



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

Wednesday 20<sup>th</sup> January 2016

To: All Members:  
Councillors Norman (Mayor), A Pendleton (Deputy Mayor), Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, R Pendleton, Rosser, Rumsey, Taylor and Thomas.

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Leominster Town Council** to be held on **Monday 25<sup>th</sup> January 2016** commencing at **19:00 hours** in the Council Offices, 17 West Street, Leominster HR6 8EP.

Paul Russell  
TOWN CLERK

### AGENDA

**1. APOLOGIES FOR ABSENCE**

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

**2. DECLARATIONS OF INTEREST**

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

**3. REQUESTS FOR DISPENSATIONS**

To consider requests for dispensations (must be notified in writing).

**4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**

To receive questions and statements from members of the public as provided for in Standing Orders

**5. MINUTES OF THE PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Leominster Town Council meeting held on 14<sup>th</sup> December 2015 (**attached**).



# LEOMINSTER TOWN COUNCIL

## FULL COUNCIL MEETING

### 6. CLERK'S REPORT

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

### 7. COMMITTEE MEETINGS

To approve the minutes of the following meetings held and authorise/ratify any decisions and recommendations reached:

- Planning & Highways Committee – 14<sup>th</sup> December 2015 and 11<sup>th</sup> January 2016;
- Estates, Markets & Environment Committee – 11<sup>th</sup> January 2016;
- Finance Committee – 18<sup>th</sup> January 2016

### 8. FINANCES

(a) **Accounts Outstanding** – A final list of outstanding accounts relating to January 2016 will be presented at the meeting for approval.

(b) **PWLB Loan Drawdown** – To consider the request from the Finance Committee to draw down £350,000 of the £500,000 loan from the Public Works Loan Board to enable to fund the purchase and initial refurbishment of the premises known as 11 Corn Square, Leominster.

### 9. BUDGET & PRECEPT 2016/17

To consider the adoption of the draft Budget for 2016/17 and to consider the recommendation from the Finance Committee that a precept of £404,062 be requested from Herefordshire Council for 2016/17, which would result in a Band D charge of £114.60. Please see the attached report.

### 10. MAYOR AND DEPUTY MAYOR ELECT

To formally consider appointing the Mayor and Deputy Mayor elect for 2016/17.

### 11. CIVIC AND OUTSIDE BODIES

- Janice and Peter McCaull Trust – A meeting of the Trustees took place on 4<sup>th</sup> January 2016. A copy of the report is attached. Two further Trustees need to be appointed.
- Open space adjacent to Osborne Place, Leominster. Herefordshire Council has received a request to purchase this open space. Does the Town Council wish to submit comments?
- Leominster in Bloom: Cllr Davies has requested to step down from this Committee as a LiB Task & Finish Group has now been appointed by the Town Council.

### 12. REPORTS

To receive reports from:

- Representative on Outside Bodies;
- Herefordshire Council Ward Members.



## LEOMINSTER TOWN COUNCIL

### FULL COUNCIL MEETING

**13. MAYORAL APPOINTMENTS**

To receive an update on Mayoral appointments attended by the Mayor.

**14. DATE OF NEXT MEETING**

Council is requested to ratify the change of date of the next Full Town Council meeting which will now be held on Monday 29<sup>th</sup> February 2016.

**15. CONFIDENTIAL ITEMS**

Certain items are expected to include the consideration of exempt information and Full Council 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".

**16. CIVIC AWARDS**

To consider potential nominations from Members.

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## LEOMINSTER TOWN COUNCIL

Minutes of the Leominster Town Council meeting held on Monday 14<sup>th</sup> December 2015 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Norman (Mayor), Bartlett, Barton, Davies, Evans, Freedland, Gibson, Lacey, Marsh, Mifflin, R Pendleton, Rumsey, Taylor and Thomas.

**OFFICERS PRESENT:** Town Clerk and Deputy Clerk.

**ALSO PRESENT:** Ward Cllrs McCaull and Stone.

**MEMBERS OF THE PUBLIC:** 3 members of the public were present.

### 123/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs A Pendleton (LDCA Meeting) and Rosser (work).

### 124/15 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 125/15 REQUESTS FOR DISPENSATIONS

No requests for dispensation had been received.

### 126/15 QUESTIONS FROM THE PUBLIC

There were no questions from members of the public.

### 127/15 MINUTES OF THE PREVIOUS MEETING

Council **RESOLVED** that the minutes of the Leominster Town Council meeting held on 30<sup>th</sup> November 2015 be agreed and signed as a correct record.

A number of complaints had been received regarding the new street lighting following the upgrade to LED lighting by Herefordshire Council. Ward Members would follow these up to establish whether anything could be done to reduce the number of black spots.

### 128/15 CLERK'S REPORT

The following report was **RECEIVED**:

- (a) **Asset Transfers** – Council **NOTED** that the open space asset transfers were expected to be completed and signed off on Thursday 17<sup>th</sup> December 2015 by the Mayor and the Clerk.
- (b) **Youth Meeting** – Council **NOTED** that a Youth Meeting to discuss possible future youth provision in Leominster had taken place on Thursday 10<sup>th</sup> December 2015 at 6pm. It had been a very positive and productive meeting

and a full report would be presented to the Estates, Markets and Environment Committee and Finance Committee in January 2016.

**129/15 COMMITTEE MEETINGS**

Council **RESOLVED** to approve the minutes of the following meetings held and authorise the decisions and recommendations recommended:

- Finance Committee – Council **RESOLVED** to approve the minutes of the meeting held on 7<sup>th</sup> December 2015 and ratify the decisions contained therein;
  - Council confirmed the resolution contained in Minute F47(b).

**130/15 FINANCES**

- (a) **Accounts Outstanding** – Council **RESOLVED** to approve the outstanding accounts presented relating to December 2015 amounting to £8,125.44.

Concern was expressed at the poor quality of the Christmas Lights this year in Leominster and their unreliability. Council considered that it was not receiving value for money and it was agreed to request a reduction in the final charge from Gala Lights.

It was noted that this was the final year of the three year contract with Gala Lights and that the future provision would be discussed and tendered in the New Year by the Finance Committee.

Council wished to place on record its thanks to Lisa Paget-Davis and her Committee for the well organised and successful Christmas Lights Switch-On event which took place on Saturday 28<sup>th</sup> November 2015.

- (b) **Budget Consultation** – Council **NOTED** that the consultation closed on Monday 14<sup>th</sup> December 2015. Submissions were currently being analysed and a full report would be completed and sent to all members prior to the Office Christmas closedown. Around 150 replies had been received with consultation events taking place on the Friday market on the 27<sup>th</sup> November and 11<sup>th</sup> December 2015.

It was hoped that in the future Council would hold regular consultations on the Friday Market to improve its communication with residents and visitors.

**131/15 LEOMINSTER LIBRARY**

Council noted reports and comments from Ward Councillors and Town Councillors regarding the future of the library. The Herefordshire Council Cabinet had considered the results of its budget consultation which would feed into its final budget to be agreed in February 2016. It was stated that the library service including Leominster would be funded in 2016/17.

The building that housed Leominster Library was owned by Barclays Bank and leased on a 99 year lease of which there was 66 years remaining. Leominster Town Council had not been officially approached with regard to the future management and ownership of the building although a number of options had been submitted to Herefordshire Council by the Town Council.

No final decision regarding the library's future had been made by Herefordshire Council.

Council agreed to discuss the matter further at the Finance Committee meeting in January 2016 as part of its budget considerations and that any proposals should be submitted in writing with background information included so that an informed decision could be reached.

### **132/15 REPORTS**

Council **NOTED** the following reports:

Cllr Davies gave a brief overview of the recent Leominster in Bloom meeting. The proposed watering regime would be considered in January 2016 by the Estates, Markets and Environment Committee.

Ward Cllr Stone gave the following report:

- Herefordshire Council Notice of Motion – Cllr Stone would be proposing a Motion at full Council on Friday to levy the additional 2% precept in respect of adult Social Care. He would request that the executive should consider how this money (£1,700,000) can be best used to protect services, reduce demand and ensure improved services for some of our most vulnerable citizens now and in the future. The motion is being proposed in the light of the Chancellor's Autumn Statement announcements.
- Cheaton Close Potholes – Around 47 potholes had been filled in the Cheaton Close and Ridgemoor Road car parks and thanks to Cllr John Rumsey for his assistance both in speaking to Stonewater and alerting the local press.
- Earl Mortimer College – Cllr Stone is a governor at Earl Mortimer College and attends meetings whenever he can. There was a big drive on literacy this year with many more books in the school library and more books being read by students. This should be reflected in due course not just in the English results but across the curriculum. Many Earl Mortimer students are a credit to Leominster with their sporting achievements, community involvement and those serving in the army and other forces cadet groups. I am also a governor at Kimbolton Primary school. Their Nursery has just been awarded "outstanding" recognition by OFSTED.
- Car parking charges – Cllr Stone welcomed the new car parking charges in Leominster which reflected the wishes of the Town Council.
- 2016 New year resolutions include a successful outcome in keeping the Leominster Library open even if there have to be operational changes, a positive examination leading to the go ahead for the Leominster Neighbourhood Plan and zero tolerance for fly tipping in the town and surrounding countryside.
- Cllr Stone wished everyone a peaceful Christmas and Happy New Year.

Cllr McCaull gave the following report:

- Land at Millers Close would now not be sold by Herefordshire Council;
- Balfour Beatty would be carrying out a traffic census on Westfield Walk in the near future;

## AGENDA ITEM: 5

- A consultation will commence in January or February 2016 regarding the three options for the Bargates traffic lights;
- Newton Lane gullies and drains have been cleared with Westfield Walk on the list;
- Two incidents of Fly tipping have been reported. Fly tipping appears to be on the increase;
- Double yellow lines are being placed in Ryelands Road;
- It is suggested that the Town Council receives a presentation on Crime Prevention and the operation of CCTV;
- Plans were in progress to celebrate the Queen's 90<sup>th</sup> birthday;
- A number of street parties are being planned and encouraged as part of these celebrations in June 2016.

Cllr Bartlett gave the following report:

- Members briefings this month have included Adult social care, Council accommodation and its digital service delivery.
- BBLP Drop in session to speak to staff and discuss the Annual Plan.
- 2gether NHS Governors meeting at Gloucester.
- Meeting at Sydonia with fellow councillors, our environmental operatives and local volunteers to look at work needed to tidy flower beds.
- Reported fly tipping on Etnam Street car park to BBLP. Reported collapsed security fences and general state of the development site in the car park/Dukes Walk to Planning enforcement.
- Had a great time at the town council Christmas dinner and at the Victorian Market on the 12<sup>th</sup> December 2015.

### 133/15 MAYORAL APPOINTMENTS

The Mayor of Leominster, Cllr Norman, had attended the following engagements which were **NOTED**:

- St Michael's Hospice AGM at RNCB
- Dementia Project coffee morning – MAO, Leominster
- Marches Family Network fundraising event at Grange Court, Leominster
- Leominster Town Council Christmas dinner
- Leominster Victorian Fair

The Mayor thanked Cllr Thomas on behalf of everyone for organising the Christmas event for Councillors.

### 134/15 DATE OF NEXT MEETING

Council **RESOLVED** to ratify the revised Council and Committee meeting schedule outlined below:

| January 2016            | MEETING                                    | TIME   |
|-------------------------|--|--------|
| Monday 11 <sup>th</sup> | Planning & Highways Committee              | 6:00pm |
| Monday 11 <sup>th</sup> | Estates, Markets & Environmental Committee | 7:00pm |
| Monday 18 <sup>th</sup> | Finance Committee                          | 7:00pm |
| Monday 25 <sup>th</sup> | Full Council (Precept setting)             | 7:00pm |

| <b>February 2016</b>    | <b>MEETING</b>                             | <b>TIME</b> |
|-------------------------|--|-------------|
| Monday 1 <sup>st</sup>  | Planning & Highways Committee              | 7:00pm      |
| Monday 8 <sup>th</sup>  | Personnel Committee                        | 7:00pm      |
| Monday 15 <sup>th</sup> | Estates, Markets & Environmental Committee | 7:00pm      |
| Monday 22 <sup>nd</sup> | Planning & Highways Committee              | 6:00pm      |
| Monday 22 <sup>nd</sup> | Finance Committee                          | 7:00pm      |
| Monday 29 <sup>th</sup> | Full Council                               | 7:00pm      |

| <b>March 2016</b>       | <b>MEETING</b>                             | <b>TIME</b> |
|-------------------------|--|-------------|
| Monday 7 <sup>th</sup>  | Estates, Markets & Environmental Committee | 7:00pm      |
| Monday 14 <sup>th</sup> | Planning & Highways Committee              | 6:00pm      |
| Monday 14 <sup>th</sup> | Finance Committee                          | 7:00pm      |
| Monday 21 <sup>st</sup> | Full Council                               | 7:00pm      |

**135/15 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information it was **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.

**136/15 COUNCIL MINUTES**

Council **RESOLVED** that the confidential minutes of the Full Council meeting held on 30<sup>th</sup> November 2015 be agreed and signed as a correct record.

**137/15 COMMITTEE MEETINGS**

Council **RESOLVED** to approve the confidential minutes of the following meetings:

- Finance Committee – Council **RESOLVED** to approve the confidential minutes of the meeting held on 7<sup>th</sup> December 2015 and ratify the decisions contained therein.

There being no other business the Mayor thanked Members for their attendance and closed the meeting at 20:07 hours.

\_\_\_\_\_  
**MAYOR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 14<sup>th</sup> December 2015 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Bartlett, Barton, Davies, Gibson, Lacey and Thomas.

**OFFICER PRESENT:** Town Clerk

### **PH85 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Marsh (work), Rosser (work), Rumsey (work) and Taylor (work).

### **PH86 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

### **PH87 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **PH88 QUESTIONS FROM THE PUBLIC**

There were no questions raised.

### **PH89 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 23<sup>rd</sup> November 2015 be agreed and signed as a correct record.

### **PH90 PLANNING APPLICATIONS**

It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P153354  
**SITE ADDRESS:** 1 Broad Street, Leominster HR6 8BU  
**DESCRIPTION:** Proposed new interview rooms to be created in place of two open positions. New suspended ceiling to be installed at 2400mm to limit noise transfer. Front to be glazed with sliding glass door. Woodwork to be stained to match existing panelling.

**COMMENT:** No Objection

**APPLICATION:** P153372  
**SITE ADDRESS:** Building plot at The Birdcage, Barons Cross Rd, Leominster HR6 8RS  
**DESCRIPTION:** Proposed construction of two semi-detached three storey town houses.

**COMMENT:** No Objection

**APPLICATION:** P153519

**SITE ADDRESS:** 93 Bridge Street, Leominster HR6 8EA

**DESCRIPTION:** Proposed demolition of single storey brick extension and erection of conservatory (Retrospective).

**COMMENT:** No Objection

**APPLICATION:** P153520

**SITE ADDRESS:** 93 Bridge Street, Leominster HR6 8EA

**DESCRIPTION:** Listed Building Consent: Proposed demolition of single storey brick extension and erection of conservatory (Retrospective).

**COMMENT:** No Objection

**APPLICATION:** P153560

**SITE ADDRESS:** 16 Church Street, Leominster

**DESCRIPTION:** Proposed projecting sign and two brass plaques.

**COMMENT:** No Objection subject to the views of the Conservation Officer.

**APPLICATION:** P153562

**SITE ADDRESS:** 16 Church Street, Leominster

**DESCRIPTION:** Listed Building Consent: Proposed projecting sign and two brass plaques.

**COMMENT:** No Objection subject to the views of the Conservation Officer.

#### *Appeals*

Committee **NOTED** that the following appeal had been dismissed:

**APPLICATION:** P150269/F

**SITE ADDRESS:** Ford Dene, Ford, Leominster, Herefordshire HR6 0PB

**DESCRIPTION:** Proposed erection of 2 no. detached bungalows.

**TYPE:** Planning Permission

**COMMENT:** No objection

Committee further **NOTED** that the decisions relating to the outline applications P150052 and P150053 had been deferred by Herefordshire Council's Planning Committee. Cllr Thomas had attended on behalf of Leominster Town Council.

#### **PH91 DECISIONS**

The following decisions made by Herefordshire Council were **NOTED**.

#### *Grants/Approvals*

**APPLICATION:** P152851

**SITE ADDRESS:** Co-operative Supermarket, Leominster HR6 8PX

**DESCRIPTION:** Proposed new refrigeration plant units, acoustic screen, exit ramp, hard standing, new shop-front windows and redecorations. New lighting installations and car park markings.

**COMMENT:** No objection.

**DECISION:** Approved with conditions

**APPLICATION:** P152865

**SITE ADDRESS:** Hillcroft, 48 Green Lane, Leominster HR6 8QW

**DESCRIPTION:** Proposed rear ground and first floor extension.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P152067

**SITE:** The Orchard, 11 Ashfield Lane, Leominster HR6 8RG

**DESCRIPTION:** Works to Holly tree.

**COMMENT:** Support the application.

**DECISION:** Trees covered by TPO: Consent.

*Withdrawn*

**APPLICATION:** P152374

**SITE ADDRESS:** Land adjacent 87 Bridge Street, Leominster HR6 8EA

**DESCRIPTION:** Proposed removal of sheds and construction of two storey dwelling.

**COMMENT:** Support this application.

#### **PH92 NEIGHBOURHOOD PLAN**

Committee **NOTED** that the Neighbourhood Plan was at Regulation 16 stage. The following items needed to be completed prior to submission to Herefordshire Council for examination:

- The Consultation appendix needed to be updated to ensure that all consultation events had been fully recorded;
- The main text of the plan required amending to ensure that all references to previous planning documents now referenced the recently adopted Herefordshire Core Strategy. Amendments would be forwarded to Orphans Press to be completed;
- Following the completion of the amendments required all documentation would be submitted to Herefordshire Council for examination.

#### **PH93 HIGHWAYS**

(a) **Revised Parking Charges** – Committee **NOTED** the revised car parking charges adopted by Herefordshire Council.

(b) **Bus Service No: 427** – Committee **NOTED** that this service would cease to operate on 10<sup>th</sup> April 2016. Herefordshire Council was no longer in a position to fund this service. Current subsidy was £17.25 per passenger.

**PH94 LICENCING**

Committee **NOTED** the revised licencing application for Barber & Manuel. Following discussion it was **RESOLVED** that Committee had no objection to this licence amendment.

**PH95 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 11<sup>th</sup> January 2016 at 18:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

Items for the next agenda would include the concerns raised regarding Ginhall Lane being used as a rat run.

There being no other business the meeting closed at 6.30pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## PLANNING & HIGHWAYS COMMITTEE

Minutes of the Planning & Highways Committee meeting held on Monday 11<sup>th</sup> January 2016 commencing at 18:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors R Pendleton (Chair), Bartlett, Barton, Davies, Lacey and Thomas.

**ALSO PRESENT:** Ward Cllr McCaull

**OFFICER PRESENT:** Town Clerk

**PH96 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Gibson (work), Marsh (work), Rosser (work), Rumsey (work) and Taylor (work).

**PH97 DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**PH98 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

**PH99 QUESTIONS FROM THE PUBLIC**

There were no questions raised.

**PH100 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Planning & Highways Committee meeting held on 14<sup>th</sup> December 2015 be agreed and signed as a correct record.

**PH101 PLANNING APPLICATIONS**

It was **RESOLVED** to submit the following comments to Herefordshire Council:

**APPLICATION:** P153444

**SITE:** The Gables, Ivington Road, Newtown, Leominster HR6 8QD

**DESCRIPTION:** Proposed two storey extension.

**COMMENT:** No Objection.

**APPLICATION:** P153576

**SITE:** Land at Ebnal Close, Leominster HR6 8SL

**DESCRIPTION:** Proposed removal of hard landscape for former play area and the provision of 12 no. parking spaces with SUDS drainage, five new trees and turfed landscape area.

**COMMENT:** No Objection. Committee requested that a maintenance plan and Service Level Agreement be required as part of the permission to ensure that the new and existing trees are properly managed and maintained in the future.

**APPLICATION:** P153707

**SITE:** Walnut Tree Cottage, Brierley Lane, Leominster HR6 0NU

**DESCRIPTION:** Variation of Conditions 2 & 3 of planning permission DCN990583/F

**COMMENT:** No Objection to the removal of Condition 3 but request that Condition 2 be reworded as follows:  
“The Granny Annex and the dwelling known as Walnut Tree Cottage shall not be sold separately from each other.”

**APPLICATION:** P153685

**SITE:** 59 Bargates, Leominster HR6 8EY

**DESCRIPTION:** Proposed 1 storey extension comprising of 1 no. bedroom flat.

**COMMENT:** Committee wished to organise a site meeting prior to submitting comments. The Chair would respond on behalf of the Council.

**APPLICATION:** P153669

**SITE:** Hivron, 29 Barons Cross Road, Leominster HR6 8ERL

**DESCRIPTION:** Proposed 2 storey rear extension

**COMMENT:** No Objection.

**APPLICATION:** P153758

**SITE:** The Woodlands, Ryelands Road, Leominster HR6 8PN

**DESCRIPTION:** Works to various trees.

**COMMENT:** Approved.

**APPLICATION:** P160018

**SITE:** 193 Ridgemoor Road, Leominster HR6 8UJ

**DESCRIPTION:** Works to various trees.

**COMMENT:** Approved.

**Ivington Park Woodlands** – A copy of the woodland management plan undertaken on behalf of the owners of Ivington Park Farm had been received. It was **AGREED** that the Tree Warden, Cllr Pendleton, be asked to review the document and recommend a response if required.

## **PH102 DECISIONS**

The following decisions made by Herefordshire Council were **NOTED**.

### ***Grants/Approvals***

**APPLICATION:** P152420

**SITE ADDRESS:** Land at Holly Brook, Hamnish, Leominster

**DESCRIPTION:** Proposed new ancillary studio/workshop and accommodation for existing floristry business (and residential floristry courses) to replace existing ancillary domestic outbuilding/garage.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P152465

**SITE ADDRESS:** Land at Longlands, Monkland Road, Barrons Cross Leominster.

**DESCRIPTION:** Proposed erection of 2 no. dwelling.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P152776

**SITE ADDRESS:** 39 Etnam Street, Leominster HR6 8AE

**DESCRIPTION:** Replacement ventilation system with new vent duct.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P152777

**SITE ADDRESS:** 39 Etnam Street, Leominster HR6 8AE

**DESCRIPTION:** Listed Building Consent: Replacement ventilation system with new vent duct.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P152800

**SITE ADDRESS:** The Granary, Widgeon Farm, Hamnish, Leominster HR6 0QN

**DESCRIPTION:** Proposed outdoor riding arena.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P152990

**SITE ADDRESS:** Land to rear of Howard Cottage, Barons Cross Road, Leominster.

**DESCRIPTION:** Variation of Condition 2 of Planning Permission N123271/F (Construction of 5 detached dwellings).

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P153173

**SITE ADDRESS:** Bridge Street Sports Centre, Prince of Wales Business Park, Leominster HR6 8EA

**DESCRIPTION:** Proposed change of use of part of the premises from D2 to D1 for a five year lease.

**COMMENT:** No Objection

**DECISION:** Approved with conditions

**APPLICATION:** P153326  
**SITE ADDRESS:** 2a Rainbow Street, Leominster HR6 8DQ  
**DESCRIPTION:** Proposed conversion of first floor flat into 2 self-contained one bed flats  
**COMMENT:** Recommend refusal for the following reasons:

- Overdevelopment in an area that already has a high density of development;
- The proposed internal standards and space is considered inadequate;
- There is no provision indicated for the safe storage and disposal of waste.

**DECISION:** Approved with conditions

**APPLICATION:** P153307  
**SITE ADDRESS:** 23 Pump Piece, Leominster HR6 8HR  
**DESCRIPTION:** Proposed two storey side extension.  
**COMMENT:** No Objection

***Refusals***

**APPLICATION:** P152174  
**SITE ADDRESS:** Rosemundy, Widgeon Hill Barns, Hamnish, Leominster HR6 0QN  
**DESCRIPTION:** Proposed conservatory.  
**COMMENT:** No Objection  
**DECISION:** Refused

**APPLICATION:** P152657  
**SITE ADDRESS:** Land to the north-west of Holly Brook, Hamnish, Leominster  
**DESCRIPTION:** Outline: Proposed two new detached houses (including detached garages), change of use of agricultural land to two new residential curtilages and vehicular new site entrance.  
**COMMENT:** Recommend refusal to this application as it is against the emerging Leominster Neighbourhood Plan. The Council also wishes to support the objections submitted from local residents.  
**DECISION:** Refused

***Additional Information***

**Planning Applications 15/00052 and 15/00053**

Committee **NOTED** the further information received from the Architects regarding these planning applications which were recently deferred by the Herefordshire Council Planning Committee.

It was further noted that both applications would now be considered as one following the Herefordshire Council Planning Committee meeting and site visit. It was expected that the access on to Ginhall Lane would be removed from the plan.

**PH103 NEIGHBOURHOOD PLAN**

Committee **NOTED** that the following progress had been made:

- The Basic Conditions Statement had been reviewed and considered complete;
- The Consultation Statement had been reviewed and updated;
- The composite proposals maps had been completed;
- The text of the final version of the LANP had been reviewed, amended and submitted to Orphans Press for updating.

Committee **AGREED** that the revised plan be formally submitted to Herefordshire Council for examination prior to referendum. It was agreed to formally record

**PH104 HIGHWAYS**

- (a) **Consultation: Draft Herefordshire Local Transport Plan 2016-31 –** Committee **NOTED** that Herefordshire Council was seeking comments on its next local transport plan which would cover the period 2016-31. It sets out the longer term proposals for new infrastructure, maintaining the highway network, supporting new homes and jobs and support for walking, cycling and public transport. The consultation had been extended until 5pm on Friday 29 January 2016.

It was **AGREED** that Cllr Bartlett would review the document and submit comments to the Clerk prior to them being submitted to Herefordshire Council.

- (b) **Green Lane/Ginhall Lane –** Committee **NOTED** the concerns raised regarding Ginhall Lane being used as a rat run and vehicles not observing the no right turn at the Green Lane/Ginhall Lane junction.

It was **RESOLVED** that the following actions would be pursued:

- Request that Ginhall Lane be subject to a 30mph speed limit;
- Request that the junction with Green Lane be revised to ensure that no vehicle could make a right hand turn;
- Request that the Police carry out enforcement action at the junction against any vehicle making an illegal right hand turn.

- (c) **Bus Service 427 –** Committee discussed the discontinuation of this route by Herefordshire Council due to the high level of subsidy required and options available to either save or replace it. It was **NOTED** that a meeting with surrounding parishes was currently being organised to discuss this matter and it was agreed to defer a decision until that meeting had taken place.

It was noted that one option might be the development of a community transport scheme either with an existing provider or setting up a joint scheme with local parishes. This option would be part of the wider discussions.

**PH105 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting would be held on Monday 1<sup>st</sup> February 2016 at 18:00hrs in the Council Chamber, 17 West Street, Leominster HR6 8EP.

There being no other business the meeting closed at 7.00pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**

# LEOMINSTER TOWN COUNCIL

## ESTATES, MARKETS AND ENVIRONMENT COMMITTEE

Minutes of the Estates, Markets & Environment Committee meeting held on Monday 11<sup>th</sup> January 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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**MEMBERS PRESENT:** Councillors Bartlett, (Chair), Barton, Davies, Freedland, Lacey, Mifflin, Norman, A Pendleton and Thomas.

**OFFICERS PRESENT:** Town Clerk and the Market Officer.

Prior to the commencement of the meeting a minutes silence was held in remembrance of the victims of the recent events in Paris.

### **EM58 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Gibson, and Rosser and Rumsey.

### **EM59 DECLARATIONS OF INTEREST**

The following declaration of interest was made:

- Cllr Lacey – Allotments

### **EM60 REQUESTS FOR DISPENSATIONS**

No requests for dispensation had been received.

### **EM51 QUESTIONS FROM THE PUBLIC**

There were no members of the public present.

### **EM61 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Estates, Markets & Environment Committee meeting held on 16<sup>th</sup> November 2015 be agreed and signed as a correct record.

### **EM62 FRIDAY MARKET**

The Market Officer presented his report updating Members on the operation of the Leominster Market. Following discussion it was **RESOLVED:**

- That the report be noted;
- To note that a full trading year would have been completed at the beginning of February 2016;
- To adopt the revised terms and conditions which included an increase in the holiday allowance from 3 weeks to 4 week per annum, the winter concession scheme of one rent free week in January, February and March subject to full attendance during the relevant month and vehicle parking restrictions on site;
- To update Trader details in the next few weeks;
- To allocate a sum of £4,060 from balances to purchase 24 market stalls and an Ifor Williams trailer from the Farmers Market;

- To set a rent of £50 per Market to commence from 1<sup>st</sup> April 2016 for the Farmers Market. Dates for 2016 were 9<sup>th</sup> January, 12<sup>th</sup> February, 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May, 11<sup>th</sup> June, 9<sup>th</sup> July, 13<sup>th</sup> August, 10<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November and 10<sup>th</sup> December;
- To note that Home & Garden Markets would be held on 22<sup>nd</sup> March, 26<sup>th</sup> April, 24<sup>th</sup> May and 28<sup>th</sup> June 2016;
- To note that the Festival Market would be held on 27<sup>th</sup> May and 3<sup>rd</sup> June, St Edfrith Market on 29<sup>th</sup> October and the Victorian Street Market on 11<sup>th</sup> December 2016.

Committee **NOTED** that there were growing concerns regarding the poor state of Corn Square which was becoming dangerous. A number of accidents had occurred over the last two months. The situation was being monitored by the Market officer and the Locality Steward.

#### **EM63 LEOMINSTER IN BLOOM**

Committee considered the draft revised action plan that had been considered and amended by the Task & Finish Group. Following discussion it was

**RESOLVED:**

- That the report be noted;
- That the revised action plan be formally adopted and implemented.

#### **EM64 COMMITTEE UPDATE REPORT**

Committee considered the Committee update report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That Members inform the Office of any potholes or other work required under the Lengthsman and P3 Schemes;
- To note that a job request had been submitted to clear Butchers Row;
- That two grant applications be submitted for improvements to the Booth Garden and the Sensory Garden, Pinsley Mead;
- To arrange a meeting with the Priory regarding the flooding issue at the entrance door of the Priory;
- That a formal request be submitted to Herefordshire Council Highways Department to install a dropped kerb at Leominster Cemetery to improve DDA access.

It was further agreed to discuss the options available with Balfour Beatty Living Places to use its resources more efficiently especially for winter leaf clearing and other street cleaning.

#### **EM65 ALLOTMENTS**

Committee considered the Committee update report in detail and following discussion it was **RESOLVED:**

- That the report be noted;
- That a sum of £250 be requested from the Finance Committee from the Grants to help mark the 10<sup>th</sup> Anniversary of the opening of the Ginhall Lane Allotments;
- That there would be no increase in the allotment rents.

**EM66 CONFIDENTIAL ITEMS**

As certain items were expected to include the consideration of exempt information the Estates, Markets and Environment 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) **Toilets Upgrade** – Committee considered the Toilet Upgrade Report in detail. A number of options had been put forward along with detailed costings.

Following discussion it was **RESOLVED:**

- That the report be noted;
- That an annual sum of £55,000 per annum be requested from the Finance Committee for inclusion in the Budget to fund the upkeep, maintenance and improvement programme of the toilets at Westbury Street, Central car park and The Grange;
- That the Westbury Street conveniences be the priority toilet for improvement;
- That no investment would be made into any of the facilities unless Herefordshire Council agreed to transfer the asset unencumbered and without the uplift clause to ensure the Town Council had security of tenure of the assets;
- That a Public Works Loan Board Loan of up to £150,000 be investigated to help fund the improvement programme to be borrowed over a period of ten years.

- (b) **Grounds Tender** – Committee **NOTED** that the Grounds Tender documentation had been sent to a number of local firms and would be considered at the next Committee meeting to be held on Monday 15<sup>th</sup> February 2016.

There being no other business the Chair thanked members for their attendance and closed the meeting at 21:40pm

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**CHAIR:**

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**DATE:**

# LEOMINSTER TOWN COUNCIL

## FINANCE COMMITTEE

Minutes of the Finance Committee meeting held on Monday 18<sup>th</sup> January 2016 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

**ALSO PRESENT:** One member of the public and one member of the press.

**OFFICERS PRESENT:** Town Clerk.

**F49 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Davies, Evans, Gibson and A Pendleton.

**F50 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**F51 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

**F52 QUESTIONS FROM THE PUBLIC**

A resident asked whether members of the Council that were not Leominster Parish residents were allowed to vote on the setting of the Town Council's budget and precept. He was informed that the Town Council was a corporate body and elected and co-opted members of that body had full rights to vote on any matter under consideration except those in which they had registered an interest under the Localism Act 2011.

A resident asked why 17 West Street, Leominster was no longer fit for purpose to deliver Town Council services. He was informed that the Town Council was taking on many additional services and responsibilities from Herefordshire Council as well as reviewing the way existing services such as the Tourist Information Centre were delivered. Following lengthy consideration the Town Council had agreed that it could achieve savings and improve service delivery by purchasing 11 Corn Square.

The Town Council had undertaken a public consultation on its proposed budget to ensure that it was meeting the needs of the local community.

**F53 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance Committee meeting held on 7<sup>th</sup> December 2015 be agreed and signed as a correct record subject to the amendment agreed.

**F54 FINANCIAL MATTERS**

- (a) **Financial Report** – Committee considered the financial report for December 2015 and, following discussion, it was **RESOLVED**:
- That the report be noted;
  - That the payments made in December 2015 amounting to £26,639.59 inclusive of VAT be ratified;
  - That income received in December amounting to £1,585.44 be ratified;
  - That Petty Cash transactions for December amounting £76.31 be ratified;
  - That the current balance as at 31<sup>st</sup> December 2015 of £242,894 be ratified;
  - That the projected budget underspend for 2015/16 of £2,426 be noted.

Committee considered the budget monitoring report and noted that although certain cost codes were overspent the main cost centre headings were not overspent.

Committee **NOTED** that a revised asset register was currently being drawn up and a full report would be submitted to Committee at its next meeting on 22<sup>nd</sup> February 2016.

Committee **NOTED** the Audit Report update outlining progress to date. The following items would be presented to Committee in February 2016:

- A draft Internal Controls document for approval;
- Revised asset register for approval;
- A report on the staff and Council review currently being undertaken;
- Lone Worked Policy.

- (b) **Outstanding Accounts for Payment** – Following consideration Committee **RESOLVED** to pay all the outstanding accounts to date for January 2016 amounting to £13,119.86 inclusive of VAT.

Committee **RESOLVED** to request a 50% reduction of the invoice received from Gala Lights due to the poor level of service received including the number of festive lights which had not worked. In addition the Certificate of the Stress Testing undertaken would be requested.

It was noted that the Festive Lights contract had come to an end and it was agreed to review the way the Town Council delivered the lights in the future including the possibility of undertaking the erection of the lights in-house.

- (c) **Consultation Report** – Committee considered the Final Consultation report presented and **RESOLVED**:
- That the report be noted;
  - That the results of the consultation be used to help direct future funding requirements and commitments;
  - That the results of the consultation be published in full on the website.
- (d) **Budget and Precept 2016/17** – Committee considered the Draft budget and precept report for 2016/17 in detail. Following discussion it was **RESOLVED**:
- That the report be noted;

## AGENDA ITEM: 7

- That a grant allocation of £10,000 be recommended for inclusion for the Community Centre which would be dependant on the LDCA working with the Town Council's Task & Finish Group to develop a new business plan for the centre;
- That an allocation of £9,000 be recommended for inclusion to fund youth provision in Leominster;
- That additional grant funding from Awards for All and the Troubled Families funding be pursued for youth provision;
- That projected income from 11 Corn Square be reduces to £20,000 in 2016/17 as it would not be available to let for the entire year;
- That the recommended annual expenditure of £55,000 per annum submitted by the Estates, Markets and Environment Committee be agreed and out forward to Full Council for adoption;
- It was proposed by Cllr Norman, seconded by Cllr Rosser and agreed that a sum of £10,000 be included in the 2016/17 budget to help fund innovative travel solutions

It was confirmed that the final proposals for the management, maintenance and upgrade of the public conveniences would be developed by the Trask & Finish Group and that proposals would be submitted to Full Council for agreement and adoption.

It was **NOTED** that no income or expenditure had been included under the P3 and Lengthsman Scheme for budgeting purposes. However, once confirmation had been received regarding the funding allocation from Herefordshire Council this would be included in the budget monitoring report information.

It was proposed by Cllr Rosser, seconded by Cllr R Pendleton and **RESOLVED** to propose to Full Council that a precept of £404,062 be requested from Herefordshire Council for 2016/17. This would result in a Band D charge of £114.60.

A recorded vote was requested, the result being:

For: Cllrs Norman, R Pendleton, Bartlett, Marsh, Rosser and Rumsey.  
Against: Cllr Barton.

- (e) **11 Corn Square** – Committee **NOTED** that the instruction notice to dispose of the building by Herefordshire Council had been agreed but as yet the Town Council's solicitor had not received any paperwork.

A meeting with the Solicitor had been held and it had been agreed to contact Herefordshire Council for the relevant paperwork and to instruct a surveyor to carry out a survey of the premises as soon as possible.

It was agreed to request Full Council to consider drawing down £350,000 of the £500,000 loan from the Public Works Loan Board at its meeting on 25<sup>th</sup> January 2016.

- (f) **Ellis Whittam** – Committee considered the proposal received from Ellis Whittam to provide employment law, human resources and Health & Safety support. This included unlimited support for a fixed fee, the development of a Staff Handbook and relevant up to date HR and Health & Safety policies.

It was noted that the only potential change to the £2,500 fee might be the cost of legal expenses insurance per employee at £7.50 and legal expenses Insurance (Health & Safety prosecution) at £3.00 per employee.

It was proposed by Cllr R Pendleton, seconded by Cllr Rosser and **RESOLVED** to enter into a three year contract with Ellis Whittam with immediate effect for a sum of £2,500 per annum plus VAT.

**F55 CONFIDENTIAL ITEMS**

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

- (a) **Council & Staffing Review** – Committee noted that Mr Rolley would be in Leominster again from Tuesday 19<sup>th</sup> to Thursday 21<sup>st</sup> February 2016 to continue the review.

**F56 DATE OF NEXT MEETING**

It was **NOTED** that the next Finance Committee meeting would be held on Monday 22<sup>nd</sup> February 2016 at 19:00 at the Council Offices, 17 West Street, Leominster HR6 8EP.

There being no other business the Chair thanked members for their attendance and closed the meeting at 9:10pm.

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**



**Full Council**

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**Date:** 19<sup>th</sup> January 2016

**Title:** Budget 2016/17 Proposals Report

**Purpose of the Report:** To provide Members with a proposed budget and precept requirement for 2016/17 as recommended by the Finance Committee at its meeting held on Monday 18<sup>th</sup> January 2016.

**Contact Officers:** Paul Russell

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**RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 That the proposed budget for 2016/17 as recommended by the Finance Committee be formally adopted;
- 1.3 That a precept of £404,062 for 2016/17 be requested from Herefordshire Council.

**2. INTRODUCTION**

- 2.1 At its meeting held on Monday 18<sup>th</sup> January 2016 the Finance Committee considered in detail the draft budget. Following discussion a number of amendments were agreed and have been included in this revised report.
- 2.2 Leominster's tax base for 2015/16 was 3,476.54. The 2016/17 tax base will be 3,525.99. Transitional Grant funding has been reduced from £40,361 to £17,993 with further support being discontinued from 1<sup>st</sup> April 2017.
- 2.3 The Estates, Markets and Environment Committee considered a report regarding public convenience investment at its meeting held on Monday 11<sup>th</sup> January 2016 and agreed to request an annual allocation of £55,000 to include any loan repayments and annual maintenance charges. This recommendation was accepted by the Finance Committee and has been adjusted in the final budget figures.

**3. THE DRAFT BUDGET**

- 3.1 Administration: The budget for Administration is outlined below. It includes funding for recruitment. The advertising budget will be utilised to improve Town Council communication, developing a graphic language for the organisation and ensure greater openness and transparency.

| <b>Administration Central Costs</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|-------------------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Recruitment                         | £0             | £1,500         | £500           | £515           | £530             | £546             |
| Advertising                         | £1,250         | £1,000         | £1,030         | £1,061         | £1,093           | £1,126           |
| Printing & Stationery               | £1,100         | £1,500         | £1,545         | £1,591         | £1,639           | £1,688           |
| Photocopier                         | £1,200         | £1,500         | £1,545         | £1,591         | £1,639           | £1,688           |
| Postage                             | £1,500         | £1,500         | £1,545         | £1,591         | £1,639           | £1,688           |
| Subscriptions                       | £2,600         | £3,000         | £3,090         | £3,183         | £3,278           | £3,377           |
| Publications                        | £110           | £0             | £0             | £0             | £0               | £0               |
| Telephone                           | £2,000         | £3,300         | £3,399         | £3,501         | £3,606           | £3,714           |
| Software, IT and support            | £1,500         | £3,000         | £3,090         | £3,183         | £3,278           | £3,377           |
| Equipment                           | £1,500         | £3,000         | £1,500         | £1,545         | £1,591           | £1,639           |
| Insurance                           | £4,500         | £6,000         | £6,180         | £6,365         | £6,556           | £6,753           |
| Miscellaneous                       | £150           | £0             | £0             | £0             | £0               | £0               |
| Website                             | £2,500         | £360           | £371           | £382           | £393             | £405             |
| Contingency                         | £2,000         | £2,500         | £2,575         | £2,652         | £2,732           | £2,814           |
| <b>Total</b>                        | <b>£21,910</b> | <b>£28,160</b> | <b>£26,370</b> | <b>£27,161</b> | <b>£27,976</b>   | <b>£28,815</b>   |

3.2 Administrative income is as follows:

| <b>Income Administration</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|------------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Precept                      | £0             | £0             | £0             | £0             | £0               | £0               |
| Council Tax Support Grant    | £40,477        | £17,993        | £0             | £0             | £0               | £0               |
| Bank Interest                | £150           | £200           | £175           | £175           | £175             | £175             |
| Miscellaneous                | £0             | £0             | £0             | £0             | £0               | £0               |
| <b>Total</b>                 | <b>£40,627</b> | <b>£18,193</b> | <b>£175</b>    | <b>£175</b>    | <b>£175</b>      | <b>£175</b>      |

3.3 Corporate Management cost projections are as follows:

| <b>Corporate Management</b>      | <b>2015/16</b> | <b>2016/17</b>  | <b>2017/18</b>  | <b>2018/19</b>  | <b>2019/2020</b> | <b>2020/2021</b> |
|----------------------------------|----------------|-----------------|-----------------|-----------------|------------------|------------------|
| Salaries                         | £78,400        | £100,000        | £103,000        | £106,090        | £109,273         | £112,551         |
| Travel & Subsistence             | £1,190         | £1,000          | £1,030          | £1,061          | £1,093           | £1,126           |
| Conferences/Training             | £500           | £2,000          | £2,060          | £2,122          | £2,185           | £2,251           |
| Bank Charges                     | £0             | £500            | £515            | £530            | £546             | £563             |
| Accountancy/Corporate Governance | £0             | £2,000          | £2,060          | £2,122          | £2,185           | £2,251           |
| Internal Audit Fees              | £500           | £800            | £824            | £849            | £874             | £900             |
| External Audit Fees              | £1,500         | £1,000          | £1,030          | £1,061          | £1,093           | £1,126           |
| Legal & Professional             | £0             | £1,000          | £1,030          | £1,061          | £1,093           | £1,126           |
| Employment/Health & Safety       | £0             | £2,500          | £2,500          | £2,500          | £2,575           | £2,652           |
| <b>Total</b>                     | <b>£82,090</b> | <b>£110,800</b> | <b>£114,049</b> | <b>£117,395</b> | <b>£120,917</b>  | <b>£124,545</b>  |

3.4 Democratic Services: Election costs to be ring-fenced to pay for elections in 2019:

| <b>Democratic Services</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|----------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Elections                  | £10,350        | £2,500         | £2,500         | £2,500         | £2,500           | £2,500           |
| Mayor's Allowance          | £4,000         | £4,000         | £4,000         | £4,000         | £4,000           | £4,000           |
| Mayor Making               | £250           | £500           | £500           | £500           | £500             | £500             |
| Civic Events               | £1,710         | £2,000         | £2,000         | £2,000         | £2,000           | £2,000           |
| Civic Regalia              | £400           | £500           | £500           | £500           | £500             | £500             |

**AGENDA ITEM: 9**

|                |                |                |                |                |                |                |
|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Civic Officers | £1,100         | £1,200         | £1,236         | £1,273         | £1,311         | £1,351         |
| <b>Total</b>   | <b>£17,810</b> | <b>£10,700</b> | <b>£10,736</b> | <b>£10,773</b> | <b>£10,811</b> | <b>£10,851</b> |

- 3.5 Grants: The overall allocation has been increased by £5,000 to ensure that there is adequate funding available to other bodies. The £10,000 grant to the Community Centre is subject to an agreement for LADC to work closed with the Town Council's Task & Finish Group to develop a new business plan for the centre.. Please note that the TIC grant of £30,000 has been discontinued as it is proposed to bring the delivery of this service in-house to achieve significant savings.

| <b>Grants</b>    | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| General Grants   | £50,000        | £15,000        | £17,000        | £19,000        | £20,000          | £21,000          |
| Community Centre | £10,000        | £10,000        | £8,000         | £6,000         | £5,000           | £4,000           |
| Grange Court     | £7,000         | £7,000         | £7,000         | £7,000         | £7,000           | £7,000           |
|                  | <b>£67,000</b> | <b>£32,000</b> | <b>£32,000</b> | <b>£32,000</b> | <b>£32,000</b>   | <b>£32,000</b>   |

- 3.6 Youth Funding: An additional expenditure line has been added to fund the proposed youth project in Leominster. The project would be delivered by HVOSS. There was also a recommendation to include a sum of £10,000 to help fund innovative travel solutions to help try to meet the impending loss of various local bus services.

| <b>Youth Funding</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|----------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Travel Fund          | £0             | £10,000        | £10,000        | £10,000        | £10,000          | £10,000          |
| Youth Provision      | £0             | £9,000         | £9,000         | £9,000         | £9,000           | £10,000          |
|                      | <b>£0</b>      | <b>£19,000</b> | <b>£19,000</b> | <b>£19,000</b> | <b>£19,000</b>   | <b>£20,000</b>   |

- 3.7 17 West Street: It is the Council's intention to retain ownership of this building and rent it out on the open market as soon as possible. Due to the sensitivity of this information details are not included. However, it is projected that this element will be cost neutral.

| <b>West Street</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|--------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Expenditure        | £0             | £0             | £0             | £0             | £0               | £0               |
| Income             | £0             | £0             | £0             | £0             | £0               | £0               |
| <b>Total</b>       | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>        | <b>£0</b>        |

- 3.8 Corn Square Expenditure: All figures are indicative. The loss of the purchase of the car park has required a projected income reduction and income has been reduced for 2016:

| <b>Corn Square</b>  | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|---------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Cleaning Materials  | £0             | £100           | £103           | £106           | £109             | £113             |
| Window Cleaning     | £0             | £720           | £742           | £764           | £787             | £810             |
| Electricity         | £0             | £4,000         | £4,120         | £4,244         | £4,371           | £4,502           |
| Gas                 | £0             | £4,500         | £4,635         | £4,774         | £4,917           | £5,065           |
| Business Rates      | £0             | £10,000        | £10,300        | £10,609        | £10,927          | £11,255          |
| Water Rates         | £0             | £1,200         | £1,236         | £1,273         | £1,311           | £1,351           |
| Repairs & Renewals  | £0             | £1,000         | £1,030         | £1,061         | £1,093           | £1,126           |
| Fixtures & Fittings | £0             | £1,000         | £1,030         | £1,061         | £1,093           | £1,126           |
| Loan Repayment      | £0             | £23,006        | £22,817        | £22,628        | £22,439          | £22,250          |
| <b>Total</b>        | <b>£0</b>      | <b>£45,526</b> | <b>£46,013</b> | <b>£46,519</b> | <b>£47,047</b>   | <b>£47,596</b>   |

## 3.9 Corn Square Income projections:

| <b>Income Corn Square</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|---------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Room Rentals              | £0             | £2,000         | £3,000         | £3,045         | £3,091           | £3,137           |
| Office Lets               | £0             | £18,000        | £23,000        | £23,345        | £23,695          | £24,051          |
| Car Parks                 | £0             | £0             | £0             | £0             | £0               | £0               |
| <b>Total</b>              | <b>£0</b>      | <b>£20,000</b> | <b>£26,000</b> | <b>£26,390</b> | <b>£26,786</b>   | <b>£27,188</b>   |

3.10 Due to the sensitivity of the information the Tourist Information service is projected to cost the Town Council approximately £14,500 in 2016/17. Expenditure is projected at £42,000 with income around £27,500. Main costs are staff and stock purchase with income being generated from reduced stock sales, continued ticketing commission and some minor advertising spaces. Note that these figures may change if plans to reduce retail sales are developed as currently being discussed.

3.11 Open spaces maintenance costs have been reduced in places to try to achieve some economy. Some further savings may be achieved following year one of full management:

| <b>Open Spaces</b>      | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|-------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Salaries                | £0             | £40,000        | £41,200        | £42,436        | £43,709          | £45,020          |
| Uniforms                | £0             | £500           | £515           | £530           | £546             | £563             |
| Vehicle Maintenance     | £0             | £2,000         | £2,060         | £2,122         | £2,185           | £2,251           |
| Vehicle Fuel            | £0             | £2,500         | £2,575         | £2,652         | £2,732           | £2,814           |
| Street Cleaning         | £10,900        | £3,000         | £3,090         | £3,183         | £3,278           | £3,377           |
| Waste                   | £0             | £2,500         | £2,575         | £2,652         | £2,732           | £2,814           |
| Open Spaces Maintenance | £0             | £17,230        | £17,919        | £18,636        | £19,381          | £20,157          |
| Maintenance             | £11,000        | £2,000         | £2,060         | £2,122         | £2,185           | £2,251           |
| Equipment               | £0             | £2,000         | £2,060         | £2,122         | £2,185           | £2,251           |
| Telephones              | £0             | £600           | £618           | £637           | £656             | £675             |
| Electricity             | £0             | £300           | £309           | £318           | £328             | £338             |
| Gas                     | £0             | £0             | £0             | £0             | £0               | £0               |
| Business Rates          | £0             | £1,000         | £1,030         | £1,061         | £1,093           | £1,126           |
| Water Rates             | £0             | £150           | £155           | £159           | £164             | £169             |
| Repairs & Renewals      | £0             | £2,000         | £2,060         | £2,122         | £2,185           | £2,251           |
| Priory Churchyard       | £6,000         | £1,500         | £1,545         | £1,591         | £1,639           | £1,688           |
| Millenium Green         | £2,600         | £250           | £258           | £265           | £273             | £281             |
| Play Areas              | £0             | £2,500         | £2,575         | £2,652         | £2,732           | £2,814           |
| P3 Scheme               | £1,000         | £0             | £0             | £0             | £0               | £0               |
| Lengthsman Scheme       | £5,700         | £6,000         | £6,180         | £6,365         | £6,556           | £6,753           |
| Miscellaneous           | £750           | £750           | £773           | £796           | £820             | £844             |
| <b>Total</b>            | <b>£37,950</b> | <b>£86,780</b> | <b>£89,556</b> | <b>£92,422</b> | <b>£95,381</b>   | <b>£98,436</b>   |

3.12 Open Spaces income is currently projected at zero although there will be some income and expenditure as a result of the Town Council being part of the P3 and Lengthsman scheme. Budget monitoring information will include P3 and Lengthsman financial information once it has been confirmed by Herefordshire Council:

| <b>Open Spaces Income</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|---------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| P3 Scheme                 | £1,175         | £0             | £0             | £0             | £0               | £0               |
| Lengthsman Scheme         | £0             | £0             | £0             | £0             | £0               | £0               |
| <b>Total</b>              | <b>£1,175</b>  | <b>£0</b>      | <b>£0</b>      | <b>£0</b>      | <b>£0</b>        | <b>£0</b>        |

3.13 Markets & Events expenditure has been reduced slightly to try to achieve a greater surplus to enable other services to be delivered effectively:

| <b>Markets/Events</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|-----------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Salaries              | £6,000         | £10,000        | £10,300        | £10,609        | £10,927          | £11,255          |
| Promotion             | £0             | £1,000         | £1,030         | £1,061         | £1,093           | £1,126           |
| Advertising           | £0             | £750           | £773           | £796           | £820             | £844             |
| Waste Disposal        | £0             | £2,000         | £2,060         | £2,122         | £2,185           | £2,251           |
| Electricity           | £0             | £500           | £515           | £530           | £546             | £563             |
| Subscriptions         | £0             | £400           | £412           | £424           | £437             | £450             |
| Training              | £0             | £300           | £309           | £318           | £328             | £338             |
| Equipment             | £0             | £1,000         | £1,030         | £1,061         | £1,500           | £1,500           |
| <b>Total</b>          | <b>£6,000</b>  | <b>£15,950</b> | <b>£16,429</b> | <b>£16,921</b> | <b>£17,836</b>   | <b>£18,326</b>   |

3.14 Market and Events Income has been projected to include a buoyant Friday Market, the continuation of the Farmers Market and the Plant Fairs and some additional specialist markets:

| <b>Income Markets/Events</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|------------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Market Income                | £18,000        | £20,000        | £20,000        | £20,000        | £20,000          | £20,000          |
| Miscellaneous                | £0             | £5,000         | £5,000         | £5,000         | £5,000           | £5,000           |
| <b>Total</b>                 | <b>£18,000</b> | <b>£25,000</b> | <b>£25,000</b> | <b>£25,000</b> | <b>£25,000</b>   | <b>£25,000</b>   |

3.15 Economic Development has been amended to include the 0.8% CCTV increase. Festive lights expenditure will be reduced and it is proposed that the newspapers for the library be discontinued. This needs to be confirmed.

| <b>Economic Development</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|-----------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Neighbourhood Plan          | £0             | £0             | £0             | £0             | £0               | £0               |
| Street Cleaning             | £0             | £0             | £0             | £0             | £0               | £0               |
| Leominster in Bloom         | £0             | £6,000         | £6,000         | £6,180         | £6,365           | £6,556           |
| CCTV                        | £10,336        | £10,439        | £10,752        | £11,075        | £11,407          | £11,749          |
| Festive Lights              | £16,000        | £12,000        | £12,360        | £12,731        | £13,113          | £13,506          |
| Library Newspapers          | £820           | £0             | £0             | £0             | £0               | £0               |
| Market Towns Forum          | £100           | £100           | £103           | £106           | £109             | £113             |
| Newsletter                  | £2,000         | £1,200         | £1,236         | £1,273         | £1,311           | £1,351           |
| <b>Total</b>                | <b>£29,256</b> | <b>£29,739</b> | <b>£30,451</b> | <b>£31,365</b> | <b>£32,306</b>   | <b>£33,275</b>   |

3.16 Public conveniences received a high level of support from the budget consultation. At its meeting on 11<sup>th</sup> January 2016 the Estates, Markets and Environment Committee recommended an annual expenditure of £55,000 per annum to maintain the three public conveniences in Central Car Park, Westbury Street and at the Grange subject to receiving the assets in a nil cost asset transfer. This was agreed by the Finance Committee.

3.17 The improvements will be developed by the Task & Finish Group and may include a further application to the Public Works Loan Board for additional funding. A sum for repayment has been included in the figures below:

| <b>Public Conveniences</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|----------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Toilet Maintenance         | £8,000         | £0             | £0             | £0             | £0               | £0               |
| Toilet Management          | £20,000        | £5,000         | £6,000         | £7,000         | £7,000           | £7,000           |

**AGENDA ITEM: 9**

|                           |                |                |                |                |                |                |
|---------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Capital Investment</b> |                |                |                |                |                |                |
| Loan Repayment            | £0             | £16,385        | £16,385        | £16,385        | £16,385        | £16,385        |
| Capital Fund              | £0             | £5,685         | £3,457         | £1,582         | £681           | £0             |
|                           |                |                |                |                |                |                |
| <b>Central Area</b>       |                |                |                |                |                |                |
| Business Rates            | £0             | £1,700         | £1,751         | £1,804         | £1,858         | £1,913         |
| Water Rates               | £0             | £1,600         | £1,648         | £1,697         | £1,748         | £1,801         |
| Electricity               | £0             | £700           | £721           | £743           | £765           | £788           |
| Cleaning                  | £0             | £3,215         | £3,311         | £3,411         | £3,513         | £3,619         |
| <b>The Grange</b>         |                |                |                |                |                |                |
| Business Rates            | £0             | £1,500         | £1,545         | £1,591         | £1,639         | £1,688         |
| Water Rates               | £0             | £1,400         | £1,442         | £1,485         | £1,530         | £1,576         |
| Electricity               | £0             | £800           | £824           | £849           | £874           | £900           |
| Cleaning                  | £0             | £3,215         | £3,311         | £3,411         | £3,513         | £3,619         |
| <b>Westbury Street</b>    |                |                |                |                |                |                |
| Business Rates            | £0             | £3,000         | £3,090         | £3,183         | £3,278         | £3,377         |
| Water Rates               | £0             | £3,200         | £3,296         | £3,395         | £3,497         | £3,602         |
| Electricity               | £0             | £1,600         | £1,648         | £1,697         | £1,748         | £1,801         |
| Cleaning                  | £0             | £6,000         | £6,570         | £6,767         | £6,970         | £7,179         |
| <b>Total</b>              | <b>£28,000</b> | <b>£55,000</b> | <b>£55,000</b> | <b>£55,000</b> | <b>£55,000</b> | <b>£55,247</b> |

3.18 At present no income has been projected but Council aims to let space within the conveniences in the future to help reduce annual costs.

3.19 Allotment expenditure has been reduced following the significant investment made in them in 2015/16:

| <b>Allotments</b>   | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|---------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Ground Rent         | £600           | £960           | £960           | £960           | £960             | £960             |
| Water Rates         | £500           | £500           | £515           | £530           | £546             | £563             |
| General Maintenance | £1,700         | £1,000         | £1,030         | £1,061         | £1,093           | £1,126           |
| Grasscutting        | £1,600         | £1,640         | £1,689         | £1,740         | £1,792           | £1,846           |
| <b>Total</b>        | <b>£4,400</b>  | <b>£4,100</b>  | <b>£4,194</b>  | <b>£4,291</b>  | <b>£4,391</b>    | <b>£4,494</b>    |

3.20 Income is projected to reflect the 2015/16 levels:

| <b>Allotment Income</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|-------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Allotment Rents         | £4,600         | £5,000         | £5,000         | £5,000         | £5,000           | £5,000           |
| <b>Total</b>            | <b>£4,600</b>  | <b>£5,000</b>  | <b>£5,000</b>  | <b>£5,000</b>  | <b>£5,000</b>    | <b>£5,000</b>    |

3.21 The Capital Project fund has been developed to invest in plant, equipment and play areas:

| <b>Capital Projects</b> | <b>2015/16</b> | <b>2016/17</b> | <b>2017/18</b> | <b>2018/19</b> | <b>2019/2020</b> | <b>2020/2021</b> |
|-------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Equipment               | £11,500        | £10,000        | £10,000        | £10,000        | £10,000          | £10,000          |
| Play Areas              | £5,000         | £10,000        | £10,000        | £16,000        | £16,000          | £16,000          |
| <b>Total</b>            | <b>£16,500</b> | <b>£20,000</b> | <b>£20,000</b> | <b>£26,000</b> | <b>£26,000</b>   | <b>£26,000</b>   |

3.22 The projected income and expenditure is outlined below:

**AGENDA ITEM: 9**

|                   |                 |                 |                 |                 |                 |                 |
|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Total Expenditure | £393,825        | £499,755        | £507,057        | £523,405        | £534,559        | £546,856        |
| Total Income      | £101,062        | £95,693         | £84,500         | £85,740         | £87,011         | £88,314         |
| Balance           | <b>£292,763</b> | <b>£404,062</b> | <b>£422,557</b> | <b>£437,665</b> | <b>£447,548</b> | <b>£458,542</b> |

3.23 Based on the current projections the Band D equivalent is outlined below:

|                              |          |          |          |          |          |          |
|------------------------------|----------|----------|----------|----------|----------|----------|
| Tax Base (increased by 1.5%) | 3,476.54 | 3,525.99 | 3,578.88 | 3,632.56 | 3,687.05 | 3,742.36 |
| Projected D band             | £79.34   | £114.60  | £118.07  | £120.48  | £121.38  | £122.53  |

3.24 A precept of £404,062 will be required to meet the budgeted expenditure outlined above. This will result in a projected Band D of £114.60.

## THE JANICE AND PETER McCAULL CHARITABLE TRUST

Minutes of the meeting of the Janice and Peter McCaull Charitable Trust held on Monday 4<sup>th</sup> January 2016 at the Council Offices, 17 West Street, Leominster HR6 8EP commencing at 6pm.

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**PRESENT:** Cllrs Norman & Thomas.

**ALSO PRESENT:** Cllr McCaull and the Town Clerk.

**1. ELECTION OF CHAIR**

Cllr Norman was formally elected Chair of the Charitable Trust.

**2. APOLOGIES & WELCOME**

Apologies were received and accepted from Cllrs Gibson & Taylor.

Cllr Norman welcomed all those present to the meeting and invited Cllr McCaull to provide an overview of the Charity and its aims and objectives.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest made.

**4. OVERVIEW OF THE CHARITY**

The Trust had been set up in 2008 by Cllr McCaull following the untimely death of his wife. The aim of the Charity was to provide opportunities to the young people of Leominster up to the age of 21 for betterment and development. A number of awards had been given over the past few years totalling well over £9,000.

The Trust invested a capital sum of £29,800. Any additional funds raised and the interest on that capital sum could be used as grant funding for applicants meeting the aims and objectives of the Trust.

**5. FORMAL APPOINTMENT OF TRUSTEES FOR 2016**

It was noted that there were currently no formal trustees appointed as they had all either passed away or resigned.

Cllrs Norman and Thomas were formally appointed as Trustees of the Janice and Peter McCaull Charitable Trust. It was agreed to update the website accordingly.

Following discussion it was agreed that following the formal appointment of two further Trustees they would:

- Review the Appointment of Trustees clause to ensure complete clarity;
- To confirm that Leominster Town Council would administer the Charitable Trust;
- That the Town Clerk would be the Administrator and that the responsibility would be included in the job description.

**6. FINANCES**

It was noted that due to an overspend in previous years the Charity currently held a balance of £29,579.28 in both its capital and revenue accounts. There was £2121.18 in the revenue account and £27,458 in the capital account.

It was **RESOLVED** that the Trust Deed be amended to ensure that the Trust held a sum of £30,000 in its capital fund.

Once the funds exceeded £30,000 the Trust could begin to provide grants again to young people up to the age of 21 from Leominster. Interest received via the Capital Fund could be transferred to the revenue account.

Trustees noted that access to internet banking was currently impossible until CAFBank had been contacted by a previous Trustee. This would be pursued as a matter of urgency.

Cllr McCaull provided a further sum of £700 to be paid into the capital account to help rebuild the capital sum required. It was further agreed that £2,100 would be transferred from the revenue account to the Capital account.

**7. ANNUAL ACCOUNTS/BANKING**

The Trustees acknowledged that an annual statement would be submitted by the end of the year.

**8. OUTSTANDING APPLICATIONS**

It was **RESOLVED** to defer any outstanding applications until two further Trustees had been formally appointed and the capital reserve was £30,000.

**9. DATE OF NEXT MEETING**

The next meeting would be held on Monday 29<sup>th</sup> February 2016 at 6pm in the Council Offices. 17 West Street, Leominster HR6 8EP.

The meeting closed at 7.30pm

\_\_\_\_\_  
**CHAIR:**

\_\_\_\_\_  
**DATE:**