

LEDBURY TOWN COUNCIL

**MINUTES OF A FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD
ON
27 JANUARY 2022**

PRESENT: Councillors Eakin, Sinclair, Bradford and Howells,

ALSO PRESENT: Angela Price – Town Clerk
Amy Howells – Minute Taker

F381 APOLOGIES FOR ABSENCE

Apologies for absences were received from Councillors Harvey, Hughes, Manns and Knight.

F382 DECLARATIONS OF INTEREST

None received.

F383 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F384 TERMS OF REFERENCE – QUORUM

Councillor Eakin proposed that three Councillors would be enough for quorum of the Finance, Policy and General Purposes Committee, Councillor Sinclair seconded this.

RESOLVED:

That the Quorum of the Finance, Policy and General Purposes Committee be recorded as three members.

F385 PUBLIC PARTICIPATION

None

F386 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE FINANCE, POLICY AND GENERAL-PURPOSE COMMITTEE HELD ON 25 NOVEMBER 2021.

RESOLVED:

That the minutes of a meeting of the Finance, Policy and General-Purpose Committee held on 25 November 2021 be approved and signed as a correct record.

F387 TO REVIEW THE ACTION SHEET

Councillor Bradford questioned a £400 repair cost for the clock tower at the BBI building. Councillor Howells explained there is a contract between Ledbury Places and Ledbury Town Council for repairs.

Councillor Sinclair proposed that the traffic calming gates proposed for Parkway should be removed from the Action sheet, Councillor Bradford seconded this. The vote was tied two for, two against. The Chairman used his deciding vote to vote against the proposal.

RESOLVED:

- 1. That the Action Sheets be received and noted.**
- 2. That the Clerk follow up the matter of the Traffic calming gates with Hereford Council and report back to the next meeting of the Finance, Policy and General Purposes.**
- 3. That the Clerk meet with Ledbury places to discuss the agreement between them and the Council in respect of the BBI clock.**

F388 TO APPROVE INVOICES FOR PAYMENT FOR DECEMBER 2021 AND JANUARY 2022

RESOLVED:

That the invoices for payment for December 2021 and January 2022 be approved.

F389 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR AUGUST, NOVEMBER AND DECEMBER 2021

RESOLVED:

That the receipts and payments for August, November and December 2021 be received and noted.

F390 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 8 AND 9

RESOLVED:

That the balance sheet and trial balance for months 8 and 9 be received and noted.

F391 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATION FOR NOVEMBER, AND DECEMBER 2021

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliation for August, November, and December 2021, confirming that these were all in order.

RESOLVED:

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

F392 2021/22 BUDGET UPDATE

Councillor Eakin proposed to hold a budget monitoring meeting in the next week in a dedicated meeting via Zoom due to the size of the agenda. Councillors Bradford and Eakin advised that they would like to be present in this meeting. Councillor Sinclair asked for more information about how the £2,000 had been spent in relation to Climate Change.

RESOLVED:

- 1. That the Clerk organise a budget monitoring meeting before the Full Council meeting scheduled for Thursday, 3 February 2022.**
- 2. That the Chair of the Climate Change Working Party be asked to provide feedback on how the £2,000 spent on training in relation to climate change has benefitted the council and the wider community.**

F393 EXTERNAL AND INTERNAL AUDIT

Members were provided with a letter of engagement which had been received from the newly appointed Internal Auditor. Councillor Bradford questioned why members of the public were not invited for a consultation on the budget. The Clerk explained due to time constraints and covid restrictions this had not been possible, however she hoped that this would take place in the future.

RESOLVED:

That the letter of engagement be received and noted.

F394 **SUBSCRIPTIONS**

There were no subscription renewals to report.

F395 **RECOMMENDATIONS FROM OTHER COMMITTEES**

RESOLVED:

To note that there were no recommendations from other committees to be considered.

F396 **2022/23 DRAFT BUDGET**

1. The Clerk explained the Digital Mapping System and the differences between this and the RBS Software that is used to record burial information. Councillor Howells proposed the Digital Mapping System should be purchased and it was proposed that this be purchased from the Council's general reserve at a cost of £13,000.
2. Members were requested to give consideration to placing additional funds in the 2022/23 budget for the purchase of new play equipment to be installed at the recreation ground.
3. Members were requested to give consideration as to whether additional funds should be included in the 2022/23 for repairs to the War Memorial as a precautionary measure should the Council be unsuccessful in the current legal processes being undertaken in respect of this. The Clerk advised Members that currently there is £15,000 available in an earmarked reserve and should it be required there is also funding available in a Listed Buildings Reserve. Councillor Bradford proposed an additional £15,000 be added to the War Memorial Earmarked Reserve from the general reserve at the end of the 2021/22 financial year, Councillor Howells seconded this.
4. It was proposed by Councillor Eakin that the 2022/23 draft budget be recommended to Full Council for approval, subject to any amendments made at the Budget Monitoring meeting this was seconded by Councillor Bradford.

RESOLVED:

1. **That the Finance, Policy & General Purposes Committee recommend that the Digital Mapping System be purchased in 2021/22 and that it be funded from the general reserve at a cost of £13,000.**
2. **That the Clerk meet with the Deputy Clerk to review the funds required for the two pieces of play equipment and include this in the draft budget for consideration at the budget monitoring meeting.**
3. **That £15,000 be added to the War Memorial Earmarked Reserve from the General Reserve at the end of the 2021/22 financial year.**

4. That the Finance, Policy and General Purposes Committee recommend the draft 2022/23 Annual Budget to Full Council for approval at it's meeting on 3 February 2022, subject to the amendments noted above and any further amendments as a result of the Budget Monitoring meeting.

F397 GRANT APPLICATIONS

- a. Over £500
 - i. Ledbury Places

Councillor Sinclair proposed members accept the grant application from Ledbury Places, Councillor Eakin seconded noting this was 1/8 of the grants budget.

RESOLVED:

That Ledbury Places be awarded grant funding in the sum of £1,500.

F398 RISK MANAGEMENT

Councillor Eakin proposed that a task and finish group be created to examine the risk register in detail, Councillor Sinclair disagreed and proposed that members accept the risk register noting that it was a very well-prepared document, Councillor Bradford seconded this.

RESOLVED:

1. That the Finance, Policy and General Purposes Committee accept the risk register.
2. That quarterly Task & Finish Group meetings be set up to review the risk register.

F399 DRAFT SHOP FRONT IMPROVEMENT GRANT SCHEME

The Town Clerk advised that Council had agreed a shop front improvement grant as part of the Great Places to visit grant and that it would be helpful to have a policy in place so that this can be promoted.

RESOLVED:

That the draft shop front improvement grant scheme be approved.

F400 GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED:

Nothing to report.

F401 OUTCOME OF DECISION TAKEN BY EMERGENCY POWER

Councillor Eakin gave an update on an accident that happened by the War Memorial where a member of the public had suffered an injury and broken glasses. He advised that the claim had been agreed via emergency powers but that it had not yet been reported to Committee as an officer decision.

RESOLVED:

That the Officer decision notice be received and noted.

F402 LOCAL GOVERNMENT PENSION SCHEME RE-ENROLMENT

The Clerk advised that the Council's payroll company had dealt with this.

RESOLVED:

That no comments were required.

F403 TERMS AND CONDITIONS OF BUSINESS – RED KITE SOLICITORS IN RESPECT OF CEMETERY MORTUARY LEASE

Proposed by Councillor Sinclair that the Clerk sign and return the term and conditions from Red Kite solicitors.

RESOLVED:

That the terms and conditions from Red Kite Solicitors of business in respect of Cemetery mortuary lease be signed by the Clerk.

F404 DRAFT ANNUAL LEAVE POLICY

Councillor Sinclair proposed that this policy be accepted this was seconded by Councillor Eakin and all agreed.

RESOLVED:

That the Annual Leave Policy be approved.

F405 PENSION ADMINISTRATION STRATEGY – POLICY STATEMENT AND COMMUNICATIONS

RESOLVED:

That the pension administration strategy – policy statement and communications be received and noted.

F406 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Finance, Policy and General-Purpose Committee was scheduled for Thursday, 24 March 2022

F407 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

That in accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be excluded from the remainder of the meeting

F408 CEMETERY LEASE

Councillor Eakin proposed that a task and finish group be set up within the next two weeks to have an in-depth discussion with the Clerk on the Cemetery Mortuary Lease following which all Councillors will be provided with a copy for comment and approval.

RESOLVED:

That a task and finish group be arranged by the Clerk within the next two weeks for the purpose of agreeing the terms of the Mortuary lease.

F409 SCHEDULE OF COSTS RE BUILDING VALUATIONS

Councillor Eakin proposed that the quote for the valuations be accepted but that the project be deferred until the 2022/23 financial year.

RESOLVED:

That members of the Finance, Policy & General-Purpose Committee accept the quote for the valuations but that the project be deferred until the 2022/23 financial year.

The meeting ended at 8:03pm.

Signed Dated
(Chair)