

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON 21<sup>st</sup> of FEBRUARY, 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: A Harrison, E Harvey, J Hopkins, P Howells, J Roberts, N Shields.

**IN ATTENDANCE:** A Warmington (for part of the meeting, to sign cheques). M ab Owain, Interim Clerk, L James (Minute taker) 2 members of public.

**F.22 - 2.19 APOLOGIES:** Cllrs Baker, Bradford, & Manns.

**F.23 - 2.19 INTERESTS**

Cllr Hopkins declared and recorded a non-pecuniary interest in F.26, 4.1.

**F.24 - 2.19 PUBLIC PARTICIPATION**

It was commented by the members of public present that they were looking forward to a positive decision regarding Grant Applications.

**F.25 - 2.19 MINUTES**

4.1 To approve the Minutes of the Meeting of the Finance and General Purposes Committee Meeting held on 17<sup>th</sup> January 2019 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 17<sup>th</sup> January 2019 as a correct record. The minutes were duly signed by the Chairman.

4.2 To approve the Minutes of the Meeting of the Finance and General Purposes Committee Meeting held on 24<sup>th</sup> January 2019 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 24<sup>th</sup> January 2019 as a correct record. The minutes were duly signed by the Chairman.

**ACTION POINT:** It was noted that the minutes stated that an amended budget with regards to the Insurance entries was to be presented to the next F&GP committee, but was not on the agenda for this meeting. The Interim Clerk confirmed that a budget tracking changes would be presented to the next meeting. To be added to agenda for next meeting.

**F.26 - 2.19 FINANCIAL MATTERS**

5.1 To approve invoices for payment.\*

\* (as per LTC Financial Regulations, cheques for approved invoices will be signed after the close of this meeting).

- Copies of invoices were available for review if Cllrs wished to review the invoices.

**RESOLVED:** to approve the invoices for payment.

5.2 To receive the record of Receipts and Payments from 1 January 2019 to 31 January 2019.

- Noted. No questions regarding this from Councillors.

5.3 Balance Sheet at 31<sup>st</sup> January 2019.

- This was discussed. The Interim Clerk will check with the Deputy Clerk regarding line 201 DNU Instant Access.

5.4 To note that the Chair has now verified all bank statements and bank reconciliations produced from 1<sup>st</sup> April 2018 through to 31<sup>st</sup> January 2019.

- Cllr Harrison explained that he has signed off all bank reconciliations, except for August 2018, as there appears to be a page missing. The Interim Clerk will arrange for August 2018 details to be completed. Cllr Harrison has highlighted 3 transfers between accounts, which will be checked with the Deputy Clerk.

5.5 Year End Close Down – correspondence from RBS Rialtas for information.

- This is the firm which provide payroll services and help provide end of year accounts for the council. Correspondence noted.

5.6 To approve payment to renew registration (Data Protection Fee Renewal) with the ICO (also included within invoices to be approved list).

- This was approved under item 5.1.

**RESOLVED:** to approve the invoice for payment.

**The members of public were present with respect to items F30 & F31, as and such a motion was made to bring these items up the agenda to be discussed at this point. F29, which was relevant to proceeding with items F30 & F31, was discussed. The two members of public left at the end of the discussion of item F29 at 8.10pm.**

#### **F.27 - 2.19 ASSET REGISTER**

To review the Asset Register and produce an updated version for 31<sup>st</sup> March 2019.

- This is the 2018 register. It was commented that when an invoice for an asset above £250 it should be added to the register. The Interim Clerk will review the invoices from 2018/2019.

- The insured amounts for buildings was questioned.

**ACTION POINT:** Interim Clerk to organise a review and produce an updated register.

**F.28 - 2.19 ASBESTOS REPORT, LEDBURY TOWN COUNCIL OFFICES DATED 21.11.2012.** (Refer minute F.157 – 12.18).

- This was discussed. At the time of the report, all risks were low or very low. It was agreed it needed to be reviewed alongside the building condition report, with risks flagged where asbestos is likely and the need for using asbestos approved contractors for work in these areas. The risk register (see F37) was updated.
- It was suggested that when the Health and Safety review is undertaken that a request is made as to when the Asbestos Survey and Report needs repeating.

**F.29 - 2.19 TASK AND FINISH GROUP: GRANT APPLICATION METHODOLOGY**

To receive an update regarding progress (Refer minute F.7-01.19).

- It was noted in the minutes F7-01.19 that the task and finish group would meet to update the methodology, and that all applications would be processed under the new methodology. Unfortunately, the group has not yet met, and therefore F.30 and F.31 could not be considered at this meeting as the policy has not been finalised.
- The Interim Clerk explained to the two members of public who had attended specifically for items F.30 and F.31 why the applications could not be considered at this meeting. It was arranged that the Task and Finish Group would meet before Full Council next week, and that the Grant Applications, specified and unspecified, would be reviewed on the Full Council Agenda next week.

The two members of public left the meeting as noted previously on the minutes before item F.27.

**ACTION POINT:** to add Specified Grant Applications 2019/20, and Grant Applications: Unspecified, to the Full Council agenda for 28<sup>th</sup> February 2019.

**F.30 - 2.19 SPECIFIED GRANT APPLICATIONS 2019/20.**

To consider Specified Grant Applications 2019/20.

**RESOLVED:** to defer to Full Council meeting of the 28<sup>th</sup> February 2019 once the Task & Finish Group have met.

**F.31 - 2.19 GRANT APPLICATIONS:**

To consider an Unspecified Grant Application from Ledbury Youth Drop-in Centre, following their presentation at Full Council 5<sup>th</sup> February 2019.

**RESOLVED:** to defer to Full Council meeting of the 28<sup>th</sup> February 2019 once the Task & Finish Group have met.

**F.32 - 2.19 RE-EVALUATION OF TELEPHONE SYSTEM**

To consider quotations received for a new telephone system for Town Council Offices.

- Three quotes had been received, including the current provider.
- The current system is out of date and inadequate. The three quotes were discussed.
- It was decided to recommend to Full Council that the preferred quote is from Glamorgan Telecoms. However, as this quote does not indicate a minimum term, this recommendation is with the proviso that a written reasonable minimum term is received before the Full Council meeting.  
**RESOLVED:** to recommend to Full Council that the Glamorgan Telecoms quote is accepted, with the condition that a reasonable minimum term is given.

### **F.33 - 2.19 HEALTH AND SAFETY**

To consider items requiring action relating to Health and Safety at the Cemetery and Town Council Offices.

- The Ellis Whittam Health & Safety review last year identified some improvements required, in the main at the Cemetery. The Interim Clerk will address what is outstanding with the new Groundsman, once he is in post, week commencing 4<sup>th</sup> March 2019.
- A new Health & Safety Review is due shortly.

### **F.34 - 2.19 REVIEW OF TRAFFIC ASSESSMENT REPORTS PRESENTED BY DEVELOPERS.**

To consider quotations (if received in time).

- The Council is currently arranging for quotes for a review of the traffic assessment report by developers.
- The Traffic Management Working Party are also requesting that a Town-wide report is commissioned. Cllr Harvey suggested that a Ward-Councillor facilitated review by Balfour Beatty is undertaken before commissioning an external report.

### **F.35 - 2.19 AWARDS**

To consider arrangements for the Distinguished Citizens Award 2019.

- These are usually given at the Annual Town Meeting.
- It was agreed that a press release be prepared regarding the Awards, to be distributed following the Full Council meeting.
- A Working Party to consider nominations needs to be set up, to review nominations prior to the March Full Council Meeting.

### **F.36 - 2.19 SUBSCRIPTIONS**

- It was unclear as to why this was on the Agenda, as no relevant papers had been received. It was noted that Internal Audit/External Audit was not on the agenda this month, and it was requested that this should be a standing item.

**ACTION POINT:** to ensure Internal Audit/External Audit is added to future agendas as a standing item.

### **F.37 - 2.19 RISK MANAGEMENT**

To review Section 4 of the Risk Register, "Council Property".

- Herefordshire Council requests that a "Disaster Contact" mobile phone number is available. It was not clear if this is still operational.  
**ACTION POINT:** Office to check with Herefordshire Council as to whom they think is the Disaster Contact for the Town Council.
- 'Impact of flooding or other occurrence affecting use of council property' was felt too broad so "property" changed to "offices". The Disaster Recovery Plan was discussed; it is partially in place, for example regarding IT & telephone system, but needs to be reviewed.
- Impact of flooding on parish. Risk status felt to be appropriate.
- Impact of Snow/Ice on Parish. Risk status felt to be appropriate, "purchase of Salt Spreader for pavements" to be removed.
- General building safety. The Asbestos report has been added to this.
- Damaged play equipment. It was requested that a signed worksheet is completed weekly in relation to the checks of the equipment.  
**ACTION POINT:** new groundsman to complete weekly worksheet of record of checks.
- Falling tree or branch hits person. Risk status felt to be appropriate.
- Dog Hill wood & other open spaces. It was felt that this was covered by the above line, therefore this line was deleted.
- Damage to street furniture. Risk status felt to be appropriate.
- Collapse of grave memorial or boundary wall at the closed churchyard and cemetery. Risk status felt to be appropriate.
- Forced entry to council property. Risk status felt to be appropriate.
- It was requested that whilst reviewing the Risk Register today, in addition to Section 4, for parts of Section 9, the "New Shelter at the Rec" the lines relating to the old shelter are deleted as the old shelter has been now been removed.

**F.38 - 2.19 GENERAL DATA PROTECTION REGISTER (GDPR).**

To receive any updates regarding GDPR compliance.

- Cllrs Hopkins and Howells are arranging a meeting with the staff re GDPR.

**F.39 - 2.19 OUTSIDE BODIES**

No reports received.

**F.40 - 2.19 CORRESPONDENCE FOR INFORMATION**

No correspondence received.

**F.41 - 2.19 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

Ensuring that Internal Audit & External Audit are standing items on the agenda was 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> March 2019.**

Meeting closed at 09.42