



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 21<sup>st</sup> February 2017

To: All Members of the Finance & General Purposes Committee:  
Councillors Marsh (Chair), Bartlett, Freedland, Norman, A Pendleton, R  
Pendleton, Rosser and Rumsey.  
(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 27<sup>th</sup> February 2017** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 19<sup>th</sup> December 2016 **(attached)**.



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### 6. FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – To receive the financial update report.
- (b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for February 2017 to date will be presented to the meeting.
- (c) **Corporate Strategy** – The Leominster Town Council Draft Corporate Strategy has been finalised and is currently subject to a public consultation. A copy of the document has been distributed to all Members for information.
- (d) **Leominster Branding** – An update on the development of the Leominster Branding project will be provided at the meeting.
- (e) **Committee Report** – Please see the attached Committee update report.

#### 7. 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) **Staffing Matters** – Please see the attached report.
- (b) **Property Report** – An update report will be presented at the meeting.

#### 8. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 24<sup>th</sup> April 2017 at 19:00 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 19<sup>th</sup> December 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

---

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

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Councillor Stone.

### FG19/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Evans (illness), Freedland (work) and A Pendleton (illness).

Committee noted that Mrs Mifflin had resigned from the Town Council.

### FG20/16 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### FG21/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

### FG22/16 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

### FG23/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> October 2016 be agreed and signed as a correct record.

### FG24/16 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee noted that the financial report for Quarter Three would be presented at the Full Council meeting scheduled to take place on Monday 30<sup>th</sup> January 2017. This was due to some technical issues that had made it impossible to shut down the financial month of November 2016.
- (b) **Outstanding Accounts for Payment** – Committee considered the list of outstanding accounts for payment for December 2016 amounting to £34,557.76, inclusive of VAT, and **RESOLVED** that they be ratified.
- (c) **Leominster Branding** – Committee agreed to defer this item to enable Orphans Press to develop alternative logos as previously agreed.

**(d) Committee Report** – Committee considered the Committee Update Report, which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:

- That the report be noted;
- To congratulate the Leominster Business Group for its success at the GBHighstreet awards;
- To note that the public realm report expected from Balfour Beatty had been delayed;
- To allocate funding to the Youth Project currently being delivered by HVOSS in 2017/18 to enable the project to continue;
- To note that the new festive lights had been erected and positive comments had been received.

**FG25/16 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) Draft Budget** – Committee considered the Draft Budget Report which provided information regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That the Committee submits a recommendation to Full Council to formally adopt the attached budget for 2017/18 at its meeting on Monday 30<sup>th</sup> January 2017, subject to the agreed amendments;
- That the revised staffing structure, salary scales and new positions be adopted and implemented as from 1<sup>st</sup> April 2017;
- That a new Committee entitled the Communications and Events Committee be recommended to Full Council for appointment;
- That appropriate Terms of Reference be developed for that committee;
- That the draft Meeting Schedule for 2017/18, with the additional Committee included, be submitted to Full Council for adoption;
- That the sale of 17 West Street continues to be monitored and that a deadline of 31<sup>st</sup> January 2017 be agreed for the sale;
- That an indicative sum of £18,000 be allocated from balances to offset the difference between the budget required and the proposed precept
- That a precept of £422,148 be recommended to Full Council to be requested from Herefordshire Council;
- That the draft Leominster News article be ratified.

Committee further **RESOLVED** to adopt the following toilet refurbishment plan subject to the sale of 17 West Street, Leominster:

- Allocate a sum of £40,000 from the public convenience underspend in 2016/17 towards the refurbishment of Central and Grange Toilets;
- Subject to the sale of 17 West Street, allocate funding of around £75,000 towards the renovation of the Westbury Street toilets, which currently has an income projection of £3,000;
- Obtain quotations for the works required.

**(b) Grant Applications** – Committee considered the Grant Report and, following discussion, **RESOLVED**:

- That the report be noted;
- That the following shop front grant be awarded:
  - Peter J Hadley Booksellers: £250.
- That the grant application received from Jan Locket/N E Luck would not be awarded as it did not meet the shop front grant criteria.

Committee noted the request received from the LDCA for an annual grant of £6,000 for 2017/18 and **RESOLVED** that this request be included in the 2017/18 budget and awarded to LDCA in April 2017.

It was further **RESOLVED** that general unsolicited grants be reduced from £1,500 to £1,000 maximum in 2017/18.

**(c) Property Report** – Committee received a verbal Property Report updating Committee on progress relating to 11 Corn Square and 17 West Street. Following discussion, it was **RESOLVED** that the report be noted.

**FG26/16 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 27<sup>th</sup> February 2016 at 19:00, venue to be confirmed.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9.46pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**



## Finance & General Purposes Committee

---

**Date:** 21<sup>st</sup> February 2017

**Title:** Interim Financial Report

**Purpose of the Report:** To provide Members with an interim Financial Report up to the end of January 2017.

**Contact Officers:** Paul Russell

---

### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for January 2017 amounting to £171,736, exclusive of VAT;
- 1.3 To note income received and current balances for the 2016/17 financial year as outlined in the report

### 2. INTRODUCTION

- 2.1 This Financial Report provides details of Leominster Town Council's financial activities for Quarter Three of the 2016/17 financial year.
- 2.2 The report provides details of current balances held at the bank and estimated projected expenditure for the remainder of the financial year based on current monthly income and expenditure.
- 2.3 All account transactions detailed below exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council has registered for VAT during this financial year.

### 3. PAYMENTS MADE

- 3.1 The table below outlines expenditure and income for Q1, Q2, Q3 and January 2017:

CODE	COST CENTRE	Q1	Q2	Q3	JAN 2017	TOTAL
101	Administration Expenditure	£12,469	£4,148	£7,317	£1,155	£25,089
101	Administration Income	£215,027	£211,576	£1,258	£362	£428,223
105	Corporate Management	£22,130	£31,747	£25,735	£15,800	£95,412
110	Democratic Services	£2,179	£226	£2,218	£262	£4,885

## AGENDA ITEM 6(a)

115	Grants	£13,650	£11,214	£10,472	£4,640	£39,976
120	West Street Expenditure	-£7,884	£15,591	£1,034	£129	£8,870
120	West Street Income	£0	£0	£0	£0	£0
125	Corn Square Expenditure	£0	£1,094	£4,373	£14,606	£20,073
125	Corn Square Income	£0	£0	£0	£1,904	£1,904
130	TIC Spend	£14,328	£13,206	£23,462	£4,463	£55,459
130	TIC Income	£6,598	£6,728	£9,994	£932	£24,252
201	Open Spaces Expenditure	£19,727	£18,594	£19,235	£4,614	£62,170
201	Open Spaces Income	£5,789	£0	£0	£0	£5,789
203	Allotments Expenditure	£923	£915	£1,162	£105	£3,105
203	Allotments Income	£4,498	£242	£203	£88	£5,031
205	Markets/Events spend	£1,404	£1,404	£1,533	£360	£4,701
205	Markets/Events Income	£4,677	£5,082	£4,386	£1,409	£15,554
220	Central Toilets	£2,535	£1,247	£1,752	£1,486	£7,020
225	Grange Toilets	£1,507	£1,270	£1,236	£973	£4,986
230	Westbury Street Toilets	£0	£0	£0	£0	£0
235	Toilet Investments	£42	£40	£252	£0	£334
250	Economic Development	£4,878	£3,024	£4,078	£12,100	£24,080
260	Capital Projects	£6,225	£283,239	£15,002	£111,844	£416,310
260	Capital Projects Income	£0	£350,000	£150,000	£0	£500,000
300	Transport Fund	£0	£0	£1,857	-£801	£1,056
	<b>EXPENDITURE</b>	<b>£94,113</b>	<b>£386,959</b>	<b>£120,718</b>	<b>£171,736</b>	<b>£773,526</b>
	<b>INCOME</b>	<b>£236,589</b>	<b>£573,628</b>	<b>£165,841</b>	<b>£4,695</b>	<b>£980,753</b>

3.2 Listed below are the balances at the bank as at 31<sup>st</sup> January 2017:

<b>Bank Balances</b>	
As at 31st January 2017	
Current Account	£415,945
Petty Cash	£544
TIC Petty Cash	£912
Control A/C	-£1,154
Creditors	-£90,462
Events Control	-£1,096
Membership Control	-£75
TIC Control	-£9,948
	£314,666
Outstanding VAT Claim	£29,232
<b>Total Balances</b>	<b>£343,898</b>
Represented by:	
General Reserves	£289,398

## AGENDA ITEM 6(a)

Earmarked Reserves	£54,500
<b>Total Balances</b>	<b>£343,898</b>

3.3 Outlined below is the current and projected income and Expenditure for 2016/17:

	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
<b>Income</b>	<b>To Date</b>	<b>Feb/Mar 17</b>	<b>2016/17</b>
Precept	£386,069	£386,069	£386,069
Transitional Grant	£35,986	£35,986	£35,986
Interest	£428	£500	£200
Misc	£5,740	£5,740	£0
Corn Square	£1,904	£5,000	£20,000
TIC	£24,252	£26,400	£27,500
Open Spaces	£5,789	£6,000	£0
Allotments	£5,030	£5,030	£5,000
Markets	£15,553	£17,500	£25,000
PWLB Loan	£500,000	£500,000	£500,000
<b>TOTAL</b>	<b>£980,751</b>	<b>£988,225</b>	<b>£999,755</b>

	<b>Actual</b>	<b>Projected</b>	<b>Budget 16/17</b>
<b>Expenditure</b>	<b>To Date</b>	<b>Feb/Mar 17</b>	<b>2016/17</b>
Administration	£25,090	£28,000	£28,160
Corporate Management	£95,412	£110,000	£110,800
Democratic	£4,885	£10,000	£10,700
Grants	£39,976	£41,000	£41,000
West Street	£8,870	£11,000	£0
Corn Square	£20,071	£28,000	£45,526
TIC	£55,458	£68,000	£42,000
Open Spaces	£62,171	£85,000	£86,780
Allotments	£3,103	£4,100	£4,100
Markets/Events	£4,701	£9,000	£15,950
Central Toilets	£7,022	£8,000	£3,393
Grange Toiles	£4,988	£6,000	£4,138
Westbury St Toilets	£0	£0	£13,800
Investment Toilets	£334	£0	£27,070
Economic Development	£24,080	£29,000	£29,739
Capital Projects Equipment	£416,309	£520,000	£520,000
Planning & Highways	£1,056	£6,000	£10,000
<b>TOTAL</b>	<b>£773,526</b>	<b>£963,100</b>	<b>£993,156</b>



- 3.4 Due to the Corn Square project it is unlikely that any investment can be carried out to the toilets at The Grange and Central Car Park. It is also unlikely that the transfer of the Westbury Street toilets will be completed by the end of March 2017.
- 3.5 The projected underspend against budget with the exclusion of the above items in 3.4 will be approximately £30,000 against budget projections. It is suggested that if this is achieved then this funding is earmarked for investment in the public conveniences during 2017/18.



## Finance Committee

---

<b>Date:</b>	<b>21<sup>st</sup> February 2017</b>
<b>Title:</b>	<b>Committee Report</b>
<b>Purpose of the Report:</b>	<b>To provide Members with a full report relating to all current Committee matters.</b>
<b>Contact Officers:</b>	<b>Paul Russell</b>

---

### 1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That a decision is made regarding the conservation of the John Scarlett Davis painting of Leominster Town Hall (4.2)

### 2. INTRODUCTION

- 2.1 This report intends to update members on progress relating to Committee projects and 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 Measures such as Key performance Indicators (KPIs) have been developed as part of the Draft Corporate Strategy which is currently being consulted upon.

### 3. COMMITTEE REPORT

#### *Public Realm*

- 3.1 Following receipt of the public realm options a response is being developed to address the various shortcomings of the report and proposals contained therein.
- 3.2 The draft response will be distributed to all members for comment once completed.

#### *Destination Leominster*

- 3.3 A meeting to discuss Destination Leominster will be held on Wednesday 22<sup>nd</sup> February 2017. Further updates will be received regarding project progress and the County of Culture submission.

- 3.4 A verbal update of that meeting will be presented to Committee.

*Youth Provision*

- 3.5 A new Service Level Agreement between HVOSS and Leominster Town Council has been entered into and is currently coming to the end of its 2016/17 commitments.
- 3.6 A report has been received on activities undertaken to date and this is being reviewed at present. A copy will be available to members on request.
- 3.7 Funding has been allocated for this initiative in 2017/18 and an update regarding this will be provided as soon as it is available.

*Internal Audit*

- 3.8 An interim Internal Audit is being undertaken on Wednesday 22<sup>nd</sup> February 2017. A full report will be provided to Council and Committee when received.

*Pavilion, The Grange*

- 3.9 A positive response regarding the potential increase in openings of the pavilion over the next year has been received. Further dialogue will be had to develop ideas for additional usage over the next few months.

*Events Meeting*

- 3.10 A meeting to discuss annual events was held on Monday 13<sup>th</sup> February 2017 with representatives from the events organisations and the business community.
- 3.11 No initial decisions were made and further meetings are planned to ensure that there is a synergy, if possible, between the main events held in Leominster and the business community. The meetings will also explore further the role of the Town Council both as an organiser and supporter of events.

**4. CONSERVATION PROPOSALS**

- 4.1 A condition assessment and estimate for carrying out conservation works to the painting currently housed at Grange Court has been received and distributed to members for information.
- 4.2 The following decision is required:
- To accept the proposals outlined in Option One of the report;
  - To consider the additional expenditure of £150 for low reflective ultra violet light absorbing glazing;
  - To allocate £1,650 from balances to finance the conservation work required.