

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON
THURSDAY 5th JUNE, 2014
IN THE MARKET HOUSE**

Present: Councillor P Winter - Chairman
Councillors R Barnes P L Bettington
A Bradford D Durham
M D Eager R Hadley
E Harvey C Jupp
C Ridler M Roberts
R Yeoman

In attendance: Mrs R Blandford - Clerical Officer
1 Member of the public

F.6 – 06.14 APOLOGIES

Apologies were received and accepted for Councillor T Widdows.
Apologies for lateness received from Councillors E Harvey and M Roberts

F.7 – 06.14 DECLARATIONS OF INTERESTS

There were no interests declared at this point in the meeting.

F.8 – 06.14 PUBLIC PARTICIPATION

There were no members of the public wishing to participate.

F.9 – 06.14 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 20th March 2014, were confirmed as a correct record and signed by the Chairman.

The Minutes of the Finance and General Purposes Committee meeting held on 8th May 2014, were confirmed as a correct record and signed by the Chairman.

F.10 – 06.14 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a Summary of Receipts and Payments from 1st April to 30th May 2014.

RESOLVED: That the summary as presented be approved and adopted.

2. Invoices for payment

Members considered a list of invoices for payment.

RESOLVED: That the invoices, as presented be approved for payment.

3. Unspecified Grants

The Chairman updated members on the amount available for unspecified grants for the year 2014/2015.

Only one application from Ledbury Community Choir, had been received for consideration, they were requesting £500 to help part cover the purchase of music which was around £1000, and would be played on 8 - 10 occasions.

RESOLVED: That the Community Choir be give a grant of £500 to part fund the cost of purchasing music.

**VOTING: 10 FOR
1 ABSTENTION**

4. Internal Auditors Report

A report had been circulated from the Internal auditor relating to the internal audit to year ended 31st March 2014

RESOLVED: That the report be noted

5. NALC Draft Financial Regulations

Members talked about the draft financial regulations and the changes as prepared by the internal auditor, attention was drawn to item 6.6.

RESOLVED: That the financial regulations as presented together with the changes as suggested by the internal auditor be accepted

VOTING: Unanimous

F.11 – 06.14 RISK ASSESSMENTS

Review of the Annual Risk Register for the year ended 31st March 2014. (copies circulated via email)

After some discussion it was decided that the Risk Register be adopted as presented for this year, if anyone has serious concerns, they contact the Clerk prior to the setting of the Full Council Agenda so that any changes can be made if necessary.

RESOLVED: That the Risk Register be adopted for this year but serious consideration be given to review later in the year.

**VOTING: 11 FOR
1 ABSTENTION**

F.12 – 06.14

The Clerk requested that the following subscriptions be renewed for 2014/0215.

- 1 To consider the renewal of the Town Council's annual subscription to 'Campaign to Protect Rural England (CPRE) in the sum of £36.

RESOLVED: That Ledbury Town Council renew its annual subscription to CPRE in the sum of £36

VOTING: Unanimous

- 2 To consider the renewal of the Town Council's annual subscription to 'Cotswold Line Promotion Group' (CPLG) in the sum of £10.

RESOLVED: That Ledbury Town Council renew its annual subscription to CLPG in the sum of £10

VOTING: Unanimous

- 3 To consider the renewal of the Town Council's annual subscription to 'Local Council Review (LCR) magazine in the sum of £17.

RESOLVED: That Ledbury Town Council renew its annual subscription to LCR in the sum of £17

VOTING: Unanimous

It was also requested that a list of all magazine that Ledbury Town Council subscribe to be circulated to members.

F.13 – 06.14

To consider whether the Town Council might wish to introduce an allowance scheme for Town Councillors.

There was a considerable amount of discussion on this item, some members felt that perhaps an allowance may help people to take up the role of Councillor who otherwise may not be able to afford to without some financial assistance and it would be good to get input from all sections of the community.

Other members felt that financial help may attract people who were not prepared to give their time so freely as at present

Also the giving of an allowance for computers and or consumables e.g. ink and paper was mentioned.

If tablets were issued to members then issue would need to be addressed if it got lost or broken or the member left council.

Others felt that Ledbury Town Council continue with the travelling and other fixed cost allowances e.g. Train Tickets etc.

RESOLVED: That Ledbury Town Council make no changes for this year and the matter be put on the Democratic Working Party Agenda for due consideration.

**VOTING: 11 FOR
1 ABSTENTION**

F.14 – 06.14 TOWN COUNCIL OFFICES

Ceremony Room

The approved premises licence for the Town Council offices expires on 30th September 2014. The Committee is requested to consider whether to renew the licence for Civil Marriage and Civil Partnership ceremonies.

The Chairman outlined the situation, Ledbury Town Council is not losing money, he then went on to report that Registration Service at Hereford, offered the option of taking another 3 year licence but paying £1,500 in three instalments of £500, and being able to cancel at any time without paying any further money.

Councillor Hadley offered to help with the marketing of this service.

RESOLVED: That Ledbury Town Council be recommended to renew its Civil Marriage and Civil Partnerships licence paying in installments, so that the council is not tied into a 3 year contract and actively promote this service

VOTING: Unanimous

F.15 – 06.14 NEWSLETTER

It was suggested that this may be one way of promoting the marriage / partnership ceremonies, but taking a special page for this and not necessarily in this next edition, could ask Nadelle which edition she felt might be most suited to this.

Other items for inclusion were a profile of the new Mayor, Community day, and Christmas Lights in this edition or the next depending when the next publication would be submitted.

RESOLVED: That Ledbury Town Council approve a draft at the next Full Council meeting

F.16 – 06.14 HEREFORDSHIRE CCTV SERVICE LEVEL AGREEMENT

To approve the SLA between Herefordshire Council and Ledbury Town Council for the purpose of providing CCTV equipment and monitoring to Ledbury town. The Agreement shall commence on 1st April 2014 and terminate on 31st March 2017.

Members expressed concerns regarding the level of detail in the SLA document, they felt it needed more information regarding the different levels of monitoring.

Also the question was raised as to the difference between a Service Level Agreement and a Contract, they were not in favour of a 3 year agreement, and say that it needs a get out clause

RESOLVED: That Ledbury Town Council not sign the SLA in its present form, that the Clerk writes to Herefordshire Council concerning the lack of detail,

VOTING: Unanimous

F.17 – 06.14 VALUES

To note a report from a meeting held on 22nd May, 2014 and to consider any action required.

RESOLVED: That the report be noted

F.18 – 06.14 OUTSIDE BODIES

1. i) A written report from Councillor Francis from the HALC - Executive Committee meeting held on 19th March, 2014, copies having been circulated.

RESOLVED: That the report be noted.

2. Ledbury Rural Parishes Cluster Group

i) Minutes of the Ledbury Rural Parishes Cluster Group held on 13th March 2014.

RESOLVED: That the report be noted

ii) To review the proposed changes to terms of reference

(each parish council is to have two nominated cluster co-ordinators to attend cluster meetings, but that at the cluster meetings only one member per parish council would have voting rights)

RESOLVED: That the Clerk make a verbal acceptance of the change to voting rights and then make a written acceptance after the next Full Council meeting

**VOTING: 11 FOR
1 ABSTENTION**

F.19 – 06.14 CORRESPONDENCE FOR INFORMATION

1. To note the following correspondence:-
 - i) Thank you letter from Marches Family network for grant towards 2014 playschemes.
 - ii) Thank you letter from the Visually Impaired Group (V.I.P.) Ledbury, for the grant towards a group outing.

RESOLVED: That the letters be noted

2. To note a letter from Herefordshire Council regarding Parish Councillors' Declaration of Interests.

RESOLVED: That the letter be noted

F.20 – 06.14 DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON A FUTURE AGENDA

The next meeting of the Finance & General Purposes Committee is scheduled for 17th July 2014.

Chairman Date