



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 19<sup>th</sup> April 2017

To: All Members of the Finance & General Purposes Committee:  
Councillors Marsh (Chair), Bartlett, Freedland, 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 & General Purposes Committee** to be held on **Monday 24<sup>th</sup> April 2017** 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. PRESENTATION – LEOMINSTER FAMILY FESTIVAL**

To receive a presentation from Mr Matt Allder, Audience Development Manager, Herefordshire Courtyard regarding proposals to develop a collaboration between Grange Court, LTC and the Courtyard. Please also see the additional information attached regarding this grant application.



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

#### 6. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 27<sup>th</sup> February 2017 (**attached**).

#### 7. 2017-18 WORK PROGRAMME

Please see the attached Work Programme for 2017/18 in line with the recently adopted Corporate Strategy and the update report outlining the development of items identified within the Corporate Strategy.

#### 8. FINANCIAL AND COMMITTEE MATTERS

(a) **Financial Report** – To receive the draft financial report for 2016/17 Quarter 4.

(b) **Outstanding Accounts for Payment** – A list of outstanding accounts for payment for March and April 2017 to date will be presented at the meeting.

(c) **Governance & Management Risk Register** – Please see the attached amended Risk Register to be considered for adoption.

(d) **Leominster Branding** – Please see the attached report and draft revised Brief.

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

#### 9. 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) **Grants Report** – Please see the attached report.

(b) **Property Report** – An update report will be presented at the meeting.

#### 10. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 26<sup>th</sup> June 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27<sup>th</sup> February 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Marsh (Chair), Bartlett, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Councillor Stone.

### **FG27/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Freedland (work).

### **FG28/16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **FG29/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **FG30/16 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. Cllr Stone reported that the refuse collection issues were all in hand and currently being dealt with. He would report in full at the next Leominster Town Council meeting.

### **FG31/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 19<sup>th</sup> December 2016 be agreed and signed as a correct record.

### **FG32/16 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the financial report up to 31<sup>st</sup> January 2017 and **RESOLVED**:
- That the report be noted;
  - That the payments for January 2017 amounting to £171,736, exclusive of VAT, be ratified;
  - That the income received and current balances for the 2016/17 financial year be noted;
  - That a request be submitted to Herefordshire Council for financial support to address the overgrown ivy at 11 Corn Square;
  - That the potential reported overspend at 11 Corn Square due to various issues being identified be monitored and noted;
  - That the interim Internal Audit report following the recent internal audit be presented to Full Council.

- (b) **Outstanding Accounts for Payment** – Committee considered the list of outstanding accounts for payment for February 2017 amounting to £69,527.22, inclusive of VAT, and **RESOLVED** that they be ratified.
- (c) **Corporate Strategy** – Committee noted that the Leominster Town Council Draft Corporate Strategy had been finalised and was currently subject to a public consultation. The document was considered in detail and following discussion it was **RESOLVED**:
- That the document be noted;
  - That the Corporate Strategy be formally launched at the Annual Town Meeting to be held on Tuesday 30<sup>th</sup> May 2017;
  - That the Corporate Strategy be submitted to Full Council for adoption, subject to the feedback from the public consultation, at its meeting on Monday 27<sup>th</sup> March 2017;
  - That it be agreed in principle to publish Section 6 of the Strategy in the Leominster News following formal adoption by the Full Council;
  - That Leominster News be contacted to discuss the costs of the extra pages;
  - That Committee Action Plans be developed to ensure the delivery of the Strategy;
  - That all actions identified in the Strategy be coded for easy reference;
  - That thanks be formally extended to the Task & Finish Group consisting of Cllrs March, Bartlett and R Pendleton for all the hard work undertaken developing the Strategy.
- (d) **Leominster Branding** – Committee noted that work was still continuing on the development of the new logo. More vibrant colours had been requested and a final proposal would be submitted to Full Council at its meeting on Monday 27<sup>th</sup> March 2017 for approval.
- (e) **Committee Report** – Committee considered the Committee Update Report, which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED**:
- That the report be noted;
  - To agree in principle that the works to the John Scarlett Davis painting currently hanging in Grange Court should be carried out;
  - That a further quotation from a suitably qualified Conservator be obtained to carry out the conservation works;
  - That Leominster Festival be approached to help fundraise towards the cost of the works as part of the 2017 Leominster Festival;
  - That a fixed price quotation be obtained and that Brightwells be contacted for advice.

**FG33/16 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) Staffing Matters – Committee considered the staffing report and RESOLVED:**

- That the report be noted;
- That the Lone Worker policy be reviewed;
- That training to deal with abuse and complaints be organised for all staff;
- That social media training be organised for those members of staff responsible for the Council's social media communications;
- That incidents of abuse be formally recorded;
- That the Council's complaints procedure and policy be reviewed;
- That a Social Media Policy be developed to monitor and control the Town Council's Twitter and Facebook social media accounts;
- That the Policy be considered at the next Full Council meeting;
- That a Facebook page be developed if practicable.

**(b) Property Report – Committee considered the Property Update report and RESOLVED:**

- That the report be noted;
- That the appointment of Jackson Property to manage the sale of 17 West Street be ratified;
- That the progress at 11 Corn Square be noted;
- That the decisions taken by the Task & Finish Group be ratified
- That a new Licence based on that provided by Herefordshire Council be granted to the owner of 25 Corn Square;
- That a new Licence based on that provided by Herefordshire Council be granted to the owner of the Old Merchant House;
- To note that Herefordshire Council's legal department has been instructed to transfer the concrete apron in front of the former depot to the Town Council;
- To note that the Westbury Street Bus Station offices and public conveniences was in the process of being transferred to the Town Council.

**FG34/16 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting of the Finance & General Purposes Committee would be held on Monday 24<sup>th</sup> April 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9.09pm.

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**CHAIR:**

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**DATE:**

**Finance & General Purposes Committee**

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**Date:** 19<sup>th</sup> April 2017**Title:** Interim Financial Report**Purpose of the Report:** To provide Members with an interim Quarter 4 Financial Report up to the end of March 2017.**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 To ratify the payments for February 2017 amounting to £74,408, exclusive of VAT and for March 2017 amounting to £72,629, exclusive of VAT;
- 1.3 To note income received and current balances for the 2016/17 financial year as outlined in the report.

**2. INTRODUCTION**

- 2.1 This Financial Report provides draft details of Leominster Town Council's financial activities for Quarter Four of the 2016/17 financial year. Please note that the end of year close down has not yet been completed and it is possible that figures will change.
- 2.2 The report provides details of current balances held at the bank as at 31<sup>st</sup> March 2017. Once again, please note that these figures may change.
- 2.3 All account transactions detailed below exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council has registered for VAT during this financial year.

**3. PAYMENTS MADE**

3.1 The table below outlines expenditure and income for Q1, Q2, Q3 and Q4:

CODE	COST CENTRE	Q1	Q2	Q3	Q4	TOTAL
101	Administration Expenditure	£12,469	£4,148	£7,317	£8,839	£32,773
101	Administration Income	£215,027	£211,576	£1,258	£3,904	£431,765
105	Corporate Management	£22,130	£31,747	£25,735	£35,844	£115,456
105	Corporate Management Inc	£0	£0	£0	£0	£0
110	Democratic Services	£2,179	£226	£2,218	£895	£5,518
115	Grants	£13,650	£11,214	£10,472	£4,740	£40,076
120	West Street Expenditure	-£7,884	£15,591	£1,034	£1,376	£10,117
120	West Street Income	£0	£0	£0	£364	£364

**AGENDA ITEM 8(a)**

125	Corn Square Expenditure	£0	£1,094	£4,373	£20,964	£26,431
125	Corn Square Income	£0	£0	£0	£4,956	£4,956
130	TIC Spend	£14,328	£13,206	£23,462	£23,475	£74,471
130	TIC Income	£6,598	£6,728	£9,994	£5,784	£29,104
201	Open Spaces Expenditure	£19,727	£18,594	£19,235	£25,628	£83,184
201	Open Spaces Income	£5,789	£0	£0	£0	£5,789
203	Allotments Expenditure	£923	£915	£1,162	£906	£3,906
203	Allotments Income	£4,498	£242	£203	£1,618	£6,561
205	Markets/Events spend	£1,404	£1,404	£1,533	£972	£5,313
205	Markets/Events Income	£4,677	£5,082	£4,386	£3,810	£17,955
220	Central Toilets	£2,535	£1,247	£1,752	£2,160	£7,694
225	Grange Toilets	£1,507	£1,270	£1,236	£1,647	£5,660
230	Westbury Street Toilets	£0	£0	£0	£0	£0
235	Toilet Investments	£42	£40	£252	£0	£334
250	Economic Development	£4,878	£3,024	£4,078	£14,936	£26,916
260	Capital Projects	£6,225	£283,239	£15,002	£177,076	£481,542
260	Capital Projects Income	£0	£350,000	£150,000	£0	£500,000
300	Transport Fund	£0	£0	£1,857	-£685	£1,172
	<b>EXPENDITURE</b>	<b>£94,113</b>	<b>£386,959</b>	<b>£120,718</b>	<b>£318,773</b>	<b>£920,563</b>
	<b>INCOME</b>	<b>£236,589</b>	<b>£573,628</b>	<b>£165,841</b>	<b>£20,436</b>	<b>£996,494</b>

3.2 Listed below are the balances at the bank as at 31<sup>st</sup> March 2017:

<b>Bank Balances</b>	
As at 31st March 2017	
Current Account	£246,191
Petty Cash	-£69
TIC Petty Cash	£209
Control A/C	£1,151
Creditors	-£62,137
Events Control	-£262
Membership Control	-£75
TIC Control	-£9,948
	£175,060
Outstanding VAT Claim	£37,541
<b>Total Balances</b>	<b>£212,601</b>
Represented by:	
Current Year Fund	£75,929
General Reserves	£82,172
Earmarked Reserves	£54,500
<b>Total Balances</b>	<b>£212,601</b>

3.3 The Corn Square Project will continue into the 2017/18 accounts. Westbury Street toilets are in the process of being transferred. A current underspend of £66,000 is being shown in the 2016/17 budget but this will alter.

## 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>• Inefficient spending</li> <li>• Budgetary overspends</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Develop Council 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> <li>• Build contingency into projects</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> <li>• Breakdown of working relationship with community groups</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Regular staff performance reviews</li> <li>• Regular service area reviews and reporting</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> <li>• Complaints procedure</li> </ul>	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council owned and managed estate	<ul style="list-style-type: none"> <li>• Reduction in level of service delivery</li> <li>• Poorly maintained buildings and equipment</li> <li>• Health &amp; Safety concerns</li> <li>• Inability to carry out</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> </ul>	Clerk (RFO)

**AGENDA ITEM 8(c)**

		management, repairs and maintenance of estate			<ul style="list-style-type: none"> <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>	
RR5	Staff and/or Councillor issues	<ul style="list-style-type: none"> <li>• Loss of key personnel</li> <li>• Loss of Councillors</li> <li>• Fraud</li> <li>• Poor performance</li> <li>• Staff and Councillor ill health</li> <li>• Misconduct</li> <li>• Lack of training</li> <li>• Lack of knowledge</li> <li>• Conflicts of interest</li> <li>• Poor communication between staff, councillors and residents</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>• Robust recruitment procedures</li> <li>• Regular staff reviews</li> <li>• Ensure job descriptions are relevant and up to date</li> <li>• Succession planning in place</li> <li>• Proactive staff and councillors prepared to accept challenges</li> <li>• Operate open and transparent governance</li> <li>• 360 degree appraisal approach</li> <li>• Avenues for feedback from service users and residents</li> </ul>	Clerk (RFO)
RR6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> <li>• Council operates illegally</li> <li>• Council unable to react to changes in circumstances resulting in loss or reduction in service delivery</li> <li>• Health and safety issues</li> <li>• Litigation</li> <li>• Additional devolved services leading to being under resourced</li> <li>• Asset transfers</li> <li>• Allotment lease not extended</li> <li>• Significant local service reduction due to austerity</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>• Proactive budgeting and financial management</li> <li>• Build up reserves</li> <li>• Encourage flexible working practices</li> <li>• Continued membership of NALC and SLCC</li> <li>• Regular reviews of current</li> </ul>	Clerk (RFO)

**AGENDA ITEM 8(c)**

		<ul style="list-style-type: none"> <li>• Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council</li> </ul>			leases/agreements	
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 internal organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> <li>• Poor staff morale</li> <li>• Poor councillor morale</li> <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>	H	H	<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> </ul>	Clerk (RFO)
RR9	Town Council external perception of organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> <li>• Loss of residents trust and confidence</li> <li>• Breakdown of working relationship with community groups and organisations</li> </ul>	H	H	<ul style="list-style-type: none"> <li>• Development of Corporate Plan with clear focused corporate objectives</li> <li>• Clear service delivery targets and priorities for projects to be developed with external organisations and residents;</li> <li>• Clear monitoring/review processes in place</li> </ul>	Clerk (RFO)
RR10	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> <li>• Loss of service delivery</li> </ul>	M	H	<ul style="list-style-type: none"> <li>• Off-site back-up facility in place</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:** 19<sup>th</sup> April 2017

**Title:** Branding Report

**Purpose of the Report:** To provide Members with a report regarding the revised branding proposals.

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the revised Branding Brief is adopted and submitted to at least three potential design companies for quotations.

**2. INTRODUCTION**

- 2.1 Following the decision by Full Council to recommence the branding project for Leominster as part of the Destination Leominster initiative a new brief has been drawn up for consideration.
- 2.2 The work undertaken by Orphans still remains an option although to further develop the proposal would require some additional funding.
- 2.3 It is suggested that the revised brief be sent to at least three suitably qualified designers/design companies for quotations and that on receipt of all the quotations further consideration is given to the future development of a branding for Leominster.

**2. DRAFT BRANDING BRIEF PROPOSAL**

- 2.1 Please see the revised Brief which Committee is requested to ratify the following Project Brief:

**PROJECT BRIEF: LEOMINSTER TOWN BRANDING**

**Background**

- Leominster Town Council (LTC) is working in collaboration with community groups and businesses in the town to develop a branding scheme for Leominster.
- The logo is being developed by LTC, however it is a 'town logo' and is not intended to replace the existing LTC Crest.

## AGENDA ITEM 8(d)

- The branding is intended for use in signage (both internally in the new Tourist Information Centre (TIC) at 11 Corn Square, and externally at town entrances and events advertising) and tourism literature, online on the Leominster Tourism website, on social media accounts, and alongside other organisation and business logos in community projects.
- The new TIC and community hub at 11 Corn Square is due to open in May 2017, so the Council is keen to finalise the branding scheme as soon as possible.
- The Council has already considered one set of potential logo designs, however it was felt that none of these met all of the briefing criteria.
- A public consultation took place in November 2016. 42 completed questionnaires were received. Consultations also took place with members of local businesses and community organisations. Respondents expressed a preference for:
  - Strong bold colours, rather than pastels or muted tones.
  - Logos that are simple, but effective and distinct.
  - Logos that reference Leominster's heritage, but have a contemporary look.
  - Positive straplines.

### Components

- Stage 1: a logo, strapline and branding guidelines.
- Stage 2: potentially a map of Leominster, signage for the town centre, and printed promotional materials.

### Requirements

The branding needs to be -

- **Clear and accessible:** the logo needs to be easily read/understood by visitors and residents from a wide range of ages and backgrounds.
- **Colour:** the branding should use colour to create a bold and attractive look, which is visually effective across formats and suitable for use alongside other prominent local logos (e.g. Town Council Crest, Grange Court logo, Leominster Festival branding).
- **Identifiable:** the logo needs to represent Leominster's unique heritage and identity. Local residents should be able to identify with it and it should give visitors a sense of what Leominster has to offer as a destination.
- **Versatile:** the logo should be legible and eye-catching in a variety of sizes and in different applications (e.g. letterheads, promotional leaflets and souvenirs, town signs and internal TIC signage),
- **Contemporary, but long-lasting:** the logo and associated font(s) should look contemporary, but not date easily.
- **Dementia Friendly:** the colours and font(s) should be dementia friendly, as LTC is a member of the Dementia Friendly Alliance.



**Finance Committee**

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**Date:** 19<sup>th</sup> April 2017

**Title:** Committee Report

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

**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 To formally appoint a Councillor to undertake regular informal internal audits as part of the Financial Regulations of the Council;
- 1.3 To support the Herefordshire City of Culture bid as outlined in the report;
- 1.4 To consider installing toilet counters at the various toilets to assess usage. Costs are included in the report;
- 1.5 To ratify the insurance renewal quotation which is on a 3 year agreement

**2. INTRODUCTION**

- 2.1 This report updates members on progress relating to Committee projects and outlines matters requiring 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 budgets and overseeing project development.
- 2.3 Measures such as Key performance Indicators (KPIs) have been developed as part of the Draft Corporate Strategy and future agendas will include regular KPI updates.

**3. COMMITTEE REPORT**

*Public Realm*

- 3.1 A draft proposal to address the public realm issues is awaited from Herefordshire Council. It is expected towards the end of May and is being drafted by Balfour Beatty.

*Destination Leominster*

- 3.2 A meeting date has not yet been set for Destination Leominster. It is expected that the next meeting will take place sometime early June.

*Youth Provision*

- 3.3 An update regarding youth provision is included in the Grant Report under confidential items.

*Pavilion, The Grange*

- 3.4 A draft SLA is currently being drawn up between The Leominster Pavilion Community Interest Company and the Town Council and will be presented to Committee at its next meeting for consideration and adoption.

*Conservator (John Scarlett Painting)*

- 3.5 An additional quotation is being sought for the works required to conserve the painting currently hanging at Grange Court.

*City of Culture*

- 3.6 A letter has been sent to Mr Morgan, City of Culture, supporting the Herefordshire bid to become the City of Culture in 2021.
- 3.7 One idea is to create a specialism for each market town. It is proposed that Leominster requests 'wool, textiles and costume' as its specialism. This links to the town's heritage, current artists, local organisations (e.g. Berrington Hall) and good opportunities for community involvement of all ages in interesting and quirky ways.

*Internal Audit*

- 3.8 As part of the Council's financial regulations it is a requirement to appoint a Councillor to carry out regular informal financial audits including end of month bank reconciliations. It is suggested that the Chair and Vice Chair of the Committee be formally appointed on an annual basis.

*Insurance Renewal*

- 3.9 The Town has its annual insurance renewal due. Cost for the main insurance renewal is £4,783.87 with the motor cover amounting to £890.78. The Fidelity Guarantee has been increased to £500,000 as suggested by internal audit. Budget allocation for insurance in 2017/18 is £6,500.
- 3.10 A number of premises changes will be implemented over the next few months and this will have an impact on the insurance schedule. Committee will be kept updated.

*Toilet Counter Quote*

- 3.11 The following quotation to install counters has been received from Healthmatic. This will assess usage and provide information regarding the popularity of each unit. There are a number of different options and Committee is requested to consider options and costs.

**QUOTATION**

To: Install the counters over specified period.  
Provide web based analysis throughout research period  
Liaison and management during research period  
Final presentation of results  
Insurance (loss, vandalism)

**OPTION 1**

**Central Car Park**

2 Number Counters, 1 each for the Ladies and Gents Entrance

**The Grange**

2 Number Counters ,1 each for the Ladies and Gents Entrance

**Bus Station**

5 Number Counters, 1 per door

Total of nine counters over a 12 week period **£ 4,650.00**

**OPTION 2**

**Central Car Park/ The Grange**

2 Number Counters ,1 each for the Ladies and Gents Entrance

To include 2 number counters at Central Car Park then relocate to the Grange after 6 weeks

**Bus Station**

5 Number Counters, 1 per door

Total of seven counters over a 12 week period **£ 3,800.00**

**OPTION 3**

**Central Car Park/ The Grange**

4 Number Counters ,1 each for the Ladies and Gents Entrance

Total of four counters over a 12 week period **£ 2,150.00**

**OPTION 4**

**Central Car Park/ The Grange**

2 Number Counters ,1 each for the Ladies and Gents Entrance

To include 2 number counters at Central Car Park then relocate to the Grange after 6 weeks

Total of 2 counters over a 12 week period **£ 1,500.00**

**OPTION 5**

**Bus Station**

5 Number Counters, 1 per door

Total of 5 counters over a 12 week period **£ 2,650.00**

**All Prices are Subject To VAT**

Quote valid for three months from today's date.

All our terms and conditions are available on request.

**Errors and omissions excepted**