



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 24th October 2017

To: All Members of the Finance & General Purposes Committee:
Councillors Bartlett, Burke, Egan, Freedland, Marsh, Norman, A Pendleton, R
Pendleton, Preece, 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 30th October 2017** commencing at **19:00 hours** in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

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 PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 26th June 2017 (**attached**).



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6. CLERK'S REPORT

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

7. 2017-18 WORK PROGRAMME

To receive an update on progress.

8. FINANCIAL AND COMMITTEE MATTERS

(a) Financial Report – To receive the financial report for 2017/18 Quarter Two.

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

(c) 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 – To receive the attached report.

(c) Staff Report – To receive the attached report.

(d) Draft Budget Report – To receive the attached report.

10. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 18th December 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 26th June 2017 commencing at 19:00 hours in the Council Offices, 11 Corn Square, Leominster HR6 8YP.

MEMBERS PRESENT: Councillors Marsh (Chair), Burke (Vice Chair), Bartlett (20:47), Freedland, Norman, A Pendleton, R Pendleton, Rosser and Rumsey.

OFFICER PRESENT: Town Clerk.

FG01/17 ELECTION OF CHAIR

Nominations were invited for the position of Chair of the Committee.

Cllr Marsh was proposed by Cllr Norman and seconded by Cllr Rumsey. There being no other nominations, Cllr Marsh was formally elected Chair of the Finance & General Purposes Committee.

FG02/17 ELECTION OF VICE CHAIR

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Burke was proposed by Cllr Bartlett and seconded by Cllr Freedland.

There being no further nominations, Cllr Burke was formally elected Vice-Chair of the Finance & General Purposes Committee.

FG03/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Preece (illness).

FG04/17 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FG05/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG06/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG07/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24th April 2017 be agreed and signed as a correct record.

FG08/17 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) **Branding Project** – Committee noted the additional information presented. This matter was considered under Minute FG10/17(c).
- (b) **Stress Testing of Anchor Points** – Committee noted the additional information presented. This matter was considered under Minute FG10/17(d).
- (c) **Additional Grant Requests** – Committee noted the additional information presented. This matter was considered under Minute FG11/17(a).
- (d) **Public Conveniences** – Committee noted that final paperwork relating to the Westbury Street Conveniences had been received. Subject to a final assessment of the contract it was expected that the transfer would take place within the next few weeks.
- (e) **Safety and Security Measures, Sydonia** - Committee noted the additional information presented. This matter was considered under Minute FG11/17(a).

FG09/17 2017-18 WORK PROGRAMME

Committee considered the update report presented and **RESOLVED:**

- That the report be noted;
- To note the current issues relating to delivering youth provision in the town;
- That a Task & Finish Group to update the Asset Register, commence development of the 2018/19 budget and review options to deliver participatory budget be appointed;
- That Cllrs Marsh (Chair), Burke (Vice Chair) and Bartlett be appointed to the Budget Development Task & Finish Group.

FG10/17 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter One Interim Financial Report up to 31st May 2017 and **RESOLVED:**
 - That the report be noted;
 - That the payments for April 2017 amounting to £58,377, exclusive of VAT, and for May 2017 amounting to £58,384, exclusive of VAT, be ratified;
 - That the income received and current balances up to 31st May 2017 amounting to £298,939 be noted.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for June 2017 which amounted to £65,146.05.
- (c) **Leominster Branding** – Committee considered the Leominster Branding report presented and **RESOLVED:**
 - That the report be noted;
 - That Visual Works Ltd be formally appointed to develop the Leominster Area branding as outlined in the Branding Brief at a total cost of £1,400 + VAT;

- That the project be funded from the Town Enhancement Earmarked Reserves.

(d) 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;
- That the youth provision update be noted;
- That the Community Connect fund application be supported and that a sum of up to £2,540, including in kind contributions, be allocated to enable the project to be delivered if successful;
- That stress testing of all anchor points and repairs be undertaken by LITE, Council's current contractors, at a cost of up to £2,258 + VAT;
- That remote switches in Drapers Lane, School Lane and High Street be installed by LITE at a cost not exceeding £997 + VAT;
- That the enhancements be funded from the Town Enhancement Earmarked Reserves.

FG11/17 CONFIDENTIAL ITEMS

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

(a) Grants Report – Committee considered the Grant Report and **RESOLVED**:

- That the report and additional items outlined in the Clerk's Report be noted;
- That a grant of £300 be awarded to SHYPP (Supported Housing for Young People Project);

Committee **RESOLVED** to award the following Shop Front Grants:

- J Lockett, N E Luck, 7 High Street - £250
- Annabelle Summerfield, 4 West Street - £250 representing 7.1% of the total cost.
- Bedstyles, 44 West Street - £165 representing 50% of the projected cost
- Wendy Bowen, 1 Drapers Lane - £225 representing 50% of the total cost

Due to financial constraints Committee was unable to support the following two grants:

- J Lockett, 4 Drapers Lane - £250
- J Lockett, Top Nail, 4 Drapers Lane - £250

Committee **RESOLVED** to contribute £400 from the Leominster in Bloom which will help fund the erection of bunting throughout the town.

Committee considered the request from the Halo Leisure Centre to provide a contribution towards a 5 metre high height barrier at the entrance of Sydonia to restrict vehicle access. It was **RESOLVED** to contribute £750 towards the cost of supply and installation of the basic barrier.

Committee considered the request to contribute towards the improvement of CCTV coverage at the car park and in the Sydonia open space. The CCTV was currently operated by Halo.

It was **RESOLVED** to allocate £850 towards the cost of supply and installation of improved CCTV in the car park and open space. The funding would be used to support either the existing CCTV network or the supply and installation of a separate installation under the “Stop that Thief” initiative.

Committee **RESOLVED** to support Small Business Saturday which would take place on Saturday 2nd December 2017. The Town Council would:

- Support the initiative;
- Contribute towards the costs of hiring the car parks for the day from Herefordshire Council;
- Liaise with the Leominster Business Group to arrange the hiring of the car parks to provide free car parking to visitors;
- Seek to reduce traffic movements within the town centre by reviewing the inclusion of the Central car park in the initiative.

(b) Property Report – Committee considered the Property Report and **RESOLVED** to note the update provided. It was expected that works would be completed at 11 Corn Square by the end of July 2017.

(c) Staff Review – Committee considered the Staff Review Report and **RESOLVED**:

- That the report be noted;
- The current structure be retained;
- That an interim review be undertaken in September 2017.

FG12/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 30th October 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21:19.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 24th October 2017

Title: Work Programme Update Report

Purpose of the Report: To provide Members with an update on progress related to the adopted Committee Work Programme.

Contact Officers: Paul Russell

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To consider and agree the actions recommended within the update table.

2. INTRODUCTION

- 2.1 This report outlines progress to date on the Work Programme adopted by the Committee at its meeting held on 24th April 2017 and revised at the meeting held on 26th June 2017.
- 2.2 The report includes recommended actions which need to be considered and agreed if appropriate.
- 2.3 Update reports will be provided at each meeting.

3. WORK PROGRAMME UPDATE

3.1 Please see the following update below:

ACTION	PROCESS	UPDATE
Annual Work Plan Programme	<ul style="list-style-type: none"> • To review the draft annual work plan programme • To formally adopt the plan 	<ul style="list-style-type: none"> • Plan adopted at F&GP meeting in April 2017 • Action completed
Risk Register Action Plan	<ul style="list-style-type: none"> • To review the action plan agreed by Full Council at its meeting on 27/03/17 • To review levels of risk 	<ul style="list-style-type: none"> • Risk Register to be reviewed at October 2017 meeting
Corporate Strategy	<ul style="list-style-type: none"> • To confirm Corporate objectives for 2017 	<ul style="list-style-type: none"> • Corporate Strategy adopted

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	<ul style="list-style-type: none"> • To agree a timeline for development and delivery • To update the document as required 	<ul style="list-style-type: none"> • Work programmes now developed for all Committees • Timelines confirmed
Medium Term Financial Plan	<ul style="list-style-type: none"> • To agree to develop this document • To agree a timeline for development, review and adoption 	<ul style="list-style-type: none"> • No work undertaken to date • Initial draft to be presented to Committee in December 2017. (Amended date)
Additional Corporate Performance Documents	<ul style="list-style-type: none"> • To agree the additional priority Corporate Performance documents to be reviewed/developed 	<ul style="list-style-type: none"> • No additional documents have been identified. • To keep under review
Strategic Review 2016	<ul style="list-style-type: none"> • To complete the implementation of the targets set out in this document 	<ul style="list-style-type: none"> • Strategic Review has now been actioned and is in place.
General Reserves	<ul style="list-style-type: none"> • To increase general reserves of Council over the next three years 	<ul style="list-style-type: none"> • Report on current reserves to be considered as part of draft budget report
Civic Protocols	<ul style="list-style-type: none"> • To develop a Civic protocol handbook to help govern and plan all future civic events • Protocols to include the roles of all civic positions 	<ul style="list-style-type: none"> • Initial work has commenced to develop Civic protocols • Update to be presented in December 2017
Office and infrastructure projects	<ul style="list-style-type: none"> • To agree projects to be developed • To agree timescale for each project 	<ul style="list-style-type: none"> • No work has been undertaken as yet on the projects that have been identified. • Please see interim budget report
Risk Assessments	<ul style="list-style-type: none"> • To undertake new Risk Assessments for the TIC at Corn Square; • To undertake new Risk Assessments for the Town Council at Corn Square. 	<ul style="list-style-type: none"> • Risk assessments for TIC and 11 Corn Square completed • Currently being reviewed internally and externally.
Booking Forms, Hire Agreement and Pricing Policy, 11 Corn Square	<ul style="list-style-type: none"> • To develop these documents and policies for the new Council Offices 	<ul style="list-style-type: none"> • Initial forms have been drafted • Forms to be finalised by December 2017
Power of General Competence	<ul style="list-style-type: none"> • To agree timescale for Clerk to undertake 	<ul style="list-style-type: none"> • Initial contact made with SLCC, training

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	<p>relevant training and complete relevant module</p>	<p>provider. Cost is £30</p> <ul style="list-style-type: none"> • Due to capacity of Clerk this has not yet been undertaken • Update to be presented at the meeting
Internal Audit	<ul style="list-style-type: none"> • To agree to undertake two internal audits per annum • Interim audit in November 2017 • Final audit in April or May 2018 	<ul style="list-style-type: none"> • 2017/18 internal audits have been arranged. One will take place in November and the other at year end in either April or May 2018.
Staff Structure Review	<ul style="list-style-type: none"> • Review existing structure • Amend as required 	<ul style="list-style-type: none"> • An initial review has been undertaken • Subject to finalisation of additional services to be taken on a further review may be undertaken in February 2018
Asset Register	<ul style="list-style-type: none"> • Review existing register • Update existing register • Review asset register on a regular basis 	<ul style="list-style-type: none"> • The Task & Finish Group set up is currently reviewing the Asset Register; • A revised Asset Register to be presented to Committee in December 2017
Credit card/website payments	<ul style="list-style-type: none"> • Review existing provision • Investigate sagepay option for website payments • Identify services eligible 	<ul style="list-style-type: none"> • No work undertaken to date • 2018/19 target date.
Training Programme	<ul style="list-style-type: none"> • Develop a full training programme for Staff • Develop a full training programme for Members • Draw up internal training programme 	<ul style="list-style-type: none"> • Initial policy drafted and adopted • Training programme continues to be developed (internal & external)
Destination Leominster	<ul style="list-style-type: none"> • Develop future timetable of meetings • Update project file • Develop overall master plan 	<ul style="list-style-type: none"> • Meetings are now regularly called.
Grant Programme	<ul style="list-style-type: none"> • New grant application 	<ul style="list-style-type: none"> • Currently being

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	<p>forms and criteria have been developed</p> <ul style="list-style-type: none"> • Schedule of meetings to consider grant applications developed • Monitor grant programme 	delivered.
Links with the Business Community	<ul style="list-style-type: none"> • Continue to develop links with the various business organisations within the town 	<ul style="list-style-type: none"> • Support has been provided for bunting, Small Business Saturday and Christmas lights.
Links with local voluntary organisations	<ul style="list-style-type: none"> • Continue to develop links with the various local/voluntary organisations within the town 	<ul style="list-style-type: none"> • Destination Leominster will oversee this.
Youth Project	<ul style="list-style-type: none"> • Continue to develop existing programme to deliver youth services • Identify and access grant funding to improve the programme • Identify overall outcomes 	<ul style="list-style-type: none"> • Grant funding requested from HC • Discussions undertaken with Vennture • Other providers also identified
Leominster News articles	<ul style="list-style-type: none"> • Continue to submit monthly articles to Leominster News 	<ul style="list-style-type: none"> • Currently being delivered
CCTV	<ul style="list-style-type: none"> • Continue to support provision of CCTV in the town • 3 year agreement entered into until 2019 	<ul style="list-style-type: none"> • Currently being delivered.
Market Towns Forum	<ul style="list-style-type: none"> • Continue to support this forum • Develop additional links with the local neighbouring parishes 	<ul style="list-style-type: none"> • Currently being delivered.
Annual Budgetary Process	<ul style="list-style-type: none"> • Continue to develop this process 	<ul style="list-style-type: none"> • The Task & Finish Group set up is developing 2018/19 budget. • Initial budget report part of agenda
Participatory Budgeting	<ul style="list-style-type: none"> • Consider participatory budgeting in the future 	<ul style="list-style-type: none"> • As above

30 th October 2017		Report Deadline: 16 th October 2017	
Item	Objective	Officer	Outcome
Part 1			
Annual Work Plan Programme	<ul style="list-style-type: none"> To review the draft annual work plan programme To formally adopt the plan 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> To amend and agree the draft work programme for 2017 To agree timelines and targets To implement the programme
Risk Register Action Plan	<ul style="list-style-type: none"> To review the action plan agreed by Full Council at its meeting on 27/03/17 To review levels of risk 	Clerk/RFO, Office Manager, Finance Assistant	<ul style="list-style-type: none"> To update the risk register and to comment on progress to date
Corporate Strategy	<ul style="list-style-type: none"> To confirm Corporate objectives for 2017 To agree a timeline for development and delivery To update the document as required 	Clerk/RFO	<ul style="list-style-type: none"> To develop a priority list of corporate objective priorities to be delivered in 2017/18 To agree the project timelines
Medium Term Financial Plan	<ul style="list-style-type: none"> To agree to develop this document To agree a timeline for development, review and adoption 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> To agree a timeline for developing this document Draft document to be presented to Committee at its meeting on 30th October 2017 Completed document to be adopted at the meeting on

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			18 th December 2017
Key Performance Indicators (KPIs)	<ul style="list-style-type: none"> To review the KPIs related to F&GP To agree reporting timetable 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> To receive KPI reports at following meetings: Q1 (interim) – 26th June 17 Q2 (full) – 30th October 17 Q3 (full) – 26th February 18 Q4 (full) – 30th April 18
Additional Corporate Performance Documents	<ul style="list-style-type: none"> To agree the additional priority Corporate Performance documents to be reviewed/developed 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Business Continuity Plan Corporate Governance Policy/Statement Standing Orders Financial Regulations Budget Monitoring Committee Terms of Reference Scheme of Delegation
Strategic Review 2016	<ul style="list-style-type: none"> To complete the implementation of the targets set out in this document 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> Outstanding items to be implemented; Update report to be developed.
General Reserves	<ul style="list-style-type: none"> To increase general reserves of Council over the next three years 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Regular financial reports and updates; General balances and expenditure updates.
Civic Protocols	<ul style="list-style-type: none"> To develop a Civic protocol handbook to help govern and plan all future civic events Protocols to include the roles of all civic positions 	Clerk/RFO, Office Manager, Administration Assistant	<ul style="list-style-type: none"> Develop a handbook to cover all civic protocols Initial draft to be considered at meeting on 30th October 17
Office and infrastructure	<ul style="list-style-type: none"> To agree projects to be 	Clerk/RFO, Office Manager,	<ul style="list-style-type: none"> Wifi capability in Corn

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projects	<p>developed</p> <ul style="list-style-type: none"> To agree timescale for each project 	Finance Assistant, Administration Assistant	<p>Square</p> <ul style="list-style-type: none"> Initial report at 18th December 2017 meeting Implementation, subject to cost and technical issues, by May 2018. Computerised recording system: Initial concept at 26th June 2017 meeting Implementation, subject to cost and technical issues, by July 2017 Gold Level NALC Quality Status <ul style="list-style-type: none"> Initial report at 30th October 2017 meeting Aim to achieve status by 31st March 2018
Risk Assessments	<ul style="list-style-type: none"> To undertake new Risk Assessments for the TIC at Corn Square; To undertake new Risk Assessments for the Town Council at Corn Square. 	Clerk/RFO, Office Manager, Administration Assistant and Environmental Supervisor	<ul style="list-style-type: none"> To be undertaken as soon as possible following formal occupation of the new TIC and Offices; Report back to Committee October 2017
Booking Forms, Hire Agreement and Pricing Policy, 11 Corn Square	<ul style="list-style-type: none"> To develop these documents and policies for the new Council Offices 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Documentation developed in draft
Power of General Competence	<ul style="list-style-type: none"> To agree timescale for Clerk to undertake relevant training and complete 	Clerk/RFO.	<ul style="list-style-type: none"> To be achieved by March 2018

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	relevant module		
Internal Audit	<ul style="list-style-type: none"> To agree to undertake two internal audits per annum Interim audit in November 2017 Final audit in April/May 2018 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Iain Selkirk FCA has been appointed as internal auditor for 2017/18; Councillor to be appointed to carry out quarterly reviews as required by Financial Regulations.
Staff Structure Review	<ul style="list-style-type: none"> Review existing structure Amend as required 	Clerk/RFO, Office Manager.	<ul style="list-style-type: none"> Review existing structure at 26th June 2017 meeting Full Council to consider on 24th July 2017, if required
Asset Register	<ul style="list-style-type: none"> Review existing register Update existing register Review asset register on a regular basis 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant.	<ul style="list-style-type: none"> Initial review to be completed by 26th June 2017 Interim review to be reported at 26th February 2018 meeting Final review to be completed at 30th April 2018 meeting
Credit card/website payments	<ul style="list-style-type: none"> Review existing provision Investigate sagepay option for website payments Identify services eligible 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> Initial review undertaken and contactless credit card machine to be installed in TIC; Website options and services eligibility initial review to be completed by 30th October 2017
Training Programme	<ul style="list-style-type: none"> Develop a full training programme for Staff Develop a full training programme for Members 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant.	<ul style="list-style-type: none"> Initial training policy drafted; Draft Programme to be developed by 26th June 2017;

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	<ul style="list-style-type: none"> • Draw up internal training programme 		<ul style="list-style-type: none"> • Programme adopted and implementation by Council by 24th July 2017
Destination Leominster	<ul style="list-style-type: none"> • Develop future timetable of meetings • Update project file • Develop overall master plan 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • Initial programme of meetings developed; • Project file updated on a regular basis; • Initial Master Plan to be considered by March 2018
Grant Programme	<ul style="list-style-type: none"> • New grant application forms and criteria have been developed • Schedule of meetings to consider grant applications developed • Monitor grant programme 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • New grant forms created and uploaded on to website; • New schedule of grant meetings developed for 2017/18; • Programme to be monitored throughout the year • Develop feedback monitoring form.
Links with the Business Community	<ul style="list-style-type: none"> • Continue to develop links with the various business organisations within the town 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • Initial links developed; • Links to be developed as an ongoing project.
Links with local voluntary organisations	<ul style="list-style-type: none"> • Continue to develop links with the various local/voluntary organisations within the town 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • Initial links developed; • Links to be developed as an ongoing project.
Youth Project	<ul style="list-style-type: none"> • Continue to develop existing programme to deliver youth services • Identify and access grant funding to improve the programme 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • Future programme to be developed, implemented and monitored; • Grant opportunities being identified and applied for at present;

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	<ul style="list-style-type: none"> • Identify overall outcomes 		
Leominster News articles	<ul style="list-style-type: none"> • Continue to submit monthly articles to Leominster News 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • Regular monthly articles submitted by around 20th of each month.
CCTV	<ul style="list-style-type: none"> • Continue to support provision of CCTV in the town • 3 year agreement entered into until 2019 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> • New 3 year agreement entered into; • Consider review of future coverage over the next 3 years taking into consideration technological innovations.
Market Towns Forum	<ul style="list-style-type: none"> • Continue to support this forum • Develop additional links with the local neighbouring parishes 	Clerk/RFO	<ul style="list-style-type: none"> • Meetings held every two months; • Clerk is current secretary to Forum; • Additional links with Parish Councils developed.
Annual Budgetary Process	<ul style="list-style-type: none"> • Continue to develop this process 	Clerk/RFO, Office Manager, Finance Assistant,	<ul style="list-style-type: none"> • Process in place and improved annually. • 2018/19 budget development to commence in September 2017
Participatory Budgeting	<ul style="list-style-type: none"> • Consider participatory budgeting in the future 	Clerk/RFO, Office Manager, Finance Assistant	<ul style="list-style-type: none"> • Initial report to be submitted by 30th October 2017



Finance & General Purposes Committee

Date: 24th October 2017

Title: Quarter Two Financial Report

Purpose of the Report: To provide Members with the Quarter Two Financial Report.

Contact Officers: Paul Russell

2. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for July 2017 amounting to £47,602, exclusive of VAT, August 2017 amounting to £52,463, exclusive of VAT and September 2017 amounting to £39,229, exclusive of VAT;
- 1.3 To note income received and current balances for the 2017/18 financial year as outlined in the report.

2. INTRODUCTION

- 2.1 This Financial Report provides details of Leominster Town Council's financial activities for Quarter Two of the 2017/18 financial year.
- 2.2 The External Auditors, Grant Thornton, has now completed its external audit of the Town Council's accounts relating to the 2016/17 financial year and has certified the Annual Return. Leominster Town Council has been advised that it must ensure that the Annual Return is approved and published to allow for proper provision for the exercise of public rights in accordance with the Regulations and proper practices. This was achieved in 2016/17. There are no further actions required.
- 2.3 An internal audit will be taking place on 8th November 2017 and a full report and action plan update will be presented to Committee at its meeting on 18th December 2017.
- 2.4 This report also provides details of current balances held at the bank as at 30th September 2017 along with end of year income and expenditure projections.
- 2.5 All account transactions detailed below exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council is now VAT registered.

3. PAYMENTS MADE

- 3.1 The table below outlines expenditure and income for Quarter Two 2017:

COST CENTRE	JULY	AUG	SEP	Q1	Total
Administration Expenditure	£1,187	£1,490	£2,279	£15,072	£20,028
Administration Income	£0	£80	£211,074	£205,740	£416,894
Corporate Management	£8,004	£2,678	£19,858	£34,147	£64,687
Democratic Services	£476	£0	£158	£681	£1,315
Grants	£1,165	£2,625	£0	£18,006	£21,796
West Street Expenditure	£69	£4,227	£316	£717	£5,329
West Street Income	£0	£0	£0	£0	£0
Corn Square Expenditure	£14,266	£955	£758	£4,678	£20,657
Corn Square Income	£0	£0	£0	£0	£0
Rent Office Income	£476	£2,576	£476	£3,528	£7,056
TIC Spend	£5,971	£7,180	£782	£12,763	£26,696
TIC Income	£2,668	£2,687	£2,068	£5,133	£12,556
Open Spaces Expenditure	£5,407	£10,111	£6,918	£21,989	£44,425
Open Spaces Income	£0	£0	£0	£17,755	£17,755
Allotments Expenditure	£325	£140	£599	£1,172	£2,236
Allotments Income	£243	£170	£40	£4,305	£4,758
Markets/Events Expenditure	£380	£441	£0	£1,143	£1,964
Markets/Events Income	£916	£1,600	£1,224	£4,811	£8,551
Central Toilets	£498	£1,231	£498	£1,579	£3,806
Grange Toilets	£947	£437	£429	£1,820	£3,633
Westbury Street Toilets	£0	£0	£0	£0	£0
Toilet Investments	£0	£0	£0	£0	£0
Economic Development	£2,899	£7,214	£756	£5,188	£16,057
Capital Projects	£5,900	£13,605	£5,879	£58,224	£83,608
Capital Projects Income	£0	£168,488	£0	£0	£168,488
Transport Fund	£108	£129	£0	£409	£646
TOTAL EXPENDITURE	£47,602	£52,463	£39,230	£177,588	£316,883
TOTAL INCOME	£4,303	£175,601	£214,882	£241,272	£636,058

3.2 Listed below are the balances at the bank as at 30th September 2017:

Bank Balances	
As at 30 Sept 2017	
Current Account	£512,267
Petty Cash	£103
TIC Petty Cash	£155
Control A/C	£425
Creditors	-£12,125
Events Control	-£1,779
Membership Control	-£75
TIC Control	£11,350

Outstanding VAT Claim	£7,729
Total Balances	£518,050
Represented by:	
Current Year Fund	£319,177
General Reserves	£88,298
Earmarked Reserves	£110,575
Total Balances	£518,050

3.3 Outlined below is the current and projected income for 2017/18:

Income	Actual to Date	Projected	Budget
Precept	£422,148	£442,148	£422,148
Interest	£0	£0	£200
Miscellaneous	-£5,254	£600	£3,000
Corn Square	£0	£0	£2,100
Office rental	£7,056	£12,000	£20,000
TIC	£12,557	£16,000	£27,500
Open Spaces	£17,755	£17,755	£1,725
Allotments	£4,758	£5,000	£5,000
Markets	£8,551	£18,000	£23,000
Capital Receipt	£168,488	£168,488	£0
PWLB	£0	£0	£0
TOTAL	£636,059	£679,991	£504,673

3.4 Outlined below is the current and projected expenditure for 2017/18:

Expenditure	Actual to Date	Projected	Budget
Administration	£20,027	£26,000	£26,500
Corporate Management	£64,687	£114,100	£114,100
Democratic	£1,315	£10,000	£10,300
Grants	£21,796	£45,000	£46,000
West Street	£5,330	£0	£0
Corn Square	£20,657	£52,000	£52,932
TIC	£26,695	£70,000	£70,600
Open Spaces	£44,425	£110,000	£110,128
Allotments	£2,237	£4,000	£4,500
Markets/Events	£1,964	£3,000	£4,400
Central Toilets	£3,804	£8,800	£8,800
Grange Toilets	£3,632	£8,600	£8,600
Westbury St Toilets	£0	£4,000	£11,950
Investment Toilets	£0	£500	£500
Economic Development	£16,056	£29,000	£28,648
Capital Projects Equipment	£6,613	£20,000	£20,000
Capital Projects PWLB	£76,998	£90,000	£0

Planning & Highways	£646	£5,000	£10,000
TOTAL	£316,882	£600,000	£527,958

3.5 The table below outlines the projected overspend and end of year balances:

Budgeted Income	£504,673	
Actual Income	£467,571	-£37,102
Projected Income	£511,503	£6,830
Capital Receipt	£168,488	
Total Income	£511,503	
Capital Receipt	£168,488	
Grand Total	£679,991	
Budgeted Expenditure	£527,958	
Actual Expenditure	£316,882	
Projected Expenditure	£600,000	-£72,042
From Balances	£18,000	
Projected Overspend	£70,497	
Remaining Capital Receipt	£97,991	

3.6 Based on the above assumptions it is expected that the end of year balances will be as follows:

End of Year Balances	
General Reserve	£88,298
Earmarked Reserve	£110,575
Less Balance Payment	£18,000
Total	£180,873
General Reserve	£88,298
Earmarked Reserve	£92,575
Capital Receipt	£97,000
Total	£277,873

3.7 It should be noted that there was a shortfall of £18,000 budgeted for when setting the 2017/18 budget. Please see the table below:

	2016/17	2017/18
Gross Precept Requirement	£422,056	£440,148
Council Tax Support Grant	£35,986	£0
Funding From Balances	£0	£18,000
Net Parish Precept	£386,070	£422,148

Tax Base	3,525.99	3,565.36
Band D Council Tax	£109.49	£118.40

- 3.8 The projected overspend is mainly due to the refurbishment of 11 Corn Square. There may be some insurance recovery from the front door and the rear gate, both of which have been damaged due to faults and weather. However, at this stage no recompense is being projected.
- 3.9 There is a property report under confidential items which outlines the outstanding items of work, both at 11 Corn Square and regarding the refurbishment of the public conveniences. A further update will be provided at the meeting.



Finance Committee

Date: 24th October 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

1. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 That funding for 3.1 be allocated from the civic budget;
- 1.3 That the revised Risk Register be considered and adopted;

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) are being developed as part of the Draft Corporate Strategy and once all the collation issues have been addressed, future agendas will include regular KPI updates.

3. COMMITTEE REPORT

Mayoral Frames

- 3.1 Cllr Davies has obtained a quotation from the Framing Gallery to frame photographs of past Mayors of Leominster, which she is currently collating. The estimated cost is £550 and Committee is requested to allocate the required funding from the Civic Budget to fund this initiative.

Risk Register

- 3.2 A revised Risk Register has been developed and is attached for consideration.

Public Realm

- 3.3 A draft proposal to address the public realm issues is still awaited from Herefordshire Council. It was expected towards the end of May 2017 but has yet to make an appearance. It was being drafted by Balfour Beatty. When received it will be considered by the Planning & Highways Committee.

Destination Leominster

- 3.4 The next Destination Leominster meeting will take place on 15th November 2017.

Christmas Lights

- 3.5 The Christmas lights will be erected throughout the town during November. The Switch On will take place at around 4pm on Saturday 25th November 2017. Stress testing and upgrades have now been completed.

Local Council Award Scheme

- 3.6 One of the Council's Corporate Objectives is to apply for the NALC Local Council Awards Scheme. The following reasons have been downloaded from the NALC website:

- 3.7 There are a range of reasons why a council could benefit from taking part in the award scheme. For those councils who are already confident that they perform to a high standard the scheme provides assurance to the council that it is up-to-date and progressive by the standards set by the sector. For those who wish to improve, it provides a framework to plan and make the first steps. It also helps the council improve performance and confidence, with policies in place for continuous development. And for all councils winning the award should be celebration for councillors and officers, as their commitment and hard work is recognised and respected.

- 3.8 The award is a tool that councils can use when working with the local community or other local partners. Giving them confidence that the council is delivering to a national professional standard.

- 3.9 And finally, the scheme will contribute to the national reputation of local councils demonstrating achievements and a commitment to improvement.

- 3.10 An application form is currently being completed.

Janice & Peter McCaull Trust

- 3.11 To note that the Trust now has six trustees from the Council and community. Currently work is being undertaken to finalise probate and a further update will be provided at the meeting.

- 3.12 The Trust will also be working with the Town Council to help draw down external funding for youth projects.

Leominster Business Group (LBG)

- 3.13 The Committee has already agreed to support the LBG Small Business Saturday initiative by contributing £500 towards hiring the car parks.

- 3.14 The remaining funding has already been raised by LBG and the car parks have now been formally booked. Small Business Saturday will be taking place on 2nd December 2017 and there will be activities on Corn Square.

Branding

- 3.15 This project has now been signed off by Full Council and the new branding will be used to help brand TIC literature. A Town Map/Guide is currently being produced.

Key Performance Indicators

- 3.16 These are currently being collated though information for some of the adopted KPIs is proving difficult to collate. It is hoped that an interim KPI report will be available for consideration by December 2017.

Medium Term Financial Plan

- 3.17 Work has not yet commenced on the development of this plan but it is hoped that the Working Group will be able to commence work once the 2018/19 budget has been completed.

Credit Card Payments

- 3.18 It is unlikely that the current website will be suitable to make credit card payments at present. Funding for a new website is unlikely so credit card payments can only be taken via the TIC. Work will continue to try to achieve an online payment option but it is expected that further investment will be required.

Training

- 3.19 In-house training options for members are still in their infancy, though there will be some data protection training provided to Members by December 2017.
- 3.20 The Councillor Handbook is currently being updated following the adoption of the new Code of Conduct. This will be distributed once it has been completed.
- 3.21 A full staff and councillor training package will continue to be developed and, once drafted, it will be delivered. A timetable for training sessions will be sent out to members in December.

GOVERNANCE AND MANAGEMENT RISK REGISTER (REVIEW OCTOBER 2017)

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer
RR1	Lack of forward planning and budgetary controls	<ul style="list-style-type: none"> • Lack of direction • Lack of prioritisation • Poor service delivery • Poor service development • Poor financial planning • Poor financial controls • Inefficient spending • Budgetary overspends 	L	H	<ul style="list-style-type: none"> • Review Council corporate strategy annually; • Provide regular financial reports to F&GP and Full Council; • Carry out quarterly budgetary reviews; • Undertake quarterly financial healthchecks 	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"> • Failure to meet Council's objectives • Inability to deliver services • Inability to invest in Council infrastructure • Major project slippage • Key projects not delivered 	L	H	<ul style="list-style-type: none"> • Ensure adequate budgeting and precept setting process in place • High level of budgetary controls and frequent monitoring in place • Forward planning in place • Accurate estimates obtained regarding potential costs of projects and of delivering services • Build contingency into projects 	Clerk (RFO)
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council	<ul style="list-style-type: none"> • Poor service delivery • Loss of staff morale • Loss of residents confidence • Loss of Councillor confidence • Loss of key personnel • Community governance review • Breakdown of working relationship with community groups 	L	H	<ul style="list-style-type: none"> • Regular staff performance reviews • Regular service area reviews and reporting • Develop systems to identify areas of concern at an early stage • Clear roles and responsibilities of both staff and councillors • Regular reports submitted to Council and Committees • Complaints procedure 	Clerk (RFO)
RR4	Failure to deliver improvements throughout the Town Council owned and managed estate	<ul style="list-style-type: none"> • Reduction in level of service delivery • Poorly maintained buildings and equipment 	L	H	<ul style="list-style-type: none"> • Development of realistic achievable projects • Continuous investment programme into equipment and buildings 	Clerk (RFO)

AGENDA ITEM 8(c)

		<ul style="list-style-type: none"> • Health & Safety concerns • Inability to carry out management, repairs and maintenance of estate 			<ul style="list-style-type: none"> • Continuous training for staff and councillors • Regular monitoring of performance through key objectives • Develop clear office procedures • Develop clear budgetary procedures • Ensure clear policies adopted • Ensure clear decisions reached and recorded 	
RR5	Staff and/or Councillor issues	<ul style="list-style-type: none"> • Loss of key personnel • Loss of Councillors • Fraud • Poor performance • Staff and Councillor ill health • Misconduct • Lack of training • Lack of knowledge • Conflicts of interest • Poor communication between staff, councillors and residents 	M	H	<ul style="list-style-type: none"> • Robust training and support for staff and councillors • Robust internal audit system in place • Robust recruitment procedures • Regular staff reviews • Ensure job descriptions are relevant and up to date • Succession planning in place • Proactive staff and councillors prepared to accept challenges • Operate open and transparent governance • 360 degree appraisal approach • Avenues for feedback from service users and residents 	Clerk (RFO)
RR6	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> • Council operates illegally • Council unable to react to changes in circumstances resulting in loss or reduction in service delivery • Health and safety issues • Litigation • Additional devolved services leading to being under resourced 	L	H	<ul style="list-style-type: none"> • Regular training undertaken by staff and Councillors • Regular review of legislative changes through SLCC and NALC • Regular policy reviews • Up to date Standing Orders • Up to date Financial Regulations • Proactive budgeting and financial management • Build up reserves 	Clerk (RFO)

AGENDA ITEM 8(c)

		<ul style="list-style-type: none"> • Asset transfers • Allotment lease not extended • Significant local service reduction due to austerity • Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council 			<ul style="list-style-type: none"> • Encourage flexible working practices • Continued membership of NALC and SLCC • Regular reviews of current leases/agreements 	
RR7	Major operational interruption prevents Town Council from delivering services (Business continuity)	<ul style="list-style-type: none"> • Council becomes non-operational through fire, damage etc • Back-up files and records lost, stolen or damaged • Equipment suffers damage • Severe weather conditions • Property damaged or stolen 	M	H	<ul style="list-style-type: none"> • Adequate insurance cover in place • Develop Emergency Plan and emergency response protocol • Fitted fire alarms • Contingency funding in budget/reserves for replacement and repairs • Robust back-up system of storage of important files and records 	Clerk (RFO)
RR8	Town Council internal organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> • Poor staff morale • Poor councillor morale • Poor processes in place • Poor direction and focus • Poor management of operations • Poor administrative operations, processes and protocols 	M	H	<ul style="list-style-type: none"> • Development of Corporate Plan with clear focused corporate objectives; • Clear service delivery targets; • Clear staff targets and staff monitoring/review process in place 	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"> • Loss of residents trust and confidence • Breakdown of working relationship with community groups and organisations 	M	H	<ul style="list-style-type: none"> • Development of Corporate Plan with clear focused corporate objectives • Clear service delivery targets and priorities for projects to be developed with external organisations and residents; • Clear monitoring/review processes in place 	Clerk (RFO)

AGENDA ITEM 8(c)

RR10	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> • Loss of computer records • Loss of important data • Loss of important financial information • Loss of service delivery 	L	H	<ul style="list-style-type: none"> • Off-site back-up facility in place • Adequate insurance in place • Business continuity plan to be developed • Continued investment in IT infrastructure. 	Clerk (RFO)
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