

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27th April 2020 commencing at 19:00 hours remotely via 'Zoom'.

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**MEMBERS PRESENT:** Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh (19.08), Norman, Rumsey (19.16), Thomas and Williams.

**OFFICER PRESENT:** Town Clerk

**ALSO PRESENT:** Councillor Parris.

**FG01/20 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

**FG02/20 DECLARATIONS OF INTEREST**

The following declarations of interest were made:

- Cllr Bartlett: Member of the Timebank
- Cllr Norman: Member of the Timebank

**FG03/20 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG04/20 QUESTIONS FROM THE PUBLIC**

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

**FG05/20 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 24<sup>th</sup> February 2020 be agreed and signed as a correct record when social distancing restrictions are lifted.

**FG06/20 CLERK'S REPORT**

Committee noted the following items:

- (a) Internal Audit** – the internal audit is currently being carried out by post.
- (b) External Audit** – the clerk has received the external auditor's instructions by email.
- (c) ILCA** – the clerk made the recommendation that two staff should undertake the Introduction to Local Council Administration training at a cost of £99+VAT each. It was **RESOLVED** to purchase the training.
- (d) Personnel Sub- Committee meeting date** – it was **RESOLVED** to arrange a meeting for Wednesday 6<sup>th</sup> May at 2pm remotely via Zoom.
- (e) CAB report** – the report was noted.

## **FG07/20 FINANCIAL AND COMMITTEE MATTERS**

- (a) **Income and Expenditure Report** – Committee considered the Report up to 31<sup>st</sup> March 2020 (Month 12) and it was agreed 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 February, March and April 2020.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
  - To ratify the decision to delegate authority to the Town Clerk and Finance Officer to use internet banking by making payment by BACS for invoices received, grants awarded and to pay wages.
  - That the clerk would arrange the next meeting of the Janice and Peter McCaull Trust.
  - To submit a further request to NALC, through HALC, to develop an ethical standard to be included in the Town Council Financial Regulations.
  - To sign the lease for the Depot.

## **FG08/20 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;
  - Proposed by Cllr. Marshall and seconded by Cllr. Bartlett, the committee unanimously **RESOLVED** to give the clerk delegated authority to award a grant of £767.40, should the 151 Squadron ATC not be successful with a Hereford Community Foundation Grant.
  - To ratify the decision at the meeting on 24<sup>th</sup> February 2020 to award a grant of £907 to ECHO to fund the Timebank project as the supporting documents had been received.
  - Proposed by Cllr. Thomas and seconded by Cllr. Marshall to award the grant of £1000 to Leominster NILS. It was proposed by Cllr.

Bartlett and Seconded by Cllr. Norman to award in £250 weekly increments in response to local need.

- (b) **Staff Report** – To note the verbal report given by the town clerk regarding staff activities and alternative ways of working to comply with all government regulations in response to the COVID-19 and only carrying out essential works away from the home.
- (c) **Impact of COVID-19** – To note the verbal report given by the town clerk in relation to the impact of COVID-19 on the services and income of the town council.
- (d) **Project and Funding Update** – The committee received the report and following discussion, **RESOLVED:**
- To note the report on both projects and funding and the impact of coronavirus has had on them.
- (e) **Youth Budget Report** – The committee received the report, and following discussion **RESOLVED:**
- To note the report;
  - To transfer £1050 from the 2019/20 youth budget to reserves and ring-fence for use in developing an accessible Duke of Edinburgh program for Leominster.
  - To transfer £4400 from the 2019/20 youth budget to reserves and ring-fence for funding community engagement events at Barons Cross.
  - To transfer the underspend of £591.33 from 2019/20 youth budget into reserves and ring-fence for investing in community youth projects in 2020/21 financial year.

**FG09/20      DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 29<sup>th</sup> June 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 19.40pm.

**CHAIR:**

**DATE:**