



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 15th December 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 20th December 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 25th October 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 November 2021 (Month 8) 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 November and December 2021. Please see supporting documents.

(c) Budget Working Group Report

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

(d) Grants awarded 2021/22

- To receive a verbal update regarding grants awarded in 2021/22.

(e) 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) Grant Report

- To consider any grant applications.

(b) Potential asset acquisition – to consider a potential asset acquisition.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 21st February 2022 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 25th October 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8NL

MEMBERS PRESENT: Councillors Murdoch (Chair), Marshall (Vice-Chair) (19.02), Bartlett, Marsh, Norman, Rumsey, Sutcliffe and Williams.

OFFICERS PRESENT: Town Clerk and Democratic Services Officer.

FG30/21 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Davies (Holiday).

FG31/21 DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

FG32/21 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG33/21 QUESTIONS FROM THE PUBLIC

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

FG34/21 MINUTES OF PREVIOUS MEETING

Cllr Marshall advised that he had queried whether the town council had received reimbursement of the funds for the signage project, not Cllr Marsh.

Following the amendment it was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 6th September 2021 be agreed and signed as a correct record.

FG35/21 CLERK'S REPORT

The clerk informed the Committee that:

- The Town Council has been successful with their business case for the community asset transfer of the Old Priory building. The clerk will circulate the comments made by Herefordshire Council to all Councillors;
- The Section 106 Officer at Herefordshire Council has advised that she would pass the transfer, to Leominster Town Council, of the play area on Ropewalk Avenue to Property Services. The play area is due to be transferred with Section 106 money to update it;

MINUTES (Agenda Item 5)

- Herefordshire Council have confirmed the allocation of a grant of £90000, from the Great Places to Visit Fund, to the Town Council which will cover the projects identified by the Working Group;
- Negotiations are ongoing for a grant from the Welcome Back Fund for the refurbishment of the toilets in Central Car Park. The funding is available for temporary facilities.

FG36/21 FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- Committee noted the report up to the end of September 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 September and October 2021.

It was noted that the expenses claim from Cllr Rumsey related to Mayoral expenses.

(c) Budget Working Group Report

Committee noted the following report:

- There were 222 responses to the Budget Consultation Survey 2022-23 which were mainly submitted online;
- There was reasonable representation from all age groups, with the exception of under 25s. Approximately half of respondents were from the 55-79 years age bracket;
- Not all respondents submitted answers to all questions;
- Comments to certain questions highlighted how much confusion still exists regarding the distinction between Town Council and Herefordshire Council services;
- Comments to certain questions suggested that ranking a service as 'lower priority' did not indicate that it was unimportant, or that respondents supported decreased spending in these areas;
- The Budget Working Group will hold a further meeting to discuss the results of the survey.

As a result of the survey, Committee identified that some questions should be amended for next year's consultation. It was suggested that the consultation is also held in schools, possibly through focus groups.

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

- To note the report;
- To capture the correct amount of hours, given as free room hire, using the Town Council booking system, rather than a Free Room Hire Form;

MINUTES (Agenda Item 5)

- That the Working Group will meet with the Projects and Grants Officer to finalise the new Grant Application Form;
- To cancel the Leominster Christmas Light Switch On Event due to concerns about the ongoing Covid-19 situation and the possibility of large crowds gathering.

Cllr Williams left the meeting at 19.54 hours.

Cllr Rumsey left the meeting at 20.01 hours.

FG37/21 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) Town Council logo

Committee discussed whether the Town Council logo should appear on the following items in relation to the branding for the High Street Heritage Action Zone:

- Promotional posters/banners advertising the HSHAZ Scheme
- Documentation relating to specific projects included in the HSHAZ Scheme. This may include:
 - Information leaflets on the Grant Scheme
 - Posters promoting the Wi-Fi service
 - Consultation materials relating to public realm projects
- Press releases relating to the HSHAZ Scheme
- The HSHAZ web app

Committee **RESOLVED** to use the Town Council logo in the branding for the High Street Heritage Action Zone subject to approval of the artwork to be used.

FG38/21 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 20th December 2021 at 19:00 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:36 hours.

CHAIR:

DATE:

Finance Committee

Date:	15th December 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 items 3.3, 3.5, 3.6 and 3.9.**

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 now been received to the value of £32,259.00.
 - The Fire Safety and electrical safety works at 11 Corn Square have now been completed. This has meant that the budget for repairs and renewals and fixtures and fittings has gone over budget.
- 3.2 *Old Priory Asset Transfer*
 - Notification has been received that The Old Priory Asset Transfer to Leominster Town Council has now been approved via Herefordshire Council's internal governance process and they are now progressing the legal transfer. As a result of annual leave over Christmas and New Year, the aim is to progress the legal work in early January and complete in the current financial year.
- 3.3 *Rollout of Leominster Town Wifi*
 - Westend Wifi have been successful with gaining the contract to install and supply the free town wi-fi and footfall counters within Leominster

Town Centre. The project will start in January and must be completed by March 2022.

- A request has been made to locate the first outdoor access point on the front of 11 Corn Square, underneath the attached street lamp. This will be attached into the mortar joints surrounding the brickwork (please see attached sheet for the design) with the wiring entering the building and leading to a new wall mounted access panel in the building. The estimated cost to run this access point is £70/year.
- The other access points will be at 9 other locations around the town centre subject to necessary permissions being gained.
- As part of their social value commitment they can supply Community Wifi cards that can be distributed to families on low income and temporary wifi for events.

3.4 Tax Base 2022-23

To note that the tax base for Band D properties has increased from 3446 to 3643.

3.5 Councillor Emails

Following several issues with councillor email addresses, it is recommended that the service is moved to Microshade, our service provider for officers as they provide enhanced security through a variety of filters. There would be a one off fee of £15 per mailbox to copy the data across. The ongoing fee for Councillor Mailboxes would be £5 per mailbox per month.

3.6 Loft Insulation Quotes

The following quotes have been submitted for the materials (Thermafleece cosy wool) required to insulate the roof at 11 Corn Square.

Supplier	3/370 Split (ex VAT)	2/570 split (ex VAT)	Total Cost (ex VAT) 3/370 Split	Total Cost (ex VAT) 2/570 Split
1	23 x £47.66	22 x £48.90	£1096.18	£1075.80
2	23 x £64.26	22 x £64.26	£1477.98	£1413.72
3	23 x £69.50	22 x £71.10	£1598.50	£1564.20

3.7 High Street Heritage Action Zone

A verbal update will be provided at the meeting.

3.8 Cultural Consortium

A verbal update will be provided at the meeting.

3.9 CCTV provision

The requested contribution from Leominster Town council towards CCTV in Leominster for 2022-23 is £11338.85. The amount has been calculated using the figure for 2021-22 with a percentage increase of 2.25% being the CPI rate announced for September 2021.