



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 21st October 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 26th October 2020** commencing at **19:00 hours** via 'Zoom' on the following dedicated link:

Meeting ID: 867 0996 1257

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).

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 7th September 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 final income and expenditure report up to the end of September 2020 (Month 6) and additional budget notes.
 - (b) Accounts Paid and Outstanding Accounts for Payment –** A list of accounts paid relating to the months of September/October 2020 as attached.
 - (c) Committee Report –** Please see the attached Committee update report.
 - (d) Review of Health and Safety –** To review the latest Health & Safety Policy (October 2020), risk assessment and to consider appointing a councillor to work with staff on all matters relating to Health & Safety.
 - 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.
 - (b) Quotes for new security system –** To consider the attached quotes.
 - (c) Staff update –** To consider the recruitment of an Environmental Services Supervisor and staffing in the TIC.
 - 9. DATE OF NEXT MEETING**

The next meeting of the Finance & General Purposes Committee will be held on Monday 14th December 2020 at 19:00 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 7th September 2020 commencing at 19:00 hours remotely via 'Zoom'.

MEMBERS PRESENT: Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh, Norman (19.04), Rumsey, Sutcliffe, Thomas and Williams (19.04).

OFFICER PRESENT: Town Clerk

FG19/20 APOLOGIES FOR ABSENCE

No apologies for absence were received.

FG20/20 DECLARATIONS OF INTEREST

The following declarations of interest were made:

- Cllr Bartlett: Leominster Area Polish Society

FG21/20 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG22/20 QUESTIONS FROM THE PUBLIC

One member of the public was present and raised the following query regarding the provision of a new BMX pump track in the town. As a resident with children that lives near Sydonia park, he noticed that the skate park is over populated with BMX bikes and asked if it was possible that funding could be made available to install a pump track. Following discussion, it was outlined that external funding would have to be sought and a feasibility study carried out. It was agreed that the resident would attend a Zoom meeting with Councillors to give a presentation with examples, so that the councillors could gain a clearer understanding of the type of facility requested.

FG23/20 MINUTES OF PREVIOUS MEETING

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 29th June 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

FG24/20 CLERK'S REPORT

- Committee considered the table of quotes to build a more up to date, accessibility compliant website. Following discussion, it was proposed by Cllr. Thomas, seconded by Cllr. Davies and unanimously **RESOLVED** to accept the quote from Aubergine based on their experience with building town council websites, staff training available and ongoing service costs.
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FG25/20 FINANCIAL AND COMMITTEE MATTERS**(a) Income and Expenditure Report**

- Committee considered the final end of year report up to 31st July 2020 (Month 4) and the accompanying Budget Notes and it was **RESOLVED** that the report be ratified.
- Committee also considered the end of year projection and noted that this would be updated and presented at all Finance & General Purposes Committee meetings.

(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 July and August 2020.

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

- To note the report;
- To appoint Cllrs. Murdoch, Bartlett and Davies to the Budget Task & Finish Group to help develop the 2021/22 budget and revise the Corporate Plan and the Medium Term Financial Plan.
- That the John Scarlett Davis quote should be revisited for an accurate estimate of cost and a funding allowance for conservation works be put into the 2021/22 budget.
- That an outreach article for the Knife Angel sculpture be submitted to the Leominster News when the sculpture is installed at Hereford Cathedral in June 2021 and to generate ideas for other outreach projects associated to the sculpture.
- That the Clerk should contact Balfour Beatty to arrange for the tree contractors to return and carry out balanced pruning to the trees on West Street, outside The Talbot Hotel, as currently this will prevent the re-installation of the Christmas lights.
- To accept the Millennium Quest quotation for the work to the Christmas Light timers to ensure the efficient operation of the Christmas lights this year.

FG26/20 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.

MINUTES (Agenda Item 5)

- (a) **Grants** – Following consideration of the grant application, the Committee **RESOLVED:**
- To award a grant of £600 to the Leominster Area Polish Society towards the provision and installation of a heritage interpretation board and associated publicity.
- (b) **Quotes for the upgrade of the heating system** – Committee considered the recommendations of the Task & Finish Group and **RESOLVED;**
- To accept the Grange quotation of £7240.00 for upgrading the heating system at 11 Corn Square so that it operates more efficiently.
- (c) **Potential devolved asset acquisition** – Committee considered the potential of the asset that could be acquired from Herefordshire Council and following discussion, it was **RESOLVED** to submit an expression of interest, that a site visit will be arranged and more information be requested.
- (d) **National Joint Council Local Government Services Pay Agreement 2020-21** – The pay agreement of 2.75% and an additional day holiday pro rata were noted. This had already been budgeted for in the 2020-21 annual budget and will be back dated to April 1st 2020.

FG27/20 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 26th October 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 20.44 hours.

CHAIR:

DATE:



Finance Committee

Date: 21st October 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 *Internet Banking*
A process for BACS payments has now been set up with the bank and councillors have received tokens to allow authorisation of payments.
- 3.2 *Depot Update*
The depot is now being used by the foreman and for storage of market and street cleaning equipment.
- 3.3 *Budget Task & Finish Group*
The Budget Task & Finish group met on 7th and 21st October 2020 and an update on the first stages of budget setting and consultation will be provided at the meeting.
- 3.4 *Personnel*
- Senior staff appraisals have commenced.
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AGENDA ITEM 7 (c)

- The Clerk has registered for the CiLCA qualification and has commenced the HALC training sessions.
 - Working at height training for the Environmental Team, caretaker and foreman is booked for November.
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