

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: