

**MINUTES OF A MEETING OF
THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 23RD FEBRUARY 2017
IN THE TOWN COUNCIL OFFICES, LEDBURY**

Present: Councillors K Francis – Vice Chairman, R Barnes, A Bradford, D Baker, M Eager, E Fieldhouse, A Manns, N Morris, N Shields, J Simpson, A Warmington

In Attendance: Mrs Kath Greenow – HALC cover Clerk, and 3 members of the public.

In the absence of the Chairman the Vice Chairman chaired the meeting.

F.15 – 02.17 APOLOGIES

Apologies for absence were received from the Chairman Councillor J Roberts

F.16 – 02.17 DECLARATION OF INTERESTS

A non-pecuniary interest was declared by Councillor A Mann on agenda item 5.5 Grant application from Friends of Ledbury Children's centre.

F.17 – 02.17 PUBLIC PARTICIPATION

A representative from Friends of Ledbury Children's Centre informed the Vice Chairman that she was happy to answer any questions raised by Councillors regarding the grant application that they had submitted for consideration, which was noted.

F.18 – 02.17 MINUTES

The Minutes of the Finance & General Purposes Committee Meeting held on 19th January 2017, copies having been circulated, were confirmed as a correct record and signed by the Vice Chairman. At this point in the meeting the Vice Chairman brought forward agenda item 5.5
Councillor A Manns left the room.

F.19 – 02.17 GRANT APPLICATIONS

To consider a grant application from the proceeds of The October Fair 2016.
Grant Application received from Ledbury Children's Centre Storytime and play project of £500.00.

It was **RESOLVED:**

To recommend to Full Council: To approve the grant application made by Ledbury Children's Centre -Storytime and play project of £500.00

Councillor A Manns returned to the room

Grant Application received from 1st Ledbury Brownies – Flagging it up promotion for £200.00

Consideration was given to the application made and the full cost of the project, this being £250.00.

It was **RESOLVED:**

To recommend to Full Council: To approve a grant of £250.00

Grant Application received from Artistree - Gallery development of £600.00.

Discussion took place concerning the application and clarification was requested as to the selling of wares and remuneration if any.

It was **RESOLVED: To defer the grant application made to the next Full Council meeting**

F.20 – 01.17 FINANCIAL MATTERS

5.1 Summary of Receipts & Payments

Members were circulated with a summary of receipts & payments from 1st January to 31st January 2017

It was **RESOLVED: that the summary, as presented be approved and adopted.**

5.2 Invoices for payment

Members considered a list of invoices for payment, copies having been circulated (Scheduled to be lodged with the Minutes)

It was **RESOLVED: that the invoices be approved for payment.**

5.3 Internal Audit

i. Review of the internal audit programme for 2017/18

It was **RESOLVED:**

To Recommend to Full Council: To approve the review of Internal audit programme for 2017/18

ii. Review of the effectiveness of the system of the internal audit.

It was **RESOLVED: to defer the effectiveness of the system of the internal audit to next Finance & General Purposes Committee meeting.**

5.4 External Audit – year ended 31st March 2016

It was **RESOLVED: to defer to the next Finance & General Purposes Committee meeting.**

5.5 Review funding awarded to Love Ledbury in the sum of £7,400.00. Discussion took place concerning funding to Love Ledbury. A response had been received on 22/02/2017 from Love Ledbury about concerns & questions relayed to the group. It was, however, considered that the information received was too late to be discussed at the meeting.

It was **RESOLVED:** **that a formal meeting takes place with Love Ledbury, Chairman Councillor J Roberts, Vice Chair Councillor K Francis & Councillor D Baker to discuss the response from Love Ledbury and seek clarity on matters of concern.**

5.7 Participatory Budgeting in 2017/18
Discussion took place concerning participatory budgeting. The cover clerk advised that HALC had information on the concept, benefits and the process of participatory budgeting. Information on participatory budgeting would be sent to the Town Clerk for distribution to councillors. Further discussion took place about having a stand at Ledbury Community Day event on participatory budgeting to seek local resident's ideas.

It was **RESOLVED:** **to have a stand at Ledbury Community Day event.**

5.8 Review of monies held in reserve for Portus and drugs forum.
Discussion took place regarding the monies held relating to the drugs forum and using the funding for another project, this being Citizens Advice Bureaux outreach service.

It was **RESOLVED:** **to seek clarity on the conditions of the drugs forum grant before any consideration can be given as to using the grant money for another project.**

Portus funding. The Vice Chair informed members that he had received an updated from Cllr Harvey on the Portus funding. A grant offer of £5000.00 had been offered to the youth drop-in during September, but they had as yet not accepted the offer.

5.9 Citizens' Advice Bureaux
Funding for the provision of an outreach service in Ledbury. A budget of £5000.00 had been allocated for the provision of an outreach service. This would provide 1 day per month (5 interviews per day) for the outreach service, further funding would be required for use of a room at the community centre for the outreach service.

It was **RESOLVED**:

To Recommend to Full Council: to allocate £480.00 from unspecified reserves for the cost of room hire at The Community Centre.

5.10 Worcestershire County Council Pension Scheme

The Town Council is advised that the employer contribution rates payable from 1st April 2017- 31st March 2020 will be 27.7%

It was **RESOLVED**: that this be noted.

F.21 – 01.17 SUBSCRIPTIONS

6.1 Renewal of The Town Council's annual subscription to HALC in the sum of £1921.96 plus VAT

At this point in the meeting the HALC cover clerk left the room.

Discussion took place on the renewal of the HALC subscription.

It was **RESOLVED**:

To Recommend to Full Council: to renew The Town Council's subscription to HALC of £1921.96 plus VAT

The cover clerk re-entered the room

The cover clerk was asked about HALC's insurance cover regarding advice given, and the cover clerk confirmed that HALC had this fully indemnified.

6.2 Renewal of the Town Council's annual subscription to Herefordshire & Gloucestershire Canal Trust in the sum of £25.00

It was **RESOLVED**:

To Recommend to Full Council: to renew Town Council's annual subscription to Herefordshire & Gloucestershire Canal Trust in the sum of £25.00

F.22 – 01.17 NEWSLETTER

To discuss ways of communicating with Ledbury residents e.g. focus /newsletter.

Members discussed ideas regarding communicating with Ledbury residents via Facebook /Twitter, and via the Focus newsletter.

It was **RESOLVED: to have an ITC working party of Cllrs to look at how best to communicate with Ledbury residents.**

F.23 – 01.17 AWARDS

Arrangements for the Distinguished Citizens award.

A draft leaflet had been produced for The Distinguished Citizen Award, copies having been circulated.

It was **RESOLVED: to approve the leaflet for distribution.**

F.24 – 01.17 LEDBURY COMMUNITY DAY

Consideration of taking part in the 5th Ledbury Community Day on Sunday 10th June 2017

It was **RESOLVED**:

To Recommend to Full Council: to take part in the Ledbury Community Day.

Volunteers were required to help on the day.

Cllrs A Warmington & Cllr Simpson left the meeting at 9pm

F.25 – 01.17 ASSET REGISTER

Review of Asset Register for the year end 31st March 2017

Copies having been circulated.

Members considered the asset register.

It was **RESOLVED: That the Town Council Office 16th Century wall paintings should not be removed but needed to remain on the asset register.**

Land and Buildings – War memorial- High Street

It was **RESOLVED: that the War Memorial insurance should be raised.**

Equipment & External Furniture

Recreation Ground – Skateboarding facilities

It was **RESOLVED: that the insurance cover on the skateboarding facilities needed to be increased. Play equipment insurance cover also required re assessment.**

Clerk to undertake and report back to next meeting.

F.26 – 01.17 RISK REGISTER

Review of the Risk register.

It was **RESOLVED: to note the review of the risk register.**

F.27 – 01.17 OUTSIDE BODIES

Reports from Councillors who have attended meetings as a representative of The Council.

A Report on Herefordshire Market Towns Forum meeting held on 25th January 2017 by Cllr M Eager was noted.

F.28– 01.17 CORRESPONDENCE

No correspondence received.

F.29 – 01.17 DATE OF NEXT MEETING NOTED AS 23RD MARCH 2017

Agenda items for future inclusion

Update on review funding awarded to Love Ledbury in the sum of £7,400.00

Review of the effectiveness of the system of the internal audit.

Report from ITC working party on ways of communicating with Ledbury residents.

Update on amending insurance cover on the Asset Register

Meeting closed at 9.20pm

Chairman

Dated.....