

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 24<sup>th</sup> April 2017 commencing at 19:00 hours in the Council Offices, 17 West Street, Leominster HR6 8EP.

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

**OFFICER PRESENT:** Town Clerk.

**ALSO PRESENT:** Ward Councillor Stone and one member of the public.

### **FG35/16 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Freedland (work).

### **FG36/16 DECLARATIONS OF INTEREST**

The following Declarations of Interest were made:

- Cllr J Bartlett: LARC Trustee and Leominster in Stitches;
- Cllr F Norman: LARC Trustee;
- Cllr A Pendleton: LARC Chair;
- Cllr R Pendleton: LARC Trustee.

### **FG37/16 REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

### **FG38/16 QUESTIONS FROM THE PUBLIC**

There was one member of the public present. No issues were raised.

### **FG39/16 PRESENTATION – LEOMINSTER FAMILY FESTIVAL**

Committee received a presentation from Mr Matt Allder, Audience Development Manager, Herefordshire Courtyard, regarding proposals to develop a Leominster Family Festival.

The presentation outlined the history behind the Hereford Family Festival and proposals to develop the Festival in Leominster, Ross-on-Wye and Ledbury. The request for funding was considered under Minute FG/16.

### **FG40/16 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 27<sup>th</sup> February 2017 be agreed and signed as a correct record.

### **FG41/16 2017-18 WORK PROGRAMME**

Committee considered the Committee Work Programme for 2017/18 following the adoption of the Corporate Strategy and the update report outlining the development of items identified within the Corporate Strategy.

Following consideration Committee **RESOLVED:**

- To adopt the Finance & general Purposes Work Programme for 2017/18;
- That target dates for each item be included in the programme;
- That progress to date be noted;
- That a Councillor training policy be developed;
- That members feed back to the Town Clerk regarding any proposed amendments to the draft policies;
- That the amended policies be submitted to Full Council for adoption.

## **FG42/16 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Financial Report** – Committee considered the financial report up to 31<sup>st</sup> March 2017 and **RESOLVED:**
- That the report be noted;
  - That the payments for February 2017 amounting to £74,408, exclusive of VAT, and for March 2017 amounting to £72,629, exclusive of VAT, be ratified;
  - That the income received and current balances for the 2016/17 financial year be noted;
- (b) **Outstanding Accounts for Payment** – Committee noted that due to technical issues, payment for April 2017 to date were unavailable for consideration.
- (c) **Governance & Management Risk Register** – Committee reviewed the amended Risk Register and, following considered and further amendment, **RESOLVED** to submit it to Full Council for adoption.
- (d) **Leominster Branding** – Committee considered the Leominster Branding report and **RESOLVED:**
- That the report be noted;
  - That the revised Branding Brief be adopted and submitted to a minimum of three potential design companies for quotations.
- (e) **Committee Report** – Committee considered the Committee Update Report, which provided an update on issues relating to the Town Council. Following discussion, it was **RESOLVED:**
- That the report be noted;
  - That the Chair and Vice-Chair of the Finance & General Purposes Committee be formally appointed to undertake regular informal internal audits as part of the Financial Regulations of the Council. This would be ratified at the Annual Town Council meeting;
  - That support for the Herefordshire City of Culture bid as outlined in the report be confirmed;
  - That consideration of installing toilet counters at the various toilets to assess usage be deferred for six months;

- That the insurance renewal quotation received from Zurich Municipal be recommended to Full Council. Council had committed to a three year agreement with Zurich of which one year remained.

#### **FG43/16 CONFIDENTIAL ITEMS**

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

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

- That the report be noted;
- That the following annual grants be made:
  - LDCA - £6,000
  - LARC Grange Court - £7,000
- That the revised funding agreement between LARC and the Town Council be deferred to Full Council for consideration and approval;
- That the Youth Services three month interim proposal as outlined in the report be ratified and entered into with HVOSS;
- That the first quarterly grant to the Citizens Advice Bureaux of £2,500 be awarded;
- That the following grants be awarded:
  - Leominster Priory Holiday Club - £900
  - Leominster Museum CIC - £1,000
  - Leominster in Stitches - £66
- That further discussions and clarification be entered into with Leominster in Stitches regarding the leaflet;
- That a sum of up to £500 be awarded to Herefordshire Courtyard to help develop the Leominster Family Festival;
- That a shop front grant of £250 be awarded to Beaubell;
- That the sum of £250 be awarded to the Leominster Festival Window Competition for prizes.

**(b) Property Report – Committee noted the following update report:**

- Trevor Hewitt Architects had been appointed to provide advice and drawings to meet the fire regulations with regard to the renovations taking place at 11 Corn Square. A meeting had taken place with the Building Inspector and the Fire Service and a plan agreed;
- Herefordshire Council had proposed that the Town Council be given a right of way licence for the concrete apron in front of the Depot building. This was ratified and it was noted that hatchings to exclude it from the Etnam Street car park would be provided;

- The asset transfer of the toilet block in Westbury Street from Herefordshire Council to the Town Council was proceeding. Contracts had been exchanged and an update on the transfer was awaited;
- The sale of 17 West Street was proceeding at present with all required documentation having been submitted to the Solicitor by the Town Council;
- The Town Council and the Tourist Information Centre would be operating from 11 Corn Square as from Tuesday 2<sup>nd</sup> May 2017.

**FG44/16 DATE OF NEXT MEETING**

Committee **NOTED** that the next meeting of the Finance & General Purposes Committee would be held on Monday 26<sup>th</sup> June 2017 at 19:00 at the Council Offices, 11 Corn Square, Leominster HR6 8YP. There being no other business the Chair thanked members for their attendance and closed the meeting at 9.11pm.

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**CHAIR:**

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**DATE:**