

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 25<sup>th</sup> February 2019 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Sutcliffe (Vice-Chair), Bartlett, Mr P Davies, Marshall (7:26pm), Murdoch, Norman, Rumsey, Thomas and Williams.

**OFFICERS PRESENT:** Town Clerk.

**FG39/18 APOLOGIES FOR ABSENCE**

There were no apologies to be received.

**FG40/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: LDCA
- Cllr Norman: Shop Mobility
- Cllr Rumsey: Shop Mobility
- Cllr Thomas: LDCA/Shop Mobility

**FG41/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

**FG42/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No matters were raised.

**FG43/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 17<sup>th</sup> December 2018 be agreed and signed as a correct record.

**FG44/18 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) **Nomination Packs** – Committee noted that nomination packs had been received for all four Leominster Wards regarding the election on 2<sup>nd</sup> May 2019. It was agreed to consider holding a briefing session for prospective candidates and it was noted that Herefordshire Council were holding a session on 7<sup>th</sup> March 2019.

It was **RESOLVED** to request polling cards for all four wards in the event that the Ward Councillor vacancies were uncontested.

(Cllr Marshall arrives at 7.26pm)

- (b) **Housing Needs Survey** – Committee noted that a potential grant to carry out a Housing survey for Leominster had been identified. It was agreed to apply for the grant and obtain quotations.
- (c) **Change to Waste Collections** – Committee noted that a change to waste collections would commence on 18<sup>th</sup> March 2019.
- (d) **Staff Update** – Committee noted the staffing updates. Following consideration, it was agreed that Cllrs Bartlett, Norman and Rumsey would form the interview panel for the Environmental Supervisor’s and the Grounds Operative positions. An assessment of applications would be undertaken on 12<sup>th</sup> March 2019, with interviews for the Environmental Supervisor being held on 18<sup>th</sup> March and Grounds Operative on 19<sup>th</sup> March 2019. The other positions would be undertaken by Officers of the Council.

## **FG45/18 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the Quarter Three Financial Report and, following discussion, **RESOLVED:**
- That the report be noted;
  - That the payments for October 2018 amounting to £93,332, exclusive of VAT, November 2018 amounting to £46,159, exclusive of VAT, and December 2018 amounting to £40,373, exclusive of VAT, be ratified;
  - That balances held as at 31<sup>st</sup> December 2018 amounted to £376,641 be noted;
  - That restricted grant income received be identified within the accounts and reports.
- (b) **Outstanding Accounts for Payment** – Committee ratified the payments relating to the month of February 2019 amounting to £33,080.39, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
  - To ratify the following expenditure:
    - The erection of scaffolding at Corn Square - £1,296 + VAT
    - Remove the soil in the Secret Garden - £1,050 + VAT
    - The construction of an extension to the car park - £3,000 + VAT
    - Cost of recruitment for the 4 vacant posts - £1,000 + VAT
  - To obtain advice and install both bird and bat boxes at 11 Corn Square;
  - To accept the grant award from Herefordshire Council, subject to:
    - Clarification regarding the land that would be included in the proposed Freehold Transfer of Public Open Space and the terms of the asset transfer;
    - The complete exclusion of all tree maintenance on the land currently covered by the licence, especially the trees on the highway verges.

- To commence the purchase of the relevant grounds equipment required;
- To begin to develop proposals for future investment in Leominster town centre;
- To recommend to Full Council that it discontinues the Council's subscription to NALC and HALC as it was not fit for purpose;
- To write to NALC explaining the reasons for not continuing with the subscription, which amounted to £2,273.99 + VAT;
- To ring fence the £2,273.99 to meet the costs of additional training for staff and new Councillors following the election.

#### **FG46/18 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) Grants Report** – Following consideration of the grant applications received Committee **RESOLVED** to award the following grants:

- Leominster Shopmobility - £1,000;
- Leominster Museum - £1,000;
- ECHO for Extra Choices in Herefordshire - £800.

Committee **RESOLVED** to recommend to Full Council that the grant allocation of £8,000 in the 2019/20 budget to LDCA be ratified and awarded.

**(b) Personnel Apprenticeship Report** – Following consideration of the report Committee **RESOLVED**:

- To note the report;
- To commence the recruitment of two apprenticeships for the Environmental Team and the Administration Team;
- To aim to have the two apprenticeships in place within the next six months.

**(c) CAB Report** – Committee noted the report submitted by CAB.

#### **FG47/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29<sup>th</sup> April 2019 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:17pm.

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**CHAIR:**

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**DATE:**