

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES  
COMMITTEE  
HELD ON 21 MARCH 2024**

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**PRESENT:** Councillors Bradford, Furlonger, Hughes (Chair), l'Anson, Newsham, and Sinclair.

**ALSO PRESENT:** Angela Price – Town Clerk  
Sophie Jarvis – Minute Taker

**F134. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eakin, Harvey & Howells.

**F135. DECLARATIONS OF INTERESTS**

None received.

**F136. NOLAN PRINCIPLES**

**RESOLVED:**

That the Nolan Principles be received and noted.

**F137. PUBLIC PARTICIPATION**

No members of the public were present.

**F138. TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN  
EXTRAORDINARY MEETING OF THE FINANCE, POLICY & GENERAL  
PURPOSES COMMITTEE HELD ON 18 JANUARY 2024**

**RESOLVED:**

That the minutes of an Extraordinary Meeting of the Finance, Policy & General Purposes Committee be approved and signed as a correct record.

**F139. TO REVIEW THE ACTION SHEET**

Members discussed Minute No. F88.5 on the action sheet 'That when reviewing the Terms of Reference of Standing Committees, consideration be given to where the council buildings should sit.

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Members queried why this point was on the action sheet and stated that council buildings have always sat with the Environment & Leisure Committee, and it should continue this way. Councillor Bradford proposed that a recommendation be made to Full Council that the responsibility of council buildings should remain with the Environment & Leisure Committee, Councillor Sinclair seconded this, and all members were in favour.

**RESOLVED:**

**That the action sheet be received and noted.**

**RECOMMENDATION:**

**That the responsibility of council buildings remains with the Environment & Leisure Committee.**

**F140. INVOICES FOR PAYMENT**

Councillor Newsham noted that there would be an interim between this committee and the new financial year in which he queried how invoices would be dealt with during this period.

Councillor Sinclair proposed that during this period the Clerk be authorised to make payments, subject to consultation of all invoices for payment with the Chair and Vice Chair of the Finance Committee.

Members were advised that the payment to SLCC – invoice no. QL204985-1 needs to be withdrawn, due to this training not being needed by the post holder, as it will be included in the CiLCA qualification.

**RESOLVED:**

- 1. That invoice no. QL204985-1 from SLCC in the sum of £144.00 be withdrawn as the post holder will undertake this training as part of the CiLCA training.**
- 2. That the invoices be approved for payment for March 2024 in the total sum of £37,7841.10.**
- 3. That the Clerk be authorised to make payments of any outstanding invoices received prior to the financial year end 2023/24, subject to consultation with the Chair and Vice Chair of the Finance, Policy & General Purposes Committee.**

**F141. TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS FOR DECEMBER 2023, JANUARY AND FEBRUARY 2024**

Councillors queried why there were so many cashbooks and what they meant, for which the Clerk provide an explanation.



**RESOLVED:**

**That the receipts and payments for December 2023, January and February 2024 be received and noted.**

**F142. TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 9, 10 AND 11**

Councillor Bradford queried why Ledbury Town Council were paying £500 to the 'Malvern Hills AONB Partnership' when they are in a different County.

Members were advised that this grant appeared to be a long standing agreement with Malvern Hill's AONB, however it was felt that this should be looked into with a report back to a future meeting, with a view to requesting the Malvern Hills AONB to complete a multi-year grant application.

**RESOLVED:**

- 1. That the Balance Sheet and Trial Balance for months 9, 10 and 11 be received and noted.**
- 2. That the Clerk write to the Malvern Hills AONB Partnership to clarify the grant application process.**

**F143. BUDGET MONITORING REPORTS 1 APRIL – 29 FEBRUARY 2024**

Councillor Hughes queried the 'Agency Cover' on the Budget Monitoring Reports, the Clerk informed members that this was for the temporary staff at the Cemetery.

Councillor Bradford raised some concerns in respect of the funding situation with Buses4us and it was agreed that the Clerk would contact Clare Stone and ask for an update in time for the Traffic Management Working Party meeting scheduled for 27 March 2024.

**RESOLVED:**

- 1. That the budget Monitoring reports for 1 April – 29 February 2024 be received and noted.**
- 2. That the Clerk write to Buses4Us for an update in time for the Traffic Management Working Party meeting scheduled for 27 March 2024.**

**F144. TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS FOR DECEMBER 2023, JANUARY AND FEBRUARY 2024**

**RESOLVED:**

- 1. That it be noted that the bank statements and reconciliations for December 2023, January 2024 had been signed by the Chairman of**

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the Finance, Policy & General Purposes Committee in accordance with the Council's Financial Regulations.

2. That it be noted that the Chair had not been able to sign the bank statements and reconciliation for February 2024, as these had not been available when he visited the office.
3. That the approval of the bank statements and reconciliation for February 2024 be deferred to the next meeting of the Finance, Policy & General Purposes Committee, when the Chair would have had time to approve them accordingly.

#### **F145. AUDIT REPORTS**

##### **RESOLVED:**

No reports were presented at this meeting, a report will be on the Full Council agenda scheduled for Thursday 28 March 2024.

#### **F146. GRANT APPLICATIONS**

- i. Ledbury Places
- ii. Ledbury Community Day
- iii. LEAF
- iv. Ledbury Fringe

##### **RESOLVED:**

1. That the Ledbury Places Grant Application falls due to it being retrospective.
2. That the LEAF Grant Application could not be considered due to the wrong documentation being on the agenda.

##### **RECOMMENDATION:**

That a recommendation be submitted to Full Council that the following grants be awarded from the 2024/25 budget in respect of grant applications received.

- i. That Ledbury Community Day – £300 - Local Government Act S137 financial assistance
- ii. Ledbury Fringe - £500 - Local Government Act 1972 s145(1)(a) – Provision of entertainments

#### **F147. GRANT FEEDBACK REPORTS**

- i. Friends of Ledbury's Children Centre

##### **RESOLVED:**

**That members thank Friends of Ledbury's Children Centre for their Grant Feedback Report and that it be received and noted.**

#### **F148. SECTION 137 EXPENDITURE LIMIT FOR 2024/25**

Councillor Sinclair proposed that all recommendations in the Section 137 Expenditure Limit for 2024/25 be approved, Councillor Sinclair seconded the motion, and all members were in favour.

##### **RESOLVED:**

- 1. That members of the Finance, Policy & General Purposes Committee note that the appropriate sum for S137 in 2024/25 is £10.81, and that Ledbury Town Council's allocation for unspecified grant expenditure, which includes S137, 2024/25 is £20,000.**
- 2. That to date Ledbury Town Council 2024/25 allocated expenditure via S137 is £10,560.487.**
- 3. That to date Ledbury Town Council's 2024/25 allocated expenditure via other powers is £4,610.48.**
- 4. That a sum of £14,179.04 is available for grants in 2024/25, which the Council can choose to spend on S137 or other statutes, subject to grant applications received throughout the 2024/25 financial year.**

#### **F149. WEBSITE IMPROVEMENT QUOTES**

- i. Introduction new calendar page for events
- ii. Improvements to "Finance" pages of website
- iii. To integrate "Whatsapp" onto the homepage of website

Councillor Sinclair proposed that members approve item i and ii but not item iii in the Website Improvement Quotes report, Councillor Bradford seconded this, all members were in favour.

##### **RESOLVED:**

- 1. That improvements to the Finance and Audit pages of the Council website be approved at a cost of £1,695 plus VAT.**
- 2. That the introduction of an additional calendar for "Events" and renaming the current calendar to "Meetings" at a cost of £1,295 plus VAT be approved.**

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3. That the Council do not approve the introduction of Whatsapp facility on the Council website.

**F150. WORKPLACE SMOKE-FREE POLICY**

**RESOLVED:**

That Ledbury Town Council adopt the Workplace Smoke-Free Policy.

**F151. DATE OF NEXT MEETING**

**RESOLVED:**

To note that the date of the next ordinary meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Meeting scheduled for 9 May 2024.

The meeting ended at 8:25pm.

Signed ..... Date.....

(Chairman)