

LEOMINSTER TOWN COUNCIL

FINANCE COMMITTEE

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

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 22nd 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 17th 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 29th 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 16th 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 16th 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 17th and 31st 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 18th 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 18th 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.

CHAIR:

DATE: