



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Wednesday 20<sup>th</sup> April 2016

To: All Members:  
Councillors Norman (Mayor), A Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, R Pendleton, Rosser, Rumsey, Taylor and Thomas.

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Leominster Town Council to be held on **Monday 25<sup>th</sup> April 2016** 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 THE PREVIOUS MEETINGS**  
To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 29<sup>th</sup> February 2016.



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#### 6. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

#### 7. COMMITTEE MEETINGS

To approve the minutes of the following meetings held and authorise/ratify any decisions and recommendations reached:

- Planning & Highways Committee – 14<sup>th</sup> March, 4<sup>th</sup> & 18<sup>th</sup> April 2016;
- Estates, Markets & Environment Committee – 7<sup>th</sup> March & 11<sup>th</sup> April 2016;
- Finance Committee – 14<sup>th</sup> March & 18<sup>th</sup> April 2016.

#### 8. FINANCES

(a) **Accounts Outstanding** – A list of outstanding accounts relating to April 2016 will be presented at the meeting for approval.

(b) **Annual Governance Statement** – To consider the formal adoption of the Annual Governance Statement. Please see attachment.

(c) **Annual End of Year Accounts** – To approve the Council's 2015/16 End of Year accounts. Please see attachment.

(d) **Risk Register** – To consider the formal adoption of the Council's Financial Risk Register. Please see attachment.

#### 9. CIVIC AND OUTSIDE BODIES

- Leominster Museum – To consider the appointments of two Trustees to sit on the Leominster Museum Charitable Trust for a period of 3 years following constitutional change.

#### 10. REPORTS

To receive reports from:

- Representative on Outside Bodies;
- Herefordshire Council Ward Members.

#### 11. MAYORAL APPOINTMENTS

To receive an update on Mayoral appointments attended by the Mayor.

#### 12. DATE OF NEXT MEETING

The next Full Town Council meeting will be the Mayor Making ceremony which will be held on Saturday 14<sup>th</sup> May 2016 at 7pm in the John Abel Room, Grange Court.

The Full Council Continuation Meeting will be held on Monday 16<sup>th</sup> May 2016.

#### 13. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and Full Council is, therefore, recommended to resolve "That, in accordance



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### FULL COUNCIL MEETING

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".

**14. STAFF REPORT**

Please see the attached report for consideration and decision.

**15. 11 CORN SQUARE**

A verbal update report will be provided at the meeting.

**16. CIVIC AWARDS**

Please see the attached report for consideration and decision.

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## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council meeting held on Monday 29<sup>th</sup> February 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Norman (Mayor), A Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, R Pendleton, Rosser, Rumsey, Taylor and Thomas.

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Cllrs McCaull and Stone.

**ALSO PRESENT:** 1 press representative and 1 member of the public.

**154/15 APOLOGIES FOR ABSENCE**

There were no apologies.

**155/15 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**156/15 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**157/15 QUESTIONS FROM THE PUBLIC**

There were no questions from members of the public.

**158/15 MINUTES OF THE PREVIOUS MEETING**

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on the 25<sup>th</sup> January 2016 be agreed and signed as a correct record.

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on the 9<sup>th</sup> February 2016 be agreed and signed as a correct record.

**159/15 CLERK'S REPORT**

The following report was **RECEIVED**:

- (a) **Neighbouring Parishes Meeting** – Council noted that this would take place on Tuesday 1<sup>st</sup> March 2016 at 7pm in the Council Offices.
- (b) **Leominster in Bloom Task & Finish Group Meeting Date** – Council noted that the Task & Finish Group would meet with Leominster in Bloom on Friday 4<sup>th</sup> March 2016 at 10am in the Council Offices.
- (c) **Sensory Garden** – Council noted that a grant offer for £750 had been received from Herefordshire Council. The application relating to the Booth Garden had been rejected.

- (d) **Community Centre Business Plan** – Council noted that a meeting to begin developing a Business Plan for the Centre was being organised. Cllrs Gibson and R Pendleton had been appointed to oversee this project.
- (e) **The Queen's 90<sup>th</sup> Birthday** – Council noted that the Queen's birthday was 21<sup>st</sup> April 2016 and to celebrate this event beacons were to be lit across the nation. Following discussion it was agreed that the lighting of a beacon on Eaton Hill as carried out in the past would be organised.

It was further agreed to organise a Litter Pick as part of the Clean for the Queen campaign which was being run up to the official celebrations of her 90<sup>th</sup> birthday on 11<sup>th</sup> June 2016. Dates for the litter pick would be agreed in due course in partnership with the Community Litter Pickers along with further arrangements for 11<sup>th</sup> June 2016.

- (f) **First World War Commemorations** – Council noted that 2017 would be commemorating the commitment of the Home Front. An open day was to be held at the Hereford Archive and Record Centre, Rotherwas on Saturday 7<sup>th</sup> May from 11am to 4pm for those interested in attending.

#### **160/15 COMMITTEE MEETINGS**

Council **RESOLVED** to approve the minutes of the following meetings held and authorise the decisions and recommendations:

- Planning & Highways Committee – Council **RESOLVED** to approve the minutes of the meetings held on 1<sup>st</sup> and 22<sup>nd</sup> February 2016 respectively and ratify the decisions contained therein;
  - It was noted that Cllr Thomas had represented the Town Council at the Herefordshire Planning Committee meeting with regard to planning applications P150052 and P150053. P150052 had been granted permission and P150053 had been refused.
- Estates, Markets & Environment Committee – Council **RESOLVED** to approve the minutes of the meeting held on 15<sup>th</sup> February 2016 and ratify the decisions contained therein;
- Finance Committee – Council **RESOLVED** to approve the minutes of the meeting held on 22<sup>nd</sup> February 2016 and ratify the decisions contained therein.

#### **161/15 FINANCES**

**Accounts Outstanding** – There were no outstanding accounts requiring approval.

#### **162/15 TOURISM LEOMINSTER COMMUNITY INTEREST COMPANY**

Council had previously considered the proposed transfer of the tourist information service being operated in-house by the Town Council as from April 2016 under Council Minute 159/15.

A verbal report was received which outlined the transitional arrangements in place including the transfer of the Community Interest Company employees under a TUPE arrangement to the Town Council, the registering of the Town

Council for VAT and the proposed relocation of the Tourist Information Centre from 1 Corn Square to 11 Corn Square, subject to successful purchase being completed. Meetings had also been held with the CIC Board and volunteers to outline the proposals

Following discussion it was proposed by Cllr Norman, seconded by Cllr Thomas and **RESOLVED** that the Tourist Information Service be formally transferred from the Leominster Tourism Community Interest Company to Leominster Town Council. The tourist information service would be operated by Leominster Town Council as from Monday 4<sup>th</sup> April 2016.

**163/15 MAYOR AND DEPUTY MAYOR ELECT**

Nominations were invited for the Mayor Elect for the 2016/17 civic year.

Cllr Angela Pendleton was nominated by Cllr Bartlett and seconded by Cllr Davies. There being no other nominations Cllr A Pendleton was formally appointed as Mayor Elect.

Cllr Roger Pendleton was nominated by Cllr Rumsey and seconded by Cllr Evans. There being no other nominations Cllr R Pendleton was formally appointed as Mayor Elect.

**164/15 HIGH STREET AND CORN SQUARE**

Cllr Thomas expressed concern regarding the poor state of the public realm in the town centre of Leominster. The road and pavement surfaces were in a poor state of repair and during wet weather large puddles formed and a number of people had suffered a drenching. He requested that action be taken to improve the public realm in the town centre and that a 7.5 tonne weight restriction be implemented.

Council was informed that a meeting had recently been held with Herefordshire Council and it had been confirmed that funding had been allocated within the BBLP budget to develop a scheme for Leominster town centre. The process would commence within the next few weeks with an inaugural meeting taking place soon. A scheme would be developed, public consultation would be undertaken and grant applications to help fund the improvements would be drawn up.

Council formally appointed a Task & Finish Group to oversee this project. Cllrs Bartlett, Mifflin, A Pendleton and Thomas were appointed.

Council suggested that a record of incidents should be actively encouraged to support the need for improvements.

**165/15 OPEN SPACES ASSET TRANSFERS**

Council noted the Estates, Markets & Environment Committee Minute EM74 and the Finance Committee Minute F63(a) which recommended Council to formally resolve to complete the asset transfers of Ginhall Green, Sydonia, Pinsley Mead and The Grange from Herefordshire Council to Leominster Town Council subject to clarification of the overage clause. Council was

informed that it had received clarification that the overage clause would only be triggered following disposal or the implementation of planning permission.

Following discussion it was proposed by Cllr Norman, seconded by Cllr R Pendleton and **RESOLVED** that the asset transfers of Ginhall Green, Sydonia, Pinsley Mead and The Grange be completed as signed as soon as practicable.

#### **166/15 CIVIC AND OUTSIDE BODIES**

- (a) **Leominster Museum** – Council noted that the Museum was adopting a new format as a Charitable Incorporated Organisation (CIO) to be known as Leominster Museum CIO.

Following consideration it was **RESOLVED** to appoint Cllr Davies and Mr Ellis as the Town Council's nominated Trustees to sit on the Leominster Museum CIO for a period of 3 years following the constitutional change taking place on Monday 14<sup>th</sup> March 2016.

#### **167/15 REPORTS**

Council **NOTED** the following reports:

Janice & Peter McCaull Trust – Council noted that a meeting had taken place at 6pm on Monday 29<sup>th</sup> February 2016. Four new Trustees had now been appointed to serve until 2019. They were Cllrs Gibson, Norman, Taylor and Thomas.

Hester Clarke Almshouse – Cllr Davies reported that the Committee meets once a year and a new tenant had taken over the vacant tenancy available.

Re-Greening Leominster – Council noted that volunteers were carrying out clearing works at both Millennium Green and the Sydonia Nut Grove. Risk assessments and method statements had been developed and provided. Thanks were extended to the volunteers for all their hard work.

Ward Cllr McCaull gave the following report:

- Potholes had been repaired in Monkland Road, South Street, Barons Cross Road, Ivington Road and Cholstrey;
- Gulleys had been cleared in Ivington Road, Westfield Walk and Hereford Road;
- The Locality Steward has been made aware of a series of overgrown hedges, trees that required attention and blocked drains and he is actioning these;
- Concern was expressed regarding the poor state of the Central toilet on Friday 26<sup>th</sup> February. This would be addressed;
- Support has been given to the staff and residents of Norfolk House;
- The Clean for the Queen campaign commences in Herefordshire this week.

Ward Cllr Stone gave the following report:

- Norfolk House – Attended meetings with residents. Assessments were still being undertaken but a decision on the new contracts would be taken soon by Cllr P Morgan, Cabinet Member;
- Cheaton Close – Resurfacing has started and thanks were extended to Cllr Rumsey for his help.
- A44 Mill Street – Concern has been expressed regarding the road surface in this area which is deteriorating. The matter has been raised with BBLP but it has a very restricted budget;
- Dog Fouling – Concerns had been expressed regarding the amount of dog fouling in Bridge Street. Cllr Rosser indicated that he would patrol the area and erect appropriate signage;
- Hereford County Hospital – A new state of the art mobile theatre has been purchased and due for delivery in March 2016. It is hoped this will reduce the waiting list.

Ward Cllr Bartlett gave the following report:

- There was an opportunity to call in any decision in relation to Norfolk House by the Health and Social Care Overview and Scrutiny Committee which Cllr Stone was Vice Chair;
- There were a number of trees that required branches being removed. Timescale was tight as the bird nesting season was about to commence;
- Action was being taken with regard to potholes and cycling on Footpaths ZC96 and ZC97 in Eaton Close;
- Various blocked gulleys had been reported and a litter pick had been undertaken along Bridge Street;
- Attended the Economic Master Plan meeting at Grange Court and the BBLP presentation regarding the Lengthsman and P3 schemes.

Following consideration Council **RESOLVED** to write a letter to Cllr Morgan in support of the staff and residents of Norfolk House.

#### **168/15 MAYORAL APPOINTMENTS**

The Mayor of Leominster, Cllr Norman, provided the following report which was noted:

- There were on-going issues with regard to speeding and rat running along Green Lane and Ginhall Lane. It has now been included on the list of issues to be addressed by Herefordshire Council;
- As Mayor Cllr Norman had attended the dementia alliance meeting with the next being held on 8<sup>th</sup> March 2016;
- Attended the Civic service at Malvern Hills;
- Attended the opening of the new defibrillator at the Co-op Store. Thanks were extended to Cllr Thomas for all his hard work;
- Along with Cllrs A Pendleton and Davies she had attended the Showmans' Guild lunch in Dudley.

#### **169/15 DATE OF NEXT MEETING**

Council **RESOLVED** to ratify the change of date of the next Full Town Council meeting which would be held on Monday 25<sup>th</sup> April 2016.

Council considered the report outlining the dates of the next meetings and the Council Committee structure as formally recommended by the Finance Committee. It was noted that the revised structure would be subject to resolution at the Annual Town Council Meeting to be held on 14<sup>th</sup> May 2016 with the follow on meeting taking place on Monday 16<sup>th</sup> May 2016.

Following discussion it was **RESOLVED** to adopt the new Council and Committee structure to commence from June 2016. The structure would be reviewed after one year of operation.

It was **RESOLVED** to hold the Annual Town Meeting on Tuesday 12<sup>th</sup> April 2016.

**170/15 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information it was **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.

**171/15 CONFIDENTIAL COUNCIL MINUTES**

Council **RESOLVED** that the confidential minutes of the Leominster Town Council meeting held on the 9<sup>th</sup> February 2016 be agreed and signed as a correct record.

**172/15 CIVIC MATTERS**

Members were requested to submit nominations for the Civic Awards to the Town Clerk for consideration at the Full Council meeting to be held on 25<sup>th</sup> April 2016. Deadline for nominations would be Friday 15<sup>th</sup> April 2016.

The Civic Award ceremony would be held prior to the Mayor Making Ceremony on Saturday 14<sup>th</sup> May 2016.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 21:05 hours.

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**MAYOR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 14<sup>th</sup> March 2016 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Bartlett, Barton, Gibson and Lacey.

**OFFICERS PRESENT:** Town Clerk.

**PH127 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (meeting), Marsh (work), Rosser (work) and Rumsey (work), Taylor (work) and Thomas (holiday).

**PH128 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Lacey: P160553 (personal)

**PH129 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH130 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**PH131 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 22<sup>nd</sup> February 2016 be agreed and signed as a correct record.

**PH132 PLANNING APPLICATIONS**

It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P160509

**SITE :** 1 Cygnus House, Black Swan Walk, Leominster

**DESCRIPTION:** Prior approval offices to residential.

**COMMENT:** No objection

**APPLICATION:** P160550

**SITE :** 37 High Street, Leominster HR6 8LZ

**DESCRIPTION:** Proposed change of use from A1 to A3 usage.

**COMMENT:** No objection subject to the adherence to the relevant health and hygiene rules and regulations.

**APPLICATION:** P160553

**SITE :** Land at Brick House Farm, Brierley, Leominster HR6 0NT

**DESCRIPTION:** Demolition of a group of redundant agricultural buildings and development of four dwellings  
**COMMENT:** No objection subject to the negotiation of an S106 agreement which assures investment in Leominster.

**APPLICATION:** P160625  
**SITE :** 40 Far Meadow Road, Leominster HR6 9AB  
**DESCRIPTION:** Proposed alterations and extension.  
**COMMENT:** No objection

**PH133 DECISIONS**

(a) The following decisions made by Herefordshire Council were **NOTED:**

*Grants/Approvals*

**APPLICATION:** P152653  
**SITE:** 34 Etnam Street, Leominster HR6 8AQ  
**DESCRIPTION:** Proposed to remove bay window and install French doors. Extend kitchen and convert out-house into holiday let.  
**COMMENT:** No Objection  
**DECISION:** Approved with Conditions

**APPLICATION:** P152654  
**SITE:** 34 Etnam Street, Leominster HR6 8AQ  
**DESCRIPTION:** Listed Building Consent: Proposed to remove bay window and install French doors. Extend kitchen and convert out-house into holiday let.  
**COMMENT:** No Objection  
**DECISION:** Approve with conditions.

**APPLICATION:** P153372  
**SITE:** Building plot at The Birdcage, Barons Cross Rd, Leominster HR6 8RS  
**DESCRIPTION:** Proposed construction of two semi-detached three storey town houses.  
**COMMENT:** No Objection  
**DECISION:** Withdrawn

**APPLICATION:** P153763  
**SITE:** Leominster Construction Company, Southern Avenue, Leominster, Herefordshire HR6 0QF  
**DESCRIPTION:** Proposed extension to fabrication building.  
**COMMENT:** Support the application  
**DECISION:** Approve with conditions.

**APPLICATION:** P153444  
**SITE:** The Gables, Ivington Road, Newtown, Leominster HR6 8QD  
**DESCRIPTION:** Proposed two storey extension.  
**COMMENT:** No Objection.  
**DECISION:** Approved.

**APPLICATION:** P153707

**SITE:** Walnut Tree Cottage, Brierley Lane, Leominster HR6 0NU

**DESCRIPTION:** Variation of Conditions 2 & 3 of planning permission DCN990583/F

**COMMENT:** No Objection to the removal of Condition 3 but request that Condition 2 be reworded as follows:  
“The Granny Annex and the dwelling known as Walnut Tree Cottage shall not be sold separately from each other.”

**DECISION:** Approve with conditions.

- (b) **CIL Preliminary Draft Charging Schedule** – Committee **NOTED** that Herefordshire Council had previously prepared and consulted upon a preliminary draft charging schedule in 2013 but with priority given to the completion of the Core Strategy progress upon the CIL has been limited. Updated technical work had now been undertaken and the Council would be producing a preliminary charging schedule for a 6-week consultation in the next few weeks.

#### **PH134 NEIGHBOURHOOD PLAN**

There was no further update available following the closure of the public consultation. It was agreed to:

- Establish whether any objections had been received;
- When the Plan would be submitted to the Inspector for examination;
- When the referendum was expected to take place.

#### **P135 HIGHWAYS**

- (a) **Local Transport Initiatives** – Committee **NOTED** that a meeting with neighbouring parishes had taken place on Tuesday 1<sup>st</sup> March 2016. Discussions had focused on the impending loss of the 427 bus service from Bodenham and the 490 service from Ludlow.

The future of the 490 bus service would be discussed by the Parishes affected including Ludlow Town Council.

The future of the 427 bus service was currently being discussed with those Parishes affected and a meeting with Community Wheels to explore options to provide a subscription service had been arranged.

Committee **NOTED** that road works would commence from the A49 Dinmore Hill Country Park and Hope-Under-Dinmore to install a pedestrian refuge and resurface the carriageway. The works would be carried out overnight Monday to Friday between 10:00pm and 6:00am. Diversions would be in place.

#### **PH136 THE HUM**

Committee **NOTED** that works had now been completed by BPI and it had been confirmed that the high frequency noise had been reduced. However,

due to larger machinery installed the low frequency noise under 50 hertz had become worse.

It had been agreed that once the works had been completed that a further survey would be carried out based on World Health Organisation criteria regarding noise emissions.

It was agreed that a meeting would be arranged with BPI and Herefordshire Council to discuss the issues and undertake the appropriate testing.

**PH137 DATE OF NEXT MEETING**

Committee noted that the next meeting would be held on Monday 4<sup>th</sup> April 2016 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business the meeting closed at 6.40pm.

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

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

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 4<sup>th</sup> April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Bartlett, Barton, Davies, Gibson, Lacey, Rosser, Taylor and Thomas.

**ALSO PRESENT:** Ward Cllr McCaull

**OFFICERS PRESENT:** Town Clerk.

**PH138 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Marsh (work) and Rumsey (work),

**PH139 DECLARATIONS OF INTEREST**

The following Declaration of Interest was made:

- Cllr Davies: Committee Member S&A Group, P160811 (personal)
- Cllr Lacey: Allotment Holder P160812 (personal)

**PH140 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH141 QUESTIONS FROM THE PUBLIC**

There were no questions raised.

**PH142 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 14<sup>th</sup> March 2016 be agreed and signed as a correct record.

**PH143 PLANNING APPLICATIONS**

It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P160717

**SITE :** Plot 4, Brunel Road, Leominster Enterprise Park

**DESCRIPTION:** Proposed building for B1 and B8 use.

**COMMENT:** Support the application

**APPLICATION:** P160761

**SITE :** Barn adjacent Comfort House, Eaton Hill, Leominster

**DESCRIPTION:** Prior notification for a proposed change of use of an agricultural building to a dwelling house (Use Class C3) and for associated operational development. Proposed conversion of barn into two dwellings.

**COMMENT:** No objection at this stage but once a formal planning application is submitted Council requests that a site visit be arranged to enable members to visit the site.

**APPLICATION:** P160811

**SITE :** Brierley Court Hop Farm, Brierley Lane, Leominster HR6 0NU

**DESCRIPTION:** Proposed demolition of two agricultural buildings and the erection of eight detached dwelling houses with new vehicular access to the highway, the diversion of a Public Right of Way and the installation of traffic calming measures at agreed points on the Public Highway to the east and west of Brierley Village. Pursuant to the making of a Traffic Regulation Order, reducing the speed limit from the national limit to 30mph

**COMMENT:** No objection subject to the following conditions:

- Details of the proposed diversion of the public footpath be submitted to the Town Council for consideration and comment;
- That speed humps do not form part of the traffic calming measures due to the potential impact they have on emergency vehicle access and egress.

**APPLICATION:** P160812

**SITE :** Land at West Winds, Cholstrey Rd, Leominster HR6 8RT

**DESCRIPTION:** Outline – Proposed 25 dwellings with garages and car spaces

**COMMENT:** Recommend refusal for the following reasons:

- The application contains incorrect information regarding the number of dwellings proposed;
- The development of this site, which is not within the built up area of Leominster, has not been identified in the Neighbourhood Development Plan and will exacerbate air pollution levels at Bargates. Accordingly the proposal is contrary to the provisions of Policy L01 of Herefordshire Local Plan – Core Strategy
- The proposed access onto Cholstrey Road is considered dangerous and would create a significant traffic hazard;
- The proposal goes against Policy LD3 of the adopted Herefordshire Core Strategy which requires the retention of existing Green Infrastructure corridors and linkages;
- The proposal is sited directly in the Green Corridor as designated by both the Adopted Core Strategy and the emerging Leominster Area Neighbourhood Plan;
- The proposal goes against Policy LANP 10 of the emerging Leominster Area Neighbourhood Plan, currently at Regulation 16 Stage;

- The proposal goes against Policy LANP 11 of the emerging Leominster Area Neighbourhood Plan, currently at Regulation 16 Stage;
- The Leominster Area Neighbourhood Plan supports the adopted Herefordshire Core Strategy especially with regard to the protection of the Green Infrastructure Corridor.

Leominster Town Council also wishes to support the decision of the Herefordshire Planning Committee which refused planning application P150053 on this site.

**APPLICATION:** P160840  
**SITE :** Home Farm, Hennor, Leominster HR6 0QR  
**DESCRIPTION:** Proposed agricultural building for hay, straw and machinery.  
**COMMENT:** No objection

#### **PH144 DECISIONS**

(a) The following decisions made by Herefordshire Council were **NOTED:**

*Grants/Approvals*

**APPLICATION:** P160160  
**SITE:** Unit 34b, Southern Avenue, Leominster HR6 0QF  
**DESCRIPTION:** Proposed one bay extension for storage purposes  
**COMMENT:** Support the application.  
**DECISION:** Approved

**APPLICATION:** P160228  
**SITE :** Agricultural building at Field 5251, north east of A44 and A49 Roundabout Leominster, Herefordshire  
**DESCRIPTION:** Notification of prior approval for a change of use of an agricultural building to a dwelling house (Use Class C3) and for associated operational development.  
**COMMENT:** Recommend Refusal  
**DECISION:** Planning permission required

**APPLICATION:** P160312  
**SITE :** Lugg View, Mill Street, Leominster HR6 8EG  
**DESCRIPTION:** Proposed variation of condition 2 of planning permission 151692 – amended to the approved plans to allow repositioning of solar panels and increased ridge height of new barn.  
**COMMENT:** No objection  
**DECISION:** Approved with Conditions

*Refused*

**APPLICATION:** P150053  
**SITE:** Land at, and West of West Winds, Cholstrey Road, Leominster, Herefordshire

**DESCRIPTION:** Outline: Proposed 25 dwellings with garages and car spaces.

**COMMENT:** Recommend Refusal

**DECISION:** Refused

**APPLICATION:** P160229

**SITE:** 6a South Street, Leominster HR6 8JB

**DESCRIPTION:** Notification for a proposed change of use of a building from Class A2 to a dwelling house (Class C3) under Class M(a) only.

**COMMENT:** No objection

**DECISION:** Prior approval refused

*Appeal*

**APPLICATION:** P152174

**SITE:** Rosemundy, Widgeon Hill Barns, Hamnish, Leominster HR6 0QN

**DESCRIPTION:** Proposed conservatory.

**COMMENT:** No Objection

- (b) **CIL Preliminary Draft Charging Schedule – Committee NOTED** that Herefordshire Council had developed a revised preliminary draft charging schedule (PDCS). A 6 week public consultation will finish on Thursday 28<sup>th</sup> April 2016.

Following consideration Committee **RESOLVED** to submit the following initial response:

- The Town Council has concerns that the draft CIL charges assumes that the proposed Leominster southern link road, which will service the Leominster Southern Urban Extension (SUE), will be funded by the development as there is no formal funding allocation contained in the proposals;
- There is an assumption that the additional infrastructure required to service the SUE will be funded by the development. This includes the provision of a new school, open spaces, leisure facilities and other community infrastructure;
- The Town Council has concerns that there is no flexibility within the draft CIL to ensure that the required infrastructure will be delivered by the SUE development;
- Details regarding the provision of the required infrastructure when the SUE is developed should be included in the final adopted CIL policy in addition to how that funding will be raised;
- A mechanism needs to be included in the allocation of CIL to allow local communities to access CIL funding if planned infrastructure is altered, changed or not delivered. This will enable communities to try to mitigate against a potential shortfall to reduce the potential impact of any infrastructure shortfall.

**PH145 NEIGHBOURHOOD PLAN**

Committee **NOTED** that a Steering Group meeting to discuss the Leominster Area Neighbourhood Plan (LANP) had been held prior to the

Planning & Highways Committee meeting. Herefordshire Council had concluded that the LANP did not meet the basic conditions of the adopted Herefordshire core Strategy and should therefore not progress to examination followed by a referendum.

Following discussion it was **RESOLVED:**

- That a meeting be organised with the Forward Planning Team at Herefordshire Council and members of the Town Council and LANP Steering Group to discuss options available to address the objections raised following the Regulation 16 consultation;
- That confirmation regarding the perceived non-conformity between the Herefordshire Core Strategy and the LANP be addressed especially with regard to Policies LANP 1 and 2 with a view to negotiating an acceptable rewording of the policies to ensure General Conformity with the Basic Conditions;
- That both parties work together to negotiate the required changes without the need to go out to a second consultation;
- That the minor alterations suggested be addressed as part of the overall discussions.

**PH146 HIGHWAYS**

- (a) **Local Transport Initiatives** – Committee considered the request to support the retention of the 490 bus service from Leominster to Ludlow. It was noted that Orleton Parish Council had already allocated a sum of £2,000 towards the retention of the service.

Following discussion Committee **RESOLVED** to allocate a sum of up to £2,000 to help subsidise the 490 bus service for the 2016/17 financial year subject to confirmation that the service would continue to operate.

**PH147 THE HUM**

Committee **NOTED** that no further update was available. A meeting still needed to be arranged with BPI and Herefordshire Council.

**PH148 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 18<sup>th</sup> April 2016 at 18:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business the meeting closed at 8:04pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 18<sup>th</sup> April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Bartlett, Barton, Gibson, Lacey, Rosser and Thomas.

**ALSO PRESENT:** Ward Cllr McCaull and Stone.

**OFFICERS PRESENT:** Town Clerk.

**PH149 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (personal), Marsh (personal), Rumsey (work) and Taylor (work)

**PH150 DECLARATIONS OF INTEREST**

There were no Declaration of Interest made.

**PH151 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH152 QUESTIONS FROM THE PUBLIC**

There were no questions raised.

**PH153 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 4<sup>th</sup> April 2016 be agreed and signed as a correct record.

**PH154 PLANNING APPLICATIONS**

It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P160914

**SITE :** 17-19 High Street, Leominster HR6 8LZ

**DESCRIPTION:** Proposed conversion of upper floors into self contained 2 bed maisonettes and sub-division of ground floor shop.

**COMMENT:** No objection subject to confirmation that space had been allocated for the storage of refuse which was sited away from the living areas and the kitchen.

**APPLICATION:** P160915

**SITE :** 17-19 High Street, Leominster HR6 8LZ

**DESCRIPTION:** Listed Building Consent: Proposed conversion of upper floors into self contained 2 bed maisonettes and sub-division of ground floor shop.

**COMMENT:** No objection subject to confirmation that space had been allocated for the storage of refuse which was sited away from the living areas and the kitchen.

**APPLICATION:** P160961

**SITE :** 21 Woodfen Crescent, Leominster HR6 8SS

**DESCRIPTION:** Works to Trees covered by TPO: Giant Redwood – crown lifting to increase ground clearance preventing boundary obstructions and allow more light under canopy.

**COMMENT:** Committee considered that the application did not include sufficient detail of the proposed works to be carried out and requested that additional details be provided regarding the proposed works along with photographic information.

**APPLICATION:** P160970

**SITE :** 1 Wharton Lane Cottages, Wharton Lane, Leominster HR6 0NX

**DESCRIPTION:** Proposed single storey rear extension

**COMMENT:** No objection

**APPLICATION:** P161010

**SITE :** 189 Ridgemoor Road, Leominster HR6 8UH

**DESCRIPTION:** Works to Trees covered by TPO: Works to overhanging trees.

**COMMENT:** Committee considered that the application did not include sufficient detail of the proposed works to be carried out and could only be considered if a detailed application was submitted.

## **PH155 DECISIONS**

The following decisions made by Herefordshire Council were **NOTED**:

### *Grants/Approvals*

**APPLICATION:** P160338

**SITE :** Martin Croft, Upper Ivington, Leominster HR6 0JN

**DESCRIPTION:** Proposed single storey side extension.

**COMMENT:** No objection

**DECISION:** Approved with conditions

**APPLICATION:** P160840

**SITE :** Home Farm, Hennor, Leominster HR6 0QR

**DESCRIPTION:** Proposed agricultural building for hay, straw and machinery.

**COMMENT:** No objection

**DECISION:** Approval not required

- (b) **CIL Preliminary Draft Charging Schedule** – Committee considered the proposed CIL consultation documentation and, following an in-depth discussion, **RESOLVED** that it would not submit additional comments.

**PH156 NEIGHBOURHOOD PLAN**

Committee noted that a meeting had been arranged with Herefordshire Council on 28<sup>th</sup> April 2016 at Blueschool House, Hereford, at 10am with key services providers. Cllrs Norman, Lacey, Bartlett Thomas and R Pendleton confirmed attendance.

Committee noted that with regard to bullet point 4 of its previous response any amendments to the plan would result in the need for a re-consultation under Regulation 16.

**PH157 HIGHWAYS**

- (a) **Local Transport Initiatives** – Committee noted that a further £1,000 had been allocated to the retention of the 490 bus service from Richards Castle (Herefordshire). This was in addition to the £2,000 from the Town Council. The service would continue to operate on its existing timetable.

A proposal had now been received from Community Wheels regarding an alternative operation to cover the now discontinued 427 service and was currently being considered by the interested parties.

**PH158 THE HUM**

Committee noted that confirmation had been received from BPI that once the reports it had commissioned had been received they would be in contact to arrange a meeting between the Town Council, Herefordshire Council and themselves to discuss any issues.

**PH159 DATE OF NEXT MEETING**

The next meeting would be held on Monday 9<sup>th</sup> May 2016 at 19:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business the meeting closed at 7:00pm.

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**CHAIR:**

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

# LEOMINSTER TOWN COUNCIL

## ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 7<sup>th</sup> March 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Bartlett, (Chair), A Pendleton (Vice-Chair), Barton, Davies, Gibson, Lacey, Mifflin, Norman and Thomas.

**OFFICERS PRESENT:** Town Clerk, the Market Officer and the Deputy Clerk.

**ALSO PRESENT:** Ward Cllr McCaull and one member of the public.

### EM77 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (work), Rosser (work) and Rumsey (work).

### EM78 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments

### EM79 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### EM80 QUESTIONS FROM THE PUBLIC

Concern was expressed regarding the access on to Footpath ZC93 off the Hereford Road in particular the wall which was allegedly in a state of collapse. Herefordshire Council was aware of the issues. It was suggested that a grant be sought to improve the access and an application would be submitted the Kingspan grant fund by residents.

It was agreed to contact Herefordshire Council and Balfour Beatty to raise the issues relating to ZC93.

It was also agreed to establish the procedure in place to allow BT Openreach to carry out works to the junction box and to request that permission is granted by Herefordshire Council.

### EM81 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 15<sup>th</sup> February 2016 be agreed and signed as a correct record subject to the agreed amendment.

### EM82 FRIDAY MARKET

The Market Officer presented his report updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED:**

- That the report be noted;

- Attendance at the Friday Market was now stable with a register of 19 regular traders in place;
- Concern had been expressed regarding the cycle racks being obstructed under the Millennium clock by traders and stalls. It was agreed that the Market Officer would deal with this matter and report back to Committee in due course;
- The first Home and Garden Market scheduled to take place on 22<sup>nd</sup> March was to be postponed following poor take-up;
- Various options related to the market and its future development were discussed including the possible use of Broad Street in the future;
- It was agreed to obtain costings for traffic management signage to manage future road closures.

### **EM83 LEOMINSTER IN BLOOM**

Committee **NOTED** that a meeting between Leominster in Bloom and the Task & Finish Group had taken place on Friday 4<sup>th</sup> March 2016. A verbal update was presented and a written report would be distributed in due course.

It was agreed to investigate the development of a Public Houses in Bloom competition for Leominster especially with regard to entry costs to the main Britain in Bloom competition.

### **EM84 COMMITTEE UPDATE REPORT**

Committee considered the Committee Update report in detail and following discussion it was **RESOLVED**:

- That the report be noted;
- That the impact of the future of the Lengthsman and P3 Schemes be noted and included in future budget preparations;
- That the Police be asked if the mobile CCTV camera was available once Butchers Row had been cleaned by BBLP to monitor use and possible fly tipping. The cleaning of Butchers Row would be undertaken once the scaffolding had been removed;
- That the Tranquil Place proposal be developed and the use of volunteers through the Re-greening Leominster Voluntary Group be secured;
- That the byelaws developed should include prohibition of flying drones from public spaces.

### **EM85 ALLOTMENTS**

Committee considered the Allotment Report and following discussion it was **RESOLVED** that the report be noted.

### **EM86 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) Toilets Upgrade** – Committee noted the report from the recent Task & Finish Group meeting and **RESOLVED:**
- That the Committee continued to support the negotiation of the transfer as outlined in the report;
  - That the Committee continues to support the Task and Finish Group in its efforts to develop a final costed proposal for the upgrading of the three toilet blocks at Central car park, the Grange and Westbury Street. The proposed upgrades should include the investigation of solar panels and water recycling opportunities.

It was further agreed to investigate potential funding sources including the Co-op Community Awards Scheme.

There being no other business the Chair thanked members for their attendance and closed the meeting at 20:47pm

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

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

# LEOMINSTER TOWN COUNCIL

## ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 11<sup>th</sup> April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Bartlett, (Chair), A Pendleton (Vice-Chair), Barton, Davies, Gibson, Lacey, Norman and Thomas.

**OFFICERS PRESENT:** Town Clerk and the Market Officer.

### EM87 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (work), Mifflin (illness), Rosser (work) and Rumsey (work).

### EM88 DECLARATIONS OF INTEREST

The following declaration of interest was made:

- Cllr Lacey – Allotments

### EM89 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### EM90 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

### EM91 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 7<sup>th</sup> March 2016 be agreed and signed as a correct record.

### EM92 FRIDAY MARKET

The Market Officer presented his report updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED:**

- That the report be noted;
- A regular Market Bulletin is now being produced and distributed;
- Home and Garden Market scheduled for 26<sup>th</sup> April 2016 has been cancelled but further markets are planned;
- Rubbish collection on a Friday is taking place at midday by the Environmental Team;
- The May Fair starts at 4pm on Thursday 28<sup>th</sup> April 2016. The Friday Market will take place on the Etnam Street car park;
- The Playhouse Theatre Company is putting on a review to celebrate its tenth anniversary on 23<sup>rd</sup> and 24<sup>th</sup> April 2016.

### EM93 LEOMINSTER IN BLOOM

Committee considered the Leominster in Bloom report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That Committee would request the Finance Committee to allocate funding to pay for all Heart of England in Bloom pub and hotel entries in Leominster Town Centre. Cost would be £25 per entry. Cllr A Pendleton would visit all the town centre pubs and hotels to promote this initiative;
- That an article be included in the next edition of Leominster News thanking those businesses who had improved their shop fronts and encouraging all businesses to provide external and window displays as part of the Leominster in Bloom entry 2016. It was agreed that the theme would be based on the Queen's 90<sup>th</sup> birthday;
- That the Town Council would support businesses where it was able.

#### **EM94 COMMITTEE UPDATE REPORT**

Committee considered the Committee Update report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That progress with the outstanding asset transfers be noted;
- That the proposed offer from Gala Lights to reduce the overall invoice for the Festive Lights 2015 by £1,000 be accepted;
- That the Finance Committee be asked to ratify an allocation of £6,500 from the 2016/17 Capital Fund to purchase a flatbed van. Contact would be made with Brightwells to request notification if a suitable vehicle came up for auction;
- That Mr Hancock, BBLP PROW Officer, be requested to clarify the action being taken regarding footpath ZC93 and that appropriate action be taken by the Town Council to ensure that the legal route of the footpath be secured.

#### **EM95 ALLOTMENTS**

Committee considered the Allotment Update report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That the Composting Workshop that had been arranged by the Allotment Association be supported.

Thanks were extended to members of the Allotment Association who had provided support to the Town Council with the collection of the annual allotment rents.

#### **EM96 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) Toilets Upgrade** – Committee noted that a meeting was being held with Herefordshire Council on Tuesday 12<sup>th</sup> April 2016 to discuss the best way to progress the transfer and upgrading of the toilets at Central car park, the Grange and Westbury Street bus station. A full update would be provided to members at the next appropriate meeting.
  
- (b) Asset Transfers** – Committee noted that the proposed asset transfers were close to completion and final documentation was awaited for signing..

There being no other business the Chair thanked members for their attendance and closed the meeting at 20:40pm

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 14<sup>th</sup> March 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Norman (Chair), R Pendleton (Vice Chair), Bartlett, Barton, Davies Evans, Gibson, Marsh and A Pendleton.

**OFFICERS PRESENT:** Town Clerk.

**ALSO PRESENT:** One member of the public

**F65 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Rosser (work) and Rumsey (work)

**F66 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**F67 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**F68 QUESTIONS FROM THE PUBLIC**

The Committee received representation from Julia Goldsmith, Catcher Media Social CIC who had submitted a grant application as part of a 4 year heritage, arts and media community project. She outlined the project and answered questions from Members confirming that there would be an exhibition in Leominster and that the project would be working with Leominster Museum.

**F69 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 22<sup>nd</sup> February 2016 be agreed and signed as a correct record.

It was noted that a meeting with the Community Centre to commence work on a new business plan had been scheduled for 17<sup>th</sup> March 2016.

**F70 FINANCIAL MATTERS**

**(a) Financial Report** – Committee considered the financial report for January 2016 and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the payments made in February 2016 amounting to £35,191.21 inclusive of VAT be ratified;
- That income received in February 2016, which included a VAT refund, amounting to £8,679.80 be ratified;
- That Petty Cash transactions for February 2016 amounting £179.66 be ratified;

- That the current balance as at 29<sup>th</sup> February 2016 of £199,125 be ratified;
- That the projected budget overspend for 2015/16 of approximately £12,000 be noted;
- That the new Health & Safety policy, handbook and general Risk Assessment be adopted.

It was agreed to investigate a facility for members to view large documents such as the Health & Safety policy and the new staff handbook via a secure webhosted intranet site.

- (b) **Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for March 2016 amounting to £25,267.72 inclusive of VAT. It was noted that the HALC invoice had already been paid.
- (c) **Draft Scheme of Delegation & Terms of Reference** – Committee reviewed the draft Scheme of Delegation and Terms of Reference for the new Committee structure to be implemented in May 2016 and, following discussion, **RESOLVED** to recommend adopted to Full Council at its Annual follow on Meeting on Monday 16<sup>th</sup> May 2016.
- (d) **Financial Regulations** – Committee reviewed the amended Financial Regulations originally adopted by Full Council in December 2014 and, following discussion, **RESOLVED** to recommend adopted to Full Council at its Annual follow on Meeting on Monday 16<sup>th</sup> May 2016.
- (e) **Revised Asset Register** – Committee reviewed the draft revised Asset Register report. Following discussion it was **RESOLVED**:
- That the report be noted;
  - That confirmation of assets held at Grange Court, The Priory, Leominster Museum and the Herefordshire archives be confirmed;
  - That the current asset register, as amended to include additional items recently purchased, be adopted.

#### **F71 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Finance 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) **Staffing Report** – Committee reviewed the Staffing Review Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That the draft job description and person specification for the position of Office Manager be agreed and adopted;

- That the draft job description and person specification for the position of Environmental Supervisor be agreed and adopted;
- That the draft job description and person specification for the position of Visitor Services and Events Assistant be agreed and adopted;
- That the draft advertisements be agreed and adopted;
- That the three positions be advertised in the Hereford Times on the 17<sup>th</sup> and 31<sup>st</sup> March 2016 and in the Leominster News, on the Council's website and notice boards and through HALC if possible;
- That an interviewing panel comprising Cllrs Evans, Marsh, A Pendleton and R Pendleton be appointed;
- That interviews take place week commencing 18<sup>th</sup> April 2016 subject to the Panel's availability;
- That Section 5 of the report be agreed and adopted
- That Mitchel (Mick) Meredith be appointed Sergeant at Arms;
- That Mr Ken Jones be appointed second Mace Bearer;
- That a sum of £450 be allocated from the training budget to enable the Town Clerk to undertake the Planning Module training provided by SLCC.

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

- That the report be noted;
- That a sum of £1,100 be awarded to Catcher Media Social CIC.

**F72 DATE OF NEXT MEETING**

It was **NOTED** that the next Finance Committee meeting would be held on Monday 18<sup>th</sup> April 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9:22pm.

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**CHAIR:**

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

# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 18<sup>th</sup> April 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Norman (Chair), R Pendleton (Vice Chair), Bartlett, Barton, Gibson, Marsh and A Pendleton.

**OFFICERS PRESENT:** Town Clerk.

**F73 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies (personal), Evans (personal), Rosser (personal) and Rumsey (work)

**F74 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**F75 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**F76 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**F77 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 14<sup>th</sup> March 2016 be agreed and signed as a correct record.

**F78 FINANCIAL MATTERS**

**(a) Financial Report** – Committee considered the financial report for March 2016 and, following discussion, it was **RESOLVED:**

- That the report be noted;
- That the payments made in March 2016 amounting to £45,964.24 inclusive of VAT be ratified;
- That income received in March 2016 amounting to £1,494.90 be ratified;
- That Petty Cash transactions for March 2016 amounting £80.09 be ratified;
- That the current balance as at 31<sup>st</sup> March 2016 of £157,210 be ratified;
- That the final financial position of the Council for the 2015/16 financial year would be reported to Full Council at its meeting on Monday 25<sup>th</sup> April 2016.

**(b) Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for April 2016 amounting to £32,060.05 inclusive of VAT.

- (c) **End of Year Internal and External Audit** – Committee considered the Audit Report and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the Committee submits the Annual Governance Statement to Full Council for consideration and adoption subject to additional evidence being added to Question 4 of the Annual Governance Statement questions especially with regard to public consultation;
  - That the annual external audit inspection period from 3<sup>rd</sup> June to 15<sup>th</sup> July be accepted.
- (d) **VAT Report** – Committee considered the VAT Report and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the application to register the Town Council for VAT be approved;
  - That all relevant income from the Tourist Information Centre be subject to VAT as outlined in the report;
  - That regular quarterly partial exemption calculations are carried out to ensure that the Town Council does not exceed its partial exemption allowance of £7,500 per annum.
- (e) **Revised Risk Register and Asset Register** – Committee considered the Risk Register Report and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the Risk Register be amended to widen the scope of RR5 to include human error and performance issues and RR6 to include additional external issues such as devolvement of services;
  - That the revised Risk Register be submitted to Full Council for adoption.

Committee considered the Asset Register Report and, following discussion, it was **RESOLVED**:

- That the report be noted;
  - That the revised Asset Register be adopted and included on the And of Year Financial Return.
- (f) **Tourist Information Centre** – Committee considered the TIC update report and, following discussion, it was **RESOLVED** that the report be noted.

#### **F79 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Finance 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) **Staffing Report** – Committee reviewed the Staffing Report and, following discussion, **RESOLVED**:
- That the report be noted;

- That the proposed salary increases for the Town Clerk (Scale 44) and the Environmental Operatives (Scale 14) as recommended by the external Staffing Review document be formally ratified;
- That the recruitment timetable be adopted;
- That the Interview Panel recommendations be submitted to Full Council for adoption;
- That the draft Staff Handbook be recommended for adoption subject to the inclusion of the following elements:
  - Confidentiality Policy;
  - Working with Volunteers;
  - Spending limit and criteria for relevant staff.

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

- That the report be noted;
- That the following grants be approved:
  - LDCA Community Centre grant of £10,000 paid over 4 quarters;
  - LARC Grange Court grant of £7,000.
- That the following grants be awarded:
  - Leominster Priory Holiday Club: £900;
  - Leominster Christmas Jubilee: £480 to be paid monthly by the Town Council for the storage unit;
  - Leominster Museum CIC: £1,500.

**(c) Public Realm Report –** Committee noted that an inaugural meeting with Herefordshire Council and BBLP to discuss public realm investment in Leominster town centre would take place on Wednesday 27<sup>th</sup> April at 2pm at Plough Lane.

**(d) 11 Corn Square –** Committee noted that the purchase of this building was progressing. A cheque for £200 had been raised to carry out the necessary searches and additional information had been requested from Herefordshire Council. Committee further noted that the public open spaces and play areas were expected to be transferred to the Town Council imminently and it had been agreed to transfer the Grange and Central car park toilets immediately as the proposed alterations did not materially affect their current planning use.

**F80 DATE OF NEXT MEETING**

Committee noted that the first meeting of the new Finance & General Purposes Committee, subject to formal adoption by Full Council at its meeting on 16<sup>th</sup> May 2016, would be held on Monday 27<sup>th</sup> June 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 8:57pm.

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## ANNUAL GOVERNANCE STATEMENT

### 1. **Scope of Responsibility**

- 1.1 Leominster Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk. Part 4 Governance and Accountability for Local Councils, A Practitioners Guide (England) allows Councils to produce a wider ranging statement than the statement on internal control to include Governance.
- 1.3 This Statement explains how the Council has complied with the requirements of the Accounts and Audit Regulations 2015 in relation to the publication of its Annual Governance Statement.

### 2. **The Purpose of the Governance Framework**

- 2.1 The governance framework comprises the systems and processes for the direction and control of the council and its activities through which it accounts to and engages with the community.
- 2.2 The governance framework has been in place at the Council for the year ended 31<sup>st</sup> March 2016 and up to the date of approval of this new statement.
- 2.3 The publication of this new Annual Governance Statement confirms that Leominster Town Council has undertaken a review of governance arrangements in order to satisfy itself that all appropriate processes and procedures are in place.

### 3. **Purpose of the System of Internal Control**

- 3.1 The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives but aims to identify and prioritise risks and the likelihood of them being realised and the impact thereof and to manage them efficiently, effectively and economically.
- 3.2 A system of internal control has been in place at Leominster Town Council for the year ended 31<sup>st</sup> March 2016. The new Statement is required both to update the internal control measures and also to comply with the duty imposed by Regulation 4 of the Accounts and Audit Regulations 2015 which

requires the Council to establish proper practices for the annual publication of a Governance Statement.

#### **4. The Governance Environment**

4.1 Governance mechanisms are in place for the following purposes:-

- Focusing on the purpose of the Council and establishing and monitoring the achievement of the Council's objectives and assessing performance;
- Facilitating policy and decision making;
- Ensuring compliance with established policies, procedures, laws and regulations;
- Embedding risk management as an activity of the Council, including how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to the Council and their duties;
- Seeking to ensure that continuous improvement occurs in the way the Council exercises its functions including regular training sessions for members and officers;
- Ensuring Value for Money - the Council is constantly seeking to ensure that its resources are used economically, effectively and efficiently;
- Utilises staff and management innovations and the findings of external agencies and inspections to help drive improvements;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Continuing improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness as required when seeking to achieve value for money;
- Arrangements are in place to research residents views and consult on policies and proposals of the Council;
- Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour. The behaviour of councillors in particular is regulated through a Code of Conduct. In addition, Herefordshire Council has the duty of maintaining high standards of conduct in public office through its Monitoring Officer and Standards Committee roles, and arranging training on ethical matters for parish and town councils.
- Ensuring employees comply with Council policies on conduct and behaviour;
- Ensuring policy and decision making are facilitated by a clear framework of delegation set out in the Council's Standing Orders;
- Dealing with comments and complaints relating to service;
- Ensuring the financial management of the Council and reporting on financial management and in particular integrating the following financial management principles within the system of internal control:
  - Compliance with Standing Orders and Financial Regulations which are regularly reviewed.
  - Compliance with budgetary procedure requirements
  - Segregation of financial responsibilities
  - Management supervision
  - Accountability of staff as budget holders

- Monitoring of budgets for over and underspends.
- Regular periodic reviews and financial reports
- Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance
- Clearly defined budget setting and capital expenditure guidelines
- Regular monitoring of reserves/balances
- Compliance with formal project management disciplines
- Compliance with risk management procedures
- A robust approach to insurance and claims management.

4.2 Risk Management and Internal Audit:

- Management of risk: The Council has an established Financial Risk Management Policy.
- During the year the Internal Auditor reported to the Town Clerk. All reports are considered by the Finance Committee.
- The Council has a health and safety policy, which includes the carrying out of risk assessments and provides an on-going training programme to ensure continuous improvement of its practices and procedures.
- The Council also retains the services of an independent internal auditor.
- The Council takes fraud, corruption and maladministration seriously.

**5. Review of Effectiveness**

- 5.1 The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control.
- 5.2 The review of effectiveness is guided by the work of the Town Clerk who has responsibility for reviewing the effectiveness of the development and maintenance of the governance environment. The Council is also equally guided by the work of their independent Internal Auditor and comments made by their external auditors.
- 5.3 The process agreed by the Council which is applied in maintaining and reviewing the effectiveness of governance arrangements, including the system of internal control includes:-
- Distribution of monthly schedule of payments to the Finance Committee for scrutiny and comment.
  - The Finance Committee receives all internal and external audit reports.
  - Reporting on any issues relating to value for money to ensure use of resources in an economical, effective and efficient way.
  - Approval through the relevant Standing Committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any Precept requirements for the following year.
  - Responsibility through the Finance Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.
  - Where any recommendations are made either by the Internal Auditor or the external auditor suggesting improvements to the effectiveness of the

systems of governance and internal control, a plan of action will be agreed with the Town Clerk within a reasonable period to address weaknesses and to ensure agreed action is undertaken.

5.5 Having implemented risk management as part of their corporate governance arrangements the Council will continue during 2015/16 to develop these risk management arrangements to ensure they are sufficiently embedded and effective.

5.6 The Council will also co-operate during 2015/16 with any internal or external audit work and will address any weaknesses and also consider implementation of any recommendations which may affect improvements within these areas of activity.

**6. Significant Governance Issues**

6.1 Should the Council receive from their independent Internal Auditor or from their external auditors or any other agency a report on any matter which is considered to be one of significant corporate governance and/or internal control, such matters will be reported to and will be personally investigated by the Town Clerk who will submit a report to the Finance Committee as soon as practicable on the implications thereof to seek guidance and instruction on any action to be taken.

**7. Annual Governance Statement 2015/16**

7.1 Leominster Town Council has ensured there is a sound system of internal financial control and has taken the following actions:

	Yes	No	Actions taken
1. We have put in place arrangements for effective financial management during the year, and for preparation of the accounting system	<input checked="" type="checkbox"/>		Accounts have been prepared according to the Accounts and Audit Regulations.  Bespoke accounting software has been used (Rialtas RBS)  A quarterly financial healthcheck has been carried out by Microshade Business Consultants Ltd.  Monthly financial reports have been submitted to the Finance Committee for scrutiny.  An annual internal audit has been undertaken.
2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness	<input checked="" type="checkbox"/>		A financial Risk Register was adopted on 26 <sup>th</sup> January 2015. Since adoption actions identified have directed Council policy.
3. We took all reasonable steps to assure ourselves that there are no	<input checked="" type="checkbox"/>		All Council activities and expenditure have been

**AGENDA ITEM No: 8(b)**

<p>matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.</p>			<p>delivered through the powers and duties held by Local Councils and the relevant statutory provision..</p>
<p>4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.</p>	<p><input checked="" type="checkbox"/></p>		<p>All Council meetings are open to the public.</p> <p>Members of the public are encouraged to attend Council meetings and there is an opportunity to ask questions on all aspects of Council business.</p> <p>All agendas are published in full on the Council's website.</p> <p>The Town Council held an additional Town Meeting in November 2015 to update residents on its plans, launch its new website and commence public consultation on its 5 year Council Business Plan.</p> <p>Council undertook a comprehensive public consultation on its budget plans in November and December 2015.</p> <p>The monthly financial report presented to the Finance Committee is published as part of the Finance agenda on the website.</p>
<p>5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required</p>	<p><input checked="" type="checkbox"/></p>		<p>A Financial Risk Register was adopted in January 2015.</p> <p>An Internal Controls document was adopted by Council on 22<sup>nd</sup> February 2016.</p> <p>Insurance cover was reviewed and updated in 2015.</p>
<p>6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems</p>	<p><input checked="" type="checkbox"/></p>		<p>Quarterly financial healthchecks were undertaken by Microshade Ltd.</p> <p>Internal audit carried out by Bay Express Ltd.</p>
<p>7. We took appropriate action on all matters raised in reports from internal and external audit.</p>	<p><input checked="" type="checkbox"/></p>		<p>An action plan was developed following the 2014/15 internal and external audit and that plan was formally considered by the Finance Committee along with an update.</p>

			Finance meetings considered the report on 22 <sup>nd</sup> June 2015 and 18 <sup>th</sup> January 2016.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement	<input checked="" type="checkbox"/>		Council received one insurance claim during the year which was dealt with by the Council's insurer, Zurich Municipal. This claim had no financial impact on the Town Council
9. The Town Council is not sole manager of any Trust Funds	<input checked="" type="checkbox"/>		Not applicable.

**8. Approval of Statement**

8.1 This statement is to be approved by the Full Council on Monday 25<sup>th</sup> April 2016 when authority was granted for the Mayor and Town Clerk to sign.

Town Mayor .....

Town Clerk .....

On behalf of Leominster Town Council

## LEOMINSTER TOWN COUNCIL

## END OF YEAR ACCOUNTS 2015 - 2016

Leominster Town Council 2015-2016						Page No 1
Working details for ANNUAL RETURN - Year ended 31 March 2016						
	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
1	44,364	62,986	310	0	General Reserves	
1	0	60,000	320	0	Earmarked Reserves	
1	1,543	0	324	0	EM Res - Riverside Walk	
1	9,819	0	325	0	EM Res - Elections	
1	4,000	0	326	0	EM Res - CCTV	
1	10,000	0	328	0	EM Reserve - Town Enhancements	
1	<b>Balances brought forward</b>	<b>69,726</b>	<b>122,986</b>	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records		
2	249,867	0	1176	100	Precept	
2	0	275,819	1176	110	Precept	
2	<b>Annual Precept</b>	<b>249,867</b>	<b>275,819</b>	Total amount of Precept income received in the year		
3	104	0	1100	110	Income Administration	
3	0	0	1110	350	Income P3 Works	
3	0	10,362	1111	270	Income Lengthsman Scheme	
3	7,102	0	1111	350	Income Lengthsman Scheme	
3	5,215	5,650	1120	120	Income Allotment Rents	
3	40,361	0	1180	100	Council Tax Support Grant	
3	0	40,981	1180	110	Council Tax Support Grant	
3	317	0	1190	100	Bank Interest	
3	0	298	1190	110	Bank Interest	
3	0	285	1200	110	Donations	
3	6,300	0	1355	110	Income Neighbourhood Plan	
3	0	8,920	1355	150	Income Neighbourhood Plan	
3	2,004	20,162	1401	430	Market Income	
3	0	450	1500	230	Income Miscellaneous	
3	<b>Total other receipts</b>	<b>61,401</b>	<b>87,107</b>	Total income or receipts as recorded in the cashbook minus the Precept		
4	0	83,740	4000	110	Salaries	
4	0	5,777	4001	110	External Staffing	
4	<b>Staff costs</b>	<b>0</b>	<b>89,516</b>	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses		
5	0	8,206	4290	110	Loan Repayments	
5	7,515	0	4290	290	Loan Repayments	
5	690	0	4291	290	Loan - Interest	
5	<b>Loan interest/Capital repayments</b>	<b>8,206</b>	<b>8,206</b>	Total expenditure or payments of capital and interest made during the year on the Council borrowings		
6	3,066	1,694	4007	110	Software & Support	
6	0	3,086	4009	110	Advertising	
6	2,542	1,315	4010	110	Photocopier	
6	905	1,012	4015	110	Miscellaneous - Admin	

Continued on Page 2

Leominster Town Council 2015-2016

Working details for ANNUAL RETURN - Year ended 31 March 2016

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	14,118	0	4016	110	Neighbourhood Planning
6	0	490	4016	150	Neighbourhood Planning
6	400	526	4020	110	Equipment
6	0	13,621	4020	410	Equipment
6	2,946	4,275	4025	110	Telephones & Broadband
6	767	832	4030	110	Postages
6	785	907	4040	110	Stationery
6	585	2,275	4045	110	Subscriptions
6	1,000	1,040	4105	120	Allotments - Ground Rent
6	2,876	1,897	4115	120	Allotments - Miscellaneous
6	1,500	2,271	4120	120	Allotments - Gen Maintenance
6	480	954	4125	120	Allotments - Grasscutting
6	0	2,351	4130	110	Audit Fees
6	1,361	0	4130	130	Audit Fees
6	0	7,802	4135	110	Professional Fees
6	10,123	10,356	4155	150	CCTV Support
6	1,859	0	4170	170	Contingency Fund
6	36	26	4180	180	Cleaning Materials
6	400	400	4181	180	Window Cleaning
6	1,487	489	4182	180	Electricity
6	1,096	1,838	4183	180	Gas
6	1,256	1,450	4185	180	Business Rates
6	822	164	4186	180	Water Rates
6	1,184	1,183	4187	180	Repairs & Renewals
6	312	165	4189	180	Fixtures & Fittings
6	81	0	4200	200	Election Expenses
6	0	231	4200	280	Election Expenses
6	3,578	0	4210	210	Mayoral Expenses
6	0	1,707	4210	280	Mayoral Expenses
6	1	0	4211	210	Other Expenses
6	11	0	4212	210	Hospitality Expenses
6	0	519	4212	280	Hospitality Expenses
6	0	200	4215	280	Room Hire
6	0	14,111	4220	150	Festive Lights Contract
6	15,722	0	4220	220	Festive Lights Contract
6	43,050	52,272	4235	230	Grants - General
6	0	5,356	4236	230	Grants - Section 137
6	0	7,000	4237	230	Grants - Grange Court Revenue
6	0	3,482	4240	110	Insurance
6	3,230	0	4240	240	Insurance
6	0	703	4250	150	Library Newspapers
6	653	0	4250	250	Library Newspapers
6	1,310	12,028	4270	270	General Maintenance
6	0	9,529	4270	350	General Maintenance
6	2,120	5,558	4271	270	Priory Churchyard Maintenance

Continued on Page 3

Leominster Town Council 2015-2016						Page No 3
Working details for ANNUAL RETURN - Year ended 31 March 2016						
	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	835	173	4280	280	Regalia & Civic Officers	
6	660	258	4281	280	Macebearers/Sgt at Arms	
6	2,253	0	4301	300	Skatepark	
6	0	1,272	4310	110	Staff costs	
6	64,418	0	4310	310	Staff costs	
6	2,495	0	4325	310	External Staffing	
6	0	800	4340	150	Newsletter Printing	
6	0	3,077	4350	270	P3 works	
6	2,215	0	4350	350	P3 works	
6	0	465	4351	270	Millenium Green	
6	12,117	0	4352	350	Enhancements - General	
6	0	1,446	4353	270	Booth Garden	
6	0	7,633	4355	270	Lengthsman Scheme	
6	1,288	0	4355	350	Lengthsman Scheme	
6	0	2,510	4370	110	Website Maintenance	
6	374	0	4370	370	Website Maintenance	
6	677	1,606	4375	110	Training	
6	30,000	0	4390	390	Tourist Information Centre	
6	0	6,764	4410	410	Devolved Services	
6	9,365	8,594	4411	430	Toilet Maintenance	
6	1,442	17,886	4412	430	Facilities Management	
6	0	26	9002	900	Town Centre Enhancement	
6	0	23,894	9006	900	Priory Churchyard	
6	Total other payments	<b>249,802</b>	<b>251,518</b>	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)		
7	Balances carried forwrd	<b>122,986</b>	<b>136,672</b>	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]		
8	111,605	152,059	201	0	Coop Current Account	
8	42	26	210	0	Petty Cash	
8	Total Cash & Investments	<b>111,647</b>	<b>152,085</b>	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9	383,289	388,505	9	0	Total Fixed Assets	
9	Total Fixed Assets	<b>383,289</b>	<b>388,505</b>	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10	22,728	15,498	10	0	Total Borrowings	
10	Total Borrowings	<b>22,728</b>	<b>15,498</b>	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

GOVERNANCE AND MANAGEMENT RISK REGISTER

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer
RR1	Lack of forward planning and budgetary controls	<ul style="list-style-type: none"> <li>• Lack of direction</li> <li>• Lack of prioritisation</li> <li>• Poor service delivery</li> <li>• Poor service development</li> <li>• Poor financial planning</li> <li>• Poor financial controls</li> <li>• Budgetary overspends</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Develop Council business plan/corporate strategy;</li> <li>• Regular financial reports;</li> <li>• Quarterly budgetary reviews;</li> <li>• Regular quarterly financial healthchecks</li> </ul>	Clerk (RFO)
RR2	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options	<ul style="list-style-type: none"> <li>• Failure to meet Council's objectives</li> <li>• Inability to deliver services</li> <li>• Inability to invest in Council infrastructure</li> <li>• Major project slippage</li> <li>• Key projects not delivered</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Ensure adequate budgeting and precept setting process in place</li> <li>• High level of budgetary controls and frequent monitoring in place</li> <li>• Forward planning in place</li> <li>• Accurate estimates obtained regarding potential costs of projects and of delivering services</li> </ul>	Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council	<ul style="list-style-type: none"> <li>• Poor service delivery</li> <li>• Loss of staff morale</li> <li>• Loss of residents confidence</li> <li>• Loss of Councillor confidence</li> <li>• Loss of key personnel</li> <li>• Community governance review</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Regular staff performance reviews</li> <li>• Regular service area reviews</li> <li>• Develop systems to identify areas of concern at an early stage</li> <li>• Clear roles and responsibilities of both staff and councillors</li> <li>• Regular reports submitted to Council and Committees</li> </ul>	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council estate	<ul style="list-style-type: none"> <li>• Reduction in level of service delivery</li> <li>• Poorly maintained buildings and equipment</li> <li>• Inability to carry out management, repairs and maintenance of estate</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Development of realistic achievable projects</li> <li>• Continuous investment programme into equipment and buildings</li> <li>• Continuous training for staff and councillors</li> <li>• Regular monitoring of performance through key</li> </ul>	Clerk (RFO)

**AGENDA ITEM No: 8(d)**

					<ul style="list-style-type: none"> <li>objectives and KPI's</li> <li>• Develop clear office procedures</li> <li>• Develop clear budgetary procedures</li> <li>• Ensure clear policies adopted</li> <li>• Ensure clear decisions reached and recorded</li> </ul>	
RR5	Staff and/or Councillor issues	<ul style="list-style-type: none"> <li>• Loss of key personnel</li> <li>• Loss of Councillors</li> <li>• Loss of money</li> <li>• Poor performance</li> <li>• Illness</li> <li>• Misconduct</li> <li>• Lack of training</li> <li>• Lack of knowledge</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Robust training and support for staff and councillors</li> <li>• Robust internal audit system in place</li> <li>• Regular staff reviews</li> <li>• Ensure job descriptions are relevant and up to date</li> <li>• Succession planning in place</li> <li>• Proactive staff and councillors prepared to accept challenges</li> </ul>	Clerk (RFO)
RR6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> <li>• Council operates illegally</li> <li>• Council unable to react to change in circumstances resulting in loss or reduction in service delivery</li> <li>• Health and safety issues</li> <li>• Litigation</li> <li>• Additional devolved services</li> <li>• Asset transfers</li> <li>• Significant local service reduction due to austerity</li> <li>• Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Regular training undertaken by staff and Councillors</li> <li>• Regular review of legislative changes through SLCC and NALC</li> <li>• Regular policy reviews</li> <li>• Up to date Standing Orders</li> <li>• Up to date Financial Regulations</li> <li>• Proactive budgeting and financial management</li> <li>• Build up reserves</li> <li>• Encourage flexible working practices</li> <li>• Continued membership of NALC and SLCC</li> </ul>	Clerk (RFO)
RR7	Major operational interruption prevents Town Council from delivering services (Business continuity)	<ul style="list-style-type: none"> <li>• Council becomes non-operational through fire, damage etc</li> <li>• Back-up files and records lost, stolen or damaged</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Adequate insurance cover in place</li> <li>• Develop Emergency Plan and emergency response protocol</li> </ul>	Clerk (RFO)

**AGENDA ITEM No: 8(d)**

		<ul style="list-style-type: none"> <li>• Equipment suffers damage</li> <li>• Severe weather conditions</li> <li>• Property damaged or stolen</li> </ul>			<ul style="list-style-type: none"> <li>• Fitted fire alarms</li> <li>• Contingency funding in budget/reserves for replacement and repairs</li> <li>• Robust back-up system of storage of important files and records</li> </ul>	
RR8	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> <li>• Poor staff morale</li> <li>• Poor councillor morale</li> <li>• Poor processes in place</li> <li>• Poor direction and focus</li> <li>• Poor management of operations</li> <li>• Poor administrative operations, processes and protocols</li> </ul>	H	H	<ul style="list-style-type: none"> <li>• Development of corporate Plan with clear focused corporate objectives</li> <li>• Clear service delivery targets</li> <li>• Clear staff targets and staff monitoring/review process in place</li> <li>• Clear investment programme to be developed</li> </ul>	Clerk (RFO)
RR9	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> <li>• Loss of computer records</li> <li>• Loss of important data</li> <li>• Loss of important financial information</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Off-site back-up facility to be considered.</li> <li>• Adequate insurance in place</li> <li>• Business continuity plan to be developed</li> <li>• Continued investment in IT infrastructure.</li> </ul>	Clerk (RFO)