



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 9th December 2020

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

NOTICE OF MEETING

You are hereby summoned to attend an online meeting of the **Finance & General Purposes Committee** to be held on **Monday 14th December 2020** commencing at **19:00 hours** via 'Zoom' on the following dedicated link:

Meeting ID: 837 5135 6005

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on townclerk@leominstertowncouncil.gov.uk in advance for the meeting password.

Julie Debbage
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. The public can request the password from the clerk to allow participation.

5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 26th October 2020.



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6. CLERK'S REPORT

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

7. FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- To consider the Income and Expenditure report (not final) month 8.

(b) **Accounts Paid and Outstanding Accounts for Payment** – A list of accounts paid relating to the end of the month of November 2020 as attached.

(c) **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) **Grant Report** – To consider the two attached grant applications.

(b) **Staff Update** – To receive a verbal staff update.

(c) **Budget Consultation** – To receive a verbal update regarding the online and paper survey which ends on 16th December 2020 at midnight.

(d) **J&P McCaull & E. Stanley Holland Charities Update** – To receive a verbal update.

(e) **Licensing at 11 Corn Square** – To receive an update regarding licencing arrangements for the Tourist Information Centre and 11 Corn Square.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 22nd February 2021 at **19:00** hours, either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP subject to social distancing regulations being lifted by central government.



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26th October 2020 commencing at 19:00 hours remotely via 'Zoom'.

MEMBERS PRESENT: Councillors Murdoch (Chair), Bartlett, Davies, Marsh, Norman, Rumsey, Sutcliffe (19.03) and Thomas.

OFFICER PRESENT: Town Clerk

FG28/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Williams (Personal).

FG29/20 DECLARATIONS OF INTEREST

There were No Declarations of Interest made.

FG30/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG31/20 QUESTIONS FROM THE PUBLIC

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

FG32/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 7th September 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG33/20 CLERK'S REPORT

- Committee considered the offer from a member of the public to fund the repair of the Millennium Clock in Corn Square. It was **RESOLVED** that quotes for cleaning and repair should be sourced.
- The clerk informed the committee that the grant for the Podio Licence, which is used to store the volunteer database, had now been spent and that the council would now be required to fund it for the future. It was **RESOLVED** that the council would fund the continuation of the license until further funding has been secured.
- The matter of the withdrawal of free school meals during half term and possibly the Christmas holiday period was raised. Following discussion, it appears that families in need will be supported by Herefordshire Council, through The Living Room organisation. Families can also find support through Leominster Food Bank, Leominster COVID-19 SOS Group and several cafes or takeaways in the town.

FG34/20 FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report



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- Committee considered the report up to 30th September 2020 (Month 6) and the accompanying Budget Notes and it was **RESOLVED** that the report be ratified.

(b) Accounts Paid and Outstanding Accounts for Payment

- Following consideration of the accounts paid and outstanding accounts for payment, Committee **RESOLVED** to ratify the payments relating to the months of September and October 2020.

(c) Committee Report – Committee considered the Committee Update Report and, following discussion, **RESOLVED**;

- To note the report;
- To carry out a budget consultation at the Farmers Market on 14th November 2020 and the Friday Market on 20th November 2020.
- To carry out budget consultation by way of an online survey which is currently being written;

FG35/20 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 – Following consideration of the grant application, the Committee **RESOLVED**:

- To allocate a grant of £1000 to the Leominster Meeting Centre in the budget for the next financial year.

(b) Quotes for the new security system at the Depot – Committee considered the quotes and following discussion it was proposed by Cllr. Thomas, seconded by Cllr. Murdoch and unanimously **RESOLVED** to delegate authority to the clerk to commission an appropriate security system.

(c) Staff update - Following discussion, it was **RESOLVED** to review the Environmental Services Supervisor Job Description before advertising the Post in January 2021.

It was also **RESOLVED** to extend the 3 month fixed term contract of the Tourist Information Assistant to a permanent 16 hours per week contract.



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FG36/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 14th December 2020 at 19:00 which, subject to social distancing restrictions, would either be held remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20.55 hours.

CHAIR:

DATE:

Detailed Income & Expenditure by Budget Heading 09/12/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Administration - Central Costs								
1076 Precept	0	557,574	557,574	0			100.0%	
Administration - Central Costs :- Income	0	557,574	557,574	0			100.0%	0
4012 Software, IT and Support	552	5,453	7,000	1,547		1,547	77.9%	
4014 Website	20	253	1,000	747		747	25.3%	
4016 Photocopier	311	1,287	3,500	2,213		2,213	36.8%	
4019 Recruitment	0	125	500	375		375	25.0%	
4020 Advertising	419	419	500	81		81	83.8%	
4027 Equipment	0	145	1,000	855		855	14.5%	
4030 Telephone	0	2,466	4,000	1,534		1,534	61.6%	
4035 Postage	70	184	700	516		516	26.3%	
4040 Printing and Stationery	129	541	1,800	1,259		1,259	30.1%	
4048 Subscriptions	0	2,564	2,640	76		76	97.1%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	1,274	1,512	2,000	488		488	75.6%	
Administration - Central Costs :- Indirect Expenditure	2,775	22,444	32,140	9,696	0	9,696	69.8%	0
Net Income over Expenditure	(2,775)	535,130	525,434	(9,696)				
105 Corporate Management								
4000 Salaries	0	75,935	145,000	69,065		69,065	52.4%	
4008 Travel and Subsistence	18	437	2,100	1,663		1,663	20.8%	
4010 Conferences and Training	550	1,464	2,500	1,036		1,036	58.6%	
4125 Bank Charges	0	242	1,000	758		758	24.2%	
4130 Accountancy/Corporate Gov.	275	2,798	2,200	(598)		(598)	127.2%	
4131 Internal Audit	0	275	600	325		325	45.8%	
4132 External Audit	1,300	1,300	1,500	200		200	86.7%	
4135 Legal and Professional	0	702	500	(202)		(202)	140.4%	
4140 Employment/Health & Safety	0	21	2,140	2,119		2,119	1.0%	
Corporate Management :- Indirect Expenditure	2,143	83,174	157,540	74,366	0	74,366	52.8%	0
Net Expenditure	(2,143)	(83,174)	(157,540)	(74,366)				
110 Democratic Services								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	0	4,000	4,000		4,000	0.0%	
4211 Mayor Making	0	0	1,100	1,100		1,100	0.0%	
4212 Civic Events	0	0	1,500	1,500		1,500	0.0%	
4215 Civic Regalia	0	60	1,000	940		940	6.0%	

Detailed Income & Expenditure by Budget Heading 09/12/2020

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4220 Civic Officers	35	35	1,200	1,165		1,165	2.9%	
Democratic Services :- Indirect Expenditure	35	95	10,300	10,205	0	10,205	0.9%	0
Net Expenditure	(35)	(95)	(10,300)	(10,205)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	0	11,532	10,000	(1,532)		(1,532)	115.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	7,000	7,000	0		0	100.0%	
4238 Youth Funding	0	2,147	9,000	6,853		6,853	23.9%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	0	483	0	(483)		(483)	0.0%	
Grants :- Indirect Expenditure	0	29,161	42,000	12,839	0	12,839	69.4%	0
Net Income over Expenditure	0	(28,679)	(42,000)	(13,321)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	(21)	3,590	17,000	13,410			21.1%	
1403 Income Flat	0	3,426	13,000	9,574			26.4%	
Corn Square :- Income	(21)	7,016	30,000	22,984			23.4%	0
4180 Cleaning	176	3,189	2,400	(789)		(789)	132.9%	
4181 Window Cleaning	0	46	600	554		554	7.7%	
4182 Electricity	238	1,296	3,500	2,204		2,204	37.0%	
4183 Gas	55	1,015	3,500	2,485		2,485	29.0%	
4185 Business Rates	1,010	8,085	11,500	3,415		3,415	70.3%	
4186 Water Rates	76	608	1,800	1,192		1,192	33.8%	
4187 Repairs and Renewals	0	3,187	3,500	313		313	91.1%	
4188 Fixtures and Fittings	650	1,677	2,500	823		823	67.1%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,206	32,740	57,034	24,294	0	24,294	57.4%	0
Net Income over Expenditure	(2,227)	(25,724)	(27,034)	(1,310)				
<u>126 Rentable offices Corn Sq</u>								
1401 Income-Rentals	2,828	2,828	0	(2,828)			0.0%	
Rentable offices Corn Sq :- Income	2,828	2,828	0	(2,828)				0
Net Income	2,828	2,828	0	(2,828)				

Detailed Income & Expenditure by Budget Heading 09/12/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Tourist Information								
1010 Income-Commission	0	37	1,400	1,363			2.6%	
1510 Income-Coach trips	0	21	8,000	7,979			0.3%	
1511 Income-Books & Maps	23	1,218	4,900	3,682			24.9%	
1512 Income-Cards	34	289	1,400	1,111			20.6%	
1513 Income-Souvenirs	194	914	6,600	5,686			13.8%	
1514 Income-Food/Drinks	4	600	4,500	3,900			13.3%	
1515 Income-Craft	0	195	2,400	2,205			8.1%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	234	3,874	0	(3,874)			0.0%	
Tourist Information :- Income	489	7,148	29,500	22,352			24.2%	0
3000 Cost of Sales	0	2,758	18,000	15,242		15,242	15.3%	
3010 Costs-Coach Trips	0	21	8,000	7,979		7,979	0.3%	
4000 Salaries	0	27,734	50,000	22,266		22,266	55.5%	
4028 Green Sacks Purchase	0	3,600	0	(3,600)		(3,600)	0.0%	
Tourist Information :- Indirect Expenditure	0	34,113	76,000	41,887	0	41,887	44.9%	0
Net Income over Expenditure	489	(26,965)	(46,500)	(19,535)				
201 Open Spaces								
4000 Salaries	0	92,575	171,000	78,425		78,425	54.1%	
4006 Uniforms	0	1,360	1,400	40		40	97.2%	
4027 Equipment	188	808	3,000	2,192		2,192	26.9%	
4187 Repairs and Renewals	139	396	3,000	2,604		2,604	13.2%	
4300 Maintenance	305	1,017	8,000	6,983		6,983	12.7%	
4313 Lengthman Scheme	4,200	4,200	0	(4,200)		(4,200)	0.0%	
4320 Vehicle Maintenance	480	2,531	3,000	469		469	84.4%	
4321 Vehicle Fuel	292	2,217	3,000	783		783	73.9%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	292	4,802	7,000	2,198		2,198	68.6%	
4355 Tree Management	0	2,760	2,500	(260)		(260)	110.4%	
4356 Climate Management	0	2,500	3,000	500		500	83.3%	
4999 Reallocated Labour Costs	0	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	5,896	114,769	205,400	90,631	0	90,631	55.9%	0
Net Expenditure	(5,896)	(114,769)	(205,400)	(90,631)				
202 Depot								
4050 Insurance	0	498	0	(498)		(498)	0.0%	
4180 Cleaning	197	441	900	459		459	49.0%	

Detailed Income & Expenditure by Budget Heading 09/12/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4182 Electricity	(54)	354	800	446		446	44.2%	
4185 Business Rates	196	785	2,100	1,315		1,315	37.4%	
4186 Water Rates	50	137	550	413		413	25.0%	
4187 Repairs and Renewals	136	4,984	3,055	(1,929)		(1,929)	163.1%	
4188 Fixtures and Fittings	0	2,150	1,000	(1,150)		(1,150)	215.0%	
Depot :- Indirect Expenditure	525	9,349	8,405	(944)	0	(944)	111.2%	0
Net Expenditure	(525)	(9,349)	(8,405)	944				
<u>203 Allotments</u>								
1120 Income-Allotments	75	4,127	5,000	873			82.5%	
Allotments :- Income	75	4,127	5,000	873			82.5%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	53	893	1,500	607		607	59.5%	
4186 Water Rates	0	238	500	262		262	47.6%	
4188 Fixtures and Fittings	22	22	0	(22)		(22)	0.0%	
4300 Maintenance	28	1,990	1,000	(990)		(990)	199.0%	
Allotments :- Indirect Expenditure	102	3,710	3,500	(210)	0	(210)	106.0%	0
Net Income over Expenditure	(27)	417	1,500	1,083				
<u>205 Market</u>								
1402 Income-Market	0	2,040	16,000	13,960			12.8%	
Market :- Income	0	2,040	16,000	13,960			12.8%	0
4005 Market Management	1,627	2,616	6,000	3,384		3,384	43.6%	
4020 Advertising	0	250	2,000	1,750		1,750	12.5%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	1,627	3,224	8,360	5,136	0	5,136	38.6%	0
Net Income over Expenditure	(1,627)	(1,184)	7,640	8,824				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	1,317	1,700	383		383	77.5%	
4186 Water Rates	0	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	0	6	500	494		494	1.2%	
Central Area Toilets :- Indirect Expenditure	165	1,766	4,450	2,684	0	2,684	39.7%	0
Net Expenditure	(165)	(1,766)	(4,450)	(2,684)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 The Grange Toilets</u>								
4182 Electricity	36	190	1,100	910		910	17.3%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	28	185	500	315		315	37.1%	
The Grange Toilets :- Indirect Expenditure	65	931	3,600	2,669	0	2,669	25.9%	0
Net Expenditure	(65)	(931)	(3,600)	(2,669)				
<u>250 Economic Development</u>								
4023 Newsletter	120	1,080	1,560	480		480	69.2%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	61	61	5,000	4,939		4,939	1.2%	
4320 Vehicle Maintenance	258	258	0	(258)		(258)	0.0%	
4370 Leominster in Bloom	0	298	5,000	4,702		4,702	6.0%	
4375 CCTV	0	8,276	11,035	2,759		2,759	75.0%	
4380 Festive Lights	3,210	19,452	16,000	(3,452)		(3,452)	121.6%	
Economic Development :- Indirect Expenditure	3,649	29,425	38,845	9,420	0	9,420	75.8%	0
Net Expenditure	(3,649)	(29,425)	(38,845)	(9,420)				
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	
1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	0	1,043	30,000	28,957			3.5%	0
4027 Equipment	0	0	500	500		500	0.0%	
4305 Play Areas	0	0	9,500	9,500		9,500	0.0%	
4378 Signage Project	4,272	36,307	0	(36,307)		(36,307)	0.0%	
4700 Loan Repayments	0	7,603	14,000	6,397		6,397	54.3%	
4710 Capital Fund	0	0	85,000	85,000		85,000	0.0%	
4715 Secret Garden-Loan Funded	0	4,891	10,000	5,109		5,109	48.9%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	4,272	48,822	139,000	90,178	0	90,178	35.1%	0
Net Income over Expenditure	(4,272)	(47,780)	(109,000)	(61,220)				
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	179	4,500	4,321		4,321	4.0%	
Planning and Highways :- Indirect Expenditure	0	179	4,500	4,321	0	4,321	4.0%	0
Net Expenditure	0	(179)	(4,500)	(4,321)				

Detailed Income & Expenditure by Budget Heading 09/12/2020

Month No: 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Earmarked Reserves								
9000 Election Reserve	0	3,105	16,150	13,046		13,046	19.2%	
9001 CCTV Reserve	0	0	4,500	4,500		4,500	0.0%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equipment Rolling Programme	410	5,150	20,725	15,575		15,575	24.8%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convenience Reserve	0	21	51,800	51,779		51,779	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	14,125	27,638	13,513		13,513	51.1%	
9008 Unspent Loans	0	0	150,466	150,466		150,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	410	22,400	305,629	283,229	0	283,229	7.3%	0
Net Expenditure	(410)	(22,400)	(305,629)	(283,229)				
Grand Totals:- Income	3,371	582,258	668,074	85,816			87.2%	
Expenditure	23,870	436,304	1,096,703	660,399	0	660,399	39.8%	
Net Income over Expenditure	(20,499)	145,953	(428,629)	(574,582)				
Movement to/(from) Gen Reserve	(20,499)	145,953						

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Dat	REF (BACS)	24/11/2020
19/11/2020	INV-13638	Signs and Labels Hereford Limited	£560.60	Signage Project - Digital Print and Gloss Laminate applied to Aluminium Composite x10	20/11/2020		paid
23/11/2020	554387	Cleanmy	£105.53	Fire Exit and no smoking signs, hot water container			
23/11/2020	LNDEC0439	The Leominster News	£120.00	December 2020 issue			
19/11/2020	305973	Addex Group	£149.74	Gluttex suction hose			
12/11/2020	A8120374035	ATS Euromaster	£4.44	Scrap Disposal car van - Mr Young			
12/11/2020	A8120374035	ATS Euromaster	-£3.70	Credit note - Scrap Disposal car van - Mr Young			
12/11/2020	A8120374034	ATS Euromaster	£357.31	vehicle check and repair - mr Young			
17/11/2020	CS13127	Watson's Motor Works Ltd	£30.00	number plates for CX55 and CP08	28/11/2020		Paid by card
23/11/2020	13782	Microshade Business Consultants Ltd	£650.87	IT hosting			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Dat	REF (BACS)	27/11/2020
25/11/2020	554576	Cleanmy	£9.60	De-icer x8			
20/11/2020	554296	Cleanmy	£69.30	Soap dispenser, oil absorbent granules, sanitiser			
20/11/2020	554295	Cleanmy	£27.83	cleaner, cloth x10			
19/11/2020	A8120374050	ATS Euromaster	£29.20	windscreen wipers replacement			
25/11/2020	20/016	Wyvern Training Services limited (WTS)	£660.00	Training-working at heights course -16/01/2020			
25/11/2020	AUB8595	Aubergine 262 ltd	£1,528.80	WCAG compliant website setup & hosting			



Finance Committee

Date: 9th December 2020

Title: Committee Report

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

Contact Officers: Julie Debbage

1. RECOMMENDATIONS

1.1 That the report be noted;

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.

3. COMMITTEE REPORT

3.1 *Budget Task & Finish Group*

The Budget Task & Finish group met on 4th November 2020 and will meet again in December to discuss the results of the public consultation and make recommendations for the Full Council meeting on 25th January 2021.

3.2 *Capital Projects*

- Following completion of the work required at the new depot, the Foreman is in the process of completing the element of 'in house' work required to finish the signage project. Outstanding work includes the installation of one fingerpost in The Priory churchyard and the installation of 8 heritage interpretation boards and 8 visitor information boards. The final funding paperwork of the LEADER signage project has now been submitted.
 - Work to the Secret Garden has been delayed as a result of an issue with the garden wall. The wall has been made safe and barriers are in place. A tree surgeon has been contacted for advice on how to proceed. The kitchen in the utility block has been fitted and work to the 3 toilet units will resume in January 2021. Just under half of the £10,000 budget for the Secret Garden project has been spent to date.
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- Plans for the new design of the public toilets in Central Car Park and The Grange will be sought in January 2021 ready for the Foreman to begin the refurbishment of Central Car Park Toilets in the Spring.
- The Grange Masterplan – A funding plan is currently being developed with Herefordshire Council and any overlapping points between this project and the High Street Heritage Action Zone/Cultural Consortium can be presented to funders as one vision for the town to help develop The Grange Masterplan further. The funding strategy will consider priorities eg. The Grange play equipment alongside current funding opportunities.

3.3 *High Street Heritage Action Zone*

Herefordshire Council have now recruited a Project Manager and the initial steering group meeting has taken place. Sub-groups are currently being formed to deal with the different aspects of the project and the next meeting is in January 2021.

3.4 *Cultural Consortium Programme*

A funding application is about to be submitted to support the Cultural Consortium Programme, which will run alongside the Heritage Action Zone, to develop a programme of events using the wealth of local talent including crafts people, artists and performers as well as a number of organisations involved in cultural initiatives within the town.

3.5 *Market Town Economic Development Project*

Following the initial meeting between the Town Council, Herefordshire Council and Rose Regeneration on 30th October 2020, a Stakeholder Engagement meeting is to be held on 16th December 6pm – 8pm via Zoom to discuss the development of a town investment plan for Leominster.
