



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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29 September 2021

Dear Councillor

Please find attached the "To Follow" documents in respect of the meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 30 September at 7.00 pm in the Burgage Hall, Church Lane, Ledbury**, for the purpose of transacting the business shown in the agenda below.

Yours faithfully

A Price

Angela Price PSLCC, AICCM
Town Clerk

A G E N D A

4. Herefordshire Councillors' Reports (Pages)

To receive reports from Ledbury Ward Members:

- i. Councillor Howells

MINUTES

11. **To receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 23 September 2021 and an extraordinary meeting held on 27 September and to give consideration to any recommendations therein (Pages)**

**Distribution: - Full agenda reports to all Councillors (10)
Plus file copy**

Agenda reports excluding Confidential items to Local Press (2), Library, Police and Councillor l'Anson

LEDBURY TOWN COUNCIL

MINUTES OF A NON-DECISION-MAKING MEETING OF THE FINANCE, POLICY & GENERAL PURPOSE COMMITTEE HELD ON 23 SEPTEMBER 2021

PRESENT: Councillors Eakin, Howells and Hughes

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

F332 APOLOGIES FOR ABSENCE

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

F333 DECLARATIONS OF INTEREST

None received.

F334 PUBLIC PARTICIPATION

No public present

F335 TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSE COMMITTEE HELD ON 22 JULY 2021.

RESOLVED:

That the minutes of the meeting of the Finance, Policy & General Purposes Committee held on 22 July 2021 be received and noted

F336 ACTION SHEET

Members were provided with an up-to-date Action Sheet for the Finance, Policy, and General Purposes Committee.

The Clerk highlighted some key action points and updated members accordingly.

RESOLVED:

That the action sheet be received and noted.

F337 TO APPROVE INVOICES FOR PAYMENTS FOR SEPTEMBER 2021

RESOLVED:

That the invoices for payments for September 2021 be approved, with the addition on the following invoice and in the total sum of £16,511.86.

£325.00 (including VAT) for additional staff training – Advansys website training

F338 TO RECEIVE THE RECORD OF THE RECEIPTS AND PAYMENTS FOR JULY 2021

RESOLVED:

Members received and noted the record of payments made in July 2021.

F339 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTH 4

RESOLVED:

That the balance sheet and trial balance for month 4 received and noted.

F340 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID-19 – JULY 2021

Councillor Eakin confirmed that he had visited the Council offices to inspect and sign the bank statements and reconciliations for July 2021, confirming that these had all been in order.

RESOLVED:

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

F341 BUDGET MONITORING REPORT

a. Detailed Income & Expenditure Report as of 31 July 2021

Members were requested to give consideration to the detailed income and expenditure report up to 31 July 2021 and make recommendations in respect of any in-year movements deemed necessary.

Councillor Howells raised concerns over the cemetery memorial income, noting that as the report provided information relating to the first four months of the financial year, he was concerned that the income was considerably less than would be expected. The Clerk advised that due to staff changes there had been a backlog in respect of the cemetery work, and it may be

that Members will see an increase in the next month's report once this backlog has been cleared.

RESOLVED:

That the following movements be recommended to Full Council:

- **That a total of £138.00 be moved from Cost Centre 102 Nominal Code 4340 – Insurance, Tax and MOT – to Cost Centre 102 Nominal Code 4300 Vehicle Repair due to an overspend.**

b. Outcome of Budget Monitoring Meeting held on 26 August 2021

RESOLVED:

1. **That the following earmarked reserve transfers be recommended to a meeting of Full Council for approval:**

Earmarked Reserve	Amount to be transferred from General Reserve
Elections	£10,000
Youth Support	£5,000
Play/Skate Park	£24,500
Listed Buildings	£110,000
War Memorial	£15,000
Paths/Bins and Benches	£2,500
CCTV	£5,000
Advertising	£5,000
Climate Change	£2,000
Perimeter Wall – Cemetery	£15,000
	£194,000

2. **That the following in-year movements be recommended to Full Council for approval:**

From	Amount	To
General reserve	£3,500	CC 202 – NC 4021 (Rubbish Collection)
General reserve	£1,000	CC 220 – NC 4430 (Advertising)
CC 230 – NC4000 Staff salaries	£15,000	CC 230 – NC 4001 Salary Contingency (Temporary staff costs)
General reserve	£10,000	CC 301 – NC 4543 NDP
General reserve	£1,000	CC220 – NC 4430 Advertising

3. That the amendments be made to the following budget lines

Cost Centre	Nominal Code	Reason for investigation	Outcome
202 & 110	4206 (Grounds Maintenance)	Ensure payments are be posted to correct cost centres	Journal entries required to ensure grounds maintenance costs are posted to correct budget lines
110	4235 (Play Equipment)	Was this for new equipment? Replacement basketball backboards and nets (£380)	Journal entry required to 4236 – play equipment maintenance
110	4270 (Litter bins and benches)	Overspend £725	Journal entry required to 4224 wheely bins
118	4275 (Street Furniture)	Overspend £100	Relates to bollard in Church Lane – journal entry required to post to 118 -4231
118	4276 External power supply High Street	What period does this sum cover?	Feb- April 2021
127	4605 (Events barriers)	Overspend – wreath for Prince Phillip £125	Journal entry post to NC 4605
202	4123 (Lighting, Heating & Running Costs)	Refers to a refund £1,321	No Action
202	4150 and 4155 (Cleaning & Housekeeping)	Overspend - £780 no budget provision	CC 202 amalgamate and transfer £1,500 from general reserves
202	4592 (PPE/Health & Safety)	Overspend £67	Move to CC102 – NC 4592 (Cemetery PPE)

214	4122 & 4800 Electricity & BBI Clock	Amalgamate £29	To be shown in August reports
220	4021 Rubbish Collection	Overspend £55	Journal to move expenditure to CC202 NC 4021
230	4430 (Advertising)	Overspend £26	Journal to move expenditure to CC 220 – NC 4430
235	4455 (Postage)	Overspend £30	Journal to move expenditure to CC 401 – NC4455

F342 EXTERNAL AND INTERNAL AUDIT

a. Outcome of external audit 2020/21

Members were advised that they had received a qualified audit due to the Clerk not recording the date before the meeting of Council when signing the AGAR. However, Members felt this was harsh but agreed that it should be noted that no other issues had been raised by the external auditor within the Council's 2020/21 accounts.

RESOLVED:

That the External Auditors report be received and noted.

F343 SUBSCRIPTIONS

To note that a request for the payment of the Clerks Membership to the IWFM (Institute of Workplace Facilities Management) in the sum of £169.00 be approved.

RESOLVED:

That it be noted that the payment of the Clerk's membership for IWFM in the sum of £159.00 had already been approved at minute no. Received and noted by members.

F344 GRANTS FEEDBACK

RESOLVED:

That the grants feedback from Ledbury Carnival Association and Cobalt Health be received and noted with thanks.

F345 FEEDBACK FROM RECENT HEREFORDSHIRE COUNCIL BUDGET MEETING

The Chair provided feedback on the recent Council Budget Meeting held by Herefordshire Council and reminded Members to complete the online survey in respect of the 2022/23 budget for Herefordshire Council,

F346 RECOMMENDATIONS FROM OTHER COMMITTEES

a. Resources Committee

Councillor Eakin advised members of the following recommendations that had been recommended for approval by the Resources Committee

1. TOIL owed to the Clerk; approval requested for this to be paid in Octobers Pay.
2. Recommendation for a TOIL Policy to be recommended to Full Council.

RESOLVED:

- 1. That the Clerk outstanding TOIL of 96 hours be paid in the October salary.**
- 2 That the draft TOIL Policy presented by the Clerk to be recommended to Full Council for approval.**

F347 REQUEST FROM CLIMATE CHANGE WORKING PARTY

Members were requested to give consideration to a request from the Climate Change Working Party to the Council purchasing a personalised award/trophy to present to the trader or business with the best dressed window for COP 26.

The Chair advised Members that this may now not proceed due to Traders advising they would prefer not to do an additional window display so close to Remembrance.

RESOLVED:

That it be agreed in principle to purchase a trophy for the COP 26 window display competition, at a suggested price of £40-£60, subject to the window display going ahead.

F348 FIRE ALARM SYSTEM RECOMMENDATIONS

Members were requested to give consideration to a recommendation from Chubb in respect of replacement detectors to be installed in the sum of £1,084.79.

RESOLVED:

That the recommendation received from Chubb in respect of fire alarm safety be approved in the total of £1084.78.

F349 RISK MANAGEMENT

RESOLVED:

That it be noted that officers are currently working to update the Risk Management report and that it is anticipated that this will be completed by the next Finance, Policy & General Purposes Committee meeting.

F350 COUNCIL WEBSITE

The Clerk gave an update; the website is being checked regularly and a list is being made on what needs amending.

RESOLVED:

That the Clerk investigate a report button being added to the website for amendments to be reported by users.

F351 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of the Finance, Policy and General Purpose Committee Meeting was scheduled for 25 November 2021.

F352 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

It was agreed 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, in the public interest the press and public were excluded from the remainder of the meeting.

F353 RECOMMENDATIONS FROM OTHER COMMITTEES

a. Environment & Leisure Committee

RESOLVED:

- 1. That the quote received from the Yard House be accepted for the provision of the Hanging baskets for the town of Ledbury for a period of 3-years (2022-2024) at a cost of £9,360.00**

- 2. That Demaus Building Diagnostics Ltd be appointed to undertake a timber assessment on the Market House and Council offices at a cost of £1,740.00 as per their quote.**

The meeting ended at 8:01pm.

Signed Dated
(Chair)

LEDBURY TOWN COUNCIL

**MINUTES OF A NON-DECISION-MAKING EXTRAORDINARY MEETING OF
FINANCE, POLICY & GENERAL-PURPOSE COMMITTEE HELD ON 27
SEPTEMBER 2021**

PRESENT: Councillors Harvey, Howells and Hughes (Vice Chair)

ALSO PRESENT: Angela Price – Town Clerk
Amy Howells – Minute Taker
Kevin Rose – IAC Audit and Consultancy

F354 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Manns and Eakin

F355 DECLARATIONS OF INTEREST

None received.

F356 PUBLIC PARTICIPATION

No members of the public were present.

**F357 TO RECEIVE AND NOTE THE MINUTES OF MEETING OF THE FINANCE,
POLICY & GENERAL PURPOSES COMMITTEE HELD ON THE 23
SEPTEMBER 2021.**

RESOLVED to note that due to the previous meeting only having taken place on 23 September 2021, the minutes were not available.

F358 ACTION SHEET

RESOLVED to note that due to the previous meeting only having taken place on 23 September 2021, the action sheet was not available.

F359 DATE OF NEXT MEETING

To note that the next meeting of the Finance, Policy and General Purpose Committee is scheduled for 25 November 2021.

F360 EXCLUSIONS 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.

F361 SPECIAL AUDIT REPORT

Mr Rose provided an overview of the report which focused on a governance review of Ledbury Town Council.

Councillor Howells expressed his disappointment that comments made by himself and Councillor Manns on the conclusions of the Special Audit Report had not been included in the agenda pack. Councillor Harvey advised that she also had provided comments on the conclusions, which were not included in the pack.

It was agreed that Members would give consideration to the nine conclusions within the report. A full discussion took place of each of the conclusions with reference made to the body of the report. Mr Rose was able to offer further insights to his findings and cite evidence he used to draw the conclusions.

It was proposed by the Chair to suspend Standing Orders 3(x) until 9:30pm to allow members to complete the review of the nine conclusions.

RESOLVED:

- 1. That the report of the Special Audit provided by Mr Rose be received and noted.**
- 2. That a recommendation be made to a future meeting of Full Council that the conclusions of the Special Audit report be accepted in full.**
- 3. That a recommendation be made to a future meeting of Full Council that the report be placed in the public domain.**
- 4. That the Clerk be requested to provide a report for consideration at a future meeting of Full Council addressing the conclusions of the Special Audit Report, giving details of what has been done to date to improve governance within Ledbury Town Council and providing suggestions as to what still needs to be done.**

The meeting ended at 9:24 pm.

Signed Dated
(Chair)

Ledbury Town Council meeting Thursday 30th September 2021

CLlr Phillip Howells – Ledbury West Ward Councillor's report

Since the last full LTC Council meeting on 29th July 2021 I have attended a number of Herefordshire Council related meetings – mostly now reverting to physical meetings again.

Children's services are the principle focus of council attention at the moment and will be for at least the next 18 months. We are 4 months into a 2 year non-statutory Government monitored improvement plan to improve and enhance the children's services directorate's care standards after several high court judgements have found the council to have severely failed in its statutory duty to its children in care. More cases are expected to be considered by the court in the next few months.

As Chair of the Children and Young People Scrutiny Committee (CYPSC), I am very involved in, or updated on all the work going into production of the improvement plan.

There are full Improvement Board meetings every month to which the chair of CYPSC is not currently invited as being felt necessary to preserve the independence of the committee, but then there are following on briefing meetings to attend and also a regular programme of improvement plan progress briefings to all councillors.

Two meetings of the Children and Families Performance Challenge have been held, with data presented and discussed on all the children care monitoring criteria. We councillors are also currently undergoing a series of 3-hour corporate parenting workshops to update all of us on understanding our joint responsibilities to the children in council care and how our role relates to the work of council employees such as social workers and other carers who are actually looking after the young people.

We have had two full meetings of the CYPSC since the last LTC meeting, part of our programme of double the normal bi-monthly meetings to have alternate-month regular meetings working to an annual work programme and other alternate-month meetings looking at specific improvement plan matters that arise and need committee meeting flexibility to act quickly on scrutiny needs. Added to a programme of regular committee workshops to look at detailed matters in preparation for the public meetings, means the CYPSC work is going to be much more demanding and time consuming for the next 2 years of the improvement plan at least.

For the Vice Chair and myself the work involved also includes:

- Weekly meetings/updates with the Council CEO

- Plans to innovate the work we do to make it more 'bottom-up' in reflecting the experience of young people and their carers rather than the more traditionally 'top-down' process of providing care.
- Producing a new training programme to fast-track committee members in both the improvement plan elements and the 'bottom up' approach
- Liaising and working with the LGA who provide free children's services support to councils, including independent mentoring from other councillors whose council has gone through a similar improvement process
- Professional media training along with senior political leaders and council officers in preparation for the expected increased national journalist investigative reporting and questions; scrutiny will itself come under increased scrutiny during the improvement plan process
- Updates on and meeting with affected parents and carers involved with a number of peer on peer sexual abuse cases and how they have not been properly managed by the council (this is an increasingly recognised and complex area which a number of councils are struggling to come to terms with on the big and difficult questions involved).

In amongst this, in my role as the designated member for Herefordshire Council to the Lower Severn Internal Drainage Board, I attended a Treasury Sub-Committee meeting on 1st September and a full Board meeting on the 22nd (both by Zoom).

The next full meeting of Herefordshire Council is on 8th October.