



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 20th October 2021

To: All Members of the Finance & General Purposes Committee:
Councillors Murdoch (Chair), Marshall (Vice-Chair), Bartlett, Davies, Hanna,
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 25th October 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 6th September 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 September 2021 (Month 6) 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 September and October 2021. Please see supporting documents.

(c) Budget Working Group Report

- To receive a verbal update report from the Budget Working Group including initial indications from the Budget Consultation 2022-23.

(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"

(a) Town Council logo

- To discuss the use of the Town Council logo in the branding for the High Street Heritage Action Zone.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 20th December 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 6th September 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8NL

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

OFFICERS PRESENT: Town Clerk and Democratic Services Officer.

FG21/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Rumsey (Illness).

FG22/21 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FG23/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG24/21 QUESTIONS FROM THE PUBLIC

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

FG25/21 MINUTES OF PREVIOUS MEETING

Cllr Marsh queried whether any update had been received regarding the Market Town Economic Development report. The clerk will chase this up on behalf of the Committee.

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 28th June 2021 be agreed and signed as a correct record.

FG26/21 CLERK'S REPORT

The clerk informed the Committee that:

- The Royal British Legion have received a grant of £400 per annum towards the remembrance parade in the past and had queried whether it had been included in the Armed Forces Covenant as a rolling grant. The clerk advised that it hadn't been included in the covenant and Committee **RESOLVED** that an application for the £400 should be submitted annually;
- Community Wheels have been operating with the same level of fares for 5 years. They are proposing an increase of £1 per return journey. Committee supported the proposed increase.

Cllr Marsh queried whether the town council had received reimbursement of the funds for the signage project. The clerk advised that due to a change of staff at Herefordshire Council, the town council is still waiting for reimbursement of the funds.

FG27/21 FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- Committee noted the report up to the end of July 2021 and the additional budget notes.
- Committee noted that there should be sufficient funds to cover 5-6 months operating costs in the general reserve. The amount held in the general reserve will be included in the budget notes on future reports.

(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 July and August 2021.

The clerk advised that electricity usage needs to be submitted to West Mercia Energy in respect of the Christmas lights. Cllr Sutcliffe suggested that the town council obtains a plug-in meter instead and the clerk will investigate whether this is viable.

The clerk advised that the licensing application was submitted over 3 weeks ago and that the Tourist Information Centre Manager will be the Designated Premises Supervisor. The clerk will chase up the application as confirmation has not been received.

(c) Budget Working Group Report

Committee noted the following report:

- The first meeting of the group has been held;
- 2 consultations have been achieved through Survey Monkey in one year;
- A number of questions have been rewritten to make them clearer and the survey will be sent out again;
- Cllrs Bartlett and Murdoch will be present at the Farmers Market on 11th September 2021 and Cllrs Murdoch, Bartlett, Norman and Marsh will be present at the Friday Market on 17th September 2021. The councillors will hand out QR codes and the Council website address in order that the survey can be submitted online. A number of paper copies will also be available;
- An incentive will be offered to people submitting questionnaires of the chance to win a hamper of locally produced goods from the TIC.

- (d) **Committee Report** Committee considered the Committee Update Report and, following discussion, **RESOLVED:**
- To note the report;
 - To note that the Fire Risk Assessment identified the need to install door guards on the Council Chamber;
 - To note that external contractors will be required to assess the requirements for parking in the Secret Garden. The clerk will contact potential contractors.

FG28/21 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) **Staffing Review** – Committee **RESOLVED** to delegate authority to the clerk to decide on who is awarded the contract for the staffing review.

FG29/21 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 25th October 2021 at 19:00 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:29 hours.

CHAIR:

DATE:

Finance Committee

Date: 20th October 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 make a decision on providing a limited number of free room hire to community organisations or charities and to produce a request form so that hours can be reported upon.
- 1.3 To make a decision on the Christmas Light Switch On Event.

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, £32,259.00, for the Signage Project has now been received from Herefordshire Council.
 - Work to the Secret Garden facilities block continues. This was postponed temporarily due to work being required for the compartmentalisation of the cellar, as identified in the Fire Risk Assessment.
 - Quotes for the design of Central toilets are still being chased. Additional funds to allow changes to the proposed design and the provision of temporary facilities are being sourced through the Welcome Back Fund.
 - A grant of £90,000 has been applied for from the Great Places to Visit Fund. A meeting with Herefordshire Council has been arranged for Thursday 21st October 2021 and an update on eligible projects will be given at the meeting.

3.2 *Grant Application Form & Free Room Hire Form*

- To discuss the completion of the new Grant Application Form and the possible Free Room Hire Form so that a correct amount of hours can be recorded and reported upon. Recently, we have received numerous requests to rent the Council Chamber or the Stable Gallery from both businesses and local organisations.

3.3 *Leominster Christmas Light Switch On Event*

- The Hereford Light Switch On 2021 has been cancelled due to concerns about the ongoing Covid-19 situation and the possibility of large crowds gathering. Other towns have been contacted by the clerk and it appears that they are also considering this at the moment except Bromyard Town Council, who are not responsible for their Christmas Lights or the switch on event.

3.4 *The Old Priory Asset Transfer*

- At the time of printing, confirmation had been received from Herefordshire Council Property Services that the Herefordshire Asset Transfer Panel had met on 14th October to discuss the town council business case and that recommendations were being finalised before sending out the decision.

3.5 *Cultural Consortium Funding*

- The first instalment of Cultural Consortium Funding (£21,250) has been paid and a separate cost centre will be set up, separately from the town council budget, so that payments can be made to applicants.