

**MINUTES OF A MEETING OF THE  
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE  
HELD ON THE 26 OF SEPTEMBER 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: Bannister, Eakin, Harvey (Chair) and Manns

**IN ATTENDANCE:** The Town Clerk – Angela Price  
The Minute Taker- Oliva Bundy

**F59. APOLOGIES**

Apologies were received from Councillors Howells and Whattler.

**F60. DECLARATION OF INTERESTS**

Councillor Harvey declared a declaration of interest in respect of Agenda Item 19 – “To consider taking possession of the Public Toilets”, due to her involvement with “Love Ledbury”.

**F61. PUBLIC PARTICIPATION**

There were no members of the public present.

**F62. TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE HELD ON THE 25 JULY 2019**

The Town Clerk advised members that the term ‘Virement’ in the recommendations for minute number F45 should read ‘Debited’ which was confirmed with the external auditor and Deputy Clerk.

The Chair queried the content of minute no. F45, stating that whilst the content was correct in respect of the report submitted and the discussion that had taken place at the meeting the content was factually incorrect. She proposed that a further report on this minute should be prepared and submitted to the next meeting of the Finance, Policy and General Purposes Committee meeting.

Members agreed that they would accept the minutes of the meeting of Finance, Policy and General Purposes, excluding minute number F45.

**RESOLVED:**

1. **That the minutes of the meeting of Finance, Policy and General Purposes Committee meeting held on 25 July 2019 be approved and signed as correct record excluding the recommendations in minute number F45.**
2. **That the Town Clerk prepares a report on the correct remaining balance to be debited from the Listed Building reserve to cover legal expenses incurred 2017/18 and 18/19 financial years.**

**F63.**

**TO APPROVE THE INVOICES FOR PAYMENT**

Members were requested to approve the invoices for payment in the sum of £17,730.21.

Councillor Harvey queried the payments to DM Property Maintenance and felt that the monthly payments should be irregular due to the nature of the job during different times of the year and suggested that the Town Clerk provides an itemised invoice for the next meeting.

The Town Clerk advised members that the current grounds maintenance contract is due to be renewed and that she has already received some interest after posting the contract description on social media

Members queried the payment to Hire station LTD and the Clerk advised that she had made it known that the Council would be interested in any second-hand machinery that came onto the market in the future.

**RESOLVED:**

1. **That the invoices for payment as per document provided at agenda item 5, be approved in the total sum of £17,730.21**
2. **That the Town Clerk arranges for DM Property Maintenance to provide itemised bills for the rest of the year.**

**F64.**

**TO RECEIVE A RECORD OF RECEIPTS AND PAYMENTS FOR JULY AND AUGUST 2019**

Members were asked to receive and note the receipts and payments from the 1 to the 31 July and 1 to 31 August 2019.

The Town Clerk advised that NPOWER had overcharged the council by £980.47 however the Deputy Clerk had investigated this and managed to reclaim the monies back.

Councillor Harvey asked if The Town Clerk could look into the receipt of £19,060.44 from HM Revenue and Customs and advise members which year this relates to and if the VAT from the Judicial Review had been claimed back.

There was a discussion regarding the hire of the Market House and Members felt that it was not being utilised as much as it should be. It was suggested that in the future the Council may wish to consider adding more facilities such as WC facilities and possibly a lift.

The Town Clerk suggested incorporating plans for the Market House in the Corporate Plan in respect of what the Council would like to achieve in the future.

Members queried the following payments to D McCutcheon & Truffles as there seemed to be duplicate payments. The Clerk advised that these were likely to be a posting error, however she would clarify this with the Deputy Clerk.

**RESOLVED:**

- 1. That the Town Clerk provide an update on the receipt of £19,060.44 from HMRC.**
- 2. That the Town Clerk provide clarity on the payments to Truffles and D McCutcheon.**
- 3. That the record of receipts and payments for July and August 2019 be received and noted.**

**F65.**

**EXTERNAL AND INTERNAL AUDIT**

The Town Clerk updated members of correspondence she had received regarding the Annual Governance Accountability Return (AGAR). She advised that the Council's external auditors had asked for clarification on a few points in respect of the AGAR and she had also been asked to provide minuted evidence that the council had reviewed its risk assessments during the 2018/19 financial year. The Clerk advised members that she had been able to respond to all the enquiries and had since received notification from the External Auditors advising that they had completed their review of the Council's 2018/19 audit.

**RESOLVED:**

**That the verbal update from the Town Clerk was received and noted.**

**F66. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE AS AT THE 31 JULY AND 31 AUGUST 2019**

Members were provided with a detailed balance sheet and trial balance for the 31 July to the 31 August

**RESOLVED:**

**That the balance sheet and trial balance for the 31 of July to the 31 August be noted and received excluding the earmarked reserves**

**F67. TO VERIFY THE BANK STATEMENTS AND BANK RECONCILIATIONS PRODUCED FOR THE MONTHS OF JUNE, JULY AND AUGUST 2019**

The committee was asked to verify and the Chairman to sign the bank statements and bank reconciliations for the months of June, July and August 2019

Councillor Harvey suggested that in future Finance meetings that Councillors also have copies of the bank reconciliations in their agenda packs.

Councillor Harvey suggested meeting the Deputy Clerk to go through the bank reconciliations and any questions before signing.

**RESOLVED:**

**That Councillor Harvey arranges a meeting with the Deputy Clerk to go through the Bank Reconciliations for June, July and August 2019.**

**F68. RECOMMENDATIONS FROM OTHER COMMITTEES**

New Road sign at Market Street.

Councillor Harvey queried whether the Council had to apply for a Traffic Management Order for the proposed sign for Market Street.

The Clerk advised that she had been working with BBLP on the erection of the sign and had there been any need for a traffic management order she would hope that they would

have advised of this during the process, however she advised that she would check this prior to confirming the works.

Members also discussed the War Memorial and suggested making provisions for the cost of the works over the next two financial years. Councillor John Bannister suggested keeping The Ledbury Reporter up to date with the works and schedules agreed for the War Memorial.

**RECOMMENDED:**

1. That Members of the Finance, Policy & General Purposes Committee accept the recommendation from the Environment & Leisure committee for BBLP to repair the two faulty floodlights and the one street light at the recreation ground at a cost of £2,081.32 and that the funds for this be vired from Nominal Code 4017 – Deputy Groundsman from within the 2019/20 budget.
2. That Members of the Finance, Policy & General Purposes Committee accept the recommendation from the Environment & Leisure Committee, subject to approval by the Chair of the Economic Development & Planning Committee, that a “No Through Road” sign be sited at the entrance of Market Street at a cost of £586.83 and that the funds for this be found within Nominal Code 4546 – “Traffic Management”.
3. That Members of the Finance, Policy & General Purposes Committee accept the recommendation from the Environment & Leisure Committee that contractor 2 be appointed to undertake the repair to the War Memorial at a cost of £30,642.00, with the shortfall of £15,642 being taken from the Council’s general reserve fund to ensure the repairs are undertaken without delay.

**F69.**

**CAMPAIGN TO PROTECT RURAL ENGLAND**

Members were requested to give consideration to whether they would like to renew their membership for the ‘Campaign to Protect Rural England’ (CPRE).

**RESOLVED:**

**That the Council re-joins the CPRE with a membership gift of £36.**

**F70.**

### **COUNCIL POLICIES**

Members were asked to receive and note the draft policies for Lone Working and the CCTV

Councillor Manns suggested adding the following to the Draft Lone Working Policy:-

1. That Employees do not pack away heavy equipment after a Ledbury Town Council event when Lone Working.
2. That Employers regularly keep in touch with staff throughout the days when they are lone working by phone or text. The Employee will be expected to return the call or text within a certain time frame.
3. That employees take notes of names and numbers of any abusive phone calls

#### **RESOLVED:**

**That draft policies be approved, subject to the inclusion of the points raised by Councillor Manns.**

**F71.**

### **RISK MANAGEMENT**

Members were requested to review Section 6 of the Risk Register "Contractual"

#### **RESOLVED:**

**That Section 6 of the Risk Register be approved subject to the inclusion of the Use of Purchase Orders.**

**F72.**

### **GDPR (General Data Protection Regulations)**

Members were requested to give consideration to the attached 'Subject to Access Request Policy' and appoint a DPO for the Council.

Members agreed that the Town Clerk would be the appointed DPO in the office and that her Job Description should be amended to reflect this.

Councillor Harvey advised members that a recent FOI was lodged because the LTC website contained a file with information of a previous Councillor. She advised that this

had been deleted off the website however remained on the server and therefore was still accessible.

The Clerk advised that she had dealt with the issues immediately she was aware of it and she had since had confirmation from the Data Subject that they were satisfied with the actions taken.

Members agreed that there needed to be a process when removing documents off the website and the server.

Councillor Eakin left the meeting at 21:35pm

**RESOLVED:**

- 1. That the Town Clerk be appointed the DPO and that her job description is amended accordingly.**
- 2. That a process is created on the new website to ensure documents are also deleted from the server when being removed from the website pages.**

**F73. COUNCILLOR TRAINING**

The Town Clerk advised that the recent Councillor training had been well received and that she was in the process of arranging further Finance Training, including going through a set of annual accounts.

**RESOLVED:**

**That the Town Clerk arranges further Councillor training including Finance and Equality & Diversity training.**

**F74. NEWSLETTER**

Members agreed to defer the Newsletter to Full Council on the 3 October 2019.

**That the Town Clerk adds an agenda item "Newsletter" to the full Council Meeting on the 3 October 2019**

**F75. GOVERNANCE FRAMEWORK**

Members were provided with a document of Ledbury Town Councils current policies that could be found on the website.

Members agreed that all policies needed to be updated, in particular the following, which should be prioritised: -

1. Complaints procedures
2. Grievance Procedure
3. Harassment Policy

**RESOLVED:**

**That the Town Clerk reviews and updates current policies, including the 'policies to be considered' on page 177.**

**F76. LONG TERM GRANT AWARDS**

The Chair advised that she had asked for this item to be placed on the agenda as a reminder that this item needs to be considered by the Committee.

**RESOLVED:**

**That the Clerk provides a report on Long Term Grant Awards to a future meeting of the Committee.**

**F77. TO CONSIDER TAKING POSSESSION OF THE PUBLIC TOILETS**

Members agreed to defer agenda item 19 to the next Finance, Policy and General Purposes meeting on the 24 October due to only 3 Councillors being present at this point of the meeting, one of which had declared an interest in this item, which would render the committee inquorate.

**RESOLVED:**

**That agenda item 19 is deferred to the next Finance meeting on the 24 October 2019.**

**F78. DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Finance, Policy and General purposes committee is scheduled on the 24 October 2019**

**F79. EXCLUSION OF THE PUBLIC**

**RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be**



**transacted, in the public interest the press and public are excluded from the remainder of the meeting.**

**F80.**

**SPECIAL AUDIT**

Members were requested to give consideration to a report on quotes received from two auditing companies that had expressed an interest in undertaking the special audit into the Council governance.

The Chair suggested that the Clerk should contact the provider of quote 1 and ask whether they would be prepared to charge an hourly rate. Also, to ask whether, if the council were to put together an evidence pack of some of the documents that may need to be reviewed to enable the costs to be kept at a minimum, would this be acceptable.

**RESOLVED:**

**That the Clerk be instructed to contact the company that had provided quote 1 and ask whether they would be prepared to charge an hourly rate for the work and accept the council providing an evidence pack in order to reduce the costs.**

**F81.**

**MARKET HOUSE**

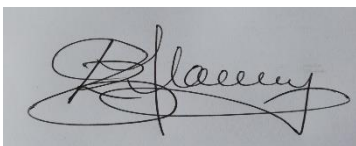
Members were provided with a recent 'timber infestation survey' on the Market House.

The Town Clerk suggested that herself and the Deputy Clerk review both the quinquennial and timber infestation surveys with Caroe, the Surveyors in order to find a way forward in respect of work that needs to be carried out to the Market House.

**RESOLVED:**

- 1. That the Town Clerk arranges a meeting with Caroe, the surveyors and The Deputy Clerk to go through all recent surveys on the Market House.**

The Meeting ended at 10:20pm



**Signed (Chairperson)**

**Dated : 24/10/2019**

