

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 22<sup>nd</sup> FEBRUARY, 2018  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: - R Barnes - Chairman  
D Baker      A Bradford  
M Eager      E Fieldhouse  
K Francis     J Hopkins  
N Morris      N Shields  
J Roberts

**IN ATTENDANCE:** Mrs K Mitchell, Clerk to the Council

**F.15 - 02.18 APOLOGIES**

Apologies were received from Cllr A Manns.

**F.16 - 02.18 INTERESTS**

Cllr A Bradford declared a non-pecuniary interest in F.19-02.18, 5i, Ledbury Boxing Club.

**F.17 - 02.18 PUBLIC PARTICIPATION**

Cllr A Harrison spoke about the forthcoming Judicial Review on 1<sup>st</sup> March 2018 and outlined various scenarios pertaining to costs and risk to the Council.

**F.18 - 02.18 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 18<sup>th</sup> January, 2018 were confirmed as a correct record, and signed by the Chairman.

**F.19 - 02.18 FINANCIAL MATTERS**

1. Members received the summary of receipts and payments from 1<sup>st</sup> to 31<sup>st</sup> January 2018.

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

2. Members considered a list of invoices for payment (1-21), copies having been circulated. (Schedule to be lodged with the Minutes).

**RESOLVED: That the invoices be approved for payment.**

## 3. Internal Audit

- i. To review the internal audit programme for 2018/19.

Members reviewed the internal audit programme, copies having been circulated.

**RESOLVED: That the internal audit programme for 2018/19 be approved and adopted.**

- ii. Effectiveness of the system of Internal Audit.

Members reviewed the effectiveness of the internal audit, as detailed in the Governance and Accountability for Local Councils A Practitioners' Guide (England) 2017, and completed a checklist relating to compliance with standards and overall effectiveness.

## Part 1 - Meeting Standards

Members considered sections 1-5 and

**RESOLVED: To answer YES to all parts.**

## Part 2 - Characteristics of Effectiveness

Members considered items 1-7 and made the following changes – identified below in bold italics

| Expected Standard   | Evidence of Achievement   | Yes or No | Areas for development                                |
|---|---|-----------|--|
| Internal audit work is planned                                | Planned internal audit work is based on risk assessment and designed to meet the council's needs. <b><i>Internal Audit work is carried out on two occasions per year.</i></b> | Yes       |  |
| Understanding the whole organisation its needs and objectives | The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.   | Yes       | <b><i>Training required for some Councillors</i></b> |

**RESOLVED: To answer YES to all parts as, amended.**

- iii. Interim Internal Audit Report 2017/18.

Members considered the content of the Interim Internal Audit Report 2017/18, copies having been circulated.

The internal auditor had concluded that, on the basis of the programme of work undertaken, the Council had maintained adequate and effective internal control arrangements during the year to date.

**RESOLVED: That the report be approved and adopted.**

4. Members reviewed specified reserves in the light of incurred and possible additional legal costs for Judicial Review.

The Chairman reminded members that at the Extraordinary Full Council meeting held on 28<sup>th</sup> July 2017, the council had resolved that Ledbury Town Council engage legal counsel to contest the Judicial Challenge funded from budget and/or reserves if required. (Refer C.101-07.17) Members were also reminded that in anticipation of an overspend, a new budget line to pay back reserves had been included in the 2018/19 budget.

Following discussion, it was

**RESOLVED: That if necessary, any overspend should be taken from the Listed Building earmarked reserve.**

5. Grants

- i. October Fair

Members considered applications for grant aid from the proceeds of the October Fair 2017, together with a summary sheet showing income, expenditure and available funding.

Following discussion, it was

**RESOLVED: To allocate the following grants:**

**Ledbury Carnival  
Association £486.20  
Ledbury Boxing Club £500  
Friends of Ledbury Children  
Centre £600**

It was noted that over recent years, fewer applications for funding were being received and that the Committee should consider other means of advertising.

- ii. Portas

Members considered a request from the Ledbury Area Cycle Forum Ledbury to vary the approved grant of £600 for cyclehoops to a new project 'Balance Bikes for Primary Schools'

**RESOLVED: That the variation be approved.**

## **F.20 - 02.18 SUBSCRIPTIONS**

Members considered the renewal of the annual subscription to HALC in the sum of £1,914.97.

(Includes two free training places (Councillors only) on any HALC training event if paid by 31<sup>st</sup> March 2018)

**RESOLVED: That the Town Council be recommended to renew the annual subscription to HALC in the sum of £1,914.97.**

## **F.21 - 02.18 RISK MANAGEMENT**

1. Health & Safety Documents as prepared by Ellis Whittam
  - i. Members considered the General Risk Assessment Executive summary. The Clerk advised on a number of actions completed and in progress and advised that an installation visit was due to take place in March; she would clarify a number of queries raised at that time.

**RESOLVED: That the identified actions within the report be progressed.**

- ii. Health & Safety Policy and Handbook.  
Members were given sight of the Health & Safety Policy and Handbook.

**RESOLVED: That the Health & Safety Policy and Handbook be adopted, unread.**

2. Risk Register.  
The Chairman advised that the Task and Finish Group had met the previous evening to commence the review of the Risk Register. A further meeting would be required to finish the work before presenting to the Committee for approval.  
In light of the work involved in reviewing the Risk Register, it was

**RESOLVED: That once adopted, the Risk Register should be reviewed one section at a time by the Finance & General Purposes Committee to help spread the workload throughout the year.**

## **F.22 - 02.18 ASSET REGISTER**

Members reviewed the Asset Register for the year ended 31<sup>st</sup> March 2018.

**RESOLVED: To adopt the Asset Register for the year ended 31<sup>st</sup> March 2018, as presented.**

Queries were raised regarding insured amounts for land, equipment and external furniture. Cllrs were asked to forward any queries to the Clerk in order that matters could be clarified before the next meeting.

**F.23 - 02.18 WORKING PARTIES AND TASK & FINISH GROUPS**

Members received the report from the ICT Working Party meeting held on 29<sup>th</sup> January, 2018, copies having been circulated.

Referring to Item 3. Cllr Hopkins advised that the word 'requirements' should be inserted, for the paragraph to read:  
Invitation To Tender: Draft requirements document.....

**RESOLVED: That the report be approved and adopted.**

**F.24 - 02.18 LEDBURY COMMUNITY DAY**

**RESOLVED: That Ledbury Town Council take part in the 5<sup>th</sup> Ledbury Community Day on Saturday 9<sup>th</sup> June 2018.**

Councillors were requested to contact the Clerk to volunteer their help on the day.

**F.25 - 02.18 OUTSIDE BODIES**

There were no outside body reports.

**F.26 - 02.18 CORRESPONDENCE FOR INFORMATION**

The following correspondence was noted:

Thank you letter from Community Action Ledbury for the 2017/18 grant.

The Chairman advised that he had received an email from Mrs Lambert of Joined Up Heritage, detailing costs for a number of initiatives currently being progressed by the group. A request for funding towards some items may be received, for future consideration.

**F.27 - 02.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

The next meeting of the Finance & General Purposes Committee is scheduled for 22<sup>nd</sup> March, 2018.

The meeting closed at 9.22pm.

CHAIRMAN ..... DATE .....