

**MINUTES OF AN EXTRAORDINARY MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON 25th of OCTOBER 2018
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors Harrison (Chair), Hopkins, Howells, and Shields.

IN ATTENDANCE: Cllr Whattler, M ab Owain, Temporary Clerk, L James, minute taker, one member of the public.

F.121-10.18 APOLOGIES

Apologies were received from Cllrs Baker, Harvey, Knight, Low, Manns, Vesma, and Warmington.

F.122-10.18 INTERESTS

None declared.

F.123-10.18 PUBLIC PARTICIPATION

None.

F.124-10.18 BUDGET 2019-2020

To further consider the draft budget required by the Finance and General Purposes Committee for 2019/20.

The budget was discussed line by line. Where no change or query was raised, the original budget document stands as correct, however if changes or queries were raised regarding a line, the section and line number is listed below. If the

action is just to check information, no figures are included, if the query applies to the figures, they are included under the headings below.

		Last Year Budget	Last Year Actual	Current Year Total	Actual YTD	Next Year Agreed	Comments
201	Market House						
4122	Electricity						Temporary Clerk to check with Acting Deputy Clerk and recode if necessary.
4123	Lighting, heating, running costs						Temporary Clerk to check with Acting Deputy Clerk and recode if necessary.
4130	Insurance	1786	1610	2637	2218	2769	? 3-year insurance policy. Check when renewal date. Check if next year agreed is based on new contract.
4150	Cleaning	400	87	400	0	200	? no cleaning this year. £87 last year. Therefore reduce to £200 for next year budget.
4170	Maintenance						? building up to a reserve. To check whether this feeds into listed building reserve.
4180	Internal Improvements						Market House chair reupholstering – monies approved this year, not yet spent. Needs to be reviewed.
202	Town Council Offices						
4020	Cleaning						Check if spurious line as 4150 refers to cleaning. Temporary Clerk to check with Acting Deputy Clerk and recode if necessary.
4122	Electricity						Temporary Clerk to check with Acting Deputy Clerk and recode if necessary.
4123	Lighting, heating, running costs						Temporary Clerk to check with Acting Deputy Clerk and recode if necessary.

4130	Insurance	758	683	1119	941	1175	Check if next year agreed is based on new contract.
4155	Housekeeping	200	546	400	202	500	Over-budget last year, therefore increase next year to £500.
4157	New heaters	1500	3073	1500	0	1575	Budget for heaters approved this year. Check whether new heaters are going to be purchased – if yes, £1,575 may not be necessary, but overspend last year so may be to replace. Check which transaction £3,073 applies to.
4160	Window Cleaning						Check why no charge yet this year for window cleaning.
4170	Maintenance	4000	1145	1500	1371	1575	Costs this year refer to updating of electrics.
4182	Major Repairs						? building up a reserve.
4645	Seasonal Decorations						Not been spent over last 2 years, therefore remove line as not spent.
4899	Miscellaneous Expenses	0	2073	0	380	0	It was requested by the Cllrs that these expenses were investigated and it was suggested that they could be better categorised, and this line removed.
210	Civic Matters						
4535	Civic Hospitality	3000	1397	3250	0	1500	Reduce to £1,500 as more accurate reflection of previous year spend.
214	Grants with Powers						
1718	October Fair Rights	2000	2000	2000	0	2000	It was agreed that the council should begin a dialogue with the Rogers family regarding the cost of the fair rights. Cllrs reflected that many town businesses shut for the duration of the fair because reduced footfall during the day made opening their business

							financially unviable, but also realised that the fair attracts many younger people into the town.
4800	Barrett Browning Clock	300	81	500	55	500	? reduce to £100. Temporary Clerk to speak to Acting Deputy Clerk to confirm what this covers. ? move to unspecified grants.
4856	Design Award	100	0	100	0	100	Move to unspecified grants.
4870	Youth Budget	4600	61	2500	0	2500	Youth council need a small budget, and perhaps suggest to drop-in centre that they might consider bidding for a grant.
4890	Unspecified Grants	1000	3800	1000	300	1000	? increase unspecified grants – ?move Barrett Browning Clock and Design Award to unspecified grants.
4895	Portas Grants	0	6400	0	0	0	Confirm Portas Grant money has been distributed fully.
220	Finance and General Purposes						
4130	Insurance	1566	3383	2939	2008	3086	Check if next year agreed is based on new contract.
4185	Alarms	0	0	0	719	0	Acting Deputy Clerk to check contract for costs.
4430	Advertising	500	799	500	0	500	Check if this includes recruitment advertising.
4580	Audit External	5000	0	5000	0	5250	Check why no payments shown for this year and last.
4590	Professional Services	10000	90743	5000	50557	10000	Increase to £10,000
4591	Repay Reserves	0	0	10000	0	10500	? for building up reserves. The Cllrs agreed that once the impact on reserves are known, that a plan needs to be published stating how the reserves are to be replenished and over what time-period, it was agreed this must be done by the end of February 2019. In the event of none of the current Cllrs being re-elected

							in May 19, a legacy plan and information for new Cllrs must be available.
4592	Health and Safety	0	0	5000	0	5250	Health and Safety Consultant was employed to write assessment for council and provide updates. Temporary Clerk to check whether a retainer or the full £5,250 needed.
4940	Listed Building Reserve	10000	0	10000	0	20000	In conjunction with the 4591 discussion it was considered raising this to £20,000, but that the council need to be mindful of the effect on the precept. It was agreed to raise to £20,000 as long as the precept wasn't unduly affected, if so, raise to £15,000 instead.
4945	Operational Review	4000	6601	2000	0	0	Resolved to remove this line and transfer budget to 225/4525 Councillor Training.
4950	Unspecified Projects	5000	301	10000	0	10500	Temporary Clerk to confirm what this relates to.
225	Councillors/Newsletter						
4420	Newsletter	1000	848	1000	0	1000	Keep at £1,000 for next year.
4545	Councillors Training	500	0	500	0	2500	Budget from Operational Review added to Councillors Training budget.
4540	Election Expenses	7000	3658	2000	2128	10000	The Temporary Clerk reported that this years by-election expenses will probably be about £7,000. Next years elections will probably be not less than £8,000. There is a cost for using the Polling Stations – Herefordshire Council should be able to supply this figure, the Temporary Clerk will request this.
4545	Annual and Other Meetings	600	660	600	1638	2000	It was agreed to raise this to £2,000.

230	Management and Payroll						
4000	Staff Salaries	80000	75849	86000	20547	90300	The Temporary Clerk is to review the salary bill and inform councillors of an accurate figure.
235	Office Facilities and Equipment						
4400	Stationery	1750	2600	2400	1300	2000	Stationery budget to be reduced to £2,000.
4405	Photocopier Hire	986	896	732	2067	732	The Temporary Clerk to check hire cost.
4410	Photocopier Costs	750	1301	750	83	750	It was agreed that to reduce photocopying charges that all Cllrs should be given the option to opt in to electronic documentation only. The Temporary Clerk confirmed that legally only the Agenda has to be a paper copy available at the meeting. It was suggested that papers were only supplied at the meeting if they were last minute items, and that additional copies of all documents would not be supplied on the night, so Cllrs would need to ensure they brought their papers with them. It was agreed that as a pilot, the Environment and Leisure Committee, which Cllr Hopkins chairs, would implement this paper-light system. It was suggested that the Council should aspire to all Councillors having access to an electronic device, such as a Kindle Fire, and it was suggested that the ICT Working Party should explore the costs of this further.
4415	Office Support and Equipment	1000	286	1000	312	500	Receptionist's computer still not updated, needs new PC and printer, and laptop needed for Clerk.

							Approximately £800 and £1,000 respectively, approved but not yet purchased.
4455	Postage	1000	1048	1000	302	750	The budget was reduced to £750, in the hope that Cllrs opting into electronic documentation will reduce the postage costs.
The member of public left the meeting at this point.							
4480	ICT-Computers	4000	4794	9000	1004	4000	Cllr Hopkins confirmed that there could be a £3,000 overspend this year, due to the website costs. It was recommended reducing the budget to £4,000 as on-going costs associated with the website once implemented will be lower. There is no contract for computer support for the Office staff.
Additional general points raised during the course of the meeting: The Temporary Clerk asked for clarification regarding the Grants Policy. He was reassured that the Receptionist kept an up-to-date policy, and would inform the Clerk on request. Cllr Howells felt that it was important that the training budget for Cllrs was accessed, and that pertinent training courses arranged.							

F.125-10.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION

No items were suggested for future agendas by councillors in the meeting.

The date of the next, scheduled meeting of the Finance and General Purposes committee is 22nd November 2018.

Meeting closed at 9.27pm.

CHAIRMAN DATE