



# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 1st September 2021

To: All Members of the Finance & General Purposes Committee:  
Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Marsh,  
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 6<sup>th</sup> September 2021** commencing at **19:00 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8NL.

***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.

---

**5. MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 28<sup>th</sup> June 2021.

**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 up to the end of July 2021 (Month 4) 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 July and August 2021. Please see supporting documents.

**(c) Budget Working Group Report**

- To receive a verbal update report from the Budget Working Group.

**(d) 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"

**9. DATE OF NEXT MEETING**

The next meeting of the Finance & General Purposes Committee will be held on Monday 25<sup>th</sup> October 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 28<sup>th</sup> June 2021 commencing at 19:30 hours in the John Abel Room at Grange Court, Pinsley Road, Leominster HR6 8NL.

---

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

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

### **FG10/21 ELECTION OF CHAIR**

Nominations were invited for the position of Chair of the Committee.

Cllr Murdoch was proposed by Cllr Williams and seconded by Cllr Bartlett. There being no other nominations, Cllr Murdoch was formally elected Chair of the Finance & General Purposes Committee.

### **FG11/21 ELECTION OF VICE CHAIR**

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Marshall was proposed by Cllr Norman and seconded by Cllr Rumsey. There being no other nominations, Cllr Marshall was formally elected Vice-Chair of the Finance & General Purposes Committee.

### **FG12/21 APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **FG13/21 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

### **FG14/21 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

### **FG15/21 QUESTIONS FROM THE PUBLIC**

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

### **FG16/21 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> April 2021 be agreed and signed as a correct record.

**FG17/21 CLERK'S REPORT**

The clerk informed the Committee that:

- No Wrong Door are currently liaising with teachers at Earl Mortimer College to establish which students they will offer assistance to;
- A representative from Salt Road is currently working with the Projects & Grant Assistant to produce a survey for the Cultural Consortium. The clerk will obtain an update from Salt Road on the Street Level artwork project;
- Over 300 people attended the Man in the Moone event in the Secret Garden over a 3-week period;
- A letter of thanks has been received from Leominster Meeting Centre for the grant made by Leominster Town Council.

**FG18/21 FINANCIAL AND COMMITTEE MATTERS****(a) Income and Expenditure Report**

- Committee noted the report up to the end of May 2021 and the additional budget notes.

**(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 May and June 2021.

**(c) Budget Planning 2022/23**

- Committee **RESOLVED** to launch the budget consultation at the Farmers Market on 11<sup>th</sup> September 2021. A QR code will be put on the Council website. Committee also **RESOLVED** to set up a working party comprising of Cllrs Bartlett, Davies and Marsh to assist in the budget planning.

**(d) Committee Report - Committee considered the Committee Update Report and, following discussion, **RESOLVED**:**

- To note the report;
- To contact Herefordshire Council regarding payment of the signage grant;
- To note that requests are being received to use the Secret Garden and a pricing structure will need to be set up by the Communications & Events Committee;
- To obtain 2 further quotes for the design of Central Car Park Toilets. The clerk will check whether planning permission is required;
- To contact Herefordshire Council due to a complaint being received regarding the condition of the Gas Works toilets;
- To obtain an update on the Market Town Economic Development Project;
- To note that a budget of £500 is available for the training of the Projects & Grants Assistant and that an application has been received for an Environments & Grounds Assistant.

**(e) Internal Auditor Appointment**

- Committee **RESOLVED** to appoint Iain Selkirk FCA to carry out the mandatory internal audit required annually. Committee noted that there will be two visits necessary.

**FG19/21 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) Potential devolved asset**

Committee noted that a meeting is to be held with Herefordshire Council on 29<sup>th</sup> June 2021 to discuss the potential devolved asset. Committee **RESOLVED** to delegate authority to the clerk to negotiate with Herefordshire Council, which included agreeing to an asset transfer immediately, subject to approval by Herefordshire Council.

**FG20/21 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 6<sup>th</sup> September 2021 at 19:00 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21.00 hours.

**CHAIR:**

**DATE:**

## Finance Committee

**Date:** 1<sup>st</sup> September 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

---

### 1. RECOMMENDATIONS

- 1.1 That the report be noted;
- 1.2 To agree works required on the cellar;
- 1.3 To make a decision on the car parking/hardstanding area of the Secret Garden at 11 Corn Square.

### 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 has still not been actioned by Herefordshire Council.
- Work to the Secret Garden facilities block and wall repairs continue.
- Quotes for the design of Central toilets are still being chased. They have been difficult to obtain as people have been on vacation for the Summer.
- The recent Fire Risk Assessment has identified further works involving compartmentalisation of the cellar. The works will be carried out internally but the materials are expected to cost £500.
- Quotes are also currently being sought to carry out work to the car parking space in the Secret Garden so that there is space to provide a safe walking route and bicycle storage facilities to the rear of 11 Corn Square. The extension of the space will also provide extra hardstanding for events and markets.

#### 3.2 *Kickstart Scheme*

- We have now recruited Environment & Grounds Assistant through the government Kickstart Scheme who will be working with us until January 2022.

### 3.3 *Personnel Sub-Committee*

- The Clerks appraisal was carried out on 6<sup>th</sup> August 2021 by Cllrs. Rumsey and Herschy.
- A meeting of the Personnel Sub-Committee has been organised for Friday 3<sup>rd</sup> September 2021.
- Quotes will be submitted for a staffing review at the meeting.