

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

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

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 19th 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 31st 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 30th 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 27th 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 27th 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 24th 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.

CHAIR:

DATE: