



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Friday 23rd August 2019

To: All Members of the Finance & General Purposes Committee:
Councillors Murdoch (Chair), Marshall (Vice Chair), Bartlett, Mr P Davies,
Marsh, Norman, Rumsey, Sutcliffe, Thomas and Williams.
(Copies to other Councillors for information)

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 2nd September 2019** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

Paul Russell
TOWN CLERK

AGENDA

1. APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2. DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

3. REQUESTS FOR DISPENSATIONS

To consider requests for dispensations (must be notified in writing).

4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)

To receive questions and statements from members of the public as provided for in Standing Orders.

5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 24th June 2019.

6. CLERK'S REPORT

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



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

7. FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – To note the income and expenditure report for Month 4. A separate report is attached for information.
- (b) **Outstanding Accounts for Payment** – A list of accounts paid relating to the months of July & August 2019 to date is attached.
- (c) **Revised Financial Regulations** – To consider recommending the attached revised Financial Regulations to Council for adoption, as recommended by NALC. The following amendments have been made:
- Restriction added to Regulation 11.1.a.ii Clarifying disapplication of contract regulations to legal
 - Professionals limited to those acting in disputes only – not general legal work.
 - Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b
 - Minor change to heading Regulation 12
- (d) **Committee Report** – Please see the attached Committee update report.

8. CONFIDENTIAL ITEMS

Certain items are expected to include the consideration of exempt information and the Finance Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

- (a) **Grants Report** – To consider the attached report.
- (b) **CAB Report** – Please see attached report.
- (c) **Staff and Budget Report** – To consider the attached report.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 28th October 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24th June 2019 commencing at 19:15 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

OFFICERS PRESENT: Town Clerk.

FG01/19 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Murdoch was proposed by Cllr Bartlett and seconded by Cllr Rumsey. There being no other nominations, Cllr Murdoch was formally elected Chair of the Finance & General Purposes Committee.

Cllr Marsh was formally thanked for all her hard work and time as the previous Chair of the Committee.

FG02/19 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Marshall was proposed by Cllr Marsh and seconded by Cllr Thomas. There being no other nominations, Cllr Marshall was formally elected Vice-Chair of the Finance & General Purposes Committee.

FG03/19 APOLOGIES FOR ABSENCE

There were no apologies to receive.

FG04/19 DECLARATIONS OF INTEREST

The following declaration of interest was made.

- Cllr Norman: Leominster in Bloom.

FG05/19 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG06/19 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG07/19 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 29th April 2019 be agreed and signed as a correct record.

FG08/19 CLERK'S REPORT

- (a) **Councillor Induction Evening** – Committee noted that the Councillor Induction Evening was held on Monday 17th June 2019. A comprehensive grants and projects update had been provided alongside an overview of the Grounds Team and the Tourist Information Centre. Thanks were extended to the staff for attending the session.
- (b) **Leominster in Bloom Sponsorship** – Committee considered the sponsorship of a beehive planter as part of its Leominster in Bloom support. The planter would be sited in Corn Square. Following discussion, it was **RESOLVED** to sponsor the planter for £500.
- (c) **Freedom of the Town** – Committee noted the timetable of events for Saturday 29th June 2019 when the Rifles would exercise the Freedom of the Town as part of Armed Forces Day. Councillors would be meeting up at Grange Court for robing at 10:00am and guests would begin to arrive at 10:15am.
- (d) **Heritage High Street Fund** – Committee noted that an initial meeting had taken place to begin to develop an Expression of Interest for submission by 12th July 2019. Leominster Town Council, in partnership with Herefordshire Council, would prepare the Expression of Interest and submit it to the High Street Heritage Action Zone Fund for consideration.

The objective of the Fund was to renew and reshape town centres and high streets with a particular emphasis on heritage assets and in a way that improved experience, drove growth and ensured future sustainability. Letters of support were currently being sought and it was noted that a template letter of support was available and would be sent to all Councillors for distribution across their networks.

This initiative would be the main priority of the Council up to the closing date of 12th July 2019. All available resources would be diverted into developing a comprehensive submission.

- (e) **Roger Albert Clark Rally** – Committee noted that this event would start from Leominster on Thursday 21st November 2019 at 4:00pm. Road closures were being secured for Broad Street along with the use of the Broad Street car park, which would be used as an overspill rally car preparation area.
- (f) **Clerk's Holiday** – Committee noted that the Clerk would be on holiday from 1st to 12th July 2019. He would be in attendance on Monday 8th July for the Planning & Highways meeting.

FG09/19 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee noted the draft Income and Expenditure report presented.

It was noted that a new Finance Assistant had been appointed and would take up post on Monday 5th August 2019. Current financial capacity was limited and there were a number of revisions required prior to the finalisation of the Quarter One financial accounts. It was hoped that a Quarter One report would be available for presentation to Full Council on 29th July 2019.

- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the months of May and June 2019 to date amounting to £38,173.51, inclusive of VAT.
- (c) **Housing Needs Survey** – Committee considered the report regarding the proposed Housing Needs Survey and, following consideration, **RESOLVED:**
- That the report be noted;
 - That the quotation from Data Orchard be accepted, subject to further refinement to better reflect the Town Council's requirements;
 - That a meeting be set up with Data Orchard Ltd to review the quotation;
 - That Cllrs Murdoch and Sutcliffe attend the meeting if available.
- (d) **Bank Mandate** – Committee formally **RESOLVED** to amend the bank mandate. The following Councillors would be the nominated signatories:
- Cllr Thomas
 - Cllr Rumsey
 - Cllr Rosser
 - Cllr Murdoch
 - Cllr Norman
 - Cllr Marsh

The relevant paperwork and amendments would be submitted to the Cooperative Bank as soon as practicable.

- (e) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - With regard to the Councillor Allowances consultation, to separate the Councillor Allowance Scheme from the childcare and dependants' carers' allowance scheme;
 - To recommend that support be given in principle to adopting the childcare and dependants' carers' allowance scheme, subject to consideration and resolution by Full Council;
 - That clarification be obtained regarding the possibility of adopting a specific Leominster Town Council allowance scheme.

FG10/19 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) Clerk's Report Item: Grange Court – Committee noted that LARC had submitted a formal request to the Town Council requesting it to consider applying for a Public Works Loan Board (PWLB) loan on behalf of the Trust to help secure the Grange Court building. Following discussion, it was **RESOLVED:**

- To invite representatives of the Trustees of the Leominster Area Regeneration Company (LARC) to attend the next Full Council meeting being held on Monday 29th July 2019 to provide a presentation on LARC. This would include background information on the Charitable Company limited by Guarantee, its aims and objectives, an overview of its finances, an update on its existing loan, any agreements in place or being negotiated with other organisations, including Herefordshire Council, and its future plans;
- To hold the presentation between 6pm and 7pm prior to the Full Council meeting;
- To note that in order to apply for any PWLB loan a full consultation process would need to be carried out with local residents to obtain their views;
- That any PWLB application would need to meet the requirements of the Ministry of Housing, Communities and Local Government;
- To note that the Town Council would be required to undertake due diligence of the request prior to reaching a final decision;
- To note that any decision to borrow money would need to be formally agreed by Full Council.

(b) Grants Report – Committee noted the Grant Report and **RESOLVED** to release the annual grant of £7,000 to LARC. It was agreed to send a copy of the accounts received from LARC to all members of the Council for information.

Committee received the Youth Budget Report and, following consideration, **RESOLVED:**

- That the report be noted;
- That funding of £920 of the £1,659 that was underspent by HVOSS from the original grant awarded to them by the Town Council in 2016, be released to fund four art sessions for 11-17 year olds at Barons Cross. The art sessions would be run by HVOSS and compliment the sessions already organised and run by Wildplay;
- That consideration be given to spending the remainder of the underspent funding at Ridgemoor to provide activities for young people;

- That the evaluation report provided by HVOSS summarising the consultation findings be considered when received.

(c) Staffing & Equipment Report – Committee received the report and, following discussion, **RESOLVED:**

- That the report be noted;
- That the revised staffing structure for the Grounds and Environmental Team be ratified;
- That the projected overspend and required virements be noted;
- Proposed by Cllr Thomas, seconded by Cllr Rumsey and **RESOLVED** that authority be given to the Town Clerk to investigate and negotiate terms and conditions for the renting of a new depot building at Southern Avenue, and that a full report be presented to Full Council for consideration at its meeting to be held on Monday 29th July 2019;
- Proposed by Cllr Thomas, seconded by Cllr Williams and **RESOLVED** that a new Ransomes HR300 mower be purchased at a cost of £18,800 + VAT. A credit of £10,000 would be received for the existing second hand machine.

FG11/19 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 2nd September 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:24pm.

CHAIR:

DATE:

ACCOUNTS FOR PAYMENT (July/August 2019)

DATE	PAYEE	REF	AMOUNT	DETAILS
24.07.19	W L Dairies (Leominster) Ltd	405162	£9.52	Milk
24.07.19	Mr Paul Russell	405163	£72.28	Youth initiative
24.07.19	Martin Smith	405164	£50.00	Specsavers
24.07.19	Zurich Municipal	405165	£367.54	Insurance Invoice Mower
24.07.19	Barrington Print	405166	£227.50	Red Kit Drawings & Booklets Inv 7255
24.07.19	Bym Welthy	405167	£85.00	Beat, Bang, Bong Inv 1085
24.07.19	M C Leech	405168	£60.00	Funky Monkey
24.07.19	Bridget Middleton	405169	£449.10	90 Calendars
29.07.19	Playhouse Cinema	405170	£601.10	RSC Richard 2/Fisherman's Friends/Maastricht Concert
29.07.19	Leominster Country Tourism Group	405171	£400.00	Membership payments made by card
29.07.19	A McEwen	405172	£780.00	Secret Garden works
29.07.19	John Rumsey	405173	£73.70	Expenses 1st - 21st July 2019
29.07.19	Herefordshire Council	405174	£2,712.43	CCTV
29.07.19	Bury Associates Ltd	405175	£5,820.00	Topographical survey
29.07.19	Balfour Beatty Ltd	405176	£125.00	Road Closure (Quiz)
			£11,833.17	

DATE	PAYEE	REF	AMOUNT	DETAILS
05.08.19	Yeomans Canyon Tours Ltd	405177	£1,957.05	May/June/July Account
05.08.19	A McEwen	405178	£650.00	Secret Garden, public conveniences
05.08.19	Paul Russell	405179	£300.00	Petty Cash
05.08.19	History & Heraldry Ltd	405180	£149.90	TIC stock
05.08.19	APATH Limited	405181	£1,886.63	July Account & replacement chq 405036
05.08.19	Tallis Amos Group	405182	£614.76	Grounds materials/stripper
05.08.19	Leominster Building Supplies	405183	£354.05	Grounds materials
05.08.19	TH White Ltd	405184	£134.31	Repair to equipment
05.08.19	Welsh Water	405185	£915.98	Grange Toilets
05.08.19	W L Dairies (Leominster) Ltd	405186	£9.52	Milk

AGENDA ITEM 9(b)

05.08.19	Frank's Luxury Biscuit Company Ltd	405187	£174.08	TIC Stock
05.08.19	Herefordshire Environmental Service Ltd	405188	£156.00	Waste services
05.08.19	C James	405189	£26.00	Tickets
12.08.19	Shine on Windows	405190	£46.00	Window Cleaning
12.08.19	Border Office Supplies	405191	£33.84	Photocopier
12.08.19	Leominster News	405192	£132.00	Newsletter
12.08.19	Travis Perkins Trading Co Ltd	405193	£79.65	Materials and sundries
12.08.19	National Express	405194	£158.56	Tickets
12.08.19	Risbury Rapeseed Oil	405195	£94.60	TIC Stock
12.08.19	Keycraft Ltd	405196	£919.28	TIC stock
12.08.19	Red Kite Network Limited	405197	£3,535.20	Grange Master Plan
12.08.19	Specialised Canvas Services Ltd	405198	£69.14	TIC Stock
12.08.19	Liz Womack	405199	£184.43	Vehicle and General Expenses
12.08.19	CleanMy Limited	405200	£43.98	Cleaning materials
12.08.19	Microshade Business Consultants Ltd	405201	£585.78	IT services
12.08.19	InTouchNow	405202	£431.86	Website
12.08.19	Rachel Williams	405203	£171.88	Financial support
12.08.19	Quickskip	405204	£270.00	Waste
12.08.19	Roundabout Stationery	405205	£84.83	Stationery
13.08.19	HMRC	405206	£3,974.01	Aug HMRC
13.08.19	Worcestershire County Council Pension Fund	405207	£15,993.43	Returned June chq and July/August payment
13.08.19	Wages Cheques	405208-405221	£16,602.29	Salaries August
13.08.19	Invision	405222	£10.00	Cable
13.08.19	Kaye Fletcher	405223	£45.60	TIC silk Scarves
13.08.19	HVOSS	405224	£128.00	Public transport
13.08.19	Mr A McEwen	405225	£650.00	Secret Garden/various
13.08.19	Travis Perkins	405226	£56.44	Sundries
21.08.19	Travis Perkins	405227	£24.82	Mortar Mix
21.08.19	In the Sticks Publishing	405228	£21.66	TIC Books
21.08.19	Rotary Club of Leominster	405229	£30.00	Apple Juice - TIC
21.08.19	National Express	405230	£158.56	AREXT/00217878 underpaid

AGENDA ITEM 9(b)

21.08.19	Franks Luxury Biscuit Company	405231	£126.24	Biscuits TIC Inv 5209
21.08.19	David Wyman Map Sales	405232	£214.90	Maps Inv 144759
21.08.19	Refresh Bespoke Workwear	405233	£216.00	Uniform Inv 1102
21.08.19	TravelArts	405234	£209.00	Highgrove Inv 14/08/19
21.08.19	D M Electrical Services	405235	£125.00	Security Light Inv 1542
21.08.19	Balfour Beatty	405236	£250.00	ZC140 Closure Grange Inv 76353
21.08.19	Vaughtons	405237	£4,186.80	Civic Regalia repairs Inv 56873
21.08.19	A McEwan	405238	£520.00	Secret Garden/Play area repairs
21.08.19	One Stop Drycleaners & Laundry Ltd	405239	£45.90	Laundry Holiday Flat
21.08.19	CleanMy Ltd	405240	£120.31	Cleaning Materials
21.08.19	W L Daires (Leominster) Ltd	405241	£27.88	Milk: Inv 3054030819, 3054100819, 3054170819
21.08.19	Paul Russell	405242	£418.51	Linen, towels, lectern & expenses
21.08.19	HMRC	405243	£3,831.35	July HMRC
21.08.19	Lloyds Cooper	405244	£150.00	McCaul Trust Expenses
21.08.19	Iain Selkirk FCA	405245	£275.00	Internal Audit
		Total	£62,581.01	



Finance Committee

Date: 23rd August 2019

Title: Committee Report

Purpose of the Report: To provide Members with a full report relating to all current Committee matters.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To appoint a Budget Task & Finish Group to develop the 2020/21 Budget and update the Corporate Strategy and Medium Term Financial Plan;
- 1.3 To agree a date to undertake Code of Conduct training;
- 1.4 To note that the current vacancy on the Town Council will be filled by co-option at the Full Council meeting on 30th September 2019;
- 1.5 To consider commissioning a Housing Needs Survey;
- 1.6 To undertake a review of the Town Council's banking arrangements and obtain costs to use BACS payments.

2. INTRODUCTION

- 2.1 This report updates members on Committee matters and identifies items that require a decision.
- 2.2 The responsibilities of the Finance & General Purposes Committee are contained within the Terms of Reference and Scheme of Delegation. These include monitoring the Council's finances, recommending the annual budget and overseeing project development.
- 2.3 The Committee is also responsible for Staff Matters and has appointed a Personnel Sub-Committee to oversee the management of this responsibility.

3. COMMITTEE REPORT

Janice & Peter McCaull Trust

- 3.1 The Trust continues to meet regularly to address the various matters relating to its new responsibilities. A verbal update will be provided at the meeting.

Secret Garden

- 3.2 Works have commenced on this project. The initial ground works have been undertaken to remove the flower bed, paving slabs have been laid by the pedestrian entrance, the wall has been repointed and work is about to commence on the facilities to be provided.

Public Conveniences

- 3.3 The planned refurbishments of the public conveniences are now under way. The pipework at Grange toilets has had to be replaced due to leaks and new taps have been fitted. Further works are being scheduled in.

LARC/Grange Court

- 3.4 To note that a date is being arranged for the Working Group to meet with appointed Members. Initial date suggestions did not meet with availability.

Budget Task & Finish Group

- 3.5 Committee is requested to appoint a Budget Task & Finish Group to help develop the 2020/21 budget and revise both the Corporate Plan and Medium Term Financial.

Corporate Strategy/Medium Term Financial Plan

- 3.6 This document will need to be updated to reflect the new budget for 2019/20 and the draft 2020/21 budget.

Community Centre

- 3.7 Members have been provided with the Annual Accounts for 2018/19 relating to the Community Centre. Request this information be noted.

Training

- 3.8 Committee is requested to recommend some dates to undertake Code of Conduct training to be delivered by the Herefordshire Council's Monitoring Officer. Training is free of charge and will take approximately 1.5 hours maximum.

Co-option

- 3.9 To note that an election has not been called following one of the seats not being taken up after the May election. The vacancy will be filled by co-option at the Full Council meeting on 30th September 2019. Details of the vacancy will also be uploaded on to the Town Council's website in September.

Housing Needs Survey

- 3.10 To consider commissioning a Housing Needs Survey for Leominster. Herefordshire Council is undertaking a county wide review, and there is a possibility that the Leominster Survey could be undertaken in partnership with Herefordshire Council. This would add to the survey information relating to Leominster. Herefordshire Council only considers market trends whilst the proposed Housing Survey for Leominster, which will be fully funded externally, will specifically try to identify actual needs in Leominster.

Heritage High Street Fund

- 3.11 To note that an expression of interest has been submitted. No further update has been received at the time of agenda publication.

Bank Mandate

- 3.12 To note that the Bank Mandate has not yet been updated. It is proposed that a full review of the current banking arrangements for the Town Council are reviewed and that quotations be obtained from other banking providers to enable the Town Council to pay accounts by BACS in future and to develop more efficient financial arrangements.

- 3.13 It is suggested that in addition to obtaining costs from the Co-operative Bank, HSBC, Lloyds and Barclays be requested to provide quotations as well.

Youth Project Update

- 3.14 A full update will be provided at the meeting. Over the summer period Wildplay has been providing bi-weekly sessions at Barons Cross, which have been well attended. Three art sessions have also been delivered through funding originally awarded to HVOSS with a further session in October.

- 3.15 A full report on the findings from the art sessions will be developed following the final session and it is hoped that a strategy can be developed to continue providing activities at Barons Cross over the next few years.

- 3.16 Outreach sessions involving the Town Council, CAB and Stonewater have also commenced. These also occur once every two weeks.

New Mower

- 3.17 To note that the new Ransomes HR300 mower has now been delivered and is operational.