

**MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES
COMMITTEE MEETING
HELD ON 25 JULY 2019
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors: Bannister, Eakin, Howells, Whattler

IN ATTENDANCE: The Town Clerk- Angela Price
The Minute Taker- Olivia Bundy

F39. APOLOGIES

Apologies were received from Councillors Harvey, Morris, Manns

F40. DECLARATION OF INTERESTS
None received

F41. PUBLIC PARTICIPATION
No members of the public were present

F42. TO APPROVE AND SIGN THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON 27 JUNE 2019

Members were requested to approve and sign the minutes of the Finance, Policy and General Purposes Committee meeting held on the 27 June 2019 as correct record.

Members noticed that 'Received and noted' was missing from resolved on F34

RESOLVED:

That the minutes of the Finance, Policy and General Purposes Committee be approved and signed as correct record with the above amendment

F43. TO APPROVE INVOICES FOR PAYMENT

Members were requested to approve the invoices for payment with a total of £15,376.46

RESOLVED:

That the invoices for payment as per the document provided at agenda item 6, be approved in the total sum of £15,376.46

F44. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FROM 1-30 JUNE 2019

Members were asked to receive and note the receipts and payments from the 1-30 June 2019

RESOLVED:

That record of Receipts and Payments for 1 June – 30 June be received and noted.

F45. EXTERNAL AND INTERNAL AUDIT

The Town Clerk updated members of a meeting between herself, the Internal Auditor, councillor Harvey and the Deputy Clerk on the 17 June 2019 regarding the earmarked reserves.

As Councillor Harvey had not given apologies for the meeting, she was not present to provide a verbal update on this agenda item.

The Town Clerk advised that there had been a lengthy discussion regarding an accounting error and members were asked to approve the recommendations in the report.

RECOMMENDED:

- 1. That a virement be made from the Listed Buildings reserve to cover the cost of the councils legal expenses incurred during the Judicial Review as per minute no. F19-02-18 (4) noting that the total amount in the Listed Building Reserve at that time was £101,528,00:**
- 2. That a virement be made to move the earmarked reserves, as listed in the 2017/18 and 2018/2019 budget, in total of £236,063 minus £96,261.66 (legal costs awarded against the council) a total of £139,801.34 into the councils “Operational costs budget”**
- 3. That a virement be made to transfer the remaining balance of £47,035.39 to the Listed Building Reserve.**

F46. FIRST QUARTER BUDGET 1 APRIL – 30 JUNE 2019

Councillor Bannister asked the Town Clerk for an update on The War Memorial Refurbishment - nominal code 4221

The Town Clerk advised members that she had received the final quote for the refurbishment on the War Memorial but advised that

she had been asked some further questions from one of the contractors in response to a request for further information from them following the Environmental and Leisure Committee in June 2019.

Members questioned the following nominal codes and asked that the Town Clerk submit a report to the Full Council agenda on the 1 August 2019.

- i. **4606- The October Fair-** Members noted that there was no budget in place however there has been a spend of £102 and is a virement required
- ii. **4804- Railway Station- Members** questioned what the budget of £528 and is a virement required.
- iii. **4481- Telephones-** Members noted that there was an overspend in this budget line and proposed to make a virement of £100 from general reserves.
- iv. **4115- Housekeeping-** Members asked that The Town Clerk investigate costs and update at Full Council.
- v. **4206- Grounds Maintenance-** Councillor Howells noted that the nominal code was over budget and proposed to make a virement of £1,500 from general reserves and increase the budget, subject to investigations by the Town Clerk into this expenditure.
- vi. **4016 – Town Cleaner-** Recommended that a virement be made to transfer £5,000 from the budget line to cost centre 230 nominal code 4001 Temporary Staff.
- vii. **1712 – p3 Scheme Income-** A question was raised as to why this budget line was showing a variance of £1.00.

Members suggested that The Town Clerk speak to the Ledbury Town Crier with regards to public events and if there was anything that the council do help him carry out his duties.

RESOLVED:

1. **That the Town Clerk investigate the above queries with a recommendation being submitted to Full Council with further information where required.**
2. **That the Town Clerk arrange a meeting with the Town Crier to discuss future events.**

F47. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE AS AT 30 JUNE 2019

Members were provided with a detailed balance sheet and trial balance for the 30 June 2019

RESOLVED:

That the Balance Sheet and Trial Balance for the 30th June 2019 be noted and received

F48. TO VERIFY BANK STATEMENTS AND BANK RECONCILIATIONS PRODUCED FOR THE MONTH OF JUNE 2018

The committee was asked to verify the, and the chairman to sign the bank statements and bank reconciliations for June 2019 accordingly.

Unfortunately, the Clerk advised that this information was not available at the meeting and it was agreed that this item should be deferred to the next meeting of the committee.

RESOLVED:

The Town Clerk to defer to the next Finance, Policy and General Purposes meeting on the 25 September 2019

F49. OCTOBER FAIR GRANTS

Members were asked to consider how to advertise the October Fair Grants for 2018/2019

Councillor Whattler suggested writing to all previous organisations that had applied for an October Fair Grant last year.

Members suggested advertising the 2019 October Fair on social media, Council Newsletter and Ledbury Focus and would like The Town Clerk to look into the advertising costs for The Reporter.

RESOLVED:

- 1. That the Town Clerk arranges the advertising for The October Fair for the Council Newsletter, Ledbury Focus, and Social Media.**
- 2. That the Town Clerk look at advertising in The Reporter.**

F50. GRANT APPLICATIONS 2019/2020

Members were asked to consider the timeline for advertising, receiving and considering grant applications for 2019/2020

Members agreed on the following timescales for The October Fair Grants.

- I. Advertising to be published in September including Social media and Council Newsletter
- II. Grant applications to be returned to the Council the first week of October and considered at the Finance meeting on the 24 of October 2019
- III. Grants to be agreed at the Full Council meeting on the 7 November 2019

RESOLVED:

That the Town Clerk arranges advertising for The October Fair Grants in September and request Grant applications for the First week of October

F51. RECOMMENDATIONS FROM OTHER COMMITTEES

Members were asked to consider recommendations from the Environment and Leisure committee and Recourses Committee.

RESOLVED:

- 1. Members agreed to approve the recommendation to increase Cemetery fees and charges by 2% in line with inflation.**
- 2. Members agreed to approve the recommendation to increase the fees and charges in respect of the Hire Room by 2% in line with inflation.**
- 3. Members agreed to vire £5,000 from 4016 -Town Cleaner to 4001- Temporary Staff**

F52. COUNCIL POLICIES

Members were asked to receive and note the Draft Media Policy provided on item 15 of the agenda.

Members proposed to delegate the Communications and Social Media Policy to the ICT Working Party to make recommendations for the next Finance Meeting on the 26th September 2019.

RESOLVED:

1. **That the Draft Lone working Policy be deferred to the next meeting of the finance, policy and general purposes committee scheduled for the 26th September 2019.**
2. **That the communications and Social Media Policy be considered at a meeting of the ICT working party and recommendations submitted to the next meeting of Finance, Policy and General Purposes Committee**

F53. RISK MANAGEMENT

Members were requested to approve the amendments to section 4 of the Risk Management Register.

RESOLVED:

Members agreed to approve the amendments to section 4 of the Risk Management

F54. GENERAL DATA PROTECTION REGULATIONS

The clerk advised members that reviews were being undertaken with regards to GDPR Legislation and that draft consent forms are being looked into and will update Members accordingly.

RESOLVED:

Members noted and received the verbal update from the Town Clerk regarding progress on GDPR.

F55. COUNCILLOR TRAINING

The Clerk updated members on the Councillor training held on the 15 July 2019 and advised that she is currently arranging more training through Gwilym Rippon. The Clerk asked that Councillors email her with any training courses that they would be interested in, advising that she would be arranging for committee chair training as a priority.

Councillor Howells suggested that it would be beneficial for members to attend Herefordshire Council Meetings.

RESOLVED:

That the verbal update from the Town Clerk be received and noted.

F56. NEWSLETTER

Members received an update from the Town Clerk regarding the Council Newsletter.

Councillor Whattler suggested adding informative information to the Newsletter that could also be accessed on the council's website.

Members agreed that the next edition of the newsletter will be prepared in January/February and distributed in March

RESOLVED:

That the next edition of the Council Newsletter will be distributed in March

F57. RECOMMENDATIONS FROM OTHER COMMITTEES

Members were requested to consider the two recommendations from other committees

1. Environment and Leisure Committee - Members were requested to give consideration to the recommendation in respect of memorial testing and approve the undertaking of the memorial inspections either by the company proposed
2. Resources Committee – Members were requested to give consideration to uplift in salary for post holder 35 to spinal column point 29 with further increments subject to the completion of CILCA units.

RESOLVED:

1. **That the Town Clerk follow up her enquiries with Hereford Council, but in order to progress the memorial testing due to time restrictions that a response be considered and that the company that previously discussed be asked to carry out the memorial testing to ensure that Ledbury Town Council is meeting its legal obligations**
2. **That the recommendation for an uplift in salary for post holder 35 to SPC 29 and further increments subject to the completion of CILCA units be approved.**

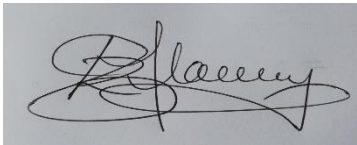
F58. GOVERNANCE FRAMEWORK- NEED TO PRIORITISE THE UPDATE OF DOCUMENTATION

This item had been included in the agenda at the request of the chair of the committee, however due to illness she was not present at the meeting of the Finance, Policy and General Purposes meeting.

RESOLVED:

That this item be deferred the next meeting of Finance, Policy and General Purposes.

Meeting closed 8:59 pm

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read 'Blaney'.

Signed (Chairperson)

Dated : 26/09/2019