

LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 25th April 2022 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, Davies, Hanna, Norman, Rumsey and Sutcliffe.

OFFICERS PRESENT: Town Clerk and Democratic Services Officer.

FG01/22 APOLOGIES FOR ABSENCE

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

FG02/22 DECLARATIONS OF INTEREST

Cllr Norman – Leominster in Bloom
Cllr Sutcliffe – Farmers Market

FG03/22 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations received.

FG04/22 QUESTIONS FROM THE PUBLIC

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

FG05/22 MINUTES OF PREVIOUS MEETING

FG55/21 (b) - the clerk informed the Committee that there was no unused leave to be reimbursed for 2021/22.

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 21st February 2022 be agreed and signed as a correct record.

FG06/22 CLERK'S REPORT

The clerk informed the Committee that:

- **Armed Forces Community Outreach Pilot** – the Veteran Support Centre, Firstlight Trust and Herefordshire Council are proposing to provide outreach work to support Armed forces veterans by holding a monthly session, in the Council offices at 11 Corn Square, for a period of 6 months. Veterans will be able to book 1:1 sessions and seek advice on issues including mental health and debt. The clerk will advise the organisations to submit a grant application to apply for funding.
- **Leominster in Bloom** – Leominster Town Council has made a commitment not to purchase any growing medium that contains peat and Leominster in Bloom are investigating ways of reducing the cost

of purchasing a peat free growing medium to use in 2023. The clerk advised that Leominster in Bloom are considering submitting a grant application to cover the additional cost of purchasing a peat free growing medium.

- **Insurance Cover** – the clerk has received the renewal quote, in the amount of £5848, for Local Councils insurance which covers the Council's business. A separate quote has been obtained for the Old Priory.

It was noted that the Town Council could consider awarding a grant to an organisation in Leominster for public liability insurance and the cover could then also be extended to other local organisations.

FG07/22 FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- Committee noted that, at the time of the meeting, the accountant had not finalised the report up to the end of March 2022. The report will be presented for consideration at the Annual Town Council meeting on 23rd May 2022.

(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 March and April 2022.

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

- To note the report;
- To note that there were two break-ins at the Old Priory over the Easter holiday. The clerk has received a quote to install CCTV at the premises;
- To note that deckchairs have been purchased through the Welcome Back Fund and they will be donated to the Pavilion, on the Grange, to increase seating capacity;
- To note that benches for Corn Square and Broad Street have been ordered (funded through the Great Places to Visit Fund);
- To note the signing of the Lengthsman Drainage Grant application by the Mayor and the clerk;
- To query whether all applicants for the Lengthsman Drainage Grant received a set percentage of the amount applied for or a fixed sum;
- To transfer the underspend of £2970 from the 2021/22 youth budget to reserves and to ring-fence the amount for investing in community youth projects in the 2022/23 financial year;
- To support, in principle, the provision of a recipe booklet to support Foodbank and Foodshare clients. The clerk will obtain a copy of the booklet and circulate to Councillors;
- To consider providing PDF copies / online recipe sheets from the recipe booklet subject to copyright issues;

- Not to approve a request from the Leominster Primary School PTA to support the provision of a Jubilee coin for pupils. It was noted that the Council has already awarded significant funding to a number of youth projects / activities in the town;
- To delegate the sourcing of a relatively new vehicle, to replace one of the Council's trucks, to the clerk and Environmental Supervisor. An email will be circulated to Councillors to approve the purchase once a suitable vehicle has been found and ratified at the next Full Council meeting.

FG08/22 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 £2084, from the Youth Grant budget, to Melody Dance Company CIC to run a dance camp for one week during the School summer holidays;
- To allocate a grant of £3500, from the Youth Grant budget, to Kids Kitchen CIC to deliver family cooking sessions at Coningsby Children's Centre and Barons Cross;
- Not to approve a grant request from Age UK to assist in the funding of an office move, office furniture and other equipment, as the request was for funds to support infrastructure rather than the charity's objectives. Committee recommended that Age UK consider reapplying in October for a service related grant.

(b) Business Project Officer Report

Committee noted the report produced by the Business Project Officer. The following additional points were also noted:

- It was suggested that a redacted copy of the report is given to representatives from the HSHAZ;
- The clerk will investigate funding for a Town Centre manager;
- Tote bags are still available through the TIC on production of a receipt to demonstrate that £10 has been spent in a local business;
- A further event is being considered for 2023;
- The Tourism & Media Assistant will produce a monthly bulletin with information for local businesses;
- The Town Council will have regular contact with local businesses when consultation is required.

(c) **Insurance Claim**

Committee considered the recommendations made by the insurance provider and **RESOLVED** to accept those recommendations and advise the insurer to progress the claim.

FG09/22 DATE OF NEXT MEETING

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 27th June 2022 at 19:30 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 20:51 hours.

CHAIR:

DATE:

DRAFT