



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 21st April 2021

To: All Members of the Finance & General Purposes Committee:
Councillors Murdoch (Chair), Bartlett, Davies, Marsh, Norman, Rumsey,
Sutcliffe, Thomas and Williams.
(Copies to other Councillors for information)

NOTICE OF MEETING

In accordance with the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020, you are hereby summoned to attend an online meeting of the **Finance & General Purposes Committee** to be held on **Monday 26th April 2021** commencing at **19:00 hours** via 'Zoom' on the following dedicated link:

Meeting ID: ID: 880 5345 8478

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on townclerk@leominstertowncouncil.gov.uk in advance for the meeting password.

Julie Debbage
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).

AGENDA

- 4. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**

To receive questions and statements from members of the public as provided for in Standing Orders. The public can request the password from the clerk to allow participation.
- 5. MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 22nd February 2021.
- 6. CLERK'S REPORT**

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.
- 7. FINANCIAL AND COMMITTEE MATTERS**
 - (a) Income and Expenditure Report**
 - To consider the Income and Expenditure report up to the end of March 2021 (Month 12) and additional budget notes.
 - (b) Accounts Paid and Outstanding Accounts for Payment**
 - A list of accounts paid relating to the months of March and April 2021 as attached.
 - (c) Committee Report**
 - Please see the attached Committee update report.
- 8. 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) Grant Report**
 - To consider the attached grant application.
 - To ratify grants already awarded for 2021/22.
 - (b) Armed Forces Silver Award**
 - To amend the staff handbook to support members of the armed forces, reservists and cadet adult volunteers. Please see the attached document.
- 9. DATE OF NEXT MEETING**

The next meeting of the Finance & General Purposes Committee will be held on Monday 28th June 2021 at **19:30** hours, either remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP subject to social distancing regulations being lifted by central government.

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 22nd February 2021 commencing at 19:00 hours remotely via 'Zoom'.

MEMBERS PRESENT: Councillors Murdoch (Chair), Bartlett (20:10), Davies, Marsh, Norman, Rumsey, Sutcliffe, Thomas and Williams.

OFFICERS PRESENT: Town Clerk and Democratic Services Officer.

FG46/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Bartlett as she had another meeting. Cllr. Bartlett was able to attend from 20:10.

FG47/20 DECLARATIONS OF INTEREST

Cllr. Norman – Leominster in Bloom and Walkers are Welcome (Spouse)
Cllr. Murdoch – Member of Walkers are Welcome

FG48/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG49/20 QUESTIONS FROM THE PUBLIC

No members of the public were present. No matters were raised.

FG50/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 14th December 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG51/20 CLERK'S REPORT

Committee noted the following items:

- The clerk has requested further information in respect of the Kickstart Scheme regarding the potential employment of 2 trainees;
- The clerk has made a number of savings in respect of unused email addresses, an unused mapping system and insurance that is covered under an existing policy;
- The clerk and Financial assistant will be carrying out a rent review over the next 3 months;
- Following a meeting with the Environment Agency, the Agency has agreed to undertake tree planting in various parts of the Town and will consider replacing dead trees along Pinsley Mead. The Agency will also install bird and bat boxes in open spaces;
- The clerk has received an estimate of approximately £5500 to provide CCTV in Central Car Park. The clerk will provide further information at the Full Council meeting on 29th March 2021.

MINUTES

- An update was provided in respect of the charities J&P McCaull and E Stanley Holland;
- The clerk advised that she would take part in licensing training as soon as possible.

FG52/20 FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- Committee noted the report up to the end of January 2021 and the additional budget notes.

(b) Accounts Paid and Outstanding Accounts for Payment

- Following consideration of the accounts paid and outstanding accounts for payment, Committee **RESOLVED** to ratify the payments relating to January and the first half of February 2021.

(c) Committee Report – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:

- To note the report;
- To check with the Grants and Support Officer regarding the placement of signage around Grange Court;
- To ratify payments to HALC/NALC for 2021/22 subscriptions and to Leominster in Bloom to plant a bee hive planter in Corn Square;
- To chase up further information requested in respect of proposed electrical works to 11 Corn Square and to obtain a comparison quote;
- To readvertise for the post of Environmental Services Supervisor.

(d) Budget Consultation Report 2021/22

- Committee noted the report and the clerk advised that it would be summarised for publication in Leominster News.

FG53/20 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 – Following consideration of the grant applications and the report on Youth funding, the Committee **RESOLVED**:

- To allocate a grant of £100 from the General Grant budget to Walkers are Welcome in Leominster to pay the annual subscription as part of the National Network.

MINUTES

- To allocate a grant of £3500 from the Youth Budget to New Leaf Sustainable Development Ltd to commission a team of artists to work with young artists to create and manage Street Level, an exhibition and support network for creative young people in Leominster aged 14-24 from April 2021 – March 2022.
- To allocate a grant of £3000 to No Wrong Door (part of HVOSS) to fund youth support services and outreach work with students from Earl Mortimer College;
- To request information from the recipients of grants awarded in the last financial year and to request a return of any unspent funds;
- To appoint a Task & Finish Group of Cllrs. Bartlett, Marsh & Murdoch to review the Grant Application Form with the Projects and Grants Officer. The review of the form will include a request for information from the recipients of grants that have been awarded and will include a clause for the return of any unspent funds.

- (b) **CAB Report** – Committee noted the reports and identified that there was an issue when people initially claimed. It was **RESOLVED** to contact that the DWP to ask what the issue was and whether it had been resolved.

FG54/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26th April 2021 at 19:00 which, subject to social distancing restrictions, would either be held remotely via Zoom or at the Council Offices, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:50 hours.

CHAIR:

DATE:

Finance Committee

Date: 21st April 2021

Title: Committee Report

Purpose of the Report: To provide Members with a full report relating to all current Committee matters.

Contact Officers: Julie Debbage

1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 To delegate the procurement of repairs and upgrade of internal CCTV to the clerk;
- 1.3 To ratify proposed expenditure and on items 3.3 & 3.4;
- 1.4 To agree a response to the BT Spring Payphone Consultation

2. INTRODUCTION

- 2.1 This report updates members on Committee matters and identifies items that require 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 the annual budget and overseeing project development.

3. COMMITTEE REPORT

- 3.1 *Capital Projects*
 - The Signage Project has been completed and forms submitted for reimbursement of costs.
 - Work to the Secret Garden facilities block continues and power has now been connected, the kitchen completed and one toilet cubicle is well on the way to being finished in time for the Everybody Dance, Our Man in the Moone project aerial dance rig being installed as part of the Leominster Festival at the beginning of June. The garden is currently being let for Pilates twice per week and an enquiry for holding Tai Chi sessions has been received.
 - Quotes for the plans for the refurbishment of Central toilets are currently being sought.

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3.2 *Market Town Economic Development Project*

- A meeting was held on 14th April 2021 where Rose Regeneration presented the first draft of the Market Towns Investment Plan with suggestions for projects that could be included in the plan.

3.3 *Insurance*

- To confirm the Annual Insurance cover for the Town Council for the next year which will be provided by Zurich Insurance.
Vehicles (5) £2663.16
Buildings/Contents/Public Liability/Employers Liability £5,591.50

3.4 *Internal CCTV*

- One quote has already been received for the repair and upgrade of the internal CCTV at 11 Corn Square. Further quotes are expected shortly.

3.5 *Worcester Road Phone Box*

- The town council have received a BT payphone consultation and they are proposing that the telephone box on Worcester Road is removed as the average calls made per month is only one. Please see the attached documents.

3.6 *Tourist Information Centre Website*

- The TIC website is currently not working and it is anticipated that a new website will be required. As they are part of the town council, this website will also need to be WCAG compliant. The Town Council website provider, Aubergine are currently building a website for a Tourist Information Centre in a town of similar size to Leominster in Worcestershire. A quote has been sought from them and another two quotes will be obtained and presented at the next meeting.