



# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

Tuesday 12<sup>th</sup> April 2016

To: All Members of the Finance Committee:  
Councillors Bartlett, Barton, Davies, Evans, Gibson, Marsh, Norman, A  
Pendleton, R Pendleton, Rosser and Rumsey.  
(Copies to other Councillors for information)

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance Committee** to be held on **Monday 18<sup>th</sup> April 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

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 Committee meeting held on 14<sup>th</sup> March 2016 (**attached**).



## LEOMINSTER TOWN COUNCIL

### FINANCE COMMITTEE

#### 6. FINANCIAL MATTERS

- (a) **Financial Report** – Please see the attached financial report for March 2016.
- (b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for April 2016 to date will be presented to the meeting.
- (c) **End of Year Internal and External Audit** – To review the End of Year Internal and External Audit procedures. Please see the attached report.
- (d) **VAT Report** – To review the VAT report provided by Microshade Business Consultants Ltd. A copy is included in the agenda pack.
- (e) **Revised Asset and Risk Register** – To note the revised Asset and Risk Register.
- (f) **Tourist Information Centre** – Please see the attached report.

#### 7. 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) **Staffing Report** – To consider various staffing matters. Please see the attached report.
- (b) **Grant Applications** – To consider grant application received. Please see attached report.
- (c) **Public Realm Report** – A verbal update will be provided at the meeting.
- (d) **11 Corn Square** – A verbal update will be provided at the meeting

#### 8. DATE OF NEXT MEETING

The first meeting of the Finance & General Purposes Committee, subject to formal adoption by Full Council at its meeting on 16<sup>th</sup> May 2016, will be held on Monday 27<sup>th</sup> June 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

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

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**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 22<sup>nd</sup> 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 17<sup>th</sup> 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 29<sup>th</sup> 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 16<sup>th</sup> 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 16<sup>th</sup> 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 17<sup>th</sup> and 31<sup>st</sup> 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 18<sup>th</sup> 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 18<sup>th</sup> 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.

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**CHAIR:**

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**DATE:**



**Finance Committee**

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**Date:** 12<sup>th</sup> April 2016

**Title:** Financial Report

**Purpose of the Report:** To provide Members with a full Financial Report for March 2016.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 To ratify the payments for March 2016 amounting to £45,964.27 inclusive of VAT;
- 1.3 To note income received and current balances for the 2015/16 financial year;
- 1.4 To note that end of year balances may be subject to change.

**2. INTRODUCTION**

- 2.1 This Financial Report provides details of all Leominster Town Council's financial activities during March 2016.
- 2.2 The report provides details of current balances held at the bank including Earmarked Reserves (EM) and estimated projected expenditure for the remainder of the financial year based on current monthly income and expenditure.
- 2.3 It should be noted that all account transactions detailed below include VAT where applicable. VAT is claimed back every quarter by the Town Council under relevant legislation.
- 2.4 It should be noted that this is an interim financial report as March is the end of the current financial year. Formal closedown of the year will be undertaken on Wednesday 13<sup>th</sup> April 2016 and a final financial report for the 2015/16 financial year will be placed before Council at its meeting to be held on Monday 16<sup>th</sup> May 2016 for adoption.

**3. PAYMENTS MADE**

- 3.1 Listed below are the payments made in March 2016:

## AGENDA ITEM 6(a)

DATE	PAYEE	REF	AMOUNT	DETAILS
02/03/2016	British Telecommunications plc	DDBTMAR1	£82.26	Telecom
03/03/2016	Caldicott Property	DDCALMAR1	£40.00	Allotment Rent
04/03/2016	Post Office	VISAPO1	£54.00	Stamps
04/03/2016	British Telecommunications plc	DDBTMAR2	£15.60	Telecom
09/03/2016	Petty Cash	PCM12	£100.00	Petty Cash
09/03/2016	British Telecommunications plc	DDBTMAR3	£181.20	Telecom
09/03/2016	Post Office	POVISA2	£10.08	Stamps
09/03/2016	Petty Cash	PCDEC1	£100.00	Petty Cash
11/03/2016	BNP Paribas	DDBNPPAR	£285.12	Photocopier
14/03/2016	Staff Salaries	402315-9	£13,874.84	Salary March 2016
14/03/2016	Post Office	402320	£1,539.43	HMRC
14/03/2016	Intouchnow	402321	£360.00	Website Updates
14/03/2016	Arrow Plant & Tool Hire Ltd	402322	£45.29	Equipment
14/03/2016	LARC Development Trust	402323	£75.00	Hire of Grange Easter
14/03/2016	Alice Oxenham	402324	£100.00	Leominster News
14/03/2016	Leominster Building Supplies	402325	£159.01	Sundries
14/03/2016	Herefordshire & Ludlow Coll	402326	£860.00	Chainsaw Course
14/03/2016	DC Gardening Services	402327	£3,504.00	Lengthsman/P3
14/03/2016	Interserve FS (UK) Ltd	402328	£812.09	Toilet Cleaning
14/03/2016	Orphans Press Ltd	402329	£153.60	Market Book Invoices
14/03/2016	SLCC Enterprises Ltd	402330	£335.00	Subscription
14/03/2016	BOSS Ltd	402331	£38.11	Copier
14/03/2016	Microshade VSM	402332	£84.60	Citrix
14/03/2016	nPower	402333	£108.21	Festive Lights
14/03/2016	Herefordshire Council	402334	£1,054.60	Elections/Pests
14/03/2016	Tallis Amos Group	402335	£1,631.94	Chainsaw etc
14/03/2016	HALC	402336	£450.00	Cllr Training
14/03/2016	Richard Brookman	402337	£432.00	Market Management
15/03/2016	FuelGenie	DDFGMAR1	£99.65	Fuel
16/03/2016	nPower	DDMARNP1	£217.24	Electricity
18/03/2016	Caldicott Property	DDMARCAL2	£40.00	Allotment Rent
22/03/2016	British Telecommunications plc	DDBTMAR4	£28.40	Telecom
30/03/2016	British Telecommunications plc	DDBTMAR5	£89.11	Telecom
30/03/2016	Herefordshire Council	CCHCMAR1	£115.20	Waste
31/03/2016	TourismLeominster CIC	402338	£9,000.00	Grant
31/03/2016	HALC	402339	£540.00	Training (Planning)
31/03/2016	NWN Media Ltd	402340	£460.80	Staff Advertisement
31/03/2016	nPower	402341	£127.52	Festive Lights
31/03/2016	Zurich Municipal	402342	£300.08	Insurance
31/03/2016	Balfour Beatty	402343	£180.00	Outstanding Invoice '14
31/03/2016	Microshade VSM	402344	£1,008.00	VAT Report
31/03/2016	PHS Group	402345	£138.00	Sanitary Services
31/03/2016	Addex Group	402346	£130.68	Spares Glutton
31/03/2016	Catcher Media Social CIC	402347	£1,100.00	Grant
31/03/2016	DC Gardening Services	402348	£4,242.82	Lengthsman
31/03/2016	Caldicott Property	DDCALMAR3	£40.00	Allotment Rent

## AGENDA ITEM 6(a)

31/03/2016	Arrow Plant & Tool Hire Ltd	402350	£993.59	Equipment etc
31/03/2016	Tallis Amos Group	402351	£87.84	Parts
31/03/2016	Lloyd Richards Ltd	402352	£89.10	Payroll
31/03/2016	BOSS Ltd	402353	£35.42	Copier
31/03/2016	Tweny4Media Ltd	402354	£120.00	Advert
31/03/2016	Leominster Building Supplies	402355	£141.37	Materials
31/03/2016	FuelGenie	DDFGMAR2	£87.90	Fuel
31/03/2016	Roundabout Stationery	402356	£65.54	Stationery
	<b>TOTAL</b>		<b>£45,964.24</b>	

3.2 Listed below is a list of income received in March 2016:

DATE	FROM	DETAILS	TOTAL
04/03/2016	Co-op Bank	Interest	£12.90
04/03/2016	Market Rents	Market Rents	£334.00
11/03/2016	Market Income	Market Income	£70.00
16/03/2016	Market Income	Market Income	£418.50
23/03/2016	Allotments	Allotments	£25.00
23/03/2016	Market Income	Market Income	£487.50
29/03/2016	Market Income	Market Income	£147.00
		<b>TOTAL</b>	<b>£1,494.90</b>

3.3 Listed below are all the Petty Cash Transactions for March 2016:

DATE	FROM	DETAILS	TOTAL
04/03/2016	Co-op Bank	Interest	£12.90
04/03/2016	Market Rents	Market Rents	£334.00
11/03/2016	Market Income	Market Income	£70.00
16/03/2016	Market Income	Market Income	£418.50
23/03/2016	Allotments	Allotments	£25.00
23/03/2016	Market Income	Market Income	£487.50
29/03/2016	Market Income	Market Income	£147.00
		<b>TOTAL</b>	<b>£1,494.90</b>

3.4 Listed below are the balances at the bank as at 31<sup>st</sup> March 2016:

<b>Bank Balances</b>	
As at 31st March 2016	
Current Account	£172,915
Unpresented Cheques	£21,346
Outstanding receipts	£147
Petty Cash	£6
	£151,722
Outstanding VAT Claim	£5,488
<b>Total Balances</b>	<b>£157,210</b>

Represented by:	
Current Year Fund	£34,224
General Reserves	£62,986
Earmarked Reserves	£60,000
<b>Total Balances</b>	<b>£157,210</b>

- 3.5 Outlined below The projected surplus/deficit as at 31<sup>st</sup> March 2016. Column one indicates the source of income/expenditure, column two is actual income/expenditure to date and column three includes projected income/expenditure as at 31<sup>st</sup> March 2016:

<b>Projected Costs</b>		
<b>As at 31st March 2016</b>		
	<b>Actual</b>	<b>Projected</b>
<b>Income</b>	<b>Mar-16</b>	<b>Mar-16</b>
Precept	£275,819	£275,869
Support Grant	£40,981	£40,477
Interest	£298	£290
Donations	£285	£285
Allotments	£5,650	£5,650
Markets	£20,162	£20,000
NDP Refund	£8,920	£8,920
Grant Refund	£450	£450
Open Spaces	£7,205	£10,000
<b>TOTAL</b>	<b>£359,769</b>	<b>£361,941</b>

<b>Expenditure</b>	<b>Actual</b>	<b>Projected</b>
Administration	£132,876	£133,000
Allotments	£6,343	£5,600
Community Projects	£12,819	£28,000
Council Offices	£5,714	£8,500
Grants	£64,628	£65,000
Open Spaces	£30,207	£31,000
Civic	£3,088	£4,000
Town Enhancements	£9,529	£10,000
Capital	£20,385	£30,000
Devolved Services	£15,955	£17,000
Earmarked Reserves	£23,920	£30,000
<b>TOTAL</b>	<b>£325,465</b>	<b>£362,100</b>

- 3.6 Following the initial end of year closedown, bearing in mind at least two large invoices that have as yet not been met (Christmas Lights and 17 West Street refurbishment) projections would suggest that Council will achieve close to break even on its income and expenditure for 2015/16.

- 3.7 Attached is a report that is generated by the Finance Software that outlines provides a budget monitoring overview. It is projected that a number of areas will be overspent by the end of the financial year 2015/16. This is partly due to a lack of financial structure, an issue that will be dealt with for the 2016/17 financial year

**4. ELLIS WHITTAM CONTRACT UPDATE**

- 4.1 Leominster Town Council has appointed Ellis Whittam to provide both Human Resources Health and Safety advice to Leominster Town Council.
- 4.2 A revised Health & Safety policy is now in place and a copy of the draft Staff Handbook with relevant HR policies is part of the staff report to be considered under Confidential Matters.
- 4.3 Staff contracts have also been reviewed and amended as appropriate.



**Finance Committee**

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**Date:** 12<sup>th</sup> April 2016

**Title:** End of Year Internal and External Audit Report

**Purpose of the Report:** To provide Members with audit details regarding the 2015/16 end of year financial closedown of the Council's accounts.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That Committee submits the Annual Governance Statement to Full Council for consideration and adoption;
- 1.3 That the annual external audit inspection period from 3<sup>rd</sup> June to 15<sup>th</sup> July 2016 be noted.

**2. INTRODUCTION**

- 2.1 As part of the end of year closedown Council is subject to both an internal and external audit. This report outlines some of the changes to procedure implemented for 2015/16
- 2.2 The internal audit will once again be undertaken by Mr Lloyd of Bay Express Ltd on Wednesday 27<sup>th</sup> April 2016. This will follow a final financial healthcheck and official closedown of the accounts carried out by Microshade Business Consultants Ltd on Wednesday 13<sup>th</sup> April 2016. A VAT refund will also be submitted.
- 2.3 As part of a continuing review of internal audit procedures it is proposed that internal audit services be tendered in June 2016 for the 2016/17 financial year and beyond.
- 2.4 Grant Thornton has been appointed external auditors for 2015/16 and relevant information has been received regarding the external audit (intermediate).

**3. INTERNAL AUDIT**

- 3.1 The regulations require all local councils to conduct, in accordance with proper practices, a review of the effectiveness of their system of internal control and publicly report the outcome at least once a year.

3.2 The table below outlines the main tests required as set out in the Governance and Accountability for Local Councils, A Practitioners' Guide (England) March 2014:

<b>Internal Control</b>	<b>Suggested Testing</b>
Proper Bookkeeping	<ul style="list-style-type: none"> <li>• Is the cashbook maintained and up to date?</li> <li>• Is the cashbook arithmetic correct?</li> <li>• Is the cashbook regularly balanced?</li> </ul>
a) Standing orders and financial regulations adopted and applied; and b) Payments controls	<ul style="list-style-type: none"> <li>• Has the council formally adopted standing orders and financial regulations?</li> <li>• Has a Responsible Finance Officer been appointed with specific duties?</li> <li>• Have items or services above the de minimus amount been competitively purchased?</li> <li>• Are payments in the cashbook supported by invoices, authorised and minuted?</li> <li>• Has VAT on payments been identified, recorded and reclaimed?</li> <li>• Is s137 expenditure separately recorded and within statutory limits?</li> </ul>
Risk management arrangements	<ul style="list-style-type: none"> <li>• Does a review of the minutes identify any unusual financial activity?</li> <li>• Do minutes record the council carrying out an annual risk assessment?</li> <li>• Is insurance cover appropriate and adequate?</li> <li>• Are internal financial controls documented and regularly reviewed?</li> </ul>
Budgetary Controls	<ul style="list-style-type: none"> <li>• Has the council prepared an annual budget in support of its precept?</li> <li>• Is actual expenditure against the budget regularly reported to the council?</li> <li>• Are there any significant unexplained variances from budget?</li> </ul>
Income Controls	<ul style="list-style-type: none"> <li>• Is income properly recorded and promptly banked?</li> <li>• Does the precept recorded agree to the Council Tax authority's notification?</li> <li>• Are security controls over cash and near-cash adequate and effective?</li> </ul>
Petty cash procedures	<ul style="list-style-type: none"> <li>• Is all petty cash spent recorded and supported by VAT invoices/receipts?</li> <li>• Is petty cash expenditure reported to each council meeting?</li> <li>• Is petty cash reimbursement carried out regularly?</li> </ul>
Payroll Controls	<ul style="list-style-type: none"> <li>• Do all employees have contracts of employment with clear terms and conditions?</li> </ul>

	<ul style="list-style-type: none"> <li>• Do salaries paid agree with those approved by the council?</li> <li>• Are other payments to employees reasonable and approved by the council?</li> <li>• Have PAYE/NIC been properly operated by the council as an employer?</li> </ul>
Assets controls	<ul style="list-style-type: none"> <li>• Does the council maintain a register of all material assets owned or in its care?</li> <li>• Are the assets and Investments registers up to date?</li> <li>• Do asset insurance valuations agree with those in the asset register?</li> </ul>
Bank Reconciliation	<ul style="list-style-type: none"> <li>• Is there a bank reconciliation for each account?</li> <li>• Is a bank reconciliation carried out regularly and in a timely fashion?</li> <li>• Are there any unexplained balancing entries in any reconciliation?</li> <li>• Is the value of investments held summarised on the reconciliation?</li> </ul>
Year-end procedures	<ul style="list-style-type: none"> <li>• Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?</li> <li>• Do accounts agree with the cashbook?</li> <li>• Is there an audit trail from underlying financial records to the accounts?</li> <li>• Where appropriate, have debtors and creditors been properly recorded?</li> </ul>

#### **4. EXTERNAL AUDIT**

- 4.1 As previously indicated Grant Thornton has been appointed as Council's external auditor. Leominster Town Council requires an intermediate audit due to its turnover which is over £200,000.
- 4.2 Changes introduced for 2015/16 include the requirement for the Council to approve the Annual Governance Statement now contained in Section 1 prior to the Accounting Statement in Section 2 and the inspection and notice procedure.
- 4.3 The inspection and notice procedure is the period when the public can inspect the books and records of the Small Authority, make objections or question the local auditor. It is now a single period of 30 working days and must include the first ten working days of July 2016.
- 4.4 The required submission date for Leominster Town Council is 10<sup>th</sup> June 2016. The audit and inspection period will be from 3<sup>rd</sup> June to Friday 15<sup>th</sup> July 2016.

#### **5. ANNUAL GOVERNANCE STATEMENT**

# LEOMINSTER TOWN COUNCIL

## ANNUAL GOVERNANCE STATEMENT

### 1. **Scope of Responsibility**

- 1.1 Leominster Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.
- 1.2 In discharging this overall responsibility, the Council is responsible for putting in place proper arrangements for the governance of its affairs and for ensuring that there is a sound system of internal control which facilitates the effective exercise of its functions and which includes arrangements for the management of risk. Part 4 Governance and Accountability for Local Councils, A Practitioners Guide (England) allows Councils to produce a wider ranging statement than the statement on internal control to include Governance.
- 1.3 This Statement explains how the Council has complied with the requirements of the Accounts and Audit Regulations 2015 in relation to the publication of its Annual Governance Statement.

### 2. **The Purpose of the Governance Framework**

- 2.1 The governance framework comprises the systems and processes for the direction and control of the council and its activities through which it accounts to and engages with the community.
- 2.2 The governance framework has been in place at the Council for the year ended 31<sup>st</sup> March 2016 and up to the date of approval of this new statement.
- 2.3 The publication of this new Annual Governance Statement confirms that Leominster Town Council has undertaken a review of governance arrangements in order to satisfy itself that all appropriate processes and procedures are in place.

### 3. **Purpose of the System of Internal Control**

- 3.1 The system of internal control is a significant part of the governance framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives but aims to identify and prioritise risks and the likelihood of them being realised and the impact thereof and to manage them efficiently, effectively and economically.
- 3.2 A system of internal control has been in place at Leominster Town Council for the year ended 31<sup>st</sup> March 2016. The new Statement is required both to update the internal control measures and also to comply with the duty imposed by Regulation 4 of the Accounts and Audit Regulations 2015 which

requires the Council to establish proper practices for the annual publication of a Governance Statement.

#### **4. The Governance Environment**

4.1 Governance mechanisms are in place for the following purposes:-

- Focusing on the purpose of the Council and establishing and monitoring the achievement of the Council's objectives and assessing performance;
- Facilitating policy and decision making;
- Ensuring compliance with established policies, procedures, laws and regulations;
- Embedding risk management as an activity of the Council, including how leadership is given to the risk management process, and how staff are trained or equipped to manage risk in a way appropriate to the Council and their duties;
- Seeking to ensure that continuous improvement occurs in the way the Council exercises its functions including regular training sessions for members and officers;
- Ensuring Value for Money - the Council is constantly seeking to ensure that its resources are used economically, effectively and efficiently;
- Utilises staff and management innovations and the findings of external agencies and inspections to help drive improvements;
- Members and officers working together to achieve a common purpose with clearly defined functions and roles;
- Continuing improvement in the way in which its functions are exercised having regard to a combination of economy, efficiency and effectiveness as required when seeking to achieve value for money;
- Arrangements are in place to research residents views and consult on policies and proposals of the Council;
- Promoting values for the Council and demonstrating the values of good governance through upholding high standards of conduct and behaviour. The behaviour of councillors in particular is regulated through a Code of Conduct. In addition, Herefordshire Council has the duty of maintaining high standards of conduct in public office through its Monitoring Officer and Standards Committee roles, and arranging training on ethical matters for parish and town councils.
- Ensuring employees comply with Council policies on conduct and behaviour;
- Ensuring policy and decision making are facilitated by a clear framework of delegation set out in the Council's Standing Orders;
- Dealing with comments and complaints relating to service;
- Ensuring the financial management of the Council and reporting on financial management and in particular integrating the following financial management principles within the system of internal control:
  - Compliance with Standing Orders and Financial Regulations which are regularly reviewed.
  - Compliance with budgetary procedure requirements
  - Segregation of financial responsibilities
  - Management supervision

- Accountability of staff as budget holders
- Monitoring of budgets for over and underspends.
- Regular periodic reviews and financial reports
- Regular reports showing actual expenditure and income against forecasts for reporting on and reviewing financial performance
- Clearly defined budget setting and capital expenditure guidelines
- Regular monitoring of reserves/balances
- Compliance with formal project management disciplines
- Compliance with risk management procedures
- A robust approach to insurance and claims management.

**4.2 Risk Management and Internal Audit:**

- Management of risk: The Council has an established Financial Risk Management Policy.
- During the year the Internal Auditor reported to the Town Clerk. All reports are considered by the Finance Committee.
- The Council has a health and safety policy, which includes the carrying out of risk assessments and provides an on-going training programme to ensure continuous improvement of its practices and procedures.
- The Council also retains the services of an independent internal auditor.
- The Council takes fraud, corruption and maladministration seriously.

**5. Review of Effectiveness**

- 5.1 The Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control.
- 5.2 The review of effectiveness is guided by the work of the Town Clerk who has responsibility for reviewing the effectiveness of the development and maintenance of the governance environment. The Council is also equally guided by the work of their independent Internal Auditor and comments made by their external auditors.
- 5.3 The process agreed by the Council which is applied in maintaining and reviewing the effectiveness of governance arrangements, including the system of internal control includes:-
- Distribution of monthly schedule of payments to the Finance Committee for scrutiny and comment.
  - The Finance Committee receives all internal and external audit reports.
  - Reporting on any issues relating to value for money to ensure use of resources in an economical, effective and efficient way.
  - Approval through the relevant Standing Committees of budget plans, the subsequent collation of comments for policy guidance at the Town Council meeting on the setting of the budget and any Precept requirements for the following year.
  - Responsibility through the Finance Committee for receiving regular reports on work in progress and to be programmed for the future on internal audit and external audit functions.

- Where any recommendations are made either by the Internal Auditor or the external auditor suggesting improvements to the effectiveness of the systems of governance and internal control, a plan of action will be agreed with the Town Clerk within a reasonable period to address weaknesses and to ensure agreed action is undertaken.

5.5 Having implemented risk management as part of their corporate governance arrangements the Council will continue during 2015/16 to develop these risk management arrangements to ensure they are sufficiently embedded and effective.

5.6 The Council will also co-operate during 2015/16 with any internal or external audit work and will address any weaknesses and also consider implementation of any recommendations which may affect improvements within these areas of activity.

**6. Significant Governance Issues**

6.1 Should the Council receive from their independent Internal Auditor or from their external auditors or any other agency a report on any matter which is considered to be one of significant corporate governance and/or internal control, such matters will be reported to and will be personally investigated by the Town Clerk who will submit a report to the Finance Committee as soon as practicable on the implications thereof to seek guidance and instruction on any action to be taken.

**7. Annual Governance Statement 2015/16**

7.1 Leominster Town Council has ensured there is a sound system of internal financial control and has taken the following actions:

	Yes	No	Actions taken
1. We have put in place arrangements for effective financial management during the year, and for preparation of the accounting system	<input checked="" type="checkbox"/>		Accounts have been prepared according to the Accounts and Audit Regulations.  Bespoke accounting software has been used (Rialtas RBS)  A quarterly financial healthcheck has been carried out by Microshade Business Consultants Ltd.  Monthly financial reports have been submitted to the Finance Committee for scrutiny.  An annual internal audit has been undertaken.
2. We maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its	<input checked="" type="checkbox"/>		A financial Risk Register was adopted on 26 <sup>th</sup> January 2015. Since adoption actions identified have directed

## AGENDA ITEM 6(c)

effectiveness			Council policy.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	☑		All Council activities and expenditure have been delivered through the powers and duties held by Local Councils and the relevant statutory provision..
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☑		All Council meetings are open to the public.  Members of the public are encouraged to attend Council meetings and there is an opportunity to ask questions on all aspects of Council business.  All agendas are published in full on the Council's website.  The monthly financial report presented to the Finance Committee is published as part of the Finance agenda on the website.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required	☑		A Financial Risk Register was adopted in January 2015.  An Internal Controls document was adopted by Council on 22 <sup>nd</sup> February 2016.  Insurance cover was reviewed and updated in 2015.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	☑		Quarterly financial healthchecks were undertaken by Microshade Ltd.  Internal audit carried out by Bay Express Ltd.
7. We took appropriate action on all matters raised in reports from internal and external audit.	☑		An action plan was developed following the 2014/15 internal and external audit and that plan was formally considered by the Finance Committee along with an update.  Finance meetings considered the report on 22 <sup>nd</sup> June 2015 and 18 <sup>th</sup> January 2016.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statement	☑		Council received one insurance claim during the year which was dealt with by the Council's insurer, Zurich Municipal. This claim had no financial impact on the Town Council

9. The Town Council is not sole manager of any Trust Funds	<input checked="" type="checkbox"/>		Not applicable.
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**8. Approval of Statement**

8.1 This statement is to be approved by the Full Council on Monday 25<sup>th</sup> April 2016 when authority was granted for the Mayor and Town Clerk to sign.

Town Mayor .....

Town Clerk .....

On behalf of Leominster Town Council



**Finance Committee**

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**Date:** 12<sup>th</sup> April 2016

**Title:** VAT Report

**Purpose of the Report:** To provide Members with a copy of the recent VAT report commissioned.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That Committee ratifies the application to register for VAT;
- 1.3 That all relevant income from the Tourist Information Centre be subject to VAT as outlined in the report;
- 1.4 That partial exemption calculations are carried out on a regular basis to ensure that the Town Council does not exceed its partial exemption allowance of £7,500.

**2. INTRODUCTION**

- 2.1 A VAT report was commissioned by the Finance Committee to provide background information on the future VAT status of the Town Council and enable members to reach an informed decision.
- 2.2 The full report has been sent to all Councillors. An application to register the Town Council for VAT has been submitted and a VAT number should be allocated within the next two weeks.
- 2.3 It should be noted that there are various activities the Town Council undertakes that non-business, subject to partial exemption and business. Each area is subject to different VAT rules which are not the same as normal businesses.

**3. VAT REPORT**

- 3.1 The VAT Health Check report is attached to this agenda.



**Finance Committee**

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**Date:** 12<sup>th</sup> April 2016

**Title:** Risk Register Report

**Purpose of the Report:** To provide Members with the Risk Register adopted by Leominster Town Council.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the Risk Register be submitted to Full Council for consideration and adoption;
- 1.3 That the revised action plan be implemented during 2016/17.

**2. INTRODUCTION**

- 2.1 Each year Council is required to review its register of risks. A Risk Register was developed and adopted by Full Council in February 2015.
- 2.2 The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.
- 2.3 The table below outlines some of the risks Council needs to consider and there is a copy of the full Risk Register previously adopted by Council. It should be noted that the majority of actions identified have been addressed in 2015/16. Listed below are those still outstanding:

<b>Risk</b>	<b>Control Actions</b>	<b>Action Plan Update</b>
RR1	<ul style="list-style-type: none"><li>• Develop Council business plan/corporate strategy;</li><li>• Regular financial reports;</li><li>• Quarterly budgetary reviews;</li><li>• Regular quarterly financial health checks</li></ul>	<ul style="list-style-type: none"><li>• Corporate strategy to be developed;</li><li>• Revised business plan to be updated;</li><li>• Continuation with identified control actions</li></ul>
RR2	<ul style="list-style-type: none"><li>• Ensure adequate budgeting and precept setting process in place</li><li>• High level of budgetary</li></ul>	<ul style="list-style-type: none"><li>• Budgeting process enhanced for 2016;</li><li>• Budgetary controls to be revised to fit into new</li></ul>

## AGENDA ITEM 6(d)

	<p>controls and frequent monitoring in place</p> <ul style="list-style-type: none"> <li>• Forward planning in place</li> <li>• Accurate estimates obtained regarding potential costs of projects and of delivering services</li> </ul>	<p>Committee system;</p> <ul style="list-style-type: none"> <li>• Forward Plan to be updated;</li> <li>• Improve budget monitoring;</li> <li>• Improved ordering and procurement process to be implemented.</li> </ul>
RR3	<ul style="list-style-type: none"> <li>• Regular staff performance reviews</li> <li>• Regular service area reviews</li> <li>• Develop systems to identify areas of concern at an early stage</li> <li>• Clear roles and responsibilities of both staff and councillors</li> <li>• Regular reports submitted to Council and Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of revised staff appraisals system;</li> <li>• Service area reviews to commence;</li> <li>• Early warning system to be considered;</li> <li>• Continue to provide regular report updates.</li> </ul>
RR4	<ul style="list-style-type: none"> <li>• Development of realistic achievable projects</li> <li>• Continuous investment programme into equipment and buildings</li> <li>• Continuous training for staff and councillors</li> <li>• Regular monitoring of performance through key objectives and KPI's</li> <li>• Develop clear office procedures</li> <li>• Develop clear budgetary procedures</li> <li>• Ensure clear policies adopted</li> <li>• Ensure clear decisions reached and recorded</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor progress of projects;</li> <li>• Develop KPIs to help assess Council performance</li> <li>• Continued investment into plant, equipment and property;</li> <li>• Implement revised training programme;</li> <li>• Annual review of policies;</li> <li>• Clear recording of decisions to continue.</li> </ul>
RR5	<ul style="list-style-type: none"> <li>• Robust training and support for staff and councillors</li> <li>• Robust internal audit system in place</li> <li>• Regular staff reviews</li> <li>• Ensure job descriptions are relevant and up to date</li> <li>• Succession planning in place</li> </ul>	<ul style="list-style-type: none"> <li>• Implementation of revised training policy;</li> <li>• Tender internal audit contract in 2016;</li> <li>• Implement staff appraisal system;</li> <li>• Implement new staffing structure report and recommendations.</li> </ul>
RR6	<ul style="list-style-type: none"> <li>• Regular training undertaken by staff and Councillors</li> <li>• Regular review of legislative changes through SLCC and NALC</li> <li>• Regular policy reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Regular review of HALC training courses available;</li> <li>• Review Clerk attendance at SLCC conferences;</li> <li>• Clerk Planning training;</li> <li>• Review Standing Orders;</li> </ul>

**AGENDA ITEM 6(d)**

	<ul style="list-style-type: none"> <li>• Up to date Standing Orders</li> <li>• Up to date Financial Regulations</li> <li>• Continued membership of NALC and SLCC</li> </ul>	<ul style="list-style-type: none"> <li>• Review Financial Regulations;</li> <li>• SLCC &amp; NALC membership continued.</li> </ul>
RR7	<ul style="list-style-type: none"> <li>• Adequate insurance cover in place</li> <li>• Develop Emergency Plan and emergency response protocol</li> <li>• Fitted fire alarms</li> <li>• Contingency funding in budget/reserves for replacement and repairs</li> <li>• Robust back-up system of storage of important files and records</li> </ul>	<ul style="list-style-type: none"> <li>• Revise insurance cover following new purchases;</li> <li>• Revise asset register;</li> <li>• Revise emergency plan and business continuity plan;</li> <li>• Continue with Citrix back-ups.</li> </ul>
RR8	<ul style="list-style-type: none"> <li>• Development of corporate Plan with clear focused corporate objectives</li> <li>• Clear service delivery targets</li> <li>• Clear staff targets and staff monitoring/review process in place</li> <li>• Clear investment programme to be developed</li> </ul>	<ul style="list-style-type: none"> <li>• Develop Corporate Plan;</li> <li>• Develop relevant KPIs;</li> <li>• Service delivery area reviews to be carried out;</li> <li>• Banking arrangements to be reviewed in 2016.</li> </ul>
RR9	<ul style="list-style-type: none"> <li>• Off-site back-up facility to be considered.</li> <li>• Adequate insurance in place</li> <li>• Business continuity plan to be developed</li> <li>• Continued investment in IT infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• Continue with off-site Citrix back-up and access;</li> <li>• Update insurance cover;</li> <li>• Update IT infrastructure.</li> </ul>

## GOVERNANCE AND MANAGEMENT RISK REGISTER

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer
RR1	Lack of forward planning and budgetary controls	<ul style="list-style-type: none"> <li>• Lack of direction</li> <li>• Lack of prioritisation</li> <li>• Poor service delivery</li> <li>• Poor service development</li> <li>• Poor financial planning</li> <li>• Poor financial controls</li> <li>• Budgetary overspends</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Develop Council business plan/corporate strategy;</li> <li>• Regular financial reports;</li> <li>• Quarterly budgetary reviews;</li> <li>• Regular quarterly financial healthchecks</li> </ul>	Clerk (RFO)
RR2	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options	<ul style="list-style-type: none"> <li>• Failure to meet Council's objectives</li> <li>• Inability to deliver services</li> <li>• Inability to invest in Council infrastructure</li> <li>• Major project slippage</li> <li>• Key projects not delivered</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Ensure adequate budgeting and precept setting process in place</li> <li>• High level of budgetary controls and frequent monitoring in place</li> <li>• Forward planning in place</li> <li>• Accurate estimates obtained regarding potential costs of projects and of delivering services</li> </ul>	Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council	<ul style="list-style-type: none"> <li>• Poor service delivery</li> <li>• Loss of staff morale</li> <li>• Loss of residents confidence</li> <li>• Loss of Councillor confidence</li> <li>• Loss of key personnel</li> <li>• Community governance review</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Regular staff performance reviews</li> <li>• Regular service area reviews</li> <li>• Develop systems to identify areas of concern at an early stage</li> <li>• Clear roles and responsibilities of both staff and councillors</li> <li>• Regular reports submitted to Council and Committees</li> </ul>	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council estate	<ul style="list-style-type: none"> <li>• Reduction in level of service delivery</li> <li>• Poorly maintained buildings and equipment</li> <li>• Inability to carry out management, repairs and maintenance of estate</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Development of realistic achievable projects</li> <li>• Continuous investment programme into equipment and buildings</li> <li>• Continuous training for staff and councillors</li> <li>• Regular monitoring of performance through key</li> </ul>	Clerk (RFO)

**AGENDA ITEM 6(c)**

					<ul style="list-style-type: none"> <li>objectives and KPI's</li> <li>Develop clear office procedures</li> <li>Develop clear budgetary procedures</li> <li>Ensure clear policies adopted</li> <li>Ensure clear decisions reached and recorded</li> </ul>	
RR5	Misconduct of Staff and Councillors (corruption, fraud etc)	<ul style="list-style-type: none"> <li>Loss of key personnel</li> <li>Loss of Councillors</li> <li>Loss of money</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Robust training and support for staff and councillors</li> <li>Robust internal audit system in place</li> <li>Regular staff reviews</li> <li>Ensure job descriptions are relevant and up to date</li> <li>Succession planning in place</li> </ul>	Clerk (RFO)
RR6	Changes in operational environment and legislation catches the Town Council unaware	<ul style="list-style-type: none"> <li>Council operates illegally</li> <li>Council unable to react to change in circumstances resulting in loss or reduction in service delivery</li> <li>Health and safety issues</li> <li>Litigation</li> </ul>	L	H	<ul style="list-style-type: none"> <li>Regular training undertaken by staff and Councillors</li> <li>Regular review of legislative changes through SLCC and NALC</li> <li>Regular policy reviews</li> <li>Up to date Standing Orders</li> <li>Up to date Financial Regulations</li> <li>Continued membership of NALC and SLCC</li> </ul>	Clerk (RFO)
RR7	Major operational interruption prevents Town Council from delivering services (Business continuity)	<ul style="list-style-type: none"> <li>Council becomes non-operational through fire, damage etc</li> <li>Back-up files and records lost, stolen or damaged</li> <li>Equipment suffers damage</li> <li>Severe weather conditions</li> <li>Property damaged or stolen</li> </ul>	M	H	<ul style="list-style-type: none"> <li>Adequate insurance cover in place</li> <li>Develop Emergency Plan and emergency response protocol</li> <li>Fitted fire alarms</li> <li>Contingency funding in budget/reserves for replacement and repairs</li> <li>Robust back-up system of storage of important files and records</li> </ul>	Clerk (RFO)
RR8	Town Council organisational culture results in low productivity,	<ul style="list-style-type: none"> <li>Poor staff morale</li> <li>Poor councillor morale</li> </ul>	H	H	<ul style="list-style-type: none"> <li>Development of corporate Plan with clear focused corporate</li> </ul>	Clerk (RFO)

**AGENDA ITEM 6(c)**

	poor performance and lack of innovation	<ul style="list-style-type: none"> <li>• Poor processes in place</li> <li>• Poor direction and focus</li> <li>• Poor management of operations</li> <li>• Poor administrative operations, processes and protocols</li> </ul>			<p>objectives</p> <ul style="list-style-type: none"> <li>• Clear service delivery targets</li> <li>• Clear staff targets and staff monitoring/review process in place</li> <li>• Clear investment programme to be developed</li> </ul>	
RR9	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> <li>• Loss of computer records</li> <li>• Loss of important data</li> <li>• Loss of important financial information</li> </ul>	L	H	<ul style="list-style-type: none"> <li>• Off-site back-up facility to be considered.</li> <li>• Adequate insurance in place</li> <li>• Business continuity plan to be developed</li> <li>• Continued investment in IT infrastructure.</li> </ul>	Clerk (RFO)



**Finance Committee**

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**Date:** 12<sup>th</sup> April 2016

**Title:** Revised Asset Register Report

**Purpose of the Report:** To provide Members with a revised Asset Register to be adopted by Leominster Town Council.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;**
- 1.2 That the revised Asset Register be adopted.**

**2. INTRODUCTION**

- 2.1 As part of the Council's end of year accounts submission it is required to provide an accurate estimate of the value of its current assets.
- 2.2 Work is currently being undertaken to update the previous Asset Register.
- 2.3 Assets have been reviewed at Grange Court, The Priory and in the County Archives as well as recently purchased assets.
- 2.4 However, due to the workload further work is required between the publication of this agenda and the meeting which will be held on Monday 18<sup>th</sup> April 2016.
- 2.5 Committee will be provided with a final register at the meeting.



## Finance Committee

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**Date:** 12<sup>th</sup> April 2016

**Title:** Tourist Information Centre Report

**Purpose of the Report:** To provide Members with an update on the operation of the TIC following its take-over on 1<sup>st</sup> April 2016 by Leominster Town Council so that the service could be delivered in-house.

**Contact Officers:** Paul Russell

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### 1. RECOMMENDATION

1.1 That the report be noted.

### 2. INTRODUCTION

- 2.1 Leominster Town Council took over the running of the Tourist Information Centre in-house from Friday 1<sup>st</sup> April 2016.
- 2.2 All staff have been transferred over to Town Council employment under a TUPE agreement.
- 2.3 Externally the TIC continues to operate very much the same as it has done for the past five years. However, all expenditure is now met by the Town Council as well as all income received.
- 2.4 1 Corn Square has been included on the Town Council's annual insurance and a VAT registration application has been submitted.
- 2.5 An advert has been placed and applications have been received to cover maternity leave. A one year contract will be given to the successful applicant who will be taken on as the Visitor Services and Events Assistant.
- 2.6 Updated computer equipment will be provided and an additional Citrix Licence will be organised for the TIC within the next month.
- 2.7 In addition to this a full financial report will also be provided in due course as well as regular management update reports.
- 2.8 Further information will be provided at the meeting.