

**MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF THE
FINANCE, POLICY & GENERAL PURPOSES COMMITTEE
HELD ON 24 SEPTEMBER 2020**

PRESENT: Councillors Eakin and Howells

ALSO PRESENT: Angie Price – Town Clerk
Councillor Knight – Observer

F218. APOLOGIES

Apologies were received from Councillors Bannister, Harvey and Whattler

Councillor Eakin advised that due to the number of apologies received the meeting was not quorate and therefore could not proceed.

RESOLVED:

That the meeting of the Finance, Policy & General Purposes Committee be rescheduled to take place on Monday, 5 October 2020 at 7.30 pm via Zoom.

The meeting ended at 7.45 pm

SignedDated

V320
1340 (2)

**MINUTES OF A MEETING OF THE
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE
HELD ON 5 OCTOBER 2020
VIA VIRTUAL MEANS**

PRESENT: Councillors: Eakin (Chair), Bannister, Harvey, Howells, Knight

IN ATTENDANCE: The Town Clerk – Angela Price
The Deputy Clerk – Nicola Young

F218 APOLOGIES

Standing apologies were received from Councillors Whattler

F219 DECLARATIONS OF INTEREST

Councillor Knight declared an interest in agenda item 15 and filled in the necessary paperwork accordingly.

F220 PUBLIC PARTICIPATION

None received

F221 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE, POLICY AND GENREAL PURPOSES COMMITTEE HELD ON 23 JULY 2020

The Clerk noted that the minutes of the Finance, Policy and General Purposes Meeting were not an extraordinary meeting. It was also noted that the date of next meeting was incorrect.

RESOLVED: That the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 23 July 2020 be approved and signed as a correct record.

F222 TO RECEIVE AND NOTE PAYMENTS

Members were asked to receive and note the invoices for payment made in August and September 2020.

RESOLVED: That the invoices for payments made in August & September 2020 be received and noted.

F223

TO APPROVE INVOICES FOR PAYMENT

Members were asked to approve invoices for payment made in September 2020.

Councillor Bannister queried the payment of £7,500 in relation to the organisational review. The Town Clerk advised that this was a one-off payment.

RESOLVED: That the invoices for payment in September 2020 be approved as a correct record.

TO RECEIVE THE RECORD OF RECEIPTS AND PAYMENTS

Members were asked to receive and note the record of receipts and payments for April, May, June, July and August 2020

Councillor Eakin advised members that he reviewed the above documents and proposed to receive and note them.

RESOLVED: That the record of receipts and payments for April, May, June, July and August are received and noted.

F224

TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE

Members were asked to receive and note the balance sheet and trial balance as at 30 April, 31 May, 30 June, 31 July and 31 August 2020.

Councillor Bannister asked for clarification on '**Grants with powers**' on page 932. The Town Clerk explained that the Council agreed to pay grants from 2019 in 2020. However, some organisations and local groups who were awarded grants decided not to take them due to covid-19 and their events being cancelled.

RESOLVED:

That the Balance Sheet and Trial Balance for April – August 2020 be received and noted.

F225

TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID

The Town Clerk confirmed that Councillor Eakin signed the bank statements and reconciliations for August 2020.

RESOLVED: That it be noted that the Bank Statements and Reconciliations have been signed by the Chairman of Finance, Policy and General Purposes.

F226

2020/21 BUDGET UPDATE

The Town Clerk advised members that she had more recent documents to share in relation to the 2020/21 budget. She advised that copies would be circulated the next day in readiness for the Budget meeting on 6th October 2020.

RESOLVED:

That the budget update be received and noted, noting that the Town Clerk will circulate an updated version for the budget meeting on 6th October 2020.

F227

EXTERNAL AND INTERNAL AUDIT

The Town Clerk updated members on her the progress to find an auditor for the special audit. She advised that she had found a company based in Wiltshire and that a meeting has been arranged on 13 October 2020.

Councillor Howells wanted to add a comment with the staffing difficulties in the office of the last few weeks. To produce these figures was an indication of a lot of hard work with the temporary staff and to acknowledge the team for getting up to date with the figures.

RESOLVED: That the update on the External and Internal Audit be received and noted.

F228

SUBSCRIPTIONS

None received.

F229

RECOMMENDATIONS FROM OTHER COMMITTEES

Resources

- I. *Minute Number R.83* - That members of the Finance, Policy and general Purposes Committee agree to offer the

flu jab to all staff and councillors who do not meet the NHS criteria for free vaccination, at a cost of no more than £12.99 per person.

RESOLVED: That the members of the Finance, Policy and General Purposes Committee agree to offer the flu jab to all staff and councillors who do not meet the NHS criteria for free vaccination, at a cost of no more than £12.99 per person.

Environment and Leisure

- II. *That a recommendation be submitted to the Finance, Policy and General Purposes Committee that funds to purchase the gifts for Santa grotto be taken from the "Events" budget head I the 2020/21 budgets*

The Clerk advised that whilst the presents had been purchased at a reasonable price, the budget has not been calculated, and the cost for different age groups have not yet been taken into consideration for the ticket prices.

RESOLVED: That the Chair and Deputy of the Finance, Policy and General Purposes Committee work in junction with the Town Clerk to calculate a budget for the Christmas presents.

- III. *That a recommendation be submitted to the Finance, Policy and General Purposes Committee that as the Council will not be holding an event for the Christmas Lights Switch on they purchase a Christmas tree for 2020.*

The Town Clerk advised that due to time constraints it was agreed with the Chair of Environment and Leisure Committee that the Council purchase a Christmas tree.

RESOLVED: That members receive and note the update on the purchase of the Christmas Tree.

- IV. *The Clerk also noted that there was another recommendation for members of the Finance, Policy and General Purposes Committee to agree that the Council purchase a votive for the Chapel at Ledbury Cemetery, at a cost of £366 which will come from the events budget 2020/21.*

RESOLVED: That members of the Finance, Policy and General Purposes Committee agree to purchase the votive at a cost of £366.

F230

WOKRING PARTIES

Members were provided with an update on the below working parties.

ICT

It was noted that members are still making comments on the website and that a meeting should be postponed until the Clerk has received all comments and suggestions from members.

Budget Monitoring Working Party

The Clerk advised that the Budget Monitoring Meeting will be held on Wednesday 14th October at 4pm.

It was noted that all members could attend any working party.

RESOLVED: That the update on the above working parties are received and noted.

F231

RISK MANAGEMENT: SECTION 4 – COUNCIL PROPERTIES

Members of the Finance, Policy and General Purposes were asked to receive and note the Risk Management.

Councillor Harvey proposed that the assessment on page 957 '**backlog of bodies to be buried at the Cemetery**' be removed from the risk register due to this not being under the Council remit.

The Clerk advised members that she will be in contact with Ellis Whittam, the Health and safety provider to go through appropriate Health and Safety legislation. She also advised that she compare Ledbury Town Councils Parish Plans with neighbouring councils and update members accordingly.

Councillor Harvey proposed that the Groundsman review the grit bins in August 2021 to determine whether they need to be refilled in preparation for winter. The Clerk advised that she would set a reminder in the diary.

Councillor Harvey reminded members that Ledbury Council could apply for section 106 monies to improve or repair play equipment.

Whilst the Council owned some of the playparks in ledbury, Councillor Harvey suggested that in the near future the council consult with members of the public to ask whether they would prefer the Town Council to manage all playparks and equipment as opposed to Herefordshire Council. The Clerk advised that she investigate the possibly of applying for 106 monies to replace and repair play equipment.

Councillors agreed to change the heading 'falling tree or branch hits person on page 958 **'condition of council owned trees'**.

RESOLVED:

1. That the Risk Assessment be received and noted with the below amendments:
2. Council Properties .pg 957 – To remove 'backlog of bodies to be buried at the Cemetery' from the risk register.
3. That the Groundman's check Ledbury Council grit bins in August 2021 to determine whether they need refilling.
4. Contractors Working in areas with asbestos .pg 957 – To add **"That Ledbury Town Council keep a survey of council owned buildings that have been tested positive for asbestos"** in the mitigation.
5. Council properties. pg 958 – To change 'falling tree or branch hits person to **'condition of council owned trees'**.
6. Council Properties. pg 958 – To change 'Collapse of grave memorial or boundary wall at the closed churchyard and cemetery' to **'Memorial and wall safety'**.
7. Council Properties. pg 958 – To change 'Forced entry in council property' to **'Security of Council owned premises'**.

F232

POLICIES

The Town Clerk advised members that the below policies were adopted in the Full Council Meeting on 1 October 2020.

- Recruitment and Selection Policy
- Sickness Absence Policy

RESOLVED: That members receive and note the update from the Town Clerk.

1346

F233 TO RECEIVE AN UPDATE ON PROGRESS ON ICT MANAGED SYSTEM (WEBSITE)

It was noted that members are still making comments on the website and that a meeting should be postponed until the Clerk has received all comments and suggestions from members.

F234 GDPR

RESOLVED: None received

F235 DATE OF NEXT MEETING

RESOLVED:

To note that the next meeting of Finance, Policy and General Purposes Committee is scheduled for 26 November 2020

Meeting closed at 8:45pm.

Signed..... Dated

1347

**MINUTES OF A MEETING OF AN EXTRAORDINARY MEETING OF THE
FINANCE, POLICY & GENERAL PURPOSES COMMITTEE
HELD ON 26 NOVEMBER 2020**

PRESENT: Councillors Eakin and Howells

ALSO PRESENT: Angie Price – Town Clerk
Councillor Knight – Observer

F2. APOLOGIES

Apologies were received from Councillors Bannister, Harvey and Whattler

Councillor Eakin advised that due to the number of apologies received the meeting was not quorate and therefore could not proceed.

RESOLVED:

That the meeting of the Finance, Policy & General Purposes Committee be rescheduled to take place on Tuesday, 8 December 2020 at 7.30 pm via Zoom.

The meeting ended at 7.35 pm

Signed Dated

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

23-May-19

| Minute No. | Action | To be Actioned by | Date Actioned | Comments | Status |
|------------|---|-------------------|---------------|--|-------------|
| F14 | That the TC provide a list of all subscriptions the Council are paying for and that this be made available at the meeting of the FP&GP Committee in September | TC | 20.02.2020 | Request made to DTC for list of current subscriptions and expiry dates | In Progress |

23.01.2020

| Minute No. | Action | To be Actioned by | Date Actioned | Comments | Status |
|------------|--|-------------------|---------------|---|-------------|
| F133 | That the TC be authorised to continue to identify Auditing Companies that would be interested in providing a quote for the work and that quotes be submitted to a future meeting of the FP& GP or Council, whichever is the earliest | TC/DTC | | Clerk to investigate more audit companies | In progress |

18.06.2020

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|---------|--|-----------|--|--|-----------|
| F188(2) | That the Council make provision for the additional works to the War Memorial from the Council's reserves in the sum of £7,250, but that this be reviewed in the 3rd quarter budget review to establish whether it is possible to identify monies from an underspend within the 2020/21 budget. | Clerk/DTC | | To be noted and managed via accounts management - war memorial due to be completed by 31.07.2020 | Completed |
| F189(4) | That the TC investigates whether the Health and Safety Policy considers home working for staff | Clerk | | | Pending |

23.07.2020

| Minute No. | Action | To be Actioned by | Date Actioned | Comments | Status |
|------------|--|-------------------|---------------|----------|---------|
| F198 | That the Terms of Reference be deferred to a future meeting of the Finance, Policy and General Purposes Meeting, subject to consideration of the Corporate Plan. | TC | | | Pending |

24.09.2020

| Minute No. | Th | To be Actioned by | Date Actioned | Comments | Status |
|------------|---|-------------------|---------------|---|-------------------|
| F229(i) | That the FP&GP committee agree to offer the flu jab to all staff and councillors who do not meet the NHS Criteria for free vaccination at a cost of no more than £12.99 | TC | | | All staff advised |
| F229((iv) | That approval be given to purchase the votive at a cost of £ | TC | Oct-20 | Votive ordered and delivered - candle lighting event being organised for 20.12.2020 | Completed |
| F231 | That the amendments as per the minutes be made to the Risk Register | TC | 20.11.2020 | | Completed |