



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 22nd June 2022

To: All Members of the Finance & General Purposes Committee:
Councillors Bartlett, Davies, Hanna, Marsh, Murdoch, Norman, 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 27th June 2022** commencing at **19:30 hours** in the Council Chamber, 11 Corn Square, Leominster HR6 8NL.

Julie Debbage

Julie Debbage
TOWN CLERK

AGENDA

1. **ELECTION OF CHAIR**
 2. **ELECTION OF VICE CHAIR**
 3. **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.
 4. **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.
 5. **REQUESTS FOR DISPENSATIONS**
To consider requests for dispensations (must be notified in writing).
 6. **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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7. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 25th April 2022.

8. CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

9. FINANCIAL AND COMMITTEE MATTERS

(a) Income and Expenditure Report

- To consider the Income and Expenditure report up to the end of May 2022 (Month 2). Please see supporting documents.

(b) Accounts Paid and Outstanding Accounts for Payment

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

(c) Committee Report

- Please see the attached Committee update report.

(d) Internal Auditor Appointment

- To note that the clerk is currently reviewing the appointment of the internal auditor for best value.

10. APPOINTMENT OF WORKING GROUP

To appoint a working group to review:

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

11. 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) Leominster in Bloom

- To consider paying the Heart of England in Bloom town judging fee for 2022.

12. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 24th October 2022 commencing at **19:00** 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 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

MINUTES (Agenda Item 7)

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;

MINUTES (Agenda Item 7)

- 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:

Finance Committee

Date:	21st June 2022
Title:	Committee Report
Purpose of the Report:	To provide Members with a full report relating to all current Committee matters.
Contact Officers:	Julie Debbage

1. RECOMMENDATIONS

- 1.1 That the report be noted;**
- 1.2 To make a decision on items 3.4, 3.5, 3.7 & 3.8.**

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 contract has been received and is being checked before signing.
 - Our Caretaker has been attending regular meetings with the existing caretaker in order to become familiar with the building.
- 3.2 *High Street Heritage Action Zone*
 - Small Projects – The brass plaques for the children's trail have been delivered and the passports for the trail have gone to press.
 - Wifi – The remainder of the equipment is ready and the project is going through the planning process.
 - Web app – a member of staff has been carrying out engagement with businesses.
 - The Public Realm Consultation finished on 21st June 2022 and dates will now be set for the Conservation Area Appraisal Consultation.
- 3.3 *Great Places to Visit Fund*
 - The Shop Front Grant Scheme is up and running. A total of 13 applications have been received to date with a number of further enquiries being received.

- The design of Central Car Park Toilets has been received along with material suggestions and is being reviewed by staff.
- Benches for Corn Square and Broad Street have been delivered and installation is in process.
- The stump grinding of empty tree pits around the town is now complete and suitable replacement trees and guards are being sourced.
- The footpath closure has been booked for Party in the Park and signage is being designed.
- Site meetings for footpath resurfacing in The Grange have been arranged for week commencing 27th June 2022.
- Accessible picnic tables for The Grange have been ordered.
- The bunting has been received and installed.
- Aïdas Accessible Amble from The Priory to the Tranquil Garden has been resurfaced. A quote is being obtained for the remainder of the works.
- Six new bins have been ordered for Worcester Road, Etnam Street and The Grange.

3.4 *Purchase of Tourist Information Centre Stock*

- The Tourist Information Centre has sold out of popular green 'Leominster and the Black and White Village Trail' tea towels that artist, Glyn Whiting, created for them some years ago. The last print run was 3000 but the Manager has suggested a print run of 1000 and 2 UK based companies have quoted £3.95 per tea towel including VAT. They print on 309 gsm 1/2 panama cotton, which is excellent quality. RRP is £10. A 50% deposit will be required upon order. An example of the design will be available at the meeting.

3.5 *Purchase of Civic Award Medals*

- The last Civic Award Medal has now been allocated and more will need to be purchased. A quote has been obtained from the supplier used in 2019 when the last batch were ordered. Prices have changed considerably since the last order but the medals are made in Birmingham and are bespoke for our council. The total cost excluding carriage and VAT is £959.90.

3.6 *Replacement Deputy Mayor Robe*

- The Deputy Mayor's Robes require replacement and two quotes have been obtained.

Quote 1 – £3495

Quote 2 – £1357.50

Quote 3 – To be confirmed

Alternative Option – To investigate purchasing used robe

3.7 *Travel Fund 2022/23*

- The travel fund is currently subsidising the former 427 route from Bodenham on to Leominster.

AGENDA Item 7 (c)

- The service from Ludlow to Leominster was subsidised until January 2020 but a new service is currently being investigated between Tenbury and Leominster – further details will follow.
- As the Travel Fund is the only budget for the Planning & Highways Committee and a request for a Speed Indicator Device (SID) has been made by residents and supported by the Leominster North Ward Councillor for the A44 Mill Street, it is recommended that the project is considered. Costs are currently being sought from Balfour Beatty.

3.8 *Barons Cross Outreach & Engagement*

- At the Finance & General Purposes meeting on 27th April 2020, the Committee resolved “To transfer £4400 from the 2019/20 youth budget to reserves and ring-fence for funding community engagement events at Barons Cross.” These funds have not been spent during 2020-2021 due to the ongoing covid restrictions. The Projects and Grants Officer is now working with local partners to produce a schedule of events for Summer 2022 that will draw on this allocated funding.

3.9 *Update on Town Council Vehicles*

- A new vehicle has been purchased for the grounds team. A 2015 registration Toyota Hilux with beacons and safety markings. The old Mitsubishi has now been sold as seen for £550.