

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 6th JULY, 2017
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors: R Barnes - Chairman
A Bradford M Eager
K Francis E Fieldhouse
N Morris J Roberts
N Shields J Simpson
A Warmington (part)

IN ATTENDANCE: Mrs K Mitchell, Clerk to the Council
4 members of the public; 1 Community Support Officer

Prior to the start of the meeting all present stood for a moment of quiet reflection to mark the passing of former Ledbury Town Councillor Mrs Mary McBride (who had served during the late part of the 1980's to the late part of the 1990's) and Lord Darnley, husband of Lady Darnley, Lord Lieutenant of Herefordshire.

F.67 – 07.17 APOLOGIES

Apologies for absence were received from Cllrs D Baker and Manns. Cllr Warmington had advised the Clerk that he may arrive late for the meeting.

F.68 – 07.17 INTERESTS

Cllr Shields declared a non-pecuniary interest in agenda items 5.5 and 5.6 - as Chairman of the Ledbury Library Development Group and signed the book accordingly.

Cllr N Morris declared a non-pecuniary interest in agenda items 5.5 and 5.6 as a member of the Friends of Ledbury Library Group and signed the book accordingly.

Cllr J Simpson declared a non pecuniary interest in agenda item 5.6 as a member of the Friends of the Master's House, and signed the book accordingly.

F.69 – 07.17 PUBLIC PARTICIPATION

No members of the public present wished to speak.

F.70 – 07.17 MINUTES

1. The Minutes of the Finance and General Purposes Committee meeting held on 9th May, 2017, copies having been previously circulated were confirmed as an accurate record.

2. The Minutes of the Finance and General Purposes Committee meeting held on 1st June, 2017, copies having been previously circulated were confirmed as an accurate record.

Referring to F.55 – 06.17, 5 External Audit, The Chairman advised that he had received a request from a Ledbury Town Councillor to place an item on the agenda to revisit the Annual Governance statement. He reminded members that the Annual Return for 2016-17 had already been approved at Full Council and returned to the external auditor in line with requirements. Any person with concerns about the Annual Return must raise them with the external auditor during the period for the exercise of public rights.

F.71 – 07.17 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 1st May to 30th June, April 2017.

RESOLVED: That the summary, as presented, be approved and adopted.

2. Quarterly Summary of receipts and payments related to budget.
Members were circulated with the above report.

RESOLVED: That the summary be noted.

3. Invoices for payment

Members considered a list of invoices for payment, copies having been circulated. (Schedule to be lodged with the Minutes).

RESOLVED: That the invoices be approved for payment.

4. Bank Reconciliations

The Clerk advised that Cllr Warmington had verified and signed the bank reconciliation statements to the end of May 2017.

RESOLVED: That this be noted.

5. Consideration of any action regarding the outstanding return of grant funds from Ledbury & District Community Benefit Society (Love ledbury) (F.34-03.17, 5.4)

The Chairman advised that the grant monies had now been returned, therefore no action was required.

6. Disbursement of Portas Funds (£10,000) (refer F.57-06.17).

The item was deferred to the end of the meeting for consideration in closed session.

7. Erection of Christmas flags.

RESOLVED: That the Town Council be recommended to make a donation of £150 to Ledbury Fire Brigade for the erection and removal of the Christmas flags.

F.72 – 07.17 PARTICIPATORY BUDGETING

Members considered arrangements for participatory budgeting.

Following discussion, it was **RESOLVED:** That an article be placed in the Focus magazine / local press/ Town Council website/ social media sites asking for suggestions from local residents on how participatory budgeting funds should be spent. The deadline for receipt of suggestions to be four weeks from the date of issue of the Ledbury Focus containing the corresponding article.

A meeting of the ICT Working Party will be called before 10th August 2017 to consider the content of the next edition of the Town Council Newsletter, including the article on participatory budgeting.

F.73 – 07.17 SUBSCRIPTIONS

Members considered the renewal of the Town Council's annual subscription to The Campaign to Protect Rural England (CPRE).

RESOLVED: That the Town Council be recommended to renew its annual subscription to CPRE in the sum of £36.

F.74 – 07.17 RISK MANAGEMENT

1. Risk Management Report prepared by Ecclesiastical Insurance
The item was deferred to the end of the meeting for consideration in closed session
2. Building Insurance
Members were advised of underinsurance implications for the cemetery buildings and Town Council offices as identified through the risk and valuation survey carried out by Ecclesiastical Insurance. Revaluation had identified a reinstatement value shortfall, across both premises.

RESOLVED: That the Town Council be recommended to approve an additional premium in the sum of £1,925.63.

3. Risk Register

It was noted that CCTV systems had been upgraded in the Town Council offices and at the Cemetery.

The Chairman advised that a plan for review of all policies would be drawn up by the Clerk and that a Policies and Procedure Working Party meeting would be called to consider draft policies on Lone Working, Complaints and Unreasonable Complainant Behaviour.

F.75 – 07.17 DISCLOSURE AND BARRING SERVICE (DBS)

Members discussed the subject of DBS checks for Ledbury Town Councillors. It was noted that DBS checks were not a requirement of the role and therefore should be a free choice for each individual Councillor. It was generally agreed that should any Councillor find themselves in a position where a DBS check is needed then the Council would pay.

RESOLVED: That where required, the Town Council would fund DBS checks for Councillors on an individual basis.

F.76 – 07.17 MERCHANT NAVY DAY

Members considered taking part in Merchant Navy Day on 3rd September, 2017. Members recognised the important role played by the Merchant Navy during the 1st and 2nd World Wars and wished to support the event. It was suggested that a flag raising ceremony be held and that an invitation be extended to local former and serving Merchant Navy personnel. It was also suggested that the Community Brass Band be invited to play at the event.

RESOLVED: That the Town Council be recommended to take part in Merchant Navy Day on the 3rd September and to purchase a Red Ensign in the sum of £45.71

F.77 – 07.17 OUTSIDE BODIES

Cllr Francis reported that he had attended a meeting of the HALC Executive meeting the previous evening and gave a brief summary of the topics discussed. Cllr Francis apologised for not having written up a report from the last meeting and advised that he would prepare both for presentation to the next meeting.

Members were encouraged to attend the Annual General Meeting of the HALC Eastern Area Committee to be held on Wednesday 12 July 2017 in the Town Council offices. Yvonne Coleman Herefordshire Council Planning Obligations Manager would be attending to speak about s106 agreements.

F.78 – 07.17 CORRESPONDENCE FOR INFORMATION

There were no matters of correspondence.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act, a resolution was passed to exclude the public and press during discussion of the following items.

F.74 – 07.17 RISK MANAGEMENT ...Continued

Members considered a confidential risk management report from Ecclesiastical Insurance.

Cllr A Warmington joined the meeting at this point (8.45pm)

RESOLVED: That the Town Council be recommended to approve and adopt the report and any recommendations contained therein.

F.71 – 07.17 FINANCIAL MATTERS...Continued

Cllrs N Morris and N Shields left the meeting at this point (8.50pm)

Members considered the disbursement of Portas Funds (£10,000) (refer C.72 - 05.17 & F.57-06.17).

(Power relied upon: General Power of Competence)

7 Applications for funding had been received.

RESOLVED: That the Town Council be recommended to issue cheques to the successful applicants.

Name	Project	Amount awarded £
Ledbury Youth Activity Support	Ledbury Youth Drop In Centre	5,000
Ledbury Fringe	Ledbury Fringe Equipment for outdoor busking pitches during Ledbury Poetry Festival	650
Artistree	Artistree in Action	Nil – project did not qualify

Ledbury Library Development Group	Funds towards cost of terminal to host searchable online catalogue for use by library members	500
Ledbury Area Cycle Forum	Cycle Parking Provision. Installation of 5 cycle hoops	600 with request for matched funding from other sources to deliver 5 hoops
Ledbury & District University of the Third Age	Hands on Gardening in the Walled Garden. Taking over and maintaining flower beds previously maintained by Herefordshire Council	250
Ledbury Traders' Association	Promoting Ledbury Through Signage. Heritage signs and banner	3,000 reserved pending receipt of more detailed proposal from Traders
	Total	10,000

F.79 – 07.17 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION

The next meeting of the Finance & General Purposes Committee is scheduled for 21st September, 2017. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

The meeting closed at 9.25pm

Chairman

Date