

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON 18<sup>th</sup> of OCTOBER, 2018  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: Baker (Chair), Bradford, Harvey, Hopkins, Howells, Manns, Roberts, Shields.

**IN ATTENDANCE:** Cllr Whattler, M ab Owain (Temporary Clerk), L James (Minutes)  
One member of the public.

**F.106-10.18 APOLOGIES**

**Apologies were received from Cllrs Harrison, Warmington, and Knight.**

**F.107-10.18 INTERESTS**

F.109.1 Cllr Hopkins declared a non-pecuniary interest.

F.109.5 Cllr Manns declared a possible interest as represents the Town Council on one of the organisations seeking a grant.

**F.108-10.18 PUBLIC PARTICIPATION**

None.

**F.109-10.18 MINUTES:** update: the Temporary Clerk confirmed that he had been unable to receive bids for the cleaning contract from 3 separate companies, so has accepted bids from 2 companies, and this will be discussed at the next F&GP meeting.

**RESOLVED:** to accept the minutes of the meeting of the 20<sup>th</sup> September 2018 as a correct record. The minutes were duly signed by the Chairman.

**F.110-10.18 FINANCIAL MATTERS**

F.110.1 To approve invoices for payment.

Councillors received a summary of invoices to be paid. It was requested that South Worcestershire CAB be asked to provide a breakdown of statistics specific to Ledbury to assess the budget level suitability. It was questioned whether an increase in service use had occurred after Herefordshire Council withdrew services from the Masters House in April. The Clerk will contact CAB to request this information.

The invoice from Crystal Publications was discussed. The Clerk agreed to find more information and email the Councillors with this.

**RESOLVED:** that the invoices be approved for payment.

F.110.2 To pre-approve payment of the Temporary Clerk's invoice for the month of October 18.

The Temporary Clerk left the meeting at this point.

**RESOLVED:** To pre-approve payment of the Temporary Clerks invoice for the month of October 2018.

The Temporary Clerk re-joined the meeting.

F.110.3 Receipts and Payments 1<sup>st</sup> September 2018 to 30<sup>th</sup> September 2018. Noted.

F.110.4 Budget Summary: 01.07.2018 to 30.09.2018.

Cllr Shields thanked the Office staff for the improved layout as requested at the previous meeting. Cllr Harvey proposed that she and Cllr Harrison review the budgets for all committees with the intention of simplifying the budget layout. Cllr Howells proposed that the current actual reserve figure is shown on the Cost Centre Report. Cllr Bradford seconded this.

**RESOLVED:** that the current actual reserve figure to be shown on future Cost Centre Reports.

Cllr Harvey proposed that the 2017/2018 budget is reissued for information which shows earmarked monies against general reserve figures, with an update for Listed Building Reserves as at January 2018. Cllr Bradford seconded this.

**RESOLVED:** to reissue the 2017/2018 budget for information, including the Listed Building Reserves update.

Cllr Shields proposed that Cllr Harrison and Cllr Harvey review the budget layout for all committees to make it clearer. Cllr Hopkins seconded this.

**RESOLVED:** That Cllr Harrison and Harvey review the budget layout for all committees to make it clearer.

F.110.5 To approve the release of monies to Specified Grant recipients.

The committee were not aware that Ledbury Places had submitted a grant application. It was proposed by Cllr Howells that the grants be passed, with the exception of Ledbury Places, pending an application from Ledbury Places. Cllr Bradford seconded this.

**RESOLVED:** That the Specified Grants are released to the recipients, with the exception of Ledbury Places, pending an application from this organisation.

## **F.111-10.18 BUDGET 2019 – 2020.**

F.111.1 To further consider the draft budget required by the Finance & General Purposes committee for 2018/2019. Several councillors expressed the opinion that they had not had enough time to study the budget, and that there was not enough time at the meeting to go through in enough detail. It was proposed that an Extraordinary Meeting of the Finance & General Purposes committee be held on the 25<sup>th</sup> October 2018 to the review the draft budget.

**RESOLVED:** to hold an Extraordinary Meeting of the Finance & General Purposes committee on the 25<sup>th</sup> October 2018 to the review the draft budget.

F.111.2 To set a date for a joint Committee budget meeting.

It was proposed to hold a joint Committee budget meeting on the 29<sup>th</sup> November, which follows the Parish public meeting on the 14<sup>th</sup> November. The precept information needs to be returned to Herefordshire Council by the end of December 2018.

**RESOLVED:** to hold a joint Committee budget meeting on the 29<sup>th</sup> November 2018.

#### **F.112-10.18 INTERNAL AUDIT 2018/2019.**

The Temporary Clerk confirmed he had four companies prepared to tender for this. He asked for approval to request tenders from these companies. It was proposed by Cllr Shields that a working party comprised of the Temporary Clerk, Chair, and a councillor be set up to review the tenders. Cllr Hopkins volunteered to sit on this working party. Cllr Baker seconded this.

**RESOLVED:** to ask the Temporary Clerk to request tenders, and a working party be set up to review the tenders.

#### **F.113-10.18 EXTERNAL AUDIT**

F.113.1 External Audit 2017/18. There has been a formal objection to the External Audit. The Temporary Clerk has never dealt with a challenge before, but has sought advice from those have. The Audit may be returned to us, or they may ask for further information.

F.113.2 External Audit 2018/19. Noted. Cllr Harvey confirmed as part of Financial Regulations consideration of the impact of reserve movements are discussed and noted.

#### **F.114-10.18 TOWN COUNCIL OFFICES**

To consider the report on the Quinquennial Survey of the Town Council Offices. The report authors, Caroe & Partners, have listed items for immediate attention and those requiring attention within 18 months and those requiring attention before 5 years. It was proposed to consider several actions, firstly to arrange a meeting between Caroe & Partners and the Town Council in the next few weeks to agree the necessary works, to agree the monies required for the immediate attention works, and to decide who oversees the work. It was considered whether Herefordshire Council's Heritage Officer could be asked to oversee the works, or whether Town Council should approach Ian Stainburn, who knows the building well, to act in a consultancy role. Cllr Howells suggested that the budget for immediate works should ensure monies for additional costs such as scaffolding. Cllr Shields asked that the Temporary Clerk confirm that an asbestos survey has been done. It was decided to bring this back to the next meeting, unless emergency powers are required.

**RESOLVED:** to approach Ian Stainburn to act in a Consultancy role for overseeing urgent works, and to confirm that an asbestos survey has been undertaken.

#### **F.115-10.18 RISK MANAGEMENT**

To review Section Two (Employer's Liabilities) of the Risk Register. As discussed in previous meetings, a review of sections of the Risk Register pertinent to this committee was undertaken. This was discussed and Cllr Hopkins updated the electronic risk register with the agreed changes.

*Cllr Manns left the meeting at 9.15pm.*

**F.116-10.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

To receive any update regarding GDPR compliance. Cllr Hopkins has given a staff training course today on GDPR to ensure a consistent approach by all of the staff. The next step is to progress to a data audit, and then to write the privacy policy.

**F.117-10.18 OUTSIDE BODIES**

To receive and note any reports from Councillors who have attended meetings as a representative of the Council. None.

**F.118-10.18 CORRESPONDENCE FOR INFORMATION**

To note any correspondence received. Nothing specific received for this committee.

**F.119-10.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

Cllr Bradford requested that an agenda item regarding the Invoice numbers and net cost to solicitors regarding the judicial review be added.

**The date of the next, scheduled meeting of the Finance and General Purposes Committee is 22<sup>nd</sup> November 2018.**

The member of the public left the meeting at this point.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.  
In order to consider confidential issues  
a resolution was passed to exclude members of the public.*

Meeting closed at 9.27pm.

CHAIRMAN ..... DATE .....