

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 3<sup>rd</sup> September 2018 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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

**OFFICERS PRESENT:** Town Clerk.

Committee **RESOLVED** to appoint Cllrs Mr P Davies, Marshall, Murdoch and Williams to the Finance & General Purposes Committee.

### **FG12/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Thomas (holiday). Cllr Egan was absent.

### **FG13/18 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Murdoch: Grange Court volunteer;
- Cllr Norman: LARC Trustee and Board Member.

### **FG14/18 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensation.

### **FG15/18 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **FG16/18 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25<sup>th</sup> June 2018 be agreed and signed as a correct record.

### **FG17/18 CLERK'S REPORT**

The following Clerk's Report was noted:

- (a) **Leominster Partner Event, 5<sup>th</sup> September 2018** – Committee noted that following the introduction of the Universal Credit Full Service in Leominster on the 11th June, an invite had been received to attend an event to find out more about Universal Credit.
- (b) **General Scrutiny Committee Consideration of Highways Maintenance – Pothole Repairs and Other Public Realm Services** – Committee notes that Herefordshire Council would be undertaking these reviews. Comments about the services would be submitted to the Clerk, who would formulate a formal response.

## **FG18/18 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the Quarter One Financial Report up to 30<sup>th</sup> June 2018 and **RESOLVED**:
- That the report be noted;
  - That the payments for April 2018 amounting to £36,427, exclusive of VAT, May 2018 amounting to £45,563, exclusive of VAT, and June 2018 amounting to £72,421, exclusive of VAT, be ratified;
  - That the current balances up to 31<sup>st</sup> May 2018 amounting to £401,984 be noted;
  - To note that currently an overspend of £29,985 is being projected at the end of the 2018/19 financial year;
  - To confirm that income and expenditure needs to continue to be monitored to minimise any projected overspend.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for August 2018, which amounted to £31,160.47, inclusive of VAT.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- That the report be noted;
  - That Cllrs Marsh, Murdoch, Rumsey, Sutcliffe and Williams be appointed to the Budget Development Task & Finish Group. The first meeting will be held on Thursday 13<sup>th</sup> September 2018 at 2pm;
  - That a Personnel Sub-Committee would be held on Thursday 13<sup>th</sup> September 2018 at 10am;
  - That a Councillors Training Evening be held on Monday 15<sup>th</sup> October 2018 from 6pm to 8pm. Refreshments would be provided;
  - That the Councillor Induction Pack be revised and sent out prior to this training evening;
  - That the signed probate had now been submitted to Lloyds Cooper Solicitors for completion.

## **FG19/18 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information and the Finance & General Purposes Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

- (a) **Grants Report** – Following consideration of the grant application received from NILS, Committee **RESOLVED** to request the following additional information prior to making a final decision:
- Further details on why NILS wished to take up this training and what the outcomes would be;

- A detailed breakdown of the costs, including the cost of the trainer, cost of venue hire and any other expenses incurred;
- Details on whether NILS had sought to secure training from other sources such as Herefordshire Council and the Job Centre.
- Clarification on whether NILS had contacted CAB with regard to Universal Credits, as the Town Council supported drop in sessions in Leominster run by CAB, and which were available to potential NILS clients;
- Forward details of the Partners event [minute FG17/18(a)]

**(b) Draft Corporate Strategy and Medium Term Financial Plan –** Committee considered the draft Corporate Strategy and Medium Term Financial Plan and, following discussion, **RESOLVED:**

- That the contents of the two plans be noted;
- That Section 4 of the Corporate Strategy be rewritten, and the existing tables be moved into the appendices;
- That the budget appendix be revised to indicate actual end of year expenditure and income in 2017/18;
- That comments on both plans be submitted to the respective Committee Chairs by Tuesday 11<sup>th</sup> September 2018;
- That the two plans be reviewed by the Task & Finish Group at its meeting on 13<sup>th</sup> September 2018, prior to submission to Full Council for adoption.

**(c) Draft Revised PWLB Loan Board Report and Accompanying Business Plans and Proposals –** Committee considered the draft PWLB report and accompanying business plans and, following discussion, **RESOLVED:**

- That the contents of the report and plans be noted;
- To note that the Grange Open Space Master Plan draft tender document would be reviewed by the Environment & Services Committee at its meeting on 17<sup>th</sup> September 2018;
- That the budget appendix in the PWLB report be revised to indicate actual end of year expenditure and income in 2017/18;
- That comments on the business plans be submitted to the respective Committee Chairs by Tuesday 11<sup>th</sup> September 2018;
- That the business plans would accompany the PWLB report, if it was adopted by Full Council, and submitted to the Ministry for decision.

**(d) Draft Staffing Restructure Report –** Committee considered the draft Staffing Restructure Report and, following discussion, **RESOLVED:**

- That comments on the staffing structure be submitted to the respective Committee Chairs by Tuesday 11<sup>th</sup> September 2018;
- That the report be deferred to the Personnel Sub-Committee for review prior to submission to Full Council for adoption.

**FG20/18 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29<sup>th</sup> October 2018 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 9:12pm.

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**CHAIR:**

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**DATE:**