



LEOMINSTER TOWN COUNCIL

FINANCE & GENERAL PURPOSES COMMITTEE

Wednesday 19th October 2022

To: All Members of the Finance & General Purposes Committee:
Councillors Murdoch (Chair), Hanna (Vice-Chair), Bartlett, Davies, Marsh,
Marshall, 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 24th October 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.

5. MINUTES OF PREVIOUS MEETING

To receive and approve as a correct record the minutes of the Finance & General Purposes Committee meeting held on 27th June 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 September 2022 (Month 6). Please see supporting documents.

(b) Accounts Paid and Outstanding Accounts for Payment

- A list of accounts paid relating to the months of September and October 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) Staffing Report Update

- To receive a verbal update from the clerk.

9. DATE OF NEXT MEETING

The next meeting of the Finance & General Purposes Committee will be held on Monday 20th February 2023 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 27th June 2022 commencing at 19:30 hours in the Council Chamber, 11 Corn Square, Leominster HR6 8NL

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 25th 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 31st 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

MINUTES (AGENDA Item 5)

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 25th 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**

MINUTES (AGENDA Item 5)

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 23rd 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 24th 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:

Finance Committee

Date:	18th October 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 3.5, 3.8 & 3.11.**

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 *The Old Priory*
 - Following completion of the asset transfer, a meeting has been held with tenants to arrange details such as waste management etc. We have also acquired a new tenant. The next step is to compile a prioritised action list whilst awaiting the results of the LUF funding bid.
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- 3.2 *High Street Heritage Action Zone*
 - Grant Scheme – work has begun on projects at the Rankin Club (Corn Square), Parry's (High St), and 26A Broad St. Information on project scope and progress will be uploaded to the Leominster Heart and Heritage web app, as it becomes available. Decisions on funding for projects taking place in the final 18 months of the Grant Scheme will be made shortly, with further information to be communicated to members in due course.
 - The Conservation Area Appraisal Consultation took place 15 August - 26 September 2022. One online event and two in-person drop-in sessions were held by Herefordshire Council. Consultation results are currently being reviewed by Herefordshire Council.

- First stage Public Realm Consultation finished on 21st June 2022. Public Realm design proposals are being reviewed and refined in advance of further public consultation on any proposed TROs.
- Cultural Programme – the Cultural Consortium has finalised their programme for winter 2022/23. Highlights include:
 - o **A View from my Window** - a project with [Meadow Arts](#), reflecting on the work of local artist John Scarlett Davis
 - o **Creation** - About Face Theatre Company will be bringing their [Creation](#) show to local primary schools.
 - o **Local Heroes** - Leominster Museum will be showcasing some of Leominster's most interesting residents and will be asking local residents for their recommendations and nominations.
 - o **The Ducking Stool** - Everybody Dance will be exploring this controversial instrument in a series of workshops.
 - o **Projects partnering with AGE UK and Arts Alive.**

3.3 *Great Places to Visit Fund Update*

- The Shop Front Grant Scheme has now ended and the final paperwork is being completed to send back to Herefordshire Council.
- The design of Central Car Park Toilets has been sent out for quotation.
- Benches for Corn Square and Broad Street have been installed and we have received lots of positive feedback.
- The tree pits have been planted and tree guards fitted.
- Footpath resurfacing in The Grange has been completed.
- Accessible picnic tables for The Grange have been installed and are being used regularly.
- The remainder of Aidas Accessible Amble from the Tranquil Garden to Pinsley Mill has been resurfaced.
- Six new bins have been installed on Worcester Road, Etnam Street and The Grange.
- Directional signage for Leominster Museum has been installed on Etnam Street.
- Foodbank public realm additions (bench and noticeboard) acquired and scheduled to be installed following the scheduled ancient monument approval being received.
- Event Support Projects - St Edfrith's Festival workshop at Leominster Primary School took place on 06/10/2022, including Leominster Lion performance.
- Event Support Projects – Welcome signage for the Christmas Light Switch On and the Victorian Street Market, anchor point repairs for the Christmas Light installation and the attendance of the Leominster Lion for the switch-on event.

3.4 *Youth Club Pilot*

- Leominster Town Council Projects and Grants Officer and the Town Clerk have met the High Sheriff, the Police, and a representative from the Scouts, to investigate funding to set up Youth Provision in Leominster.

3.5 *Virement*

- As a result of rising vehicle fuel costs, it is recommended that £1000 is vired from the cost centre 101-4900 Contingency to 105-4008 Travel and Subsistence as this has already exceeded the amount allocated in the budget. This covers claims from councillors, staff and volunteers.

3.6 *Budget Working Group*

- The Budget Consultation ends on 19th October at midnight. The Budget Consultation Working Group will meet later in the week to begin working up the budget for recommendation and a summary will be given of the raw data at the meeting.

3.7 *Get Active Fund*

- In March 2022 the Town Council was awarded a grant of £1904 from the Get Active Green Spaces Scheme, funded from the Government's Covid-19 Outbreak Management Funds grant as part of Herefordshire Council's Covid-19 recovery plan, supporting economic recovery and improving wellbeing in Herefordshire. The grant was awarded to fund the installation of a seasonal running track at Sydonia and activity markings at Ginhall Green, together with youth engagement sessions at each site to encourage participation from local residents. White-lining at both sites was installed on 27th July, with remarking taking place as required during August, September and October. Free afterschool activity sessions for 4-11-year olds were provided by Stride Active on 4th October (Sydonia) and 17th October (Ginhall Green) 2022. Feedback from adults and young people who attended the sessions was very positive, with 100% of attendees indicating that they had enjoyed the activities and would like to see activity markings and running tracks provided in Leominster parks in future.

3.8 *Old Priory Feasibility Study*

- The offer letter for the Feasibility Study has now been received. It offers a grant up to 80% of the total cost of £19,913.00. It is recommended that the offer letter is accepted and signed and that the terms and conditions of Buttress, the provider of the study, are signed by either by the Mayor or the Town Clerk.
- Payment Schedule
 - o £3,417 payment 1, Statement of Significance (expected Dec 2022)
 - o £16,496 – payment 2, Feasibility Study and Implementation of Plans (expected Feb 2023)
 - o Completion date 28/03/2023
 - o Invoices/receipts submitted to Herefordshire Council by 03/03/2023
 - o Grant payment received by 24/03/2023

3.9 *Information Manager Recruitment Timeline*

- The job advertisement for the new Information Centre Manager will go live this week with a closing date of Sunday 6th November 2022 at midnight. CV's will be considered w/c 7th November 2022 with a view to holding interviews w/c 14th November 2022. It will be advertised on noticeboards, social media, through Hoople and Indeed.

3.10 *Youth Grant Reports*

- Please see the supporting documents.

3.11 *Warm Space Funding*

- Please see the attached Warm Spaces Report.

LEOMINSTER TOWN COUNCIL

WARM SPACES REPORT – OCTOBER 2022

1. BACKGROUND

- 1.1 The current UK cost-of-living crisis is putting significant pressure on local residents, with the impact felt most severely by vulnerable groups and those already living in poverty. A combination of high inflation and sharply rising energy costs has left many households struggling to adequately heat their homes during the winter months.
- 1.2 Herefordshire Council's Talk Community Team are offering grants of up to £500 to community hubs and organisations across Herefordshire, in order to fund the creation of 'Warm Spaces' for their local communities. The aim of a Warm Space is to offer members of the community the opportunity to go somewhere that provides warmth, possibly a hot drink or meal, companionship, an activity and advice. Grant applications must be submitted by 31st October 2022 and Warm Space provision funded through the Talk Community scheme must be made available up to 31st March 2023.
- 1.3 Additional information on Warm Space initiatives can be found online at: https://cdn.ymaws.com/cilip.site-ym.com/resource/resmgr/cilip/information_professional_and_news/press_releases/2022_10/a_warm_welcome_2022.pdf [accessed 19/10/22]
- 1.4 In the 2022/23 Leominster Town Council budget consultation, residents were asked: "Leominster Town Council is considering how council resources can be used to support residents who are experiencing hardship during the current cost of living crisis. Which of the following services do you think the town council should provide?" At the time of writing (19/10/2022), 68% of survey respondents indicated that they supported public access to heated areas in town council buildings.

2. PROPOSED TOWN COUNCIL OFFER

- 2.1 The Council Chamber at 11 Corn Square is heated during office hours, Monday-Friday. There are times within each week when the Chamber is not required for meetings or room hire bookings.
- 2.2 It is proposed that Leominster Town Council provides weekly 2-hour 'warm space' sessions within the Council Chamber at 11 Corn Square, running from mid-November 2022 – 31st March 2023. These sessions would offer a variety of self-sufficient activities, including knitting, jigsaw puzzles, and locally produced films (provided in partnership with Rural Media). Basic refreshments would also be supplied at each session. Session times would be selected to minimise impact to existing users of the Council Chamber.

- 2.3 It is proposed that a grant application for £500 is submitted to Talk Community to cover the following items:
- £150 to purchase activity equipment (e.g. jigsaw puzzles)
 - £350 to cover refreshment costs for 18 Warm Space sessions

3. RECOMMENDATIONS

- 3.1 It is recommended that Leominster Town Council offer a Warm Space for local residents, as outlined in item 2.2
- 3.2 It is recommended that funding of £500 is requested from the Talk Community Warm Spaces fund, to support the provision of a Warm Space in 11 Corn Square for the period Nov 2022 – March 2023.