

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 20<sup>th</sup> December 2021 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8NL

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

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

**FG39/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted by the Committee for Cllr Rumsey (Prior Engagement).

**FG40/21 DECLARATIONS OF INTEREST**

There were no Declarations of Interest made.

**FG41/21 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG42/21 QUESTIONS FROM THE PUBLIC**

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

**FG43/21 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25<sup>th</sup> October 2021 be agreed and signed as a correct record.

**FG44/21 CLERK'S REPORT**

The clerk informed the Committee that some of the Christmas Lights have not been working. The clerk will raise the issues with the contractor and request a rebate.

**FG45/21 FINANCIAL AND COMMITTEE MATTERS**

**(a) Income and Expenditure Report**

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

Cllr Sutcliffe requested that the best before date and sell by date on products sold in the TIC are checked monthly.

**(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 November and December 2021.

**(c) Budget Working Group Report**

- Committee noted the draft budget report prepared by the Budget Working Group. The Budget Working Group will meet again, at the beginning of January 2022, before the budget is presented to Full Council for approval at the meeting on 24<sup>th</sup> January 2022.

**(d) Grants awarded 2021/22**

- Committee noted the verbal update, provided by the clerk, regarding grants awarded in 2021/22:
  - No Wrong Door (part of HVOSS) – the project has been delayed due to Covid-19. Arrangements have been made to commence work at Earl Mortimer College at the start of January 2022;
  - Herefordshire New Leaf - a website launch poster has been produced. There will be a renewed poster and flyer/website distribution in the new year. Exhibitions are planned for February 2022 at Salt Road gallery, Plantastik, 35 West and Earl Mortimer College;
  - Leominster Area Polish Society – the signage project has been delayed due to Covid-19. Leominster Museum are prepared to assist with shaping the content of the interpretation sign to ensure consistency with other signage in the town. A meeting has been requested with the chair of the society by the Projects & Grants Officer to discuss progress on the project.

Committee noted that the recipients of grants need to demonstrate that the grants have been used as advised in their applications. If not the grants should be repaid to Leominster Town Council.

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

- To note the report;
- To approve the request from Westend WiFi to locate the first Leominster Town wifi access point on the front of 11 Corn Square, underneath the attached street lamp;
- To note that Westend WiFi will be installing 'things' connectivity that will cover a large part of Leominster. As part of their social value contribution they are offering a range of installations that can monitor humidity (black mould), temperature (fuel poverty), movement (lack of activity) and air quality (health). Emergency buttons can also be installed where help is urgently required;
- To move the councillor email service to Microshade as they provide enhanced security through a variety of filters;
- To accept a quote from Supplier 1 for the materials (Thermafleece cosy wool) required to insulate the roof at 11 Corn Square;
- To note Cllr Sutcliffe's recommendation to notify relevant bodies that the effort required to claim certain grants is disproportionate to the level of the grant;
- To note the following verbal update, provided by the clerk, regarding the High Street Heritage Action Zone:

- Public realm: tenders for this work have been evaluated and a contract is currently being negotiated with the successful contractor. Consultation is expected to begin in Jan 2022.
  - Historic buildings grant scheme: a number of EOIs have been received for this scheme. Herefordshire Council's conservation team and external consultant have been working with landlords to investigate potential projects and complete the preliminary works required to inform full grant applications. It is hoped that the first grant offers will be made in Spring 2022.
  - Wi-Fi and footfall counters in the town centre: Westend WiFi have been appointed as the contractor for this project. Potential locations for wifi and footfall sensors have been identified, with permissions, planning considerations and landlord discussions due to be pursued over the next month. Team Leominster have been consulted in regards to the social value projects that have been suggested by Westend WiFi as part of this project. Completion date for this project is 31<sup>st</sup> March 2022.
  - Web-based heritage app: Visual Works have been appointed as the developer for this project. The HSHAZ Steering Group have appointed a Sub-Group to develop the project, which includes representation from heritage, culture and disability groups. The student senior leadership team from Earl Mortimer College have also agreed to advise on the project, as youth representatives. Initial launch date for this project is 31<sup>st</sup> March 2022.
  - Conservation Area appraisal: A draft appraisal report has been submitted to Herefordshire Council's conservation team and revisions have been made. The report will be circulated to the HSHAZ Steering Group for comment in advance of wider circulation.
  - Listing enhancement project: Historic England staff have made initial site visits to properties in the centre of town that may be suitable for dendrochronology investigations. Further work on the listing project is scheduled for Spring/Summer 2022.
- To request that the HAZ Project Manager visits Leominster for a walkabout in order that he can familiarise himself with the town;
  - To request that the HAZ Project Manager provides a full presentation on the HAZ scheme at the Full Council meeting on 24<sup>th</sup> January 2022;
  - To note that the governance procedure for dealing with HAZ grant applications is in place;
  - To note that the Cultural Consortium held a meeting last week and there are many ideas for events in the town commencing in 2022;
  - To write to Cllr Tyler (Cabinet member for Housing, Regulatory Services and Community Safety at Herefordshire Council) to

request clarification regarding the proposed CCTV provision in Leominster for 2022-23.

Cllr Williams left the meeting at 20.14 hours.

#### **FG46/21 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) Grant Report**

Following consideration of the grant applications Committee **RESOLVED**:

- To allocate a grant of £920 from the General Grant budget to Everybody Dance to subsidise travel costs and employ specialist support staff for the Great Outdoors project;
- To allocate a grant of £1000 from the Youth Grant budget to Kids Kitchen Collective CIC to deliver six 2-hour family cooking sessions at Leominster Children's Centre;
- To allocate a grant of £530 from the Youth Grant budget to Leominster Priory Holiday Club to cover the cost of hiring toilets and fencing;
- To allocate a grant of £700 from the General Grant budget to Jenny Pipes Morris for venue hire and equipment. Committee requested that practice sessions are held at a venue in Leominster if possible. The clerk will check whether they have tried to find premises in Leominster.

#### **(b) Potential asset acquisition**

Committee considered the potential asset acquisition and **RESOLVED** to give delegated authority to the clerk to pursue acquisition of the asset if the opportunity arises.

#### **FG47/21 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 21<sup>st</sup> February 2022 at 19:00 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:44 hours.

**CHAIR:**

**DATE:**