



# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 23rd June 2021

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

### NOTICE OF MEETING

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** to be held on **Monday 28<sup>th</sup> June 2021** commencing at **19:30 hours** in the John Abel Room at Grange Court, Pinsley Road, Leominster HR6 8NL.

***Julie Debbage***

Julie Debbage  
TOWN CLERK

### AGENDA

1. **ELECTION OF CHAIR**
  2. **ELECTION OF VICE CHAIR**
  3. **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.
  4. **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.
  5. **REQUESTS FOR DISPENSATIONS**  
To consider requests for dispensations (must be notified in writing).
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- 6. QUESTIONS FROM THE PUBLIC (maximum 15 minutes)**  
To receive questions and statements from members of the public as provided for in Standing Orders.
- 7. MINUTES OF PREVIOUS MEETING**  
To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> April 2021.
- 8. CLERK'S REPORT**  
To receive the Clerk's Report on matters outstanding that may not appear on the agenda. This will also include an update on Grants.
- 9. FINANCIAL AND COMMITTEE MATTERS**
  - (a) Income and Expenditure Report**
    - To consider the Income and Expenditure report up to the end of May 2021 (Month 2) and additional budget notes. Please see supporting documents.
  - (b) Accounts Paid and Outstanding Accounts for Payment**
    - A list of accounts paid relating to the months of May and June 2021. Please see supporting documents.
  - (c) Budget Planning 2022/23**
    - The budget consultation is planned to commence in September 2021 using paper returns and Survey Monkey. Committee to set a date for public consultation in the Autumn.
  - (d) Committee Report**
    - Please see the attached Committee update report.
  - (e) Internal Auditor Appointment**
    - To confirm the appointment of Iain Selkirk FCA to carry out the mandatory internal audit required annually. There will be two visits necessary.
- 10. 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) Potential devolved asset.**
- 11. DATE OF NEXT MEETING**  
The next meeting of the Finance & General Purposes Committee will be held on Monday 6<sup>th</sup> September 2021 commencing at **19:00** hours in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 26<sup>th</sup> April 2021 commencing at 19:00 hours remotely via 'Zoom'.

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**MEMBERS PRESENT:** Councillors Murdoch (Chair), Bartlett, Davies, Marsh, Rumsey, Thomas and Williams.

**OFFICERS PRESENT:** Town Clerk and Democratic Services Officer.

**FG01/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. Marshall (Personal) and Cllr. Sutcliffe (Personal).

**FG02/21 DECLARATIONS OF INTEREST**

Cllr. Bartlett – LDCA Community Centre

**FG03/21 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG04/21 QUESTIONS FROM THE PUBLIC**

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

**FG05/21 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 22<sup>nd</sup> February 2021 be agreed and signed as a correct record when social distancing restrictions are lifted.

**FG06/21 CLERK'S REPORT**

Committee noted that the items in the Clerk's Report were confidential and would be added to the confidential items section of the meeting.

**FG07/21 FINANCIAL AND COMMITTEE MATTERS**

**(a) Income and Expenditure Report**

- Committee noted the report up to the end of March 2021 and the additional budget notes. The clerk is holding a meeting with the accountant on Wednesday 28<sup>th</sup> April 2021 to establish the final end of year position and will provide an update at the next meeting;
- Cllr Bartlett queried whether the Council should invest in a larger gazebo due to events being held in the Secret Garden. The clerk advised that the Council already owns a large party tent;
- The clerk informed the Committee that charges for the use of the Secret Garden will increase once the toilet block is finished.

- (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 March and April 2021.
- (c) **Committee Report** – Committee considered the Committee Update Report and, following discussion, **RESOLVED**:
- To note the report;
  - To investigate solutions to the problems regarding the tree roots and wall in the Secret Garden;
  - To note that the cost of insurance for the next year will increase due to the acquisition of a new chipper and the new signage;
  - To note that an insurance claim has been made to cover the cost of repairing the damage to the skate park on Sydonia. The insurance company has requested that a second quote is obtained for the works;
  - To delegate procurement to the clerk to obtain 2 further quotes in respect of the repair and upgrade of the internal CCTV at 11 Corn Square;
  - To inform BT that the Committee agrees to the decommissioning of the telephone box on Worcester Road;
  - To note that the Tourist Information Centre has received £1000 from the Tourist Association towards a new website;
  - To note that the Task & Finish Group, in respect of grant applications, is in the process of producing a new grant application form and expects the form to be available within 3 months.

#### FG08/21 **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 and the grants already awarded for 2021/22, the Committee **RESOLVED**:
- To allocate a grant of up to £1000 from the General Grant budget to Leominster in Bloom to install a defibrillator in the telephone box on Bargates. Leominster in Bloom have set up a Just Giving page for donations and it was **RESOLVED** that the amount to be awarded would be the cost of the defibrillator, minus the amount raised through Just Giving, up to a maximum grant of £1000;
  - To ratify the following grants already awarded for 2021/22:
    - £8000 to LDCA Community Centre. Grant documents will be provided later in the year;

## MINUTES (Agenda Item 7)

- £7000 to LARC. This is due to be paid in September and will be the final payment;
- £1000 to Leominster Meeting Centre – as agreed at the Committee meeting held on 26<sup>th</sup> October 2020.

- (b) **Armed Forces Silver Award** – Committee **RESOLVED** to amend the staff handbook to support members of the armed forces, reserves and cadet adult volunteers.

### CLERK'S REPORT

The clerk informed the Committee that:

- Cllr. Thomas (Mayor) had raised £461.61 in respect of his 2 charities – Leominster First Responders and Leominster ATC Band. The Committee **RESOLVED** to top up the amount raised to £1000, using unspent funds from the Mayor's allowance, and the amount would be split equally between the 2 charities;
- Walkers are Welcome in Leominster have advised that the amount shown on their grant application should have been £110 instead of £100. The grant was ratified by the Committee at the meeting on 22<sup>nd</sup> February 2021 and it was **RESOLVED** that the additional £10 is awarded;
- Kickstart scheme – 2 candidates have been put forward by the Job Centre. Committee **RESOLVED** that the clerk and Projects and Grants Officer can begin interviewing candidates.

### FG09/21 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 28<sup>th</sup> June 2021 at 19:30 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 20:10 hours.

**CHAIR:**

**DATE:**

**Finance Committee**

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**Date:** 22<sup>nd</sup> June 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

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**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 *Capital Projects***

- Reimbursement of funds for the Signage Project have been chased. Herefordshire Council are in the process of administrating COVID-19 related grants, but will pay this grant in the next two weeks.
- Work to the Secret Garden facilities block continues and the accessible toilet needs to be completed.
- Remedial work to the Secret Garden wall has been completed.
- Everybody Dance, Our Man in the Moone project aerial dance rig was installed in the Secret Garden and over the two-week period, the performers engaged with over 300 people. A letter of thanks has been received from Rachel Freeman of Everybody Dance.
- Quotes are being received for the design of Central Car Park Toilets and an expression of interest has been submitted to Herefordshire Council regarding the availability of additional funding from the central government Welcome Back Fund. This would enable additional design work to create COVID-19 compliant facilities and alternative temporary facilities for use while the main toilets are being refurbished.

3.2 *Market Town Economic Development Project*

- A meeting with Rose Regeneration was held on 20<sup>th</sup> May 2021 where they presented a draft of the projects that could be included in the plan.

3.3 *Internal CCTV*

- The work has now been completed and the system is up and running again both internally and externally.

3.4 *Kickstart Scheme*

- We have now recruited a Projects & Grants Assistant through the government Kickstart Scheme and have started to accept applications for an Environment & Grounds Assistant