agreed to continue to subsidise the replacement 427 bus service up to a maximum of £1,500 in 2019/20.

Committee **RESOLVED** to award the following one off grants from its 2019/20 grant budget:

- Leominster Festival - £1,000;
- Window competition - £250;

Committee **RESOLVED** to award the following grants from its 2019/20 Youth budget:

- Duke of Edinburgh annual licence fee - £1,050
- Leominster Priory Holiday Club - £900;
- Children's Events - £500;

Committee noted the update regarding the LEADER Funding project to improve signage and interpretation materials in Leominster.

(b) Staffing Report – To consider the attached report Committee RESOLVED:

- To note the report;
- To recruit an additional part time Grounds Operative to support the Grounds and Environmental Team on salary scale SCP 3-5;
- To recruit a part time Financial Assistant to support the Administrative Team on salary scale SCP 4-6;
- To transfer the £9,000 allocated in the budget to clean the public conveniences to the staffing budget as this was now being carried out in-house;
- To transfer any additional funding required to meet staff costs from the £8,000 allocated to the P3 and Lengthsman Scheme for 2019/20.

FG56/18 DATE OF NEXT MEETING

Committee noted that the next meeting Finance & General Purposes Committee will be held on Monday 24th June 2019 at 19:15 following the Full Council meeting at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 8:33pm.

CHAIR:

DATE: