

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON 24<sup>th</sup> of JANUARY 2019  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT** Cllr N Shields (Chair), Cllr E Harvey Cllr P Howells

**IN ATTENDANCE:** Cllr D Whattler, M ab Owain, Interim Clerk,  
L James, Minute taker.

**17F.1 - 1.19 APOLOGIES**

Apologies were received from Cllrs Harrison, Baker, Bradford, Hopkins, Low, Manns, Roberts, and Warmington.

**18F.1 - 1.19 INTERESTS**

No declarations of interest were made.

**19F.1 - 1.19 PUBLIC PARTICIPATION**

There were no members of public present.

**20F.1 - 1.19 REVIEW OF QUARTERLY BUDGET**

The quarterly budget was reviewed line by line.

**Committee: Environment and Leisure.**

101 Closed churchyard.

4205 Grounds Maintenance (Contract)

- It was requested that the Contractor is asked whether the invoices are area specific or not.
- The bidding for the next financial year will take place in the next month, and it was suggested that a time sheet be included in the bidding process to ensure that future contracting invoices are clear and the correct budget lines updated.

**ACTION POINTS:** Office to ask Contractor if invoices are area specific.

Bidding process for 19/20 to include a time sheet to ensure that future contracting invoices are clear.

It was recommended that this line be reviewed at the end of year quarterly budget review to check whether any viring is needed.

102 Cemetery and Buildings

- There was discussion regarding the cemetery expenditure related to burial income. It was felt that burial charges needed to include a figure for on-going maintenance.

## Full Council Meeting – 31 January 2019 – APPENDIX 8

- It was suggested that a Cemetery Working Party could look at a reasonable way of charging which accounts for maintenance costs.
- It was agreed that the new Clerk draws up a budget plan for the Cemetery in the months following the elections, but before the budget setting for next year.

ACTION POINT: Incoming Clerk to draw up a budget plan for the Cemetery before the budget setting for next year.

### 103 Grounds Maintenance

- It was agreed to move the underspend from line 103 4016 and £5,000 from 103 4019 to 102 Cemetery and Buildings 4223 Perimeter Wall Repairs.
- 103 4223 was felt to be a mis-posting, and needs to be removed, once the reason for the minus figure was discovered.

ACTION POINT: investigate 4223 minus figure.

### 105 Painted Room

- This is making a loss. It was discussed that a business plan was needed for this, and again it was agreed that the new Clerk should be tasked to draw up a budget plan for the Painted Room before the budget setting for next year.

ACTION POINT: Incoming Clerk to draw up a budget plan for the Painted Room before the budget setting for next year.

### 108 Amenity Areas

#### 4210 Dog Hill Wood Coppicing

- Not done last year, needs to be done by the end of February for environmental reasons. Office to ensure that Contractor is tasked to do any necessary coppicing before the end of February, and this also applies to any tree work required in the cemetery.

ACTION POINT: Office to task Contractor to do any necessary coppicing or tree work before the end of February.

### 110 Recreation Ground

#### 4130 Insurance

- This is felt to be a mis-posting relating to the total Council Insurance.

ACTION POINT: Interim Clerk to check as soon as possible and to review all insurance lines to ensure that the correct amounts are posted to the relevant lines.

#### 4235 Play Equipment – New

- As no new play equipment is planned, it was recommended that £10,000 be moved to 4238 Recreation Ground Youth Shelter, and that the Clerk considers how depreciation of equipment is reflected in the budgeting process in the future.

ACTION POINT: Incoming Clerk to consider depreciation of assets and how this is reflected in the budgeting process in the future.

## Full Council Meeting – 31 January 2019 – APPENDIX 8

### 115 Baskets/Christmas Lights

#### 4011 Weekend Watering

- This figure was questioned. The Interim Clerk explained that in the past the Deputy Groundsman had included this in their duties for a small additional wage. Last year's summer was exceptional, and the Contractor had to do this twice as often to maintain the hanging baskets.
- No invoice had yet been received for the Christmas Lights.

### 118 Minor Infrastructure

#### 4221 War Memorial refurbishment

- If not spent by the end of year, £4,000 to be carried over to next budget by reserve/viring as appropriate.

### 120 Non Stat Services

#### 4000 Staff Salaries

- It was questioned if this was a cross charge against ceremony room income. Mis-posting confirmed prior to meeting by deputy clerk.

### 125 Green Spaces Maintenance

#### 4103 Devolved Services (Grass Cutting)

- Licence agreed with Herefordshire Council to do additional cuts on Queens Garden and Walled Gardens, as BB cutting frequency not enough to give a "Park Finish". It was suggested moving £5,000 to general reserves, but agreed to leave until the review at the end of Quarter 4.

#### 4014 Lengthsman scheme (basic)

- The employment and instruction of the lengthsman was queried.  
ACTION POINT: The Interim Clerk will liaise with the Office to check the line management of the lengthsman role.

### 127 Services And Events

#### 4601 Town Crier/Uniforms

- ACTION POINT: Interim clerk to contact Town Crier to ask if there is any update to his uniform required.

## **Committee: Finance and General Purposes**

### 202 Town Council Offices

#### 4170 Maintenance

- It was confirmed that the overspend refers to electrical work undertaken.

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### 214 Grants with Powers

- It was agreed to review at the end of Quarter 4 following the Task and Finish groups report.

### 220 Finance and General Purposes

#### 4580 Audit External

- No bill received this yet as the audit has been challenged.
  - 2017/18 budget not apparently spent – Interim Clerk to check.
- ACTION POINT: Interim Clerk to check 2017/18 External Audit budget line.

#### 4590 Professional Services

- It was reported that a vote was taken last Spring to take from “Listed Building Reserves” but no limit of liability given. Recommend balance be taken from reserves to cover this amount.

#### 4591 Repay Reserves

- At the end of Quarter 4, this needs to be transferred to earmarked reserves - Listed Building Reserves.

#### 4592 Health and Safety

- Following last week’s meeting, the Interim clerk has checked the Health & Safety contract. The company are meeting their contractual obligations, but the contract is poor.

#### 4940 Listed Building Reserve

- At the end of Quarter 4 this needs to be transferred to Listed Building Reserves – earmarked reserves.

### 225 Councillors/Newsletter

#### 4545 Annual and Other Meetings

- It was reflected that this year has seen a lot of meetings, and therefore additional costs for rooms and staff.
  - It was asked that the minute taker costs be taken out and put under Management and Payroll, 230 line 4001 Temporary Staff Salaries.
  - Review whether EMR needed at Quarter
- ACTION POINT: minute taker costs to be put under Management and Payroll, 230 line 4001 Temporary Staff Salaries.

### 235 Office and Equipment

#### 4405 Photocopier Hire

- The Interim Clerk explained this was a larger, more expensive photocopier than was in place when the budgets were set, and the budgets were based on the old photocopier.

### **Committee: Planning & Economic Development**

No comments or actions under this committee’s budget this quarter.

**21F.1 - 1.19 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

No items were 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> February 2019.

Meeting closed at 9.35pm.

CHAIRMAN .....DATE .....