



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 9th December 2020

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

You are hereby summoned to attend an online meeting of the **Finance & General Purposes Committee** to be held on **Monday 14th December 2020** commencing at **19:00 hours** via 'Zoom' on the following dedicated link:

Meeting ID: 837 5135 6005

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

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).

- 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 26th October 2020.
 - 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 (not final) month 8.
 - (b) Accounts Paid and Outstanding Accounts for Payment –** A list of accounts paid relating to the end of the month of November 2020 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 two attached grant applications.
 - (b) Staff Update –** To receive a verbal staff update.
 - (c) Budget Consultation –** To receive a verbal update regarding the online and paper survey which ends on 16th December 2020 at midnight.
 - (d) J&P McCaull & E. Stanley Holland Charities Update –** To receive a verbal update.
 - (e) Licensing at 11 Corn Square –** To receive an update regarding licencing arrangements for the Tourist Information Centre and 11 Corn Square.
 - 9. DATE OF NEXT MEETING**
The next meeting of the Finance & General Purposes Committee will be held on Monday 22nd February 2021 at **19:00** 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.
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LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26th October 2020 commencing at 19:00 hours remotely via 'Zoom'.

MEMBERS PRESENT: Councillors Murdoch (Chair), Bartlett, Davies, Marsh, Norman, Rumsey, Sutcliffe (19.03) and Thomas.

OFFICER PRESENT: Town Clerk

FG28/20 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Williams (Personal).

FG29/20 DECLARATIONS OF INTEREST

There were No Declarations of Interest made.

FG30/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG31/20 QUESTIONS FROM THE PUBLIC

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

FG32/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 7th September 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG33/20 CLERK'S REPORT

- Committee considered the offer from a member of the public to fund the repair of the Millennium Clock in Corn Square. It was **RESOLVED** that quotes for cleaning and repair should be sourced.
 - The clerk informed the committee that the grant for the Podio Licence, which is used to store the volunteer database, had now been spent and that the council would now be required to fund it for the future. It was **RESOLVED** that the council would fund the continuation of the license until further funding has been secured.
 - The matter of the withdrawal of free school meals during half term and possibly the Christmas holiday period was raised. Following discussion, it appears that families in need will be supported by Herefordshire Council, through The Living Room organisation. Families can also find support through Leominster Food Bank, Leominster COVID-19 SOS Group and several cafes or takeaways in the town.
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FG34/20 FINANCIAL AND COMMITTEE MATTERS**(a) Income and Expenditure Report**

- Committee considered the final end of year report up to 30th September 2020 (Month 6) and the accompanying Budget Notes and it was **RESOLVED** that the report be ratified.

(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 the months of September and October 2020.

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

- To note the report;
- To carry out a budget consultation at the Farmers Market on 14th November 2020 and the Friday Market on 20th November 2020.
- To carry out budget consultation by way of an online survey which is currently being written;

FG35/20 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 application, the Committee **RESOLVED:**

- To allocate a grant of £1000 to the Leominster Meeting Centre in the budget for the next financial year.

(b) Quotes for the new security system at the Depot – Committee considered the quotes and following discussion it was proposed by Cllr. Thomas, seconded by Cllr. Murdoch and unanimously **RESOLVED to delegate authority to the clerk to commission an appropriate security system.****(c) Staff update - Following discussion, it was **RESOLVED** to review the Environmental Services Supervisor Job Description before advertising the Post in January 2021.**

It was also **RESOLVED** to extend the 3 month fixed term contract of the Tourist Information Assistant to a permanent 16 hours per week contract.

FG36/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 14th December 2020 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 20.55 hours.

CHAIR:

DATE:



Finance Committee

Date:	9th December 2020
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;

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 *Budget Task & Finish Group*

The Budget Task & Finish group met on 4th November 2020 and will meet again in December to discuss the results of the public consultation and make recommendations for the Full Council meeting on 25th January 2021.

3.2 *Capital Projects*

- Following completion of the work required at the new depot, the Foreman is in the process of completing the element of 'in house' work required to finish the signage project. Outstanding work includes the installation of one fingerpost in The Priory churchyard and the installation of 8 heritage interpretation boards and 8 visitor information boards. The final funding paperwork of the LEADER signage project has now been submitted.
 - Work to the Secret Garden has been delayed as a result of an issue with the garden wall. The wall has been made safe and barriers are in place. A tree surgeon has been contacted for advice on how to proceed. The kitchen in the
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utility block has been fitted and work to the 3 toilet units will resume in January 2021. Just under half of the £10,000 budget for the Secret Garden project has been spent to date.

- Plans for the new design of the public toilets in Central Car Park and The Grange will be sought in January 2021 ready for the Foreman to begin the refurbishment of Central Car Park Toilets in the Spring.
- The Grange Masterplan – A funding plan is currently being developed with Herefordshire Council and any overlapping points between this project and the High Street Heritage Action Zone/Cultural Consortium can be presented to funders as one vision for the town to help develop The Grange Masterplan further. The funding strategy will consider priorities eg. The Grange play equipment alongside current funding opportunities.

3.3 *High Street Heritage Action Zone*

Herefordshire Council have now recruited a Project Manager and the initial steering group meeting has taken place. Sub-groups are currently being formed to deal with the different aspects of the project and the next meeting is in January 2021.

3.4 *Cultural Consortium Programme*

A funding application is about to be submitted to support the Cultural Consortium Programme, which will run alongside the Heritage Action Zone, to develop a programme of events using the wealth of local talent including crafts people, artists and performers as well as a number of organisations involved in cultural initiatives within the town.

3.5 *Market Town Economic Development Project*

Following the initial meeting between the Town Council, Herefordshire Council and Rose Regeneration on 30th October 2020, a Stakeholder Engagement meeting is to be held on 16th December 6pm – 8pm via Zoom to discuss the development of a town investment plan for Leominster.
