



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 21<sup>st</sup> October 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 26<sup>th</sup> October 2020** commencing at **19:00 hours** via 'Zoom' on the following dedicated link:

**Meeting ID: 867 0996 1257**

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto: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 7<sup>th</sup> September 2020.

---



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### 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 final income and expenditure report up to the end of September 2020 (Month 6) and additional budget notes.

(b) **Accounts Paid and Outstanding Accounts for Payment** – A list of accounts paid relating to the months of September/October 2020 as attached.

(c) **Committee Report** – Please see the attached Committee update report.

(d) **Review of Health and Safety** – To review the latest Health & Safety Policy (October 2020), risk assessment and to consider appointing a councillor to work with staff on all matters relating to Health & Safety.

#### 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 attached grant application.

(b) **Quotes for new security system** – To consider the attached quotes.

(c) **Staff update** – To consider the recruitment of an Environmental Services Supervisor and staffing in the TIC.

#### 9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 14<sup>th</sup> December 2020 at 19:00 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 7<sup>th</sup> September 2020 commencing at 19:00 hours remotely via 'Zoom'.

---

**MEMBERS PRESENT:** Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh, Norman (19.04), Rumsey, Sutcliffe, Thomas and Williams (19.04).

**OFFICER PRESENT:** Town Clerk

**FG19/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FG20/20 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Leominster Area Polish Society

**FG21/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG22/20 QUESTIONS FROM THE PUBLIC**

One member of the public was present and raised the following query regarding the provision of a new BMX pump track in the town. As a resident with children that lives near Sydonia park, he noticed that the skate park is over populated with BMX bikes and asked if it was possible that funding could be made available to install a pump track. Following discussion, it was outlined that external funding would have to be sought and a feasibility study carried out. It was agreed that the resident would attend a Zoom meeting with Councillors to give a presentation with examples, so that the councillors could gain a clearer understanding of the type of facility requested.

**FG23/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 29<sup>th</sup> June 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

**FG24/20 CLERK'S REPORT**

- Committee considered the table of quotes to build a more up to date, accessibility compliant website. Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Davies and unanimously **RESOLVED** to accept the quote from Aubergine based on their experience with building town council websites, staff training available and ongoing service costs.
-



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### FG25/20 FINANCIAL AND COMMITTEE MATTERS

- (a) **Income and Expenditure Report**
- Committee considered the final end of year report up to 31<sup>st</sup> July 2020 (Month 4) and the accompanying Budget Notes and it was **RESOLVED** that the report be ratified.
  - Committee also considered the end of year projection and noted that this would be updated and presented at all Finance & General Purposes Committee meetings.
- (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 July and August 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
  - To appoint Cllrs. Murdoch, Bartlett and Davies to the Budget Task & Finish Group to help develop the 2021/22 budget and revise the Corporate Plan and the Medium Term Financial Plan.
  - That the John Scarlett Davis quote should be revisited for an accurate estimate of cost and a funding allowance for conservation works be put into the 2021/22 budget.
  - That an outreach article for the Knife Angel sculpture be submitted to the Leominster News when the sculpture is installed at Hereford Cathedral in June 2021 and to generate ideas for other outreach projects associated to the sculpture.
  - That the Clerk should contact Balfour Beatty to arrange for the tree contractors to return and carry out balanced pruning to the trees on West Street, outside The Talbot Hotel, as currently this will prevent the re-installation of the Christmas lights.
  - To accept the Millennium Quest quotation for the work to the Christmas Light timers to ensure the efficient operation of the Christmas lights this year.

#### FG26/20 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.

---



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

- (a) **Grants** – Following consideration of the grant application, the Committee **RESOLVED**:
- To award a grant of £600 to the Leominster Area Polish Society towards the provision and installation of a heritage interpretation board and associated publicity.
- (b) **Quotes for the upgrade of the heating system** – Committee considered the recommendations of the Task & Finish Group and **RESOLVED**;
- To accept the Grange quotation of £7240.00 for upgrading the heating system at 11 Corn Square so that it operates more efficiently.
- (c) **Potential devolved asset acquisition** – Committee considered the potential of the asset that could be acquired from Herefordshire Council and following discussion, it was **RESOLVED** to submit an expression of interest, that a site visit will be arranged and more information be requested.
- (d) **National Joint Council Local Government Services Pay Agreement 2020-21** – The pay agreement of 2.75% and an additional day holiday pro rata were noted. This had already been budgeted for in the 2020-21 annual budget and will be back dated to April 1<sup>st</sup> 2020.

#### FG27/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26<sup>th</sup> October 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 20.44 hours.

---

**CHAIR:**

---

**DATE:**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Finance and General Purposes</u></b>								
<b><u>101 Administration - Central Costs</u></b>								
1076 Precept	278,787	557,574	557,574	0			100.0%	
Administration - Central Costs :- Income	278,787	557,574	557,574	0			100.0%	0
4012 Software, IT and Support	692	4,225	7,000	2,775		2,775	60.4%	
4014 Website	90	203	1,000	797		797	20.3%	
4016 Photocopier	0	891	3,500	2,609		2,609	25.5%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	45	133	1,000	867		867	13.3%	
4030 Telephone	348	2,113	4,000	1,887		1,887	52.8%	
4035 Postage	91	104	700	596		596	14.8%	
4040 Printing and Stationery	76	325	1,800	1,475		1,475	18.1%	
4048 Subscriptions	150	2,564	2,640	76		76	97.1%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	35	35	2,000	1,965		1,965	1.8%	
Administration - Central Costs :- Indirect Expenditure	1,528	18,087	32,140	14,053	0	14,053	56.3%	0
Net Income over Expenditure	277,259	539,487	525,434	(14,053)				
<b><u>105 Corporate Management</u></b>								
4000 Salaries	12,287	65,176	145,000	79,824		79,824	44.9%	
4008 Travel and Subsistance	37	360	2,100	1,740		1,740	17.2%	
4010 Conferences and Training	624	824	2,500	1,676		1,676	33.0%	
4125 Bank Charges	34	184	1,000	816		816	18.4%	
4130 Accountancy/Corporate Gov.	416	2,248	2,200	(48)		(48)	102.2%	
4131 Internal Audit	0	275	600	325		325	45.8%	
4132 External Audit	0	0	1,500	1,500		1,500	0.0%	
4135 Legal and Professional	0	1,535	500	(1,035)		(1,035)	307.1%	
4140 Employment/Health & Safety	0	480	2,140	1,660		1,660	22.4%	
Corporate Management :- Indirect Expenditure	13,398	71,083	157,540	86,457	0	86,457	45.1%	0
Net Expenditure	(13,398)	(71,083)	(157,540)	(86,457)				
<b><u>110 Democratic Services</u></b>								
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%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	0	1,000	1,000		1,000	0.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	0	0	10,300	10,300	0	10,300	0.0%	0
Net Expenditure	0	0	(10,300)	(10,300)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	1,000	2,932	10,000	7,068		7,068	29.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	7,000	7,000	7,000	0		0	100.0%	
4238 Youth Funding	0	1,750	9,000	7,250		7,250	19.4%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	59	448	0	(448)		(448)	0.0%	
Grants :- Indirect Expenditure	8,059	20,130	42,000	21,870	0	21,870	47.9%	0
Net Income over Expenditure	(8,059)	(19,648)	(42,000)	(22,352)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	742	3,570	17,000	13,430			21.0%	
1403 Income Flat	975	2,920	13,000	10,080			22.5%	
Corn Square :- Income	1,717	6,489	30,000	23,511			21.6%	0
4180 Cleaning	398	2,588	2,400	(188)		(188)	107.8%	
4181 Window Cleaning	0	46	600	554		554	7.7%	
4182 Electricity	362	836	3,500	2,664		2,664	23.9%	
4183 Gas	119	900	3,500	2,600		2,600	25.7%	
4185 Business Rates	1,010	6,065	11,500	5,435		5,435	52.7%	
4186 Water Rates	76	456	1,800	1,344		1,344	25.3%	
4187 Repairs and Renewals	122	2,804	3,500	696		696	80.1%	
4188 Fixtures and Fittings	75	774	2,500	1,726		1,726	31.0%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,162	28,105	57,034	28,929	0	28,929	49.3%	0
Net Income over Expenditure	(445)	(21,615)	(27,034)	(5,419)				
<u>130 Tourist Information</u>								
1010 Income-Commission	36	37	1,400	1,363			2.6%	
1510 Income-Coach trips	0	21	8,000	7,979			0.3%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1511 Income-Books & Maps	445	943	4,900	3,957			19.2%	
1512 Income-Cards	127	174	1,400	1,226			12.4%	
1513 Income-Souvenirs	231	351	6,600	6,249			5.3%	
1514 Income-Food/Drinks	195	313	4,500	4,187			7.0%	
1515 Income-Craft	171	195	2,400	2,205			8.1%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	1,092	2,983	0	(2,983)			0.0%	
Tourist Information :- Income	<u>2,297</u>	<u>5,017</u>	<u>29,500</u>	<u>24,483</u>			17.0%	<u>0</u>
3000 Cost of Sales	1,273	2,010	18,000	15,990		15,990	11.2%	
3010 Costs-Coach Trips	0	21	8,000	7,979		7,979	0.3%	
4000 Salaries	4,416	23,876	50,000	26,124		26,124	47.8%	
4028 Green Sacks Purchase	800	3,200	0	(3,200)		(3,200)	0.0%	
Tourist Information :- Indirect Expenditure	<u>6,489</u>	<u>29,107</u>	<u>76,000</u>	<u>46,893</u>	<u>0</u>	<u>46,893</u>	38.3%	<u>0</u>
Net Income over Expenditure	<u>(4,192)</u>	<u>(24,090)</u>	<u>(46,500)</u>	<u>(22,410)</u>				
Finance and General Purposes :- Income	282,800	569,563	617,074	47,511			92.3%	
Expenditure	31,636	166,511	375,014	208,503	0	208,503	44.4%	
Movement to/(from) Gen Reserve	<u>251,164</u>	<u>403,051</u>						



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environment and Services</u>								
<u>201 Open Spaces</u>								
4000 Salaries	15,565	78,583	171,000	92,417		92,417	46.0%	
4006 Uniforms	0	1,260	1,400	140		140	90.0%	
4027 Equipment	0	395	3,000	2,605		2,605	13.2%	
4187 Repairs and Renewals	56	257	3,000	2,743		2,743	8.6%	
4300 Maintenance	17	322	8,000	7,678		7,678	4.0%	
4305 Play Areas	248	376	0	(376)		(376)	0.0%	
4320 Vehicle Maintenance	291	1,313	3,000	1,687		1,687	43.8%	
4321 Vehicle Fuel	326	1,540	3,000	1,460		1,460	51.3%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	93	2,864	7,000	4,136		4,136	40.9%	
4355 Tree Management	0	1,560	2,500	940		940	62.4%	
4356 Solar Panel Installation	0	0	3,000	3,000		3,000	0.0%	
4370 Leominster in Bloom	0	0	0	(0)		(0)	0.0%	
4999 Reallocated Labour Costs	0	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	16,595	88,074	205,400	117,326	0	117,326	42.9%	0
Net Expenditure	(16,595)	(88,074)	(205,400)	(117,326)				
<u>202 Depot</u>								
4050 Insurance	0	498	0	(498)		(498)	0.0%	
4180 Cleaning	0	244	900	656		656	27.1%	
4182 Electricity	311	311	800	489		489	38.9%	
4185 Business Rates	196	393	2,100	1,707		1,707	18.7%	
4186 Water Rates	0	0	550	550		550	0.0%	
4187 Repairs and Renewals	462	4,493	3,055	(1,438)		(1,438)	147.1%	
4188 Fixtures and Fittings	1,818	2,094	1,000	(1,094)		(1,094)	209.4%	
Depot :- Indirect Expenditure	2,787	8,033	8,405	372	0	372	95.6%	0
Net Expenditure	(2,787)	(8,033)	(8,405)	(372)				
<u>203 Allotments</u>								
1120 Income-Allotments	1,238	1,482	5,000	3,518			29.6%	
Allotments :- Income	1,238	1,482	5,000	3,518			29.6%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	113	727	1,500	773		773	48.4%	
4186 Water Rates	34	204	500	296		296	40.8%	
4300 Maintenance	190	620	1,000	380		380	62.0%	
Allotments :- Indirect Expenditure	337	2,118	3,500	1,382	0	1,382	60.5%	0
Net Income over Expenditure	900	(636)	1,500	2,136				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Market</u>								
1402 Income-Market	760	760	16,000	15,240			4.8%	
Market :- Income	<u>760</u>	<u>760</u>	<u>16,000</u>	<u>15,240</u>			4.8%	<u>0</u>
4005 Market Management	0	989	6,000	5,011		5,011	16.5%	
4020 Advertising	0	0	1,000	1,000		1,000	0.0%	
4021 Promotions	0	250	1,000	750		750	25.0%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	<u>0</u>	<u>1,597</u>	<u>8,360</u>	<u>6,763</u>	<u>0</u>	<u>6,763</u>	19.1%	<u>0</u>
Net Income over Expenditure	<u>760</u>	<u>(837)</u>	<u>7,640</u>	<u>8,477</u>				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	987	1,700	713		713	58.0%	
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	<u>165</u>	<u>1,436</u>	<u>4,450</u>	<u>3,014</u>	<u>0</u>	<u>3,014</u>	32.3%	<u>0</u>
Net Expenditure	<u>(165)</u>	<u>(1,436)</u>	<u>(4,450)</u>	<u>(3,014)</u>				
<u>225 The Grange Toilets</u>								
4182 Electricity	19	112	1,100	988		988	10.2%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	0	28	500	472		472	5.6%	
The Grange Toilets :- Indirect Expenditure	<u>19</u>	<u>696</u>	<u>3,600</u>	<u>2,904</u>	<u>0</u>	<u>2,904</u>	19.3%	<u>0</u>
Net Expenditure	<u>(19)</u>	<u>(696)</u>	<u>(3,600)</u>	<u>(2,904)</u>				
<u>250 Economic Development</u>								
4023 Newsletter	120	840	1,560	720		720	53.8%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	0	0	5,000	5,000		5,000	0.0%	
4370 Leominster in Bloom	0	298	5,000	4,702		4,702	6.0%	
4375 CCTV	2,759	8,276	11,035	2,759		2,759	75.0%	
4380 Festive Lights	0	16,242	16,000	(242)		(242)	101.5%	
Economic Development :- Indirect Expenditure	<u>2,879</u>	<u>25,656</u>	<u>38,845</u>	<u>13,189</u>	<u>0</u>	<u>13,189</u>	66.0%	<u>0</u>
Net Expenditure	<u>(2,879)</u>	<u>(25,656)</u>	<u>(38,845)</u>	<u>(13,189)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	<u>0</u>	<u>1,043</u>	<u>30,000</u>	<u>28,957</u>			<u>3.5%</u>	<u>0</u>
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	27	31,980	0	(31,980)		(31,980)	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	3,869	10,000	6,131		6,131	38.7%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	<u>27</u>	<u>43,474</u>	<u>139,000</u>	<u>95,526</u>	<u>0</u>	<u>95,526</u>	<u>31.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(27)</u>	<u>(42,431)</u>	<u>(109,000)</u>	<u>(66,569)</u>				
Environment and Services :- Income	1,998	3,284	51,000	47,716			6.4%	
Expenditure	22,809	171,084	411,560	240,476	0	240,476	41.6%	
Movement to/(from) Gen Reserve	<u>(20,812)</u>	<u>(167,799)</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<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)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	179	4,500	4,321	0	4,321	4.0%	
Movement to/(from) Gen Reserve	0	(179)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Earmarked Reserves</u></b>								
<b><u>901 Earmarked Reserves</u></b>								
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 Equioment Rollong Programme	0	0	20,725	20,725		20,725	0.0%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	0	31,800	31,800		31,800	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	27,638	27,638		27,638	0.0%	
9008 Unspent Loans	0	0	140,466	140,466		140,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	0
Net Expenditure	0	(3,105)	(275,629)	(272,525)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	
Movement to/(from) Gen Reserve	0	(3,105)						
Grand Totals:- Income	284,798	572,847	668,074	95,227			85.7%	
Expenditure	54,445	340,878	1,066,703	725,825	0	725,825	32.0%	
Net Income over Expenditure	230,353	231,969	(398,629)	(630,598)				
Movement to/(from) Gen Reserve	230,353	231,969						

## **2020/21 Month 6 Budget Notes**

These notes are intended to accompany the budget reports for the end of month 5 of 2020/21 financial year. Comments on expenditure and income are listed by budget heading and cost centre.

### **101: Administration – Central Costs**

#### **4012: Software, IT and Support**

- Expenditure includes end of year external accounting support for 2019/20 financial year.
- Overspend anticipated by the end of the financial year. No potential cost reductions have been identified, however external accounting support costs are anticipated to be reduced in subsequent years. Budget to be reviewed for 2021/22.

#### **4014: Website**

- Will be an area of overspend, due to changes required to adhere to government accessibility guidelines from 23<sup>rd</sup> Sept 2020. Will require contingency budget listed under 4900.

#### **4030: Phone**

- Expenditure includes costs for setting up remote phone access for office staff during COVID-19 lockdown.

#### **4048: Subscriptions**

- Subscriptions renew at the beginning of the financial year, only small additional spend anticipated.

#### **4050: Insurance**

- Insurance cover renews at the beginning of the financial year. This includes vehicle cover, buildings and contents, employer's liability and public liability.

### **105: Corporate Management**

#### **4130: Accountancy/Corporate Governance**

- Expenditure is high at the beginning of the financial year, as it includes end of year accounting support.
- Overspend is now evident but costs should be lower in 2021/22 as a result of staff training.

#### **4135: Legal and Professional**

- Approx. £1000 of costs listed under this code to date are legal fees in relation to planning matters that are due to be reimbursed this month and legal work for New Depot lease.

### **115: Grants**

#### **4236: Community Centre**

- Grant will show next month.

#### **4237: Grange Court**

- Grant has been allocated and payment now processed.

### 125: Corn Square

#### **4180: Cleaning**

- Costs are anticipated to be high for the remainder of this financial year, due to COVID-19 requirements. £800 has been moved over from cost centre 125-4180 to 202-4180 to cover remainder of the financial year for cleaning materials and COVID-19 PPE at the new depot.

#### **1403: Income Flat**

- Now beginning to show income and receiving additional bookings.

#### **4187: Repairs and Renewals**

- Repair work undertaken while LTC Office and TIC closed due to COVID-19 restrictions.
- As a result of a fire risk assessment that took place at the end of August 2020, further essential works have been identified and are currently being costed.

### 130: Tourist Information Centre Income

- TIC extended trading on 1<sup>st</sup> Sept 2020. Month 6 figures show income to the end of September 2020.

#### **4028 & 1519: Green sacks purchase and income**

- Green refuse sacks are being sold on request from Herefordshire Council. Sale cost includes purchase costs, plus a small subsidiary to cover cost of sales. Sale price is consistent with other local retail outlets.

### 201: Open Spaces

#### **4006: Uniforms**

- We are still chasing up a refund on unsuitable uniform items but this will be an area of anticipated overspend as it covers staff other than the Environmental Team.

#### **4321: Vehicle Fuel**

- Mowing the town verges is now complete and the spend should now drop for the remainder of the year.

#### **4355: Tree Management**

- Includes emergency works on trees on Town Council properties. A tree is currently taking place, so this is an area of anticipated overspend. Tree surveys are required on a regular basis.

### 202: Depot

#### **4180: Cleaning**

- £800 added from 125-4180 for materials for the remainder of 2020/21 and this includes COVID-19 PPE requirements.

#### **4187: Repairs & Renewals**

- Works required in order to make new depot space suitable for Environmental Team requirements. This will be an anticipated area of overspend to ensure that the new depot is compliant with Health & Safety guidelines.

**4188: Fixtures & Fittings**

- Again, works required on the new depot for Health & Safety compliance has lead to an overspend.

**203: Allotments****1120: Income – Allotments**

- Rent is now beginning to be paid.

**4025: Miscellaneous**

- Includes subscription for the new allotment management software. There will be an overspend as the drainage pipe repair has been addressed.

**205: Market****1402: Income – market**

- Market income now showing.

**250: Economic Development****4023: Newsletter**

- Costs have increased, so this is expected to be an area of overspend for 2020/21.

**4375: CCTV**

- Includes 3/4 payment instalments for 2020/21.

**4380: Festive Lights**

- Includes annual payment, plus costs for removal of lights required for essential tree work to take place. Further costs are expected in advance of Christmas 2020 due to work required to update infrastructure for efficiency and safety reasons.





## Finance Committee

---

**Date:** 21<sup>st</sup> October 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 *Internet Banking*  
A process for BACS payments has now been set up with the bank and councillors have received tokens to allow authorisation of payments.
- 3.2 *Depot Update*  
The depot is now being used by the foreman and for storage of market and street cleaning equipment.
- 3.3 *Budget Task & Finish Group*  
The Budget Task & Finish group met on 7<sup>th</sup> and 21<sup>st</sup> October 2020 and an update on the first stages of budget setting and consultation will be provided at the meeting.
- 3.4 *Personnel*
- Senior staff appraisals have commenced.
  - The Clerk has registered for the CiLCA qualification and has commenced the HALC training sessions.
  - Working at height training for the Environmental Team, caretaker and foreman is booked for November.
-