

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26th February 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Burke (Vice Chair), Bartlett, Egan, Norman, R Pendleton and Rosser.

OFFICERS PRESENT: Town Clerk and the Office Manager.

FG33/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland, Preece and Rumsey.

FG34/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Norman: Leominster Museum – Council Representative

FG35/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG36/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG37/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 18th December 2017 be agreed and signed as a correct record.

FG38/17 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) Leominster Business Group Request** – Following consideration of the request received from the Business Group Committee **RESOLVED** to contribute £400 from its grant fund towards the erection and dismantling of bunting in the town centre.
- (b) Election Costs** – Committee noted that the recent by-election cost £3,008.39 and noted that additional funding may be required as part of the 2019/20 budget considerations to meet the cost of the Town Council elections which will be held in May 2019.
- (c) Financial Update** – Committee noted that there had been issues relating to the Council's debit card which had now been resolved.

FG39/17 2017-18 WORK PROGRAMME

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

- That the report and progress update be noted;
- That work had commenced on the development of the Medium Term Financial Plan and the updating of the Corporate Strategy. It was expected that the documents would be amalgamated and presented to Committee in April 2018;
- That work to the Civic protocols and forthcoming civic events was progressing and would be available in April 2018;
- That the booking forms for hiring rooms and open spaces were currently being reviewed by the Council's solicitor;
- That the Power of General Competence training would be completed as soon as possible;
- That the revised Asset Register would be completed by 31st March 2018.

The following update regarding the Mapping Leominster's Youth project was noted:

- Approximately £750 of match funding had been secured in the form of donated time from key partners;
- A successful focus group had been held with the Cubs with two further focus groups to be held with SHYPP and the Air Cadets;
- The questionnaire which was going to be distributed at Earl Mortimer College was nearly ready to go out now that half term was over;
- An extension on the final report had been granted until the end of April;
- Further project scoping meetings would be held in March prior to the final data collection.

The following update regarding the Skateboarding project was noted:

- The first sessions had been held during half term week on the Wednesday and Friday;
- Feedback from the attendees was very good;
- A further three sessions would be held on Saturdays during March;
- Kingspan Insulation Community Trust had provided the funding for this initiative.

The following update regarding the Boxing project was noted:

- Equipment had now been delivered and once it had been used for this project would be held in Leominster by the Town Council so that it could be utilised locally in the future;
- Further sessions run on Monday and Thursday evenings and feedback to date had been positive.

FG40/17 FINANCIAL AND COMMITTEE MATTERS

(a) Financial Report – Committee considered the Quarter Three Financial Report up to 31st December 2017 and **RESOLVED:**

- That the report be noted;

- That the payments for October 2017 amounting to £49,954, exclusive of VAT, November 2017 amounting to £32,418, exclusive of VAT, and December 2017 amounting to £36,690, exclusive of VAT be ratified;
 - That the current balances up to 31st December 2017 amounting to £413,768 be noted;
 - To note that the projected end of year balances were currently being estimated at £283,769.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for February 2018 which amounted to £51,126.38, inclusive of VAT.
- (c) **Appointment of Personnel Sub-Committee** – Committee considered the Personnel Sub-Committee Report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That a Personnel Sub Committee, as outlined in the report, be appointed to oversee all the Council staffing and employment related matters;
 - That the Draft Terms of Reference be adopted without amendment;
 - That an additional member of the Finance & General Purposes be invited to sit on the Sub-Committee.
- (d) **TIC Signage** – Committee considered the signage proposals for new signage in the Tourist Information Centre and, following discussion, **RESOLVED** that the quotation amounting to £1,365 for the design and production of the new signage be accepted.
- (e) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That Cllr Egan be appointed to the Budget Task & Finish Group to assist in the development of the Medium Term Financial Plan and the revised Corporate Strategy;
 - That the proposed training to be delivered by HALC relating to the Role of a Councillor be postponed until the current vacancy has been filled;
 - That the Herefordshire Council Monitoring Officer be invited to undertake a Code of Conduct training session with all Councillors as soon as practicable on a Monday evening;
 - That Data Protection training be undertaken in-house;
 - That a quotation be obtained to provide all Councillors with a leominstertowncouncil.gov.uk email address.
- (f) **Policy Updates** – Committee considered the Policy Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That the draft Data Protection Policy be submitted to Full Council for consideration and adoption;

- That the Herefordshire Council Unreasonable Behaviour Policy be submitted to Full Council for consideration and adoption;
- That a Safeguarding Policy be developed and submitted to Full Council for consideration and adoption;
- That the draft Training & Development Policy for both staff and Members, as amended, be submitted to Full Council for consideration and adoption.

It was further agreed to investigate and carry out a cost benefit analysis of providing Data Protection Officer services to surrounding smaller local councils.

FG41/17 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) **Grants Report** – Committee noted that no applications had been received.
- (b) **Project Update Report** – Committee considered the Project Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That the formal adoption of the project implementation programme be postponed until further information is available regarding the Public Works Loan Board application and the LEADER funding applications;
 - It was proposed by Cllr Burke, seconded by Cllr Egan and resolved that the partnership between Leominster Town Council and Leominster Museum be entered into and commence on 2nd March 2018 on the grounds that a job description for the curator, agreed outputs and reporting methods will be developed during the March 2018 for consideration by Full Council on 26th March 2018;
 - The partnership would be reviewed on the completion of the six month probationary period.

FG42/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 30th April 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:10pm.

CHAIR:

DATE: