



**MINUTES OF A MEETING LEDBURY TOWN COUNCIL
OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 7 JUNE 2018**

26 JUL 2018

PRESENT: Councillors:

D Baker	J Roberts (Minute Taker)
E Harvey	N Shields
A Harrison (Chairman)	A Warmington (from 19:45)
J Hopkins	

IN ATTENDANCE: Two members of the public

F.52 – 06-18 APOLOGIES

Apologies were received from Cllrs Bradford and Manns.

F.53 – 06-18 INTERESTS

No interests were declared.

F.54 – 06-18 PUBLIC PARTICIPATION

None.

Handwritten notes:
AH 05/07/2018
Corrections made at Full Council 21/6/2018
'Councillor Harvey declared an interest in Items relating to the Judicial Review; Councillor Baker declared an interest in items involving 'Ledbury in Bloom'.

F.55 – 06-18 MINUTES

The minutes of the Extraordinary Finance and General Purposes Committee meeting held on 10 May 2018 were confirmed as a correct record and signed by the Chairman.

F.56 – 06-18 FINANCIAL MATTERS

1. Members considered the list of invoices for payment (Item 5.2).

Councillor Baker proposed and Councillor Hopkins seconded that the invoices including Glide Media and HALC be approved for payment.

The invoice for CALC to be deferred whilst Cllrs Shields and Roberts check Minutes of Standing Committee meetings to confirm that minutes from the Review were produced as required.

RESOLVED: That the invoices, excluding that for CALC, be approved for payment.

2. Cllr Harvey left the meeting.

Following written advice from Winckworth Sherwood Solicitors, Cllr Shields proposed and Cllr Hopkins seconded payment of £30,000 to claimant.

Cllr Harrison proposed payment of outstanding Winckworth Sherwood invoice, Cllr Warmington seconded.

**RESOLVED: That payment of £30,000 to claimant be made.
Outstanding Winckworth
Sherwood invoice be paid.**

**F.57 – 06-18 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN
2017/18 PART 3.**

Section 1

Q1 Yes

Q2 No

Q3 No i.e. Judicial Review

Q4 Yes

Q5 No. Risk register not maintained, no evidence of NALC insurance for Judicial Review. Inadequate provision for loss of staff

Q6 Yes

Q7 No Lack of note of Judicial Review suggests Council did not give adequate access to information.

Q8 No. Judicial Review.

Q9 Not applicable.

**RESOLVED: To accept and recommend
to Full Council.**

F.58 – 06-18 EXTERNAL AUDIT FOR THE YEAR ENDED 31 MARCH 2017
External Audit report not likely to be received before September 2018.

F.59 – 06-18 INTERNAL AUDIT REPORT FOR YEAR ENDED 31 MARCH 2018
Need to find out the contract for the Internal Auditor given the perceived gaps in reporting

F.60 – 06-18 RISK MANAGEMENT

(1) Risk register to be fixed agenda item

(2) Review of Risk Register. Judicial Review is missing, this is a cost risk. Needs adding.

Need to refresh the Operational Review with a 3-5 year time horizon.

Staff training and external advice should be built into some of the risk reducing measures

For the next three meetings of every committee the Risk Register will be on the agenda for reviewing those items that fall under each committee.

Cllr Hopkins will present the Risk Register at the next Full Council
All measures proposed by Cllr Hopkins and Seconded by Cllr Harrison.

**RESOLVED: To accept and recommend
to Full Council.**

F.60 -06-18 GRANT APPLICATIONS

Applications from John Masfield High School for Library Development and Food Technology Equipment were considered.
Cllr Harrison proposed and Cllr Warmington seconded approval.

RESOLVED: That the grant applications be approved.

F.61 -06-18 LEDBURY TOWN COUNCIL OFFICES

1. Awaiting third quotation for carpeting the first floor landing.
2. Quotation for works to waterproof electric socket in cellar accepted as emergency.
3. Cleaning contract. Three quotes required. Ask outgoing cleaners to quote.

Cllr Harrison proposed and Cllr Warmington seconded:

RESOLVED: To approve the above.

F.62 -06-18 PARTICIPATORY BUDGETTING.

To be deferred to Parish Meeting. Cllrs Shields and Harrison to respond to emails regarding suggestions received.
Cllr Harrison proposed and Cllr Shields seconded.

RESOLVED: To approve the above.

F.63 -06-18 SUBSCRIPTION

Members considered the renewal of the Fields in Trust Membership.

RESOLVED: To clarify the benefits.

F.64 -06-18 WORKING PARTY MEMBERSHIP

Working Party Membership confirmed as below. Open to new Cllrs.

Accommodation:	Cllrs Baker, Harvey and Roberts.
ICT:	Cllrs Bradford, Harvey, Hopkins and Shields.
Democratic Participation:	Cllrs Bradford, Harvey and Shields.
GDPR:	Cllrs Harrison, Hopkins and Shields.
Risk Management:	Cllrs Hopkins, Shields and Warmington.
Policy & Procedure:	Cllrs Harvey and Shields.

F.65 -06-18 GENERAL DATA PROTECTION REGULATIONS The training from HALC was reported as totally inadequate

F.66 -06-18 REPORTS: WORKING PARTIES AND TASK AND FINISH GROUPS
None

F.67 – 06-18 OUTSIDE BODIES

None.

F.68 – 06-18 CORRESPONDANCE FOR INFORMATION

Thank you letter from Hereford Wildlife.

F.69 – 06.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION

Policy and Procedures Working Party to look at updating Outside Bodies involvement alongside requirements of Town Plan

The meeting closed at 22:00.

A handwritten signature in black ink, appearing to be 'AH' or similar, located in the bottom right corner of the page.

AH