

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON 17<sup>th</sup> of January 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: A Harrison (Chair), D Baker, A Bradford, E Harvey,  
J Hopkins, P Howells, J Roberts, N Shields.

**IN ATTENDANCE:** L James (Minute taker).

**F.1 - 01.19 APOLOGIES**

To receive apologies for absence.

Apologies were received from Cllr Manns, Cllr Warmington & M ab Owain,  
Interim Clerk.

**F.2 - 01.19 INTERESTS**

To receive any declarations of interest and written requests for  
dispensations.

Cllr Hopkins declared an interest in Item 5.3.

Cllr Shields declared an interest in Item 5.3.

In response to an inquiry, Cllr Harrison confirmed that he had no interest to  
declare in Item 17 because he had not been involved in, nor taken part in,  
the Judicial Review. It was further confirmed that the information required  
for Item 17 had not yet been received and therefore there would be no  
discussion on that item. There was a request to redefine this item as, for  
example, "Reclaiming Legal Fees".

**F.3 - 01.19 PUBLIC PARTICIPATION**

No members of public were present.

**F.4 - 01.19 MINUTES**

4.1 To approve the Minutes of the Meeting of the Finance and General  
Purposes Committee Meeting held on 22<sup>nd</sup> November 2018 as a correct  
record.

It was noted that these minutes have been through Full Council and  
therefore were approved as a correct record.

**RESOLVED:** to accept the minutes of the meeting of the 22<sup>nd</sup> November  
2018 as a correct record. The minutes were duly signed by the Chairman.

4.2 To approve the Minutes of the Extraordinary Meeting of the Finance and  
General Purposes Committee Meeting held on 29<sup>th</sup> November 2018 as a  
correct record.

Cllr Warmington's apologies were missing from the minutes. These were  
added. These minutes have been through Full Council and therefore were  
accepted as a correct record, with the addition of Cllr Warmington's name to

the Apologies.

**RESOLVED:** to accept the minutes of the meeting of the 29<sup>th</sup> November 2018 as a correct record. The minutes were duly signed by the Chairman.

4.3 To approve the Minutes of the Extraordinary Meeting of the Finance and General Purposes Committee Meeting held on 12<sup>th</sup> December 2018 as a correct record.

**RESOLVED:** to accept the minutes of the meeting of the 12<sup>th</sup> December 2018 as a correct record. The minutes were duly signed by the Chairman.

## **F.5 - 01.19 FINANCIAL MATTERS**

5.1 To approve invoices for payment.

- It was requested that “irregular payments” be renamed “non-regular payments”.
- The on-going costs for temporary staff were questioned. Cllr Shields gave an update on the on-going recruitment process, including the timetable for interviewing of candidates for the Clerk position, and the recruitment of permanent administration staff.
- Ellis Whittam’s invoice SINV004967 was discussed. This relates to Health and Safety Services. It was noted that it relates to year 2 of a 3-year contract. It was requested that the Service Level Agreement be checked by the staff to ensure that Ellis Whittam have been meeting their contractual obligations. It was suggested that the period of notice for ending the contract with Ellis Whittam be reviewed to ensure that it does not roll-over unintentionally. An inspection by Ellis Whittam is arranged, and following this, Hereford & Worcester Fire & Rescue Service will be undertaking an inspection.
- The brochure costs were discussed. It was confirmed that the invoice relates to the payment to start work on this website.
- The Safety Shop invoice was discussed. This relates to vinyl cloth numbers for asset labelling.

**RESOLVED:** to defer Ellis Whittam’s invoice SINV004967 until it has been confirmed by the Office that Ellis Whittam are meeting their contractual obligations.

**ACTION POINT:** To rename “irregular payments” to “non-regular payments”.

To check Ellis Whittam are meeting their contractual obligations, and the period of notice Ellis Whittam require to end their contract.

5.2 To pre-approve payment of the Temporary Clerk’s invoice for the month of January 2019.

**RESOLVED:** to pre-approved payment of the Interim Clerk’s invoice for January 2019.

- It was proposed that it would be better that the Invoice was submitted in future to the F&GP committee meeting rather than pre-approved. The updated Financial Regulations have clarified the cheque-signing process. It was requested that from the 1<sup>st</sup> February 2019 cheques are signed at the F&GP meetings, as per the regulations, therefore cheque signatories need to be F&GP committee members, or need to be available to sign cheques at the end of the F&GP meetings. Cllr Shields will speak to the Interim Clerk and Deputy Clerk regarding this.
- It was proposed that both the Clerk and the RFO (if not the same) should sign that they have read the updated finance regulations.

5.3 Receipts and Payments 1 November 2018 to 30<sup>th</sup> November 2018, and 1 December 2018 to 31 December 2018.

- The Type Wise Documents Solutions invoice was questioned. It was requested that it was checked that the invoice was pre-approved prior to payment.
- The War Memorial Booklet invoice was queried. It was confirmed that this was approved by last year's Council, and organised through the Armistice Working Party.
- It was requested that the balance sheet be included in the PDF on the website, at present, only the payments are included.  
ACTION POINT: to check that the Type Wise Documents Solutions invoice was pre-approved prior to payment.  
To include the balance sheet within the PDF on the website.

5.4 Quarterly budget 1 October 2018 to 31 December 2018.

This was only provided to Cllrs at the meeting, and it was proposed that it should be deferred to an extraordinary meeting, on the 24<sup>th</sup> January.

**RESOLVED:** To defer to extraordinary F&GP meeting, on the 24<sup>th</sup> January 2018.

#### **F.6 - 01.19 SPECIFIED GRANT PAYMENTS 2018/19**

To approve release of monies to Ledbury Places.

The grant application was reviewed and discussed. It was proposed that the grant should be supported as long as an end of grant report is received, and information regarding what is proposed for 2019/2020.

**RESOLVED:** To approve the release of monies to Ledbury Places as long as the grant is used towards improving access and accessibility to the Barrett Browning Institute.

#### **F.7 - 01.19 GRANT APPLICATION POLICY**

To review the Grant Application Methodology for both specified and unspecified grant applications (Refer F.132 – 11.18 and F.156 – 12.18). It was proposed that a Task and Finish group be set up to manage this.

Cllrs Harrison, Baker, Harvey, Hopkins, and Shields agreed participate in this group.

**RESOLVED:** To set up a Task and Finish group to cover grant application methodology.

#### **F.8 - 01.19 ICT**

To consider various issues relating to office staff ICT requirements, including, but not limited to:

8.1 Recommendations contained with the Report of the ICT Working Party held on 19<sup>th</sup> December 2018.

8.2 Upgrade to Exchange server for staff email.

8.3 Upgrade of operating system to MS Office 10 (required for two staff members).

Approved in principle the contractor to help with ICT in the Offices. Cllr Vesma is to organise a Photographic Competition for the town to provide photographs for the Website. The Deputy Clerk requested the need for ICT support services for the Office.

#### **F.9 - 01.19 INSURANCE CLAIM**

To consider insurance claim following damage to vehicle at Ledbury Cemetery (refer F.160 – 12.18)

This was discussed and it was proposed to pay the insurance claim. It was requested that the working practices when using power tools in gravelled areas was reviewed.

**RESOLVED:** To pay the insurance claim following damage to vehicle at Ledbury Cemetery.

**ACTION POINT:** To ask E&L to review working practices when using power tools in gravelled areas.

#### **F.10 - 01.19 INTERNAL AUDIT 2018/19**

To receive report from the Clerk regarding applications received.

The Clerk had sent a report informing the committee that 8 tenders were sought, 5 did not reply, 1 refused and 2 quotes were received. Legally, the Council only has to strive to get 3 quotes. The benefits of both quotes were discussed in full.

**RESOLVED:** To accept Option B.

It was discussed that there was a need for a special report by the Internal Auditor which was agreed last summer.

**RESOLVED:** As a matter of urgency the Council needs to commission special report from the internal auditor as referenced in minutes from last summer.

#### **F.11 - 01.19 SUBSCRIPTIONS**

To consider renewal of our Annual Corporate Membership to Herefordshire

and Gloucestershire Canal Trust at £25.00.

**RESOLVED:** to renew Annual Corporate Membership to Herefordshire & Gloucestershire Canal Trust, with a request that a representative for the Canal Trust attends an NDP meeting to discuss plan for Canal restoration.

**F.12 - 01.19 RISK MANAGEMENT**

**To review Section 4 “Council Property” of the Risk Register.**

This was deferred through lack of time to the February F&GP Meeting.

**F.13 - 01.19 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

To receive any updates regarding GDPR compliance.

Cllr Hopkins is still waiting for questionnaire responses from some office staff, and cannot move ahead with the privacy statement without them.

They are needed before the Full Council meeting. It was noted that if they are not available at Full Council, this needs to be added to the Council Risk Register.

ACTION POINT: Cllr Harrison to email relevant staff. If not received by Full Council, needs to be added to the Risk Register.

**F.14 - 01.19 OUTSIDE BODIES**

To receive and note any reports from Councillors who have attended meetings as a representative of Council.

No reports received.

**F.15 - 01.19 CORRESPONDENCE FOR INFORMATION**

To note any correspondence received.

No correspondence had been received.

**F.16 - 01.19 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 21<sup>st</sup> February 2019.**

Meeting closed at 9.40pm.

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