



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Tuesday 12th December 2017

To: All Members of the Finance & General Purposes Committee:
Councillors Marsh (Chair), Burke (Vice-Chair), Bartlett, Egan, Freedland,
Norman, Vacancy, 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 18th December 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 23rd October 2017 (attached).



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

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 interim financial report for 2017/18 Quarter Three.

(b) Outstanding Accounts for Payment – A list of outstanding accounts for payment for December 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) Draft Budget – To receive the attached draft budget currently still being developed.

10. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 26th February 2018 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 30th October 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, Egan, Norman and R Pendleton.

OFFICER PRESENT: Town Clerk.

FG13/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Freedland (illness), Preece (illness) Rosser (illness) and Rumsey (illness).

It was noted that Cllr A Pendleton had stepped down from the Committee.

FG14/17 DECLARATIONS OF INTEREST

The following Declaration of Interest was made:

- Cllr Norman: Trustee on the Janice & Peter McCaull Trust.

FG15/17 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

FG16/17 QUESTIONS FROM THE PUBLIC

There were no members of the public present.

FG17/17 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 26th June 2017 be agreed and signed as a correct record subject to the agreed amendment.

FG18/17 CLERK'S REPORT

The following Clerk's Report was noted:

- (a) Civic Events** – Committee noted the forthcoming civic events commencing with the Remembrance commemoration on 11th November 2017 at 11am at the War Memorial.
- (b) Three Choirs Grant Application** – Committee noted that a grant application would be received from this organisation in December 2017 and would be requesting £1,000.
- (c) Janice & Peter McCaull Trust** – Committee agreed to consider the grant request received from this Trust under its grant applications.

- (d) **Market Trader Insurance** – Committee noted that quotations were currently being sought to provide trader cover for various markets. This was particularly aimed at casual traders. It was suggested that the NFU be approached to provide a quotation.

FG19/17 2017-18 WORK PROGRAMME

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

- That the report and progress to date be noted;
- To continue to develop the civic protocols and processes;
- To note that the next Destination Leominster meeting would be held on 15th November 2017;
- To note that work would commence on the Medium Term Financial Plan in December 2017;
- To consider organising twice yearly meetings with the neighbouring parishes to discuss items of joint interest;
- To note that the 2018/19 budget and the participatory budget element was currently being delivered.

FG20/17 FINANCIAL AND COMMITTEE MATTERS

- (a) **Financial Report** – Committee considered the Quarter Two Financial Report up to 30th September 2017 and **RESOLVED:**
- That the report be noted;
 - That the payments for July 2017 amounting to £47,602, exclusive of VAT, for August 2017 amounting to £52,463, exclusive of VAT, and for September 2017 amounting to £39,229, exclusive of VAT, be ratified;
 - That the income received and current balances up to 30th September 2017 amounting to £518,050 be noted. This included the receipt of the annual precept in full and the capital receipt for West Street;
 - To note that the projected end of year balances were currently being estimated at £275,000.
- (b) **Outstanding Accounts for Payment** – Committee noted the payments to date for October 2017 which amounted to £38,687.36.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- That the report be noted;
 - That funding of up to £600 be allocated towards the cost of frames for the past Mayor photographs. This would be funded from 110/4215 Civic Regalia;
 - To request that the Mayor oversee the development of the past Mayor photographs and framing;
 - To adopt the revised Risk Register and to review it again in March 2018.

FG21/17 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** to note the report.

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

- WildPlay Rangers - £1,000 subject to the completion of the feedback form and confirmation of the actual number of beneficiaries that lived in Leominster (Cllr Norman proposed and Cllr Bartlett seconded);
- 151 Leominster Squadron Royal Air Force Cadets - £1,000 subject to the completion of the feedback form and the securing the other grant funding outlined in the report amounting to £4,500 (Cllr R Pendleton proposed and Cllr Burke seconded);
- Royal British Legion - £250 (Cllr Norman proposed and Cllr Egan seconded);
- Hereford Cathedral - £1,000 subject to the completion of the feedback form, the securing the other grant funding outlined in the report amounting to £110,540 and on condition that Leominster schools were invited to view the installation (Cllr Burke proposed and Cllr Norman seconded. There was one abstention);
- The Victorian Street Market competition - £250;
- The Janice & Peter McCaull Trust - £250.

Committee **NOTED** the submitted grant form from Vennture to develop and provide a number of youth initiatives in Leominster.

Committee further **NOTED** the grant offer, yet to be formally confirmed, from the Community Connect Fund, Herefordshire, was likely to be successful.

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

- That the report be noted;
- That the additional expenditure outlined in the report be ratified;
- That the Corn Square Task & Finish Group considers the additional projects and submits a recommendation to the Town Council;
- That a report be developed and submitted to the Town Council to consider requesting an additional Public Works Loan Board loan.

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

- That the report be noted;
- That the incremental points increases recommended be formally ratified.

(d) Draft Budget Report – Committee considered the Draft Budget Report and RESOLVED:

- That the report be noted;
- That the draft budget continue to be developed and submitted to Council for initial approval;
- That an increase of approximately 9.5% be agreed due to the significant further increase in responsibilities being devolved to the Town Council from Herefordshire Council;
- That the Participatory Budgeting exercise be undertaken with a presence on the Friday Market in November 2017.

FG22/17 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 18th December 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21:17.

CHAIR:

DATE:



Finance & General Purposes Committee

Date: 12th December 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 and 23rd October 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 reviewed
Corporate Strategy	<ul style="list-style-type: none"> • To confirm Corporate objectives for 2017 	<ul style="list-style-type: none"> • Corporate Strategy adopted

AGENDA ITEM 7

	<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"> • Initial draft to be presented to Committee in March 2018. (Further 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 relevant training and complete relevant module 	<ul style="list-style-type: none"> • Initial contact made with SLCC, training provider. Cost is £30 • Due to capacity of

AGENDA ITEM 7

		<p>Clerk this has not yet been undertaken</p> <ul style="list-style-type: none"> The Clerk will aim to achieve this part of training by March 2018.
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 forms and criteria have 	<ul style="list-style-type: none"> 2017/18 funding now allocated.

	<p>been developed</p> <ul style="list-style-type: none"> • Schedule of meetings to consider grant applications developed • Monitor grant programme 	
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. • Interim 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

Bullet Point Update:

- Medium Term Financial Plan – Work has been delayed on this due to the various additional information, projects and initiatives currently being developed, both internally and externally. It is currently unclear as to what investment the Town Council might be requested to make;

AGENDA ITEM 7

- Corn Square Hire Forms are currently being finalised alongside the charges. A draft copy will be presented to the Committee at the meeting;
- Power of General Competence – The Clerk will make every effort to obtain this element of his qualification by March 2018 in order to ensure that the Town Council can deliver a wider range of services
- Staffing Structure – This is currently under further review as part of the budget development;
- Youth Project – A mapping exercise is currently being undertaken. A short update report will be presented at the meeting
- Annual Budget Development – This continues to be a work in progress;
- Participatory Budgeting – An initial trial has been undertaken as part of the 2018/19 budget consultation. The results of that consultation have been made available to Members through the Project development Report. This initiative will be further developed in 2018 subject to availability of funding.

18 th December 2017		Report Deadline: 12 th December 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 in March 2018 Completed document to be adopted at the meeting in April 2018

AGENDA ITEM 7

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 March 2018
Office and infrastructure projects	<ul style="list-style-type: none"> • To agree projects to be developed 	Clerk/RFO, Office Manager, Finance Assistant,	<ul style="list-style-type: none"> • Wifi capability in Corn Square

AGENDA ITEM 7

	<ul style="list-style-type: none"> To agree timescale for each project 	Administration Assistant	<ul style="list-style-type: none"> Initial report in March 2018; Implementation, subject to cost and technical issues, by May 2018. Computerised recording system: Initial concept in March 2018; Implementation, subject to cost and technical issues, by April 2018 Gold Level NALC Quality Status <ul style="list-style-type: none"> Initial report March 2018 Aim to achieve status by May 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 March 2018
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 relevant module 	Clerk/RFO.	<ul style="list-style-type: none"> To be achieved by March 2018
Internal Audit	<ul style="list-style-type: none"> To agree to undertake two internal audits per annum 	Clerk/RFO, Office Manager, Finance Assistant.	<ul style="list-style-type: none"> Iain Selkirk FCA has been appointed as internal auditor

AGENDA ITEM 7

	<ul style="list-style-type: none"> • Interim audit in November 2017 • Final audit in April/May 2018 		<ul style="list-style-type: none"> • 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 March 2018
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 	Clerk/RFO, Office Manager, Finance Assistant, Administration Assistant.	<ul style="list-style-type: none"> • Initial training policy drafted; • Draft Programme to be developed by March 2018; • Programme adopted and implementation by Council by May 2018
Destination Leominster	<ul style="list-style-type: none"> • Develop future timetable of 	Clerk/RFO, Office Manager,	<ul style="list-style-type: none"> • Initial programme of

AGENDA ITEM 7

	<ul style="list-style-type: none"> meetings Update project file Develop overall master plan 	Finance Assistant, Administration Assistant	<ul style="list-style-type: none"> 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 Identify overall outcomes 	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;
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.

AGENDA ITEM 7

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: 12th December 2017

Title: Interim Quarter Three Financial Report

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

Contact Officers: Paul Russell

2. RECOMMENDATION

- 1.1 That the report be noted;
- 1.2 To ratify the payments for October 2017 amounting to £49,954, exclusive of VAT, and November 2017 amounting to £30,198, 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 Three 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 took place on 8th November 2017 and the full report was presented to Council at its meeting on 27th November 2017. No actions were required.
- 2.4 This report also provides details of current balances held at the bank as at 12th December 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 for Quarter Three 2017 to date:

AGENDA ITEM 8(a)

CODE	COST CENTRE	Oct	Nov	Dec	Q1	Q2	Total
101	Administration	£2,715	£9,726	£0	£15,072	£4,955	£32,468
105	Corporate Management	£18,923	£2,887	£0	£34,147	£30,616	£86,573
110	Democratic Services	£423	£1,078	£0	£681	£634	£2,816
115	Grants	£75	-£6,198	£0	£18,006	£3,790	£15,673
120	West Street	£0	-£107	£0	£718	£4,612	£5,223
125	Corn Square	£630	£824	£0	£4,678	£15,979	£22,111
130	Tourist Information Centre	£7,572	£2,547	£0	£12,763	£13,881	£36,763
201	Open Spaces	£8,314	£8,586	£0	£21,989	£23,016	£61,905
203	Allotments	£354	£528	£0	£1,172	£1,065	£3,119
205	Markets/Events	£0	£204	£0	£1,143	£821	£2,168
220	Central Toilets	£540	£389	£0	£1,579	£2,225	£4,733
225	Grange Toilets	£435	£50	£0	£1,820	£1,812	£4,117
230	Westbury Street Toilets	£0	£0	£0	£0	£0	£0
235	Toilet Investments	£0	£0	£0	£0	£0	£0
250	Economic Development	£3,242	£3,393	£0	£5,188	£10,868	£22,691
260	Capital Projects	£6,472	£6,196	£0	£58,224	£25,374	£96,266
300	Transport Fund	£259	£95	£0	£409	£237	£1,000
	TOTAL EXPENDITURE	£49,954	£30,198	£0	£177,589	£139,885	£397,626

3.2 The table below outlines income for Quarter Three 2017 to date:

CODE	COST CENTRE	Oct	Nov	Dec	Q1	Q2	Total
101	Administration	£500	£0	£0	£205,740	£211,074	£417,314
105	Corporate Management	£590	£0	£0	£0	£80	£670
120	West Street	£0	£0	£0	£0	£0	£0
125	Corn Square	£0	£0	£0	£0	£0	£0
126	Rent Office	£476	£476	£0	£3,528	£3,528	£8,008
130	TIC	£2,258	£2,355	£0	£5,133	£7,424	£17,170
201	Open Spaces	£0	£0	£0	£17,755	£0	£17,755
203	Allotments	£123	£10	£0	£4,305	£453	£4,891
205	Markets/Events	£1,315	£955	£0	£4,811	£3,740	£10,821
250	Economic Development	£0	£0	£0	£0	£580	£580
260	Capital Projects	£0	£0	£0	£0	£168,500	£168,500
	TOTAL INCOME	£5,262	£3,796	£0	£241,272	£395,379	£645,709

3.3 Listed below are the balances at the bank as at 30th November 2017:

Bank Balances	
As at 30/11/2017	
Current Account	£444,197
Petty Cash	£156
TIC Petty Cash	£155
Control A/C	£871
Creditors	-£14,109

Events Control	-£1,616
Membership Control	-£75
TIC Control	£11,350
Outstanding VAT Claim	£6,008
Total Balances	£446,937
Represented by:	
Current Year Fund	£167,874
General Reserves	£168,488
Earmarked Reserves	£110,575
Total Balances	£446,937

3.4 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
Misc	-£4,834	£0	£0
Corporate Income	£670	£0	£0
Corn Square	£0	£0	£2,100
Office rental	£8,008	£12,000	£20,000
TIC	£17,171	£24,000	£27,500
Open Spaces	£17,755	£17,755	£1,725
Allotments	£4,890	£5,000	£5,000
Markets	£10,821	£18,000	£23,000
Economic Income	£580	£580	£0
Capital Receipt	£168,500	£168,500	£0
PWLB	£0	£0	£0
TOTAL	£645,709	£687,983	£501,673

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

Expenditure	Actual to Date	Projected	Budget
Administration	£32,467	£32,500	£26,500
Corporate Management	£86,576	£114,100	£114,100
Democratic	£2,816	£10,000	£10,300
Grants	£15,673	£45,000	£46,000
West Street	£5,223	£0	£0
Corn Square	£22,111	£52,000	£52,932
TIC	£36,764	£70,000	£70,600
Open Spaces	£61,905	£110,000	£110,128
Allotments	£3,117	£4,000	£4,500
Markets/Events	£2,168	£3,500	£4,400

Central Toilets	£4,766	£8,800	£8,800
Grange Toilets	£4,117	£8,600	£8,600
Westbury St Toilets	£0	£4,000	£11,950
Investment Toilets	£0	£500	£500
Economic Development	£22,690	£29,000	£28,648
Capital Projects Equipment	£6,614	£20,000	£20,000
Capital Projects CS	£89,652	£90,000	£0
Planning & Highways	£1,000	£5,000	£10,000
TOTAL	£397,659	£607,000	£527,958

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

Budgeted Income	£504,673	
Actual Income	£477,209	-£27,464
Projected Income	£519,483	£14,810
Capital Receipt	£168,500	
Total Income	£519,483	
Capital Receipt	£168,500	
Grand Total	£687,983	
Budgeted Expenditure	£527,958	
Actual Expenditure	£397,659	
Projected Expenditure	£607,000	-£79,042
From Balances	£18,000	
Projected Overspend	£69,517	
Remaining Capital Receipt	£98,983	

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

	30/11/2017	Income	Expenditure	Balance
General Reserve	£167,874	£42,000	£210,000	-£126
Earmarked Reserve	£110,575	£0	£0	£110,575
Capital Receipt	£168,488	£0	£0	£168,488
Total	£446,937	£42,000	£210,000	£278,937



Finance Committee

Date: 12th December 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.

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 Following agreement to develop this initiative photographs are currently being framed.

Public Realm

3.2 A draft proposal to address the public realm issues has now been drafted by Balfour Beatty. The Planning & Highways Committee will have considered it at their meeting and it is expected that a full consultation will be undertaken in due course.

Christmas Lights

3.3 The Christmas lights were erected and have been operating well following some initial issues. These have now been solved. They will be taken down in January 2018.

Janice & Peter McCaull Trust

- 3.4 To note that the Trustees are currently working towards completing probate. A meeting is taking place on 10th January 2018 to agree the next steps and meet the outstanding costs incurred to date.

Leominster Business Group (LBG)

- 3.5 The Small Business Saturday took place on Saturday 2nd December 2017. Positive feedback on the event has been received.

Key Performance Indicators

- 3.6 These are currently being collated, though some information is proving difficult to collate such as website visits. An interim KPI report will be available for consideration in February 2018.

Medium Term Financial Plan

- 3.7 Work has not yet commenced on the development of this plan but, as indicated previously, work will commence once the 2018/19 budget has been completed.

Risk Assessment Monitoring

- 3.8 A Risk Assessment monitoring meeting was held on 7th December 2017. The meeting identified a number of actions that needed to be addressed. This is part of the ongoing review and update of the Council's Risk Assessments. Ellis Whittam is currently the Council's external advisor.

- 3.9 A copy of the Council's Risk Assessment documentation is available to inspect at the Office.

CCTV Update

- 3.10 To note that the CCTV News from 1st April to 30th September 2017 has been received and distributed to all Councillors.

- 3.11 The requested contribution from Leominster Town Council towards CCTV in Leominster for next year, 2018-19, is £11,062.66. This amount has been calculated using last year's figure plus an increase of 3.9% being the RPI published for September.

- 3.12 An invitation has been extended to Council to visit the CCTV control room, based in Hereford to see first hand how it operates. The visit can be accommodated as a group or individually.