

# LEOMINSTER TOWN COUNCIL

## FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Finance & General Purposes Committee meeting held on Monday 27<sup>th</sup> June 2022 commencing at 19:30 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8NL

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

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

The meeting was delayed due to the late running of the special meeting of the Leominster Town Council. The meeting commenced at 20.00 hours.

### **FG10/22 ELECTION OF CHAIR**

Nominations were invited for the position of Chair of the Committee.

Cllr Murdoch was proposed by Cllr Bartlett and seconded by Cllr Davies. There being no other nominations, Cllr Murdoch was formally elected Chair of the Finance & General Purposes Committee.

### **FG11/22 ELECTION OF VICE CHAIR**

Nominations were invited for the position of Vice-Chair of the Committee.

Cllr Hanna was proposed by Cllr Davies and seconded by Cllr Norman. One further nomination was made but declined by the nominee. Therefore, Cllr Hanna was formally elected Vice-Chair of the Finance & General Purposes Committee.

The Committee thanked Cllr Marshall for his service as Vice -Chair of the Committee.

### **FG12/22 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **FG13/22 DECLARATIONS OF INTEREST**

- Cllr Norman – Leominster in Bloom

### **FG14/22 REQUESTS FOR DISPENSATIONS**

There had been no requests for dispensations received.

### **FG15/22 QUESTIONS FROM THE PUBLIC**

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

**FG16/22 MINUTES OF PREVIOUS MEETING**

It was **RESOLVED** that the minutes of the Finance & General Purposes Committee meeting held on 25<sup>th</sup> April 2022 be agreed and signed as a correct record.

**FG17/22 CLERK'S REPORT**

The clerk had one item to report under Confidential Items.

**FG18/22 FINANCIAL AND COMMITTEE MATTERS****(a) Income and Expenditure Report**

- Committee **RESOLVED** to approve the report up to the end of May 2022 and the additional budget notes.  
(Proposed: Cllr Williams, Seconded: Cllr Marsh Unanimous).

Cllr Sutcliffe queried whether utility charges were fixed for the year and whether there were contingency plans in place due to the proposed energy price increase due in October 2022. The clerk will carry out an energy price review.

**(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 May and June 2022.  
(Proposed: Cllr Norman, Seconded: Cllr Davies Unanimous).

Committee noted the high number of local companies that are used by the Town Council. The clerk will ask the Accounts Assistant to produce a report detailing the percentage of Leominster companies, Herefordshire companies and other companies used by the Town Council.

The clerk will contact Balfour Beatty regarding the 'missing' bench from outside Wetherspoons.

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

- To note the report;
- To note that there were 228 online responses to the HSHAZ Public Realm Consultation. The Town Council received 7 paper questionnaires and there are a number of paper questionnaires due from other sources;
- To note that the deadline for applications for the Shop Front Grant Scheme has been extended to 31<sup>st</sup> August 2022;
- That the Environment & Services Committee should review replacement trees for the empty tree pits around the town;
- To purchase 1000 'Leominster and the Black and White Village Trail' tea towels, at a cost of £3.95 per tea towel including VAT, for

sale in the Tourist Information Centre. The RRP for a tea towel is £10.

(Proposed: Cllr Norman, Seconded: Cllr Davies Unanimous).

Committee noted that finances for the Tourist Information Centre may need to be reviewed later in the year due to the total cost of the tea towels;

- To purchase 10 bespoke Civic Award Medals at a total cost, excluding carriage and VAT, of £959.90.  
(Proposed: Cllr Norman, Seconded: Cllr Hanna Unanimous);
- To accept Quote 2, at a cost of £1357.50, for the replacement of the Deputy Mayor's Robe;  
(Proposed: Cllr Sutcliffe, Seconded: Cllr Norman Unanimous);

Cllr Sutcliffe left the meeting at 20.47 hours and returned at 20.50 hours.

- To invite representatives from Tenbury Wells and Bromyard to a meeting to discuss how they funded Community Buses and what they use them for;
- To obtain outline costings for a Speed Indicator Device (SID) for the A44 Mill Street. The matter will then be considered by the Planning & Highways Committee.  
(Proposed: Cllr Hanna, Seconded: Cllr Marsh Unanimous).

**(d) Internal Auditor Appointment**

Committee noted that the clerk is currently reviewing the appointment of the internal auditor for best value. The clerk will provide a full set of quotes for consideration at the next Full Council meeting on Monday 25<sup>th</sup> July 2022.

**FG19/22 APPOINTMENT OF WORKING GROUP**

Committee **RESOLVED** to appoint a working group consisting of Cllrs Davies, Hanna and Murdoch to review:

- Medium term financial plan 2023-26
- Standing Orders
- Financial Regulations

(Proposed: Cllr Norman, Seconded: Cllr Marsh Unanimous).

The clerk will produce a written procedure for Councillors to feed information into the working group.

Committee will be consulted by email regarding the working group's recommendations.

**FG20/22 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.

- **Clerk's Report**

Council noted the clerk's verbal update on the HSHAZ scheme.

**(a) Grant Report**

Following consideration of the grant application, Committee **RESOLVED**:

- To ratify the decision made at the Full Council meeting on Monday 23<sup>rd</sup> May 2022, to award a grant of £1030, from the Youth Grant budget to 151 Leominster Squadron, Royal Air Force Cadets (as they were unable to obtain funding from the other sources listed on their grant application form).

Committee noted that 151 Leominster Squadron had considerable reserves.

Cllr Sutcliffe left the meeting at 21.14 hours.

**(b) Leominster in Bloom**

Committee **RESOLVED** to pay the Heart of England in Bloom town judging fee for 2022.

(Proposed: Cllr Williams, Seconded: Cllr Marsh  
Unanimous).

**FG20/22 DATE OF NEXT MEETING**

Committee noted that the next meeting of the Finance & General Purposes Committee would be held on Monday 24<sup>th</sup> October 2022 at 19:00 in the Council Chamber, 11 Corn Square, Leominster HR6 8YP.

There being no other business the meeting closed at 21.15 hours.

**CHAIR:**

**DATE:**