

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 29<sup>th</sup> October 2018 commencing at 19:30 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Marshall, Murdoch, Norman, Thomas and Williams.

**ALSO PRESENT:** Ward Cllr Stone.

**OFFICERS PRESENT:** Town Clerk.

**FG21/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Mr P Davies (work) and Rumsey. Cllr Egan was absent.

**FG22/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Informal link with the Meeting Place;
- Cllr Norman: Informal link with the Meeting Place.

**FG23/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

**FG24/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

**FG25/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 3<sup>rd</sup> September 2018 be agreed and signed as a correct record.

**FG26/18 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) **Christmas Lights Contribution** – Committee noted Oldfields Garage Services Ltd had chosen to support the Christmas Lights at the top of West Street with a donation of £200. They donated to a local cause annually instead of sending out Christmas cards. The Committee **RESOLVED** to formally record its thanks to Oldfields Garage for the generous contribution.
- (b) **Modern.Gov Quotation** – Committee noted that a quotation had been received from Modern.Gov for its “Lite” governance system. This would be considered over the next few months to assess all the infrastructure required to put the system in place.

## FG27/18 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the interim Financial Report to date for the 2018/19 financial year and, following discussion, **RESOLVED** to note the report. Balances held as at 30<sup>th</sup> September 2018 amounted to £537,221.

Committee noted that the current projected overspends were mainly due to the projects, which showed the overspend, being funded from existing balances and funding received in the 2017/18 financial year. The income allocation would be transferred from reserves into the relevant budget line once the financial Healthcheck, scheduled to be undertaken on Thursday 15<sup>th</sup> November 2018, had been undertaken.

The Internal Audit report and actions were noted.

- Lengthsman Costs – These would be re-coded and journalled accordingly;
- Annual Budget Figures – This was being addressed through the development of a detailed spreadsheet, which outlined costs incurred to date, as well as providing projected expenditure to enable a better understanding of income and expenditure;
- Fidelity Guarantee – It was agreed to obtain a quotation from Zurich, the Council's insurers, to increase the fidelity guarantee from £500,000 to £750,000;
- Attach an appendix of accounts paid to Council and Committee minutes – This would be included in future;
- Cllrs Sutcliffe and Marsh had previously been appointed to carry out random checks of the accounting system as recommended.

- (b) **Outstanding Accounts for Payment** – Committee noted that details of payments outstanding for October 2018 were not available and would be distributed to Members in due course.

- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That no grants were currently available from the McCaull Trust as there were no funds available, but a number of fundraising ideas were being pursued;
  - That the next Personnel Sub-Committee meeting would take place on Monday 5<sup>th</sup> November 2018 at 10am;
  - That an information discussion with the Herefordshire Community Led Housing group would be held at 1pm on Monday 5<sup>th</sup> November 2018.

## FG28/18 CONFIDENTIAL ITEMS

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely

disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Leominster Inclusive Duke of Edinburgh (DofE) Programme –** Committee considered the report relating to this initiative. Following discussion, Committee **RESOLVED**:
- To continue to develop the Leominster Inclusive DofE programme according to the structure and schedule as outlined in the report;
  - To confirm the existing allocation of £3,000 from the 2018/19 Youth Budget to help fund the DofE inclusive programme;
  - To confirm the existing allocation of £1,050 from the 2018/19 Youth Budget to help fund the DofE licence;
  - To allocate £4,300 from the 2018/19 Youth Budget to fund the development of the Leominster DofE inclusive programme;
  - That fundraising options to help towards the funding of the DofE programme be considered and pursued if possible;
  - To note that a balance of £1,700 remained, which would be allocated under Minute FG28/18(b).

It was agreed to investigate the opportunities offered under the National Citizens Service to the young people of Leominster.

- (b) **Youth Report –** Committee considered the Youth Report and the “Project Greenchild” progress report, which had been distributed for information. Committee **RESOLVED** to:
- Award a grant of £1,200 from its Youth Budget to Herefordshire Wildlife Trust to fund 6 WildPlay sessions at Barons Cross during Easter 2019, subject to the relevant risk assessment being provided;
  - Allocate £500 of its Youth Budget to support the 2018 “Through the Wardrobe” event.
- (c) **Grant Applications –** Following consideration of the grant application received, Committee **RESOLVED** to award the following grants:
- Leominster Meeting Centre – To award a grant of £1,000 to help towards the cost of the lease;
  - HALO Leisure Poolpod Installation – To commit to award a grant of £700 towards the cost of installing this facility at Leominster Swimming Pool. The funding would be forwarded to HALO Leisure once it had confirmed that it had secured all the required funding to enable the project to go ahead.
- (d) **Museum Curator Report –** Committee noted the Museum report and **RESOLVED** to carry out a review of the partnership in January 2019 to assess whether the collaboration should continue in 2019/20. A Task & Finish Group would be appointed at the Full Council meeting to be held on Monday 26<sup>th</sup> November 2018.

**FG29/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 17<sup>th</sup> December 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:00pm.

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**CHAIR:**

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**DATE:**

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