

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 Marshall 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: