

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 21st February 2022 commencing at 19:00 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8NL

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 20th 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 24th 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 14th 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 25th – 29th July 2022.

FG54/21 FINANCIAL AND COMMITTEE MATTERS**(a) 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 28th 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 9th 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 26th 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 28th 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 25th 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 28th March 2022).

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

CHAIR:

DATE: