

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24th October 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

MEMBERS PRESENT: Councillors Marsh (Chair), Bartlett, Mifflin, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

ALSO PRESENT: Ward Councillor Stone.

FG11/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Evans (illness) and Freedland (illness).

FG12/16 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr Norman: Member of Leominster Museum.

FG13/16 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG14/16 QUESTIONS FROM THE PUBLIC

Cllr Stone congratulated the Mayor on a very successful and positive civic service held on Sunday 23rd October 2016.

FG15/16 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 27th June 2016 be agreed and signed as a correct record.

FG16/16 FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – Committee considered the financial report from April to June 2016. Following discussion it was **RESOLVED**:

- That the report be noted;
- That the quarter two payments made to date (including the total cost of purchase of 11 Corn Square for £283,239), amounting to £386,959 exclusive of VAT, be ratified;
- That the quarter two income received to date (including the PWLB advance of £350,000) amounting to £573,630 be ratified;
- That the current balance of £461,460.70 be noted;
- That the projected of approximately £7,000 be noted.

Committee raised no objection to the street trading request from the Morris Family to trade in Corn Square on Saturday 12th and 19th November and 3rd and 17th December 2016.

Following consideration of the expenditure related to open spaces Committee **RESOLVED** to:

- Request a meeting with Balfour Beatty and Herefordshire Council to discuss the revised Highway and Grounds Maintenance contract for 2017/18;
- Clarify whether spraying the highway, car parks and other areas formed part of the revised contract;
- Clarification on what would and would not be provided as part of the revised contract;
- Clarify who monitored the contract on behalf of Herefordshire Council.

(b) **Outstanding Accounts for Payment** – Committee considered the list of outstanding accounts for payment for October 2016 amounting to £48,915.76, inclusive of VAT, and **RESOLVED** that they be ratified.

(c) **Extension of Referendum Principles** – Committee considered the report which outlined the proposed referendum principles. It was noted that there was some flexibility within the principles to avoid a referendum, even if the precept was raised by more than either £5 or 2% to cover additional works, subject to agreements being reached with the Principal Authority

Following discussion, it was **RESOLVED** to respond to the consultation as recommended, subject to a list of devolved services already taken on by Leominster Town Council being included.

It was further agreed to develop a formal response to the Boundary Commission on its proposals to review local parliamentary boundaries.

(d) **Budget Sub-Committee Report** – Committee considered the Budget Sub-Committee report which provided an update on discussions to date regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED** that the proposed timetable to develop the budget, a Corporate Strategy and an Action Plan as contained within the Sub-Committee's report be adopted.

(e) **Committee Report** – Committee considered the Committee report which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:

- That the report be noted;
- That a request be submitted to Herefordshire Council to fund the public realm works being developed for Leominster town centre using some of the refund the Principal Authority had received from Amey following the relevant court action, as this money had previously been used for highway works;
- That further efforts be made to publicise the Destination Leominster branding project consultation to encourage a good response;

- That an update report regarding the Youth Services be provided when available;
 - That the asset transfers of the public conveniences be completed as soon as possible.
- (f) **Audit for Year Ended 31st March 2016** – Committee considered the Audit report and **RESOLVED** to adopt it and implement the actions recommended.

FG09/16 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) **Draft Budget** – Committee considered the Draft Budget Report which provided information regarding the development of the 2017/18 budget. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That Members submit proposals and suggestion for projects to the Town Clerk. These would then be considered and either included in the forthcoming budget or in the Corporate Plan for future consideration;
 - That the Lengthsman and P3 schemes costs be reviewed;
 - That options to develop open space income be developed;
 - That apprenticeship opportunities be developed.
- (b) **Grant Applications – Grant Applications** – Committee considered the Grant Report and, following discussion, **RESOLVED**:
- That the report be noted;
 - That the following shop front grants be awarded:
 - Just for You: £250;
 - Howard Moseley Butchers: £250.

Committee **RESOLVED** to allocate £250 to develop a Christmas Window Competition. Prized would be £125 for first prize, £75 second prize and £25 for third prize. The remaining £25 would be used to fund certificates and frames.

Committee **RESOLVED** to allocate £100 to Leominster News for Marketing and up to £400 for the purchase of a laptop, which would remain the property of Leominster Town Council but be used to collate the Leominster News.

Committee **RESOLVED** to allocate up to £400 to fund the Remembrance Sunday Parade. £200 would be provided initially with the remaining element of the grant being paid upon confirmation of final expenditure.

Committee **RESOLVED** grant permission to Leominster Museum to use its previous grant funding to meet the costs of an insulation test and essential follow up work.

- (c) **Property Report** – Committee considered the Property Report updating Committee on progress relating to 11 Corn Square and 17 West Street. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That work continues to develop proposals for 11 Corn Square overseen by the appointed Task & Finish Group;
 - That the sale of 17 West Street continue to be monitored.
- (d) **Personnel Report** – Committee considered the Personnel Report. Following discussion, it was **RESOLVED**:
- That the report be noted;
 - That the incremental increase of one spinal point for the Office Manager, Administration Assistant, Environmental Supervisor and TIC Assistant be approved;
 - That the draft job description and person specification for the Financial Assistant be approved.

FG10/16 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee will be held on Monday 19th December 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 8:40pm.

CHAIR:

DATE: