

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE**

HELD ON 18 JANUARY 2024

PRESENT: Councillors Bradford, Eakin, Furlonger, l'Anson, Newsham and
Sinclair (Chair)

ALSO PRESENT: Angela Price – Town Clerk
Charlotte Barltrop – Minute Taker
Councillor Don McAll

F117. APOLOGIES FOR ABSENCE

**Apologies for absence were received from Councillors Harvey, Howells
and Hughes.**

F118. DECLARATIONS OF INTERESTS

None received.

F119. NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F120. PUBLIC PARTICIPATION

No members of the public were present.

**F121. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL
PURPOSES COMMITTEE HELD ON 6 DECEMBER 2023**

It was raised that in paragraph 5 page 787 it should read "Councillor Hughes
suggested...."

RESOLVED:

**That the minutes of the Extraordinary meeting of the Finance, Policy and
General Purposes Committee held on 6 December 2023 be approved and
signed as a correct record subject to the following amendment.**

That paragraph 5 page 787 be amended to read “Councillor Hughes suggested....”

F122. TO REVIEW THE ACTION SHEET

The following points were discussed:

F92.2a RESOLVED: Minute No. E57 (2) – That members agreed to appoint Caroe & Partners to provide a feasibility study and quantity surveyors report in respect of a proposal to install a stairlift at the Market House at a cost circa £3,600 to be funded from the Listed Buildings Earmarked Reserve.

Councillor Bradford queried why this was still an outstanding matter.

The Clerk informed members that it had not been brought to the attention of the Full Council meeting held on 23 November 2023 and would therefore need to be considered at the next meeting of Council in order to progress the matter.

RESOLVED:

That the action sheet be received and noted.

F123. INVOICES FOR PAYMENT

Members requested a breakdown of the costs for DM Property Maintenance works.

RESOLVED:

- 1. That the invoices for payment in the sum of £30,590.00 (plus VAT) be approved.**
- 2. That a breakdown of the costs for DM Property Maintenance works be provided to the next meeting of the Environment & Leisure Committee.**

F124. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR NOVEMBER 2023

RESOLVED:

That the receipts and payments for November 2023 be received and noted.

F125. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 9

Councillor Bradford raised a query regarding lines 4205 (x2) on page 824, requesting to know what period this related to. The Clerk informed members that she will look into this.

Councillor l'Anson asked what lines 4500, 4502, 4520, 4525 and 4545 on page 825 pertained to as the sit under the heading Councillors/Newsletter. The Clerk informed members that these lines all related to items that sit within Councillor expenses code of the budget.

Councillor Sinclair asked about the Town Promotion section on page 829. The Clerk informed members that whilst this was currently at 1.5% it was anticipated that these funds would be used in relation to the Tourism Strategy which is currently being developed. She also suggested that any monies that are not spent by the year end be placed into Earmarked Reserve for development of the Tourism Strategy and associated projects.

Line 4001 on page 828 was queried. Members were informed that this was short term cover due to the Administrator being granted sabbatical during December.

Councillor Newsham queried line 4019 on page 834. The Clerk informed members that this had been moved into Staff Salaries as previously requested and that the brackets indicated a minus figure.

Councillor Newsham queried line 4444 on page 835, petty cash. The Clerk informed members that an answer was pending as to how to proceed with this

RESOLVED:

That the Balance Sheet and Trial Balance for month 9 be received and noted.

F126. BUDGET MONITORING REPORTS 1 APRIL – 30 NOVEMBER 2023

RESOLVED:

That the budget Monitoring reports for 1 April – 30 November 2023 be received and noted.

F127. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR NOVEMBER 2023

RESOLVED:

That it be noted that the bank statements and reconciliations for June, July, August and September 2023 had been signed by the Vice-Chairman of the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

F128. AUDIT REPORTS

No reports were presented at this meeting.

F129. GRANT FEEDBACK REPORTS

RESOLVED:

That the grant feedback reports be received and noted.

F130. RISK REGISTER

Councillor Sinclair gave his thanks to the Chair of the Committee and the Clerk for the work they had carried out so far, on the Risk Register.

RESOLVED:

That the risk register be received and noted.

F130. DRAFT POLICIES

- i. Draft Anti-Harassment & Bullying Policy
- ii. Draft Unpaid Leave Policy/Procedure
- iii. Training & Development Policy/Succession Plan/Risk & Action Log
- iv. Draft Disaster Recovery/Business Continuity Plan

The Clerk raised an action point regarding policy iv, in relation to where should post be forwarded to in the case of a disaster. Members agreed that this should be the Clerks home address, or Deputy Clerk should the Clerk be unable to work.

RESOLVED:

That the draft policies be adopted by Ledbury Town Council subject to the amendment listed above.

F131. CRAWLER SOFTWARE

RESOLVED:

Members agreed that the use of crawler software would be valuable for Ledbury Town Council and authorised the Clerk to engage Raven Tools to install this onto the website.

F132. NOTIFICATION OF MERGER OF AGE UK WORCESTER & MALVERN HILLS AND AGE UK HEREFORD LOCALITIES

RESOLVED:

That the information of the merger be received and noted.

F133. DATE OF NEXT MEETING

RESOLVED:

That the next meeting of the Finance, Policy & General Purposes Committee will take place on 21 March 2024 at 7.00 pm, in the Committee Room, Council Offices, Church Lane, Ledbury.

The meeting ended at 7.30pm.

Signed Date.....
(Chairman)

FULL COUNCIL	25 JANUARY 2024	AGENDA ITEM: 20
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Report prepared by Councillor McAll

UPDATE ON PROJECT/ACTIVITIES MANAGEMENT REVIEW

- During November and December 2023, we completed initial data capture for the following three Sub-Committees:
 - Planning, Economy & Tourism
 - Finance, Policy & General Purposes
 - Environment & Leisure
 - The data is currently stored in tables on Microsoft Word.
- We are now considering options for storing, managing and presenting the data. These include:
 - Retain in Microsoft Word and manage manually.
 - Transfer to Microsoft Excel.
 - Transfer to a Database system.
- The options review will consider costs, complexity, utility and staff impact.
- Initial consideration of Notion (<https://www.notion.so/>) as a potential cost-effective database option indicates that the solution may be suitable for additional management support solution. A cost vs benefit report will be generated at the end of the options review.
- Once the storage and management solution is agreed upon, a deeper review of Sub-Committee projects and activities will need to be undertaken to complete the full data capture task.
- This review can now support considerations of the Sub-Committee, Work Groups and associated structures as required.

NEXT STEPS:

- Completion of the storage and management solution review with support from the TC.
- Define the scope and timescale for the next phase of data capture work.

Cllr Don McAll
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20th January 2024

