

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE  
HELD ON  
22 JULY 2021**

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**PRESENT:** Councillors Eakin (Chair), Howells and Hughes

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

**F308 APOLOGIES**

Apologies were received from Councillors Harvey, Manns and Knight.

**F309 DECLARATIONS OF INTEREST**

None received.

**F310. PUBLIC PARTICIPATION**

None received.

**F311. TO RECEIVE AND NOTE THE MINUTES OF AN  
EXTRAORDINARY MEETING OF THE FINANCE, POLICY &  
GENERAL PURPOSES COMMITTEE HELD ON 9 JUNE 2021**

Members received and noted the minutes of the Extraordinary meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021, noting the following amendments:

- i. Minute no. F298 – the resolution should state 25 March 2021 and not 28 January 2021.
- ii. Minute no. F301 – the preamble should state March and April 2021 and not January and February 2021.
- iii. Minute no. F302 – the following should be recorded as a RESOLUTION and included in the Action Sheet:

“It was agreed that at the next meeting of the Finance, Policy & General Purposes Committee, Members go through previous accounts and identify the funds in the general fund that relate to earmarked reserves. It was also agreed that Members identify what special project funds

need to come out of the general fund and into the budget line for Special Projects.”

- iv. Minute no. F304 – Heading should read “**SUSPENSION OF STANDING ORDERS**”.
- v. Minute no. F306 – Fourth paragraph should read as follows:

“Councillor Harvey requested that the Town Clerk confirm the dates that the notice of accounts should be advertised”

F312

### **ACTION SHEET**

The Clerk advised that the minute no’s recorded in respect of the meeting held on 9 June 2021 were incorrect and should read “F305 and F307”.

F307 - should read 24 June 2021 and not July.

Councillor Howells noted that Minute F289 stated “That the TC review section 7 of the Risk Register for consideration at the next meeting of the Finance, Policy & General Purposes Committee”.

The Clerk advised that she had spoken with the Chair of the Committee to advise that due to staff shortages she had not been able to bring this forward to this meeting, and as it was a non-decision-making committee she had felt that it would be better to bring this forward at a face-to-face meeting.

F313

### **TERMS OF REFERENCE**

Councillor Hughes noted the following:

- i. The numbering in respect of “Under Delegated Powers” was incorrect.
- ii. Item no. 9 under delegated powers – insert a comma as follows:

“...due to the Council, not falling within the remit of any other Committee.”

- iii. Item no. 2 By way of recommendation to Full Council – amend to read as follows:

“To draft and finalise the Council’s four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for the approval of Council.

- iv. Item no. 10 By way of recommendation to Full Council – insert comma as follows:  
“...for the recovery of monies due to the Council, not falling within the remit of the Council or any other Committee.”

**F314 TO RECEIVE AND NOTE PAYMENTS MADE IN JULY 2021 VIA DELEGATED POWERS**

Members received and noted the payments made in July 2021 via delegated powers in the net sum of £20,787.94, noting that the date on the sheet provided should read July 2021.

**F315 TO RECEIVE AND NOTE INVOICES FOR PAYMENT FOR AUGUST 2021 (INTERIM)**

Members received and noted the invoices for payment for August 2021 (Interim) in the net sum of £7,376.34.

**F316 TO RECEIVE AND NOTE THE LIST OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2021**

Members received and noted the list of receipts and payments for May and June 2021.

**F317 TO RECEIVE AND NOTE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2021 (Cashbook)**

Councillor raised concerns about the payments in relation to the NDP, he advised that he could not see these in the list of payments. The Clerk advised that these were paid via credit card and will show as a reimbursement payment. Councillor Howells confirmed that he had identified the NDP expenditure within the list of payments.

Members received and noted the record of receipts and payments for May and June 2021 (Cashbook).

**F318 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3**

Members received and noted the balance sheet and trial balance for months 2 and 3.

**F319 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID 19 – MAY AND JUNE 2021**

The Chair of the Finance, Policy & General Purposes Committee advised that he had attended the Council offices to review, approve and sign the Bank Statements and Reconciliations in accordance with the Council's Financial Regulations.

F320

### **BUDGET MONITORING REPORT**

Councillor Howells asked whether the budget monitoring report had been prepared as a result of a budget monitoring meeting. The Clerk advised that this is a report that is generated via the accounts software package at month end close down.

Members received and noted the budget monitoring report, suggesting that the Clerk consider setting a date for a Budget Monitoring Working Party Meeting before the next meeting of the Finance, Policy & General Purposes Committee.

F321

### **TO RECEIVE AND NOTE A MORE DETAILED BALANCE SHEET (Excluding stock movement)**

Councillor Eakin suggested that this report be attached to the balance sheet and trial balance on future agendas.

Members received and noted the more detailed balance sheet (excluding stock movement).

F322

### **EXTERNAL AND INTERNAL AUDIT**

#### **i. Appointment of Internal Auditor for 2021/22 to 2023/24**

Members were requested to give consideration to the Clerk inviting tenders for internal auditing services for the period 2021/22 to 2023/24.

Members advised that they would support a decision via delegated powers to invite tenders for internal auditing services for the period 2021/22 – 2023/24.

#### **ii. To give consideration to appointing a Councillor to act as internal, internal auditor**

The Clerk explained that this would be someone from within the Council carrying out an in-house, internal audit of the council accounts, processes, and procedures. She advised it would provide a system of self-scrutiny.

Members advised that they would support a decision via delegated powers to refer this item to Full Council for further consideration.

F323

## **SUBSCRIPTIONS**

Members noted that the annual subscription for Bullguard, internet security subscription had been agreed via delegated powers and paid in the sum of £117.00.

F324

## **GRANT APPLICATIONS**

i. Over £500.00

- a. Ledbury Carnival – Members advised that they would support a decision via delegated powers to award £1,000 to the Ledbury Carnival.
- b. John Maesfield High School – Councillor Hughes raised concern in respect of this application. He advised that schools receive funds for projects such as the one proposed and therefore did not feel that Ledbury Town Council could support this application.

The Clerk advised Members that they should be mindful that they should not grant funding to an organisation that receive funding via other government funding as this could be considered as double taxation.

Members advised that they would support a decision via delegated powers to decline this application.

- c. Ledbury Primary School – Members felt that this application was a good use of community funds, and no funding is provided to schools for the provision of defibrillators.

Members advised that they would support a decision via delegated powers to award £1,000 to Ledbury Primary School.

ii. Three-year funding application

Citizens Advice South Worcester – Members advised that they would support a decision via delegated powers to award £5,000 p/a over a three-year period to the Citizens Advice South Worcester.

F325

## **END OF YEAR GRANT REPORT**

Members received and noted the end of year grant reports received from Ledbury Carnival and Dream your Future Counselling.

F326

## **RISK MANAGEMENT**

### Section 8 – Council Website

The Clerk advised Members that she had not had the opportunity to review Section 7 as agreed at the meeting held on 9 June, however she felt that Section 8 also needed updating and that she would update both sections at the same time.

She advised that Section 8 relates to when the Council were considering a new website and does not provide for risk now the website is in place. She suggested that the current risk information should remain in place, but that further risk information now needs to be included in respect of the management of the website.

She advised that she would report this for consideration at the next meeting of the committee.

F327

## **COUNCIL WEBSITE**

The Clerk advised Member that there were some issues with the new website that still needed addressing and that she had been working with Councillor Bannister on this. She advised that Councillor Bannister had brought forward a suggestion with regard to future website management which would be included on the agenda for the Full Council meeting on 29 July.

F328

## **A GUIDE TO INSURING YOUR LISTED PROPERTY**

Members received and noted a Guide to Insuring your Listed Property, noting that the Clerk would take the information into consideration when seeking insurance quotes later in the year.

F329

## **DATE OF NEXT MEETING**

It was noted that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 23 September 2021.

F330

## **EXCLUSION OF PRESS AND PUBLIC**

**It was agreed 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.**

F331

## **MORTUARY LEASE**

The Clerk advised Members of the action she had taken in response to the Solicitors letter

Members noted the information received from the Council's Solicitor in relation to the current lease in respect of the Mortuary at the Cemetery on New Street. She also provided an update on the current situation in relation to the lease, prior to a new lease being drawn up.

The meeting ended at 8.09 pm

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

DRAFT