

LEDBURY TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 24 MARCH 2022

PRESENT: Councillors Bradford, Eakin and Howells

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

F410 APOLOGIES FOR ABSENCE

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

F411 DECLARATIONS OF INTEREST

None received.

F412 NOLAN PRINCIPLES

RESOLVED:

That the Nolan Principles be received and noted.

F413 PUBLIC PARTICIPATION

Hereford and Worcester Scouts gave a presentation in support of their grant application for funding to attend the Scout Jamboree in South Korea in August 2023. They had requested a grant of £700 to help fund their trip and they provided examples of fundraising that they had been doing to raise money for their trip.

Councillor Bradford thanked the Scouts for their excellent presentation and recommended £1,000 be offered in support of their trip. Councillor Howells asked how much the Scouts needed in total for their trip, they replied £4,000.

It was proposed by Councillor Eakin that the £700 requested be accepted with a view to considering a further £350 being offered, subject to funds being available following consideration of other grants, this was seconded by Councillor Bradford.

RESOLVED:

That the Hereford & Worcester Scouts be awarded £700 grant funding, and that subject to the outcome of the remaining grant applications a further £350 be awarded.

F414 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE HELD ON 27 JANUARY 2022

RESOLVED:

That the minutes of the meeting of the Finance, Policy and General Purpose Committee held on 27 January 2022 be approved and signed as a correct record.

F415 TO REVIEW ACTION SHEET

RESOLVED:

That the Action Sheet be received and noted.

F416 TO RECEIVE AND NOTE THE MINUTES OF THE GRANTS FUNDING WORKING PARTY MEETINGS HELD ON 17 FEBRUARY, 2 MARCH AND 10 MARCH 2022

RESOLVED:

That the minutes of a meeting of the Grants Funding Working Party meetings held on 17 February, 2 and 10 March 2022 be received and noted.

F417 TO RECEIVE AND NOTE INVOICES APPROVED FOR PAYMENT IN FEBRUARY 2022

RESOLVED:

That the invoices approved for payment in February 2022, in the sum of £35,398.44, be received and noted.

F418 TO APPROVE INVOICES FOR PAYMENT FOR MARCH 2022

RESOLVED:

That the invoices for payment in March 2022, in the sum of £38,073.86 be approved.

F419 TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR JANUARY AND FEBRAURY 2021

RESOLVED:

That the receipts and payments for January and February 2022 be received and noted.

F420 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 11

RESOLVED:

That the balance sheet and trial balance for month 11 be received and noted.

F421 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATION FOR JANUARY AND FEBRUARY 2022

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliation for January and February 2022, 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.

F422 2021/22 BUDGET UPDATE REPORT

RESOLVED:

That the 2021/22 budget update report be received and noted

F423 EXTERNAL AND INTERNAL AUDIT

RESOLVED:

No updates were provided.

F424 SUBSCRIPTIONS

To note that the subscription in respect of the Deputy Clerk's membership of SLCC was included in the list of payments for approval at Agenda Item 9.

RESOLVED:

That subscriptions be received and noted.

F425 GRANT APPLICATIONS

Members were requested to give consideration to grant applications received from local charitable and voluntary organisation, in respect of the 2021/22 grant funding process:

Members were advised that the Grants Funding Working Party had reviewed the applications in advance of the Finance, Policy & General Purposes

Committee and they had recommended that the following grants applications could be considered under the Great Places to Visit funding:

U3A	£150 to be considered as part of the public realm to provide trees/shrubs etc.
Ledbury Community Day	£300 – to be considered as part of the Queens Jubilee Weekend
Ledbury Poetry Festival (Part of a multi-year application)	Year 1 £20,000 – subject to funding being available
Sustainable Ledbury	Total £6,892 – to be considered as part of public realm to work with Ledbury in Bloom and Sustainable Ledbury

Members were advised that should they agree to the above being funded via the Great Places to Visit fund this would reduce the overall total of the two categories as follows:

Under £500 – reduced from £1,650 to £1,200

Multi-year Applications – reduced from £53,366 to £26,474

RESOLVED:

That the following grants be awarded in respect of the 2021/22 grant funding process:

Grants Under £500

Organisation	Amount requested	Resolved
U3A	£150	To be funded via Great Places to Visit fund
VIP (Visually Impaired Persons) Support Group	£200	Agreed
John Masfield High School	£500	Welcome Back Fund – subject to approval by fund providers
Girlguiding	£500	Declined
Ledbury Community Day	£300	To be funded via Great Places to Visit fund

Grants Over £500

Organisation	Amount requested	Resolved
Ledbury Places	£8,100	Declined
Ledbury Traders Association	£12,000	Declined
John Masfield High School	£10,000	Declined
Ledbury Poetry Festival	£10,000	Awarded £5,000 – to be advised to apply in 2022/23 for further £5,000
Ledbury Carnival	£1,000	Agreed
Hereford & Worcester Scouts	£700	Increased to £1,050

Multi-year Applications

Organisation	Amount requested	Resolved
Ledbury Poetry Festival	Year 1 - £20,000 Year 2 - £10,000 Year 3 - £10,000	Agreed to provide funds from Great Places to Visit, subject to there being a project that can be completed by 30 June 2022
LEAF	Year 1 - £19,720 Year 2 - £19,720 Year 3 - £19,720	Agreed to provide £3,000
LEAF	Year 1 - £9,166 Year 2 - £9,166 Year 3 - £9,166	Agreed to provide £3,000
Sustainable Ledbury	Year 1 - £4,480 Year 2 - £2,412	To be funded via Great Places to Visit fund – working with Ledbury in Bloom/Sustainable Ledbury

F426 RECOMMENDATIONS FROM OTHER COMMITTEES

Members were requested to give consideration to a report in respect of recommendations from the Environment & Leisure Committee meeting on Thursday, 17 March 2022.

Councillor Eakin advised that it was unlikely that there would be sufficient funds in the 2022/23 to enable the refurbishment of both the skate park and play areas. Members were advised that the skate park needs to be given priority as it is not currently fit for purpose and if the refurbishment is not undertaken as a matter of priority then the skate park would have to be boarded up until such time the refurbishment could be undertaken.

The Clerk advised that Members should consider prioritising the skate park from the 2022/23 budget and that the wet pour in the play area should be made good. She advised that once the work to the skate park and wet pour had been completed the Environment & Leisure Committee should revisit the play park and subject to funding being available in 2022/23 proceed with the plans to provide new play equipment as recommended by the Environment & Leisure Committee.

RESOLVED:

- 1. That the repairs to the outdoor gym equipment in the sum of £778.50 plus VAT be undertaken.**
- 2. That the refurbishment of the skate park be carried out as a priority at a cost of £34,221 plus VAT, plus a potential additional cost of circa £5,000 for the resurfacing works once the new equipment is in place.**
- 3. That the refurbishment of the play equipment be deferred until such time the works to skate park have been completed.**
- 4. The works required to repair the wet pour at the play park be undertaken.**
- 5. That the Deputy Clerk submit a further report to the Environment & Leisure Committee in respect of the provision of a new CCTV system at the recreation ground once further amended quotes have been received.**

F427 END OF GRANTS REPORT

RESOLVED:

That the end of Grants Report submitted by Rhythm, Rhyme and Song time Music Sessions and Ledbury Carnival in the Car Park be received and noted

F428 COMMUNITY HALL – ELECTRICITY COSTS

Members were provided a report with information received from Mr Eager, Ledbury Community Hall Manager, in respect of the cost of electricity and storage in relation to the CCTV housed in the Community Hall.

RESOLVED:

- 1. That a recommendation from Finance, Policy & General Purpose be made to Full Council that the installation of a separate electricity meter in the Community Hall be investigated.**

2. That this item be deferred to Full Council for a final decision pending more information being received from the Community Centre Manager.

F429 OPTIONS TO IMPROVE INTERNET SPEEDS AT TOWN COUNCIL OFFICES

Members were provided with a report to give consideration to options on how the internet speeds at the council offices could be improved.

RESOLVED:

That Members agreed that a one-year contract for a leased line be approved at an installation cost of £1,850 plus VAT and therein after a monthly fee of £375 plus VAT as an interim measure until such time full fibre is available to Ledbury Town Council Offices.

F430 NOTIFICATIONS OF PAY AWARD

Members were provided with information in respect of the recent notification on the Local Government Pay Award. They were advised that the pay award provided an uplift to all Local Government employees of 1.75% with effect from 1 April 2021. Therefore all staff would receive a backdated salary increase for in their March 2022 salary.

RESOLVED:

That members receive and note the information provided in respect of the Local Government Pay Award.

F431 APPLICATIONS TO AWARDS FOR ALL IN RESPECT OF QUEEN'S JUBILEE EVENT

The Clerk gave a verbal report on Ledfest for the Jubilee, advising that it had been agreed that an events company should be appointed to assist the CDO with the organising of the event. The Clerk suggested that unless the council had plans to make use of the Awards for All grant funding stream in 2022/23 the Council should make application for funds to support the Jubilee event, in particular the provision of an events company.

RESOLVED:

That the Council submit an application for Awards for All in respect of the Queen's Jubilee event.

F432 MANAGED PAYPHONE – LEDBURY STATION

The purpose of the report was to inform Councillors of correspondence received in respect of the managed payphone at Ledbury Train Station. The Clerk had

established that there appeared to power to the pay phone and therefore there was no action required from the committee other than to note the report.

RESOLVED:

That the report be received and noted .

F433 GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED:

Nothing to report.

F434 WEBSITE

The Town Clerk reminded Members that previously Councillor Bannister had requested an error button be placed on the website to enable users to report errors on the website when they occurred. The Clerk advised that the cost to have this added to the Council website would be £375 plus VAT.

RESOLVED:

That a report button added to the website at a cost of £375 plus VAT.

F345 DATE OF NEXT MEETING

RESOLVED:

It was noted that the next meeting of the Finance, Policy & General Purpose Committee will be agreed at the Annual Meeting of Council scheduled for 12 May 2022.

F346 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

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, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

F347 MORTUARY LEASE

Members were provided with an update on the Cemetery Mortuary Lease and advised of discussions between the Clerk and Co-op Funeral Care Services in respect of the potential rent.

RESOLVED:

1. That Members of the Finance, Policy & General Purpose Committee note that the Solicitor is preparing the draft lease for consideration by both parties in respect of the Mortuary building at New Street, Cemetery.
2. That the Clerk contact the Co-op Funeral Care Services in respect of the annual rental value of the property and accept this with the understanding of a review period in 2 years.

F348 COMMUNITY DEVELOPMENT OFFICER RECRUITMENT

The purpose of the report was to ask the Finance, Policy & General Purpose Committee to agree the starting salary for the candidate appointed to cover maternity leave for the position of Community Development Officer.

RESOLVED:

That Members of the Finance, Policy & General Purpose Committee accept the recommendation from the interview panel that the successful candidate for the temporary role of Community Development Officer be started with an annual salary of £24,920.

The meeting ended at 8:52pm.

Signed Malcolm Hughes Dated 31st May 2022
(Chair)

