



# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 20<sup>th</sup> April 2022

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 25<sup>th</sup> April 2022** 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.

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**5. MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 21<sup>st</sup> February 2022.

**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 March 2022 (Month 12). This will be presented at the meeting.

**(b) Accounts Paid and Outstanding Accounts for Payment**

- A list of accounts paid relating to the months of March and April 2022. Please see supporting documents.

**(c) 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) Business Project Officer Report**

- To discuss the report and feedback from the Business Project Officer and to consider next steps.

**(c) Insurance Claim**

**9. DATE OF NEXT MEETING**

The next meeting of the Finance & General Purposes Committee will be held on Monday 27<sup>th</sup> June 2022 commencing at **19:30** 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 21<sup>st</sup> February 2022 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), Davies, Marsh, Norman, Rumsey, Sutcliffe and Williams.

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

**FG48/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted by the Committee for Cllr Bartlett (Meeting) and Cllr Hanna (Work).

**FG49/21 DECLARATIONS OF INTEREST**

Cllr. Norman - Leominster-in-Bloom

**FG50/21 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

**FG51/21 QUESTIONS FROM THE PUBLIC**

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

**FG52/21 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 20<sup>th</sup> December 2021 be agreed and signed as a correct record.

**FG53/21 CLERK'S REPORT**

The clerk informed the Committee that:

- A range of activities, including dance classes, will be held at Barons Cross on Thursday afternoons from 2.30pm – 4pm, commencing on 24<sup>th</sup> February 2022. Stonewater will be providing a deep clean of the Community Room;
- The lengthsman has provided a quotation for drainage grant works to ease flooding. The clerk will produce a report for consideration at the next Environment & Services Committee meeting on Monday 14<sup>th</sup> March 2022;
- A letter of thanks has been received from Leominster Priory Holiday Club, for the grant from the Town Council, with an invitation to Councillors to visit the Holiday Club from 25<sup>th</sup> – 29<sup>th</sup> July 2022.

**FG54/21 FINANCIAL AND COMMITTEE MATTERS****(b) Income and Expenditure Report**

- Committee noted the report up to the end of January 2022 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 January and February 2022.

Cllr Sutcliffe noted that a number of invoices on the January payments sheets had been duplicated. The clerk advised that she would look into this but assured the Committee that the systems in place do not allow duplicate payments to be made.

The clerk advised that the payment made in respect of repairs to the church gates at the Priory will be recovered from the Priory (the insurance claim was paid directly to the Priory instead of the Town Council).

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

- To note the report;
- To note that a Zoom presentation on the High Street Heritage Action Zone (HSHAZ), from representatives of McBains and Turleys for Councillors, has been arranged for Monday 28<sup>th</sup> February 2022 at 4.30pm. The clerk will forward the Zoom link to Councillors;
- To note that there will be further HSHAZ signage for each street covered by the scheme;
- To note that Historic England will be visiting the town during mid-March to check on the progress of the HSHAZ scheme;
- To nominate Cllr Norman and Cllr Sutcliffe (in respect of Grange Court) to review the asset register with the clerk. The clerk will contact Herefordshire Archive and Records Centre to check on assets held at the centre;
- To accept the quote for the service and repair of the Town Council longcase clock situated at Grange Court;
- To consider applying for a grant to purchase a sign for the Farmers Market;
- To approve the Shop Front Grant Scheme application form. The clerk will check whether the replacement of awnings and the tidying up of cables can be covered under the scheme;
- To hold the next meeting of the Personnel Sub-Committee and the clerk's appraisal on Wednesday 9<sup>th</sup> March 2022 at 2pm.

Cllr Rumsey left the meeting at 19.51 hours.

**FG55/21 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 release a grant (previously awarded for 2021/22 and ratified at the Finance & General Purposes Committee meeting on 26<sup>th</sup> April 2021) of £8000 to LDCA Community Centre;
- To allocate a grant of £843.86, from the General Grant budget to Leominster in Bloom, to cover the cost of a hard wood door surround, brass handle and maintenance cover for the refurbishment of the phone box on Bargates;
- To request further information from Melody Dance Company CIC regarding their grant application. Committee requested that copies of annual accounts are provided. Concern was expressed that the full cost of the project has been applied for and that there is no match funding. Committee accepted the proposals in principle subject to:
  - The provision of additional information;
  - Lunchboxes being sourced through businesses in Leominster;
  - Promoting local dance groups at the end of the event;
  - Melody Dance Company giving a 30-minute performance after a Farmers Market in Corn Square.
- To allocate a grant of £1000 from the General Grant budget to Three Choirs Festival Ltd towards the cost of holding two concerts at the Priory. The clerk will request 5 free tickets which will be raffled and proceeds given to the Mayor's charities;
- To note the report of grants awarded in the last financial year;
- To approve the new Grant Application Form subject to obtaining legal approval of the wording in the form and underlining the word 'not' in condition 14.

**(b) Staff Holiday**

Committee noted the Town Council's holiday policy and **RESOLVED** to reimburse unused leave for 2021/22 subject to HR confirmation regarding the tax treatment of the payments and approval by Full Council at the next meeting on 28<sup>th</sup> March 2022. Committee noted that this was a one-off situation due to exceptional work commitments during the year.

Cllr Williams left the meeting at 20.25 hours.

**FG56/21 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 25<sup>th</sup> April 2022 at 19:00 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP. (subject to approval of the meetings calendar at the next Full Council meeting on 28<sup>th</sup> March 2022).

There being no other business the meeting closed at 20:30 hours.

**CHAIR:**

**DATE:**

**Finance Committee**

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<b>Date:</b>	<b>19<sup>th</sup> April 2022</b>
<b>Title:</b>	<b>Committee Report</b>
<b>Purpose of the Report:</b>	<b>To provide Members with a full report relating to all current Committee matters.</b>
<b>Contact Officers:</b>	<b>Julie Debbage</b>

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**1. RECOMMENDATIONS**

- 1.1 That the report be noted;**
- 1.2 To make a decision on items 3.5, 3.6, 3.7, 3.8 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 *Old Priory Asset Transfer*
  - The solicitor is reviewing the last of the documentation received from Herefordshire Council, finishing the associated reports and carrying out searches.
  - A report on the condition of The Old Priory has now been received from the Surveyor.
  - An extraordinary meeting will be called to sign the contract ready for completion.
- 3.2 *Precept Payment*
  - The half yearly precept payment of £299,058.50 has been received from Herefordshire Council.

### 3.3 *High Street Heritage Action Zone*

- The 'Enriching the List' online workshop has been scheduled for 25<sup>th</sup> April.
- The town wifi is now live in Corn Square and a trial has been carried out by a market trader. Other sites are currently being added.
- The community engagement for the public realm project is beginning:  
Stakeholder workshop Thurs 21<sup>st</sup> April at Grange Court between 5 – 7pm;  
Consultation package being circulated on Thurs 28<sup>th</sup> April – sign off required by Fri 6<sup>th</sup> May;  
Consultation live from Mon 9<sup>th</sup> May and running until Tues 21<sup>st</sup> June;  
In person events taking place on Saturday 14<sup>th</sup> May (Farmers market) and Fri 27<sup>th</sup> May (market day);  
Webinar taking place on Monday 16<sup>th</sup> May (TBC 6 – 7pm).

### 3.4 *Welcome Back Fund and Great Places to Visit Fund*

#### **Welcome Back Fund**

- The projects with Welcome Back Funding have now been completed and a total claim has been submitted for £19,253.66.

#### **Great Places to Visit Fund**

- The Shop Front Grant Scheme is up and running. A total of 5 applications have been received to date.
- Quotes have been obtained for the redesign of Central Car Park Toilets and are currently being reviewed.
- Benches for Corn Square and Broad Street are being sourced.
- A contract brief for contract finder is being investigated for the work to the footpath around The Grange.
- A contractor has been sourced for stump grinding empty tree pits around the town and suitable replacement trees are being sourced. Permission from Balfour Beatty by way of planting licences is currently being sought.

### 3.5 *Lengthsman Drainage Grant Application*

A request for £16,813.00 was submitted to Herefordshire Council through Balfour Beatty in March and it has now been confirmed that the town council have been awarded £4339.00. They have received an unprecedented amount of applications and were unable to provide 100% funding for all applications. The town council will therefore have to prioritise the works to be funded through the scheme. The contract for delivery of the scheme is attached in the supporting documents and will need to be signed by the Mayor and the Clerk.

### 3.6 *Request for Ring-fencing of Funds*

In the 2021/22 Leominster Town Council annual budget, £4500 was allocated to the provision of youth services and activities in Leominster. To date, a total of £2970 remains unallocated from the 2021/22 youth budget.

**AGENDA Item 7 (c)**

It is recommended that the underspend of £2970 from 2021/22 youth budget is transferred to reserves and ring-fenced for investing in community youth projects in the 2022/23 financial year.

- 3.7 *Project Proposal for the Provision of a Booklet to be Distributed at the Foodbank*  
To consider the attached report regarding the provision of a booklet to support Foodbank and Foodshare clients.
- 3.8 *Request for Jubilee Memorabilia*  
A request has been received from the Leominster Primary School PTA to support the provision of a Jubilee coin for pupils. A verbal update on options will be given at the meeting.
- 3.9 *Update on Town Council Vehicles*  
To receive a verbal update on progress in sourcing a new town council vehicle and the method of purchase.  
To consider delegating the sourcing and purchase of a new vehicle to the Clerk and Environmental Supervisor.

# LEOMINSTER TOWN COUNCIL

## PROJECT PROPOSAL – APRIL 2022

### 1. BACKGROUND

- 1.1 In the 2021/22 Leominster Town Council annual budget, £9000 was allocated to the provision of General Grants. To date, a total of £4936 remains unallocated from the 2021/22 General Grants budget.

### 2. RECIPE AND FOOD ADVICE BOOKLET PROPOSAL

- 2.1 In March 2022 funding from the Welcome Back Fund was used to fund a 'Cooking made easy' demonstration and workshop. The session was held alongside Leominster Food Share on 26/03/2022. Attendees were shown easy, low budget recipes to make with Food Share food and were given an opportunity to try their hand at cooking, with support from the 'Get Cooking' tutor (<https://get-cooking.co.uk/about-anne-marie-lambert/>). This successful event supported covid recovery within the community, by encouraging confidence in cooking and equipping local residents to reduce waste and costs.
- 2.2 Attendees at the event were provided with a copy of a booklet prepared for clients of a Foodbank at Leamington Spa, containing recipes designed for food share and foodbank users, together with advice for storing food and reducing waste. Leominster Foodbank staff have identified that the contents of this booklet would be beneficial for wider distribution to Foodbank and Food share clients in Leominster, particularly in light of recent increases in living costs. The content needs tailoring to the Leominster locality and other sections of text also require updating.
- 2.3 A budget of £900 would be sufficient to fund the writing, editing and printing costs required to produce 500 copies of a revised and updated 40-page booklet for Foodbank and Food share clients in Leominster.

### 3. RECOMMENDATIONS

- 3.1 It is recommended that £900 from the 2021/22 grant budget is transferred to reserves and ring-fenced for use in developing a recipe and food advice booklet in collaboration with Leominster Foodbank.