



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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31 March 2021

Dear Councillor

Please find below two items to be considered at the meeting of **LEDBURY TOWN COUNCIL on Thursday, 1 April 2021 at 7.30pm.**

Yours faithfully

*A Price*

Angela Price PSLCC  
Town Clerk

## **A G E N D A**

### **5 Herefordshire Councillors' Reports**

#### **iii. Councillor l'Anson**

### **Minutes**

- 11 To receive and note the minutes of a meeting of the Finance, Policy and General Purposes Committee held on 25 March 2021 and to give consideration to any recommendations therein.**

**Distribution:** Full agenda to: - Committee members (7)  
Town Mayor (ex-officio)

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The Press  
Police  
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Agenda front pages to all non-committee members

Ward Report 31 March 2021  
Ledbury South – Helen l’Anson

This month I have attended the following meetings:-

Full Council

Waste Management Briefing

Malvern Hills Trust Board Meeting and training sessions

Two Adult Scrutiny Committees

Mental Health Workshop

Visitor Economy Briefing

Balfour Beatty annual review

Ledbury Food Bank trustees meeting

Your Voice Matters - several meetings with the virtual school head teacher for vulnerable children, and Cllr Yolande Watson, Cabinet Support for Health and Wellbeing, who I am working alongside, compiling information from questions that we have asked Wards across the County to answer, for project ‘Voice of the Child’

Helen l’Anson

**MINUTES OF A MEETING OF THE  
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE  
HELD ON 25 MARCH 2021  
VIA VIRTUAL MEANS**

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

**ALSO PRESENT:** The Town Clerk – Angela Price

**F275 APOLOGIES**

Apologies were received from Councillor Knight.

**F276 DECLARATIONS OF INTEREST**

None received.

**F277 PUBLIC PARTICIPATION**

None received.

**F278 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE**

Members were requested to approve the minutes of the meeting of the Finance, Policy and General Purposes Committee held on 28 January 2021.

Members agreed that the Action Sheet should be a separate agenda item on future agendas. The Clerk advised members that she would make this amendment for the next Finance, Policy and General Purposes Agenda.

Councillor Whattler joined the meeting 7.40 pm.

**RESOLVED:**

1. **That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 28 January 2021 be approved and signed as a correct record.**
2. **That the Action Sheet be listed as a separate agenda item on future agendas.**

**F279 TO APPROVE INVOICES FOR PAYMENT IN MARCH 2021**

Members were requested to approve invoices for payment in March 2021 in the sum of £4,064.14 plus VAT,

**RESOLVED: That the invoices for payment in March 2021 be approved in the sum of £4,064.14 plus VAT.**

**F280 TO RECEIVE AND NOTE PAYMENTS**

Members were asked to receive and note payments made in February and March 2021.

**F281 RESOLVED: That Members of the Finance, Policy and General Purposes Committee receive and note the payments made in February and March 2021.**

**F282 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JANUARY AND FEBRUARY 2021**

Members were asked to receive and note the record of receipts and payments for January and February 2021.

Councillor Eakin advised members that he had visited the Council offices to review and sign the documentation in respect of receipts and payments and proposed that the committee receive and note them.

**RESOLVED: That the record of receipts and payments for January and February 2021 be received and noted.**

**F283 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE**

Members were asked to receive and note the balance sheet and trial balance for month 10 and 11.

Councillor Harvey noted that the last entry on the balance sheet was in relation to professional services, however she could not see this reflected in the budget papers at item 10 of the agenda. The Clerk confirmed that the transfer of funds from the general reserve had been made and advised that she would seek clarification on this issue from the Accounts Clerk, ensuring that this is sorted in time for the year end closedown of the council's accounts.

**RESOLVED: That the Balance Sheet and Trial Balance for month 10 and 11 be received and noted.**

**F284 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR JANUARY AND FEBRUARY 2021**

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for January and February 2021, confirming that these had all been order.

**RESOLVED: That it be noted that the Bank Statements and Reconciliations had been signed by the Chairman of Finance, Policy and General Purposes in accordance with Financial Regulations.**

**F285 2020/21 BUDGET MONITORTING**

Members had been provided with a set of budgets papers for the year 2020/21.

When agreeing the budget, the Council recognised that due to Covid-19 there has been significant underspend on various lines in the budget and that when considering the 2021/22 budget it had been agreed to fund all special projects from the anticipated underspend within the 2020/21 budget.

Councillor Harvey reminded members that it was near the end of the financial year and suggested that following the close down of month 12 accounts it would be helpful to arrange a budget meeting in order to review the underspends and identify any necessary in budget movements and movements to the General Reserve.

**RECOMMENDATION: That Members of the Finance, Policy & General Purposes Committee receive and note the budget papers, noting that the Town Clerk organise a budget meeting following the close down of month 12 accounts for the purpose of reviewing underspends in the 2020/21 budget and to identify any necessary budget movements and movements to the General Reserve.**

**F286 EXTERNAL AND INTERNAL AUDIT**

Members were requested to approve the appointment of Ian Selkirk as the Council's Internal Auditor for the purpose of undertaking the 2020/21 internal audit, noting that this is the final year of the agreed three-year contract.

**RESOLVED: That Members agree to the appointment of Ian Selkirk as the Councils Internal Auditor for the purpose of undertaking the 2020/21 Internal Audit, noting that this is the final year of the agreed three-year contract.**

**F287 SUBSCRIPTIONS**

Members were provided with a list of subscriptions that the council had signed registered with over the past 6-months.

**RESOLVED: That members receive and note the subscriptions and Memberships that the Council have registered with over the past 6-months.**

**F288 GRANT APPLICATIONS**

The Clerk provided members with copies of grant applications received from the following organisation:

**Over £500**

**Ledbury Bells**

Councillor Eakin advised members that Ledbury Bells had requested a grant so they could provide equipment for training and the refurbishment of the ringing room. It was noted that this was in addition to the £5,000 grant previously awarded to the project.

The Clerk advised that the council grants budget for 2020/21 is £34,500 and that to date, the council have allocated £29,516.

Councillor Eakin advised that there was subsequently £2,984 left in the 2020/21 Budget.

Councillor Eakin proposed that the council agree to a grant of £2,000 to Ledbury Bells.

**RESOLVED: That Members of the Finance, Policy and General Purposes Committee agree to the grant of £2,000 to Ledbury Bells.**

**F289 RECOMMENDATIONS FROM OTHER COMMITTEES**

Councillor Eakin advised members of the following policies that had been recommended for approval by the Resources Committee.

1. Draft Agile Working
2. Draft Annual leave
3. Draft Anti-Harassment & Bullying
4. Draft Redundancy
5. Draft Shared Parental Leave.

Councillor Harvey asked whether it would be possible to change the heading on page 1385 of the Redundancy Policy to **'Collective consultation timescales recommended by National Unions'**.

Councillor Eakin advised members of the following recommendation that had been received from the Climate Change Working Party.

***That a RECOMMENDATION be sent to the Finance, Policy and General Purposes Committee for authorisation of expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic.***

Councillor Harvey suggested booking the training when lockdown restrictions were lifted and that the monies in the 2020/21 budget head be available to draw down from reserves in the 2021/22 financial year. She also suggested that it would be helpful to have an idea of how many people are likely to be interested in the training and that it should include residents from different areas of the town. She suggested requesting a roll out plan be provided in respect of the training to show whether there would be sufficient take-up to provide it and that it would cover residents from the different areas within Ledbury.

Councillor Whattler reminded members that there are videos and free tutorials on the website including Herefordshire Councils website and u-tube.

**RESOLVED:**

1. **That Members of the Finance, Policy and General Purposes Committee adopt the above draft policies, noting the amendment on page 1385, Redundancy Policy.**
2. **That Members of the Finance, Policy and General Purposes Committee authorise in principle the expenditure from the Climate Change 2020/21 budget in the sum of £2000 for the provision of training from Garden Organic, subject to the provision of a roll out programme as detailed above.**

**F290**

**RISK REGISTER**

Members were asked to receive and note section 7 of the Risk Register 'Council Activities'

Members noted that the Corporate Plan and Town Plan were missing from the Risk Register. The Clerk suggested that she

review this section of the Asset Register and bring it back to the next meeting of the Finance, Policy and General Purposes Committee.

**RESOLVED: That the Town Clerk review section 7 of the Risk Register for consideration at the next meeting of Finance, Policy and General Purposes.**

**F291**

**POLICIES**

Members were provided with the following draft policy:

Domestic Abuse in the Workplace

Councillor Bannister suggested amending the name to read 'Domestic Abuse Support in the Workplace.'

**RECOMMENDATION: That Council approve the adoption of the Draft Domestic Abuse in the Workplace Policy, subject to the amendment to the title of the document as above.**

**F292**

**COUNCIL WEBSITE**

Members were provided with an update on the Town Council website.

The Clerk advised Members that due to the standard of the internet in the council offices staff often have to manage uploads from their homes.

Councillor Bannister proposed that Officers provide a report on the website with issues that may have occurred and timescales that they will be rectified.

**RESOLVED: That Members of the Finance, Policy and General-Purpose Committee receive and note the verbal update, noting that Officers provide a written report on the website going forward.**

**F293**

**DATE OF NEXT MEETING**

**RESOLVED:**

**To note that the next meeting of Finance, Policy and General Purposes Committee will be agreed at the Annual Council on 13 May 2021.**

**EXCLUSION OF PRESS AND 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 were excluded from the remainder of the meeting.

**F294**

**QUOTE IN RESPECT OF VALUATION REPORT**

Members were advised of a quote received in respect of the valuation of council owned land and property. The Clerk was instructed to seek two further quotes in respect of the valuations.

**RESOLVED:**

**That the Clerk seek two further quotes in respect of the valuation council owned land and property.**

**F295**

**RECOMMENDATION FROM OTHER COMMITTEES**

Members were requested to give consideration to a recommendation from the Resources Committee in respect of the newly proposed job descriptions and person specifications for post holders 48 and 50, noting the associated financial implications.

**RECOMEMNDATION:**

**That a recommendation be submitted to Council that the newly proposed job descriptions and person specifications for post holders 48 and 50 be approved, including the associated financial implications.**

The meeting closed at 9.05 pm.

Signed..... Dated .....