



## LEOMINSTER TOWN COUNCIL

### FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 2<sup>nd</sup> September 2020

To: All Members of the Finance & General Purposes Committee:  
Councillors Murdoch (Chair), Marshall (Vice 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 7<sup>th</sup> September 2020** commencing at **19:00 hours** via 'Zoom' on the following dedicated link:

**Meeting ID: 884 9402 6934**

Press and public are cordially invited to attend. Those wishing to join the meeting should contact the clerk on [townclerk@leominstertowncouncil.gov.uk](mailto: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 29<sup>th</sup> June 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 July 2020 (Month 4) and additional budget notes.
      - To consider the 2020 year end projection.
    - (b) **Accounts Paid and Outstanding Accounts for Payment** – A list of accounts paid relating to the months of July and August 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 attached grant application.
    - (b) **Quotes for the upgrade of the heating system** – To consider a report on the upgrade of the central heating system by the Task and Finish Group.
    - (c) **Potential devolved asset acquisition** – To consider an offer of acquiring an asset from Herefordshire Council.
    - (d) **National Joint Council Local Government Services Pay Agreement 2020-21**- To note the agreement reached between National Employers and the NJC Trade Union Side on rates of pay and annual leave applicable from 1<sup>st</sup> April 2020.
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**9. DATE OF NEXT MEETING**

The next meeting of the Finance & General Purposes Committee will be held on Monday 26<sup>th</sup> October 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 29<sup>th</sup> June 2020 commencing at 19:00 hours remotely via 'Zoom'.

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

**OFFICER PRESENT:** Town Clerk

**FG10/20 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. Marsh (Illness)

**FG11/20 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Sutcliffe: LARC
- Cllr Norman: LARC

**FG12/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG13/20 QUESTIONS FROM THE PUBLIC**

There were no members of the public present. No issues were raised

**FG14/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 27<sup>th</sup> April 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

**FG15/20 CLERK'S REPORT**

Committee noted the following items:

- That the clerk had obtained quotes from the lengthsman and a drainage contractor and had prepared and submitted an application including an annual maintenance plan for the 2020/21 Lengthsman/P3/Drainage Scheme at a total cost of £10,240.00 + VAT.
  - That Herefordshire Council had sent out a request for Town and City Councils to help with the sale of green waste garden bags.
  - That The Pavilion on The Grange will be used later in the Summer on Saturdays subject to staff being able to work safely within the social distancing guidelines.
  - A working party would be organised to look at areas of 11 Corn Square that are currently let and calculate a fair service charge.
  - The committee **RESOLVED** to investigate registering the bus station as a community asset.
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**FG16/20 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Income and Expenditure Report**
- Committee considered the final end of year report up to 31<sup>st</sup> March 2020 (Month 12) and the accompanying 2019/20 End of Year Budget Notes and it was **RESOLVED** that the report be ratified.
  - Committee also considered the Month 2 report and accompanying Month 2 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 April, May and June 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report.
  - That a meeting should be arranged of the Janice & Peter McCaull Trust and that the former Town Clerk should be invited.
  - That the social distancing markings outside the toilet facilities should be set at 2m unless there is a change in the social distancing guidance by central government.
- (d) **Risk Register** – Committee considered the revised Risk Register presented at the meeting and following discussion it was **RESOLVED** to adopt the risk register and monitor throughout the year.
- (e) **Project and Funding update** – Committee **RESOLVED** to note the report.

**FG17/20 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 report, the Committee **RESOLVED:**
- To note the report;
  - To ratify the application for payment to Grange Court for their 2020/21 grant allocation of £7000.
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#### **MINUTES (Agenda Item 5)**

- Following discussion, it was proposed by Cllr. Thomas and seconded by Cllr. Sutcliffe and unanimously agreed to award the grant of £1000 to Leominster Meeting Centre. It was also recommended that Leominster Meeting Centre should apply again in October.
- (b) **Staff Report** – To note the verbal report given by the town clerk regarding staff activities and compliance with government regulations in response to the COVID-19 pandemic.
- (c) **Quotes for the upgrade of the heating system** – Committee considered the three quotes and as they differed in content due to recommendations for efficiency of the heating system, it was proposed by Cllr. Murdoch and seconded by Cllr. Norman to set up a sub-committee to analyse the quotes in more detail. The sub-committee will consist of Cllr. Sutcliffe, Cllr. Murdoch, Cllr. Williams and Cllr. Thomas.
- (d) **Ginhall Green Easement** – The committee received the report and following discussion, **RESOLVED:**
- To appoint a land agent to deal with the matter on behalf of the Town Council.

#### **FG18/20 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 7<sup>th</sup> September 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 9.09pm.

**CHAIR:**

**DATE:**

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## **Finance Committee**

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**Date:** 2<sup>nd</sup> September 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

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### **1. RECOMMENDATIONS**

- 1.1 That the report be noted;
- 1.2 To appoint a Budget Task & Finish Group to develop the 2021/22 Budget and update the Corporate Strategy and the Medium Term Financial Plan;
- 1.3 To consider the financial advice to move a sum of capital to the savings account;
- 1.4 To consider the recommendations for conservation of the John Scarlett Davis painting;
- 1.5 To consider organisational help or funding to bring outreach work associated with the Sculpture, The Knife Angel, to Leominster;
- 1.6 To accept the quotation for the necessary electrical upgrade of the timer boxes for the Christmas lighting scheme.

### **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.
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**3. COMMITTEE REPORT**

**3.1 *Internet Banking***

A process for payments being authorised is currently being reviewed and tokens for signatories have been ordered.

The bank has advised the council to move a sum of capital to the instant access savings account attached to our current account, in order to increase income from interest. It is recommended that we follow this advice and set up a process for the Finance Assistant to carry out a monthly check to ensure that the current account is topped up to meet financial obligations.

**3.4 *Depot Update***

The depot renovations are nearly complete and the Fire Risk Assessment and Health & Safety Assessments have been carried out. Once we receive the assessment reports and any immediate work required has been completed, the Environmental Team can move in.

**3.6 *Tourist Information Centre and Town Council Offices***

As from Wednesday 1<sup>st</sup> September 2020 the TIC will continue to be open 10am – 2pm Monday to Saturday with restricted public access now allowed inside the building, including limited access to the Stable Gallery to view the new exhibition. The re-introduction of our volunteers will be assessed when the Tourist Information Centre opens fully.

**3.7 *Public Conveniences***

- The public toilets at The Grange and Central Car Park are now open. Entry is currently restricted to one self-contained unit per site, with enhanced cleaning and sanitiser available upon entry.
- Quotes from architects with experience of designing public buildings are currently being sourced for the design of Central Car Park toilet block.

**3.8 *COVID-19 Volunteer Support***

The Town Council are receiving very few calls to the COVID-19 helpline. Following discussion with the organisations involved in providing and coordinating the volunteer support, it has been decided to cease the evening and weekend helpline contact hours and direct any further requests to the Town Council number during office hours. Arrangements will be reviewed regularly to ensure that support provision remains appropriate for the developing COVID-19 situation.

**3.9 *Budget Task & Finish Group***

Committee is requested to appoint a Budget Task & Finish Group to help develop the 2021/22 budget and revise the Corporate Plan and the Medium Term Financial Plan.

**4.0 *Personnel***

- A meeting of the Personnel Sub-Committee took place on 19<sup>th</sup> August 2020. The Sub-Committee resolved to employ a part-time (16 hours per week) TIC Assistant on a 3-month fixed term contract.
  - Senior staff appraisals will take place in August and September 2020.
  - The Clerk will register for the CiLCA qualification in September and begin the course in October.
  - A Training Needs Assessment of staff will be carried out in conjunction with staff appraisals.
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- Any training that had been postponed due to COVID-19 will be re-scheduled.

4.1 *Christmas Lights Electrical Upgrade*

In January when the Christmas Lights were removed, an assessment of the timer boxes was carried out by Millennium Quest staff. Works required to update the system are listed on the attached quote. As the lighting had to be removed from the trees in West Street (both ends), Corn Square and Broad Street, because Balfour Beatty had to prune the trees that were damaging buildings, the lights were tested. It was found that they also need to be replaced as they were damaged and brittle as a result of being left in the trees all year round. The timer work is considered essential for the efficient operation of the Christmas lights whereas the tree lights could wait until the next year as it is believed that more pruning will be carried out in 2021.

4.2 *Conservation of Asset*

The Town Clerk and Museum Curator have reviewed a condition assessment carried out in 2017 of the John Scarlett Davis painting owned by Leominster Town Council and currently displayed at Grange Court. It is recommended that members consider the attached condition assessment and estimate for conservation in anticipation of development of the 2021/22 budget.

4.3 *The Knife Angel Outreach Project in Leominster*

Please see the attached letter asking for help with the organisation or funding of outreach work associated with the *Knife Angel* sculpture when it is installed next to the cathedral in Hereford in June 2021.

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