

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 23<sup>rd</sup> NOVEMBER, 2017  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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

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

**F.104 - 11.17 APOLOGIES**

Apologies were received from Cllrs D Baker and A Warmington.

**F.105 - 11.17 INTERESTS**

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

**F.106 - 11.17 PUBLIC PARTICIPATION**

No members of the public were in attendance.

**F.107 - 11.17 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 19<sup>th</sup> October, 2017 were confirmed as a correct record.

**F.108 - 11.17 FINANCIAL MATTERS**

1. Members received the summary of receipts and payments from 1<sup>st</sup> to 30<sup>th</sup> October 2017, copies having been circulated.

Cllr Francis conveyed his thanks to the Tour Guides for putting on an excellent Tudor event for Ledbury Primary School.

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

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

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

3. To note advice from the internal auditor regarding an erroneously banked cheque by HMRC. The Clerk advised that a cheque made payable to LGRC Associates Ltd had been inadvertently sent to

HMRC along with the PAYE & NIC payment. The Internal auditor's advice was to request a refund rather than offset the money against future PAYE & NIC payments. The Clerk confirmed that the request had been made and the monies would be refunded.

**RESOLVED: That this be noted.**

4. Members considered the following grant applications:

*(Power relied upon: General Power of Competence)*

- Hereford Cathedral Perpetual Trust – Commemoration of the First World War – Weeping Window project.

**RESOLVED: That the Town Council be recommended to award a grant in the sum of £1,000 to be taken from the Commemoration budget line (107/4704) on the proviso that Ledbury school children, local clubs and societies and veterans are invited to see the installation.**

- Herefordshire Wildlife Trust – Wildplay sessions in Ledbury during summer 2018.

**RESOLVED: That the Town Council be recommended to award a grant in the sum of £1,000 to be paid from the 2018/19 budget.**

#### **F.109 - 11.17 BUDGET 2018/19**

1. Members considered the second draft of the budget required by the Finance & General Purposes for 2018/19, copies having been circulated.

The Chairman suggested that the budget sheets be re-organised to show all utilities and contracts under a new cost centre.

**RESOLVED: To re-organise the budget sheets to group together utilities, contracts and insurances under a separate cost centre in the F & GP budget.**

Members reviewed applications for grant funding and earmarked sums to the following budget lines:

Cost centre & Nominal Code	Budget line	2017/18 £	2018/19 £
214/4852	Age UK	2,750	2,750
214/4801	Carnival Association	1,000	1,000
New application	Malvern Hills AONB		500
214/4820	Ledbury Poetry Festival Further information required	2,000	
214/4803	Community Action	2,000	2,000
214/4853	Ledbury	3,000	3,000
214/4855		2,000	2,000
214/4802	Community Association	2,500	2,500
214/4866	Ledbury Primary School PTA	1,000	750

- It was agreed to hold a joint committee budget meeting on 25<sup>th</sup> January 2018.

#### F.110 - 11.17 RISK MANAGEMENT

- Members were given an update on lightning conductor investigations. Following discussion, it was

**RESOLVED: That the Town Council be recommended to arrange for the lightning conductor at the cemetery Chapel to be tested at a cost of £995 plus VAT.**

The Clerk was requested to contact the Parish Church and Ledbury Places (Barratt Browning Institute) to ascertain if they would be interested in co-ordinating testing intervals to coincide so as to reduce costs.

- To review the Risk Register.  
No new risks were identified.

#### F.111 - 11.17 SUBSCRIPTIONS

Members considered the renewal of the annual subscription to The Cotswold Line Promotion Group (CPLG).

The Clerk drew members' attention to the expenditure to date which exceeded the actual budget by £197.

A breakdown of expenditure for the subscription budget line would be provided for the next meeting.

**RESOLVED: That the Town Council be recommended to renew its annual subscription to The Cotswold Line Promotion Group (CPLG) in the sum of £10.00.**

#### **F.112 - 11.17 HOSPITALITY**

Members discussed provision of hospitality at civic events.

Following discussion, it was

**RESOLVED: To increase the budget for 2018/19 by £250 to £3,250.**

#### **F.113 - 11.17 MARKET HOUSE**

Members considered a request to use the undercroft of the Market House for a Ledbury Speed Hillclimb event as part of a Classic Car and Motorbike Show in the churchyard in aid of church funds/charity on Sunday 10<sup>th</sup> June 2018.

**RESOLVED: That the Town Council be recommended to approve the request, at no charge.**

#### **F.114 - 11.17 TOWN COUNCIL OFFICES**

1. Members considered re-organisation of the office space to include utilisation of a first floor office which had been vacant for approximately two years.

**RESOLVED: That the Town Council be recommended to withdraw the office from the rental market to free up the space for council office use.**

2. Members considered a request to hang an advertising banner for the Church Flower Festival in May 2018, across the entrance to Church Lane.

**RESOLVED: That the Town Council be recommended not to give permission for a banner to be attached to the Town Council building.**

#### **F.115 - 11.17 WORKING PARTIES AND TASK & FINISH GROUPS**

Members considered a report from the ICT Working Party meeting held on 13<sup>th</sup> November, 2017, copies having been circulated. Referring to paragraph 3. It was noted that the wording 'tender' document should read 'requirements' document.

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

#### **F.116 - 11.17 CONSULTATIONS**

2018 Parliamentary Constituency Boundary Review

The Town Council is advised that the Boundary Commission for England published revised proposals for new constituency boundaries on

17<sup>th</sup> October 2017. An eight week consultation will run until 11<sup>th</sup> December 2017. Proposals can be viewed at the following address from 17.10.17 [www.bce2018.org.uk](http://www.bce2018.org.uk)

Following discussion, it was

**RESOLVED: That the Town Council be recommended to re-iterate its original comments as made at a previous stage of the consultation.**

#### **F.117 - 11.17 OUTSIDE BODIES**

1. To receive and note any reports from Councillors who have attended meetings as a representative of Council.  
There were no reports presented.
2. To receive and note the NALC legal topic note L05-17 General Data Protection regulation – summary of main provisions. (Circulated by email – please contact the office if you require a hard copy)

#### **F.118 - 11.17 CORRESPONDENCE FOR INFORMATION**

1. Members were given a brief update from The Chief Executive of Citizens Advice South Worcestershire on the outreach service in Ledbury. The December session would be run as a 'drop-in' service alongside some fixed appointments.

**RESOLVED: That the Chief Executive be invited to the January F & GP committee meeting.**

2. Seafarers UK had written to thank the Town Council for taking part in the 2017 Merchant Navy Day and had issued a 'Certificate of Commemoration'. Cllr Simpson was thanked for all her hard work in organising the event.

#### **F.119 - 11.17 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

The next meeting of the Finance & General Purposes Committee is scheduled for 18<sup>th</sup> January 2018.

***PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960***

*In order to consider confidential matters, a resolution was passed to exclude members of the public and councillors who are not members of the Standing Committee.*

#### **F.120 - 11.17 INSURANCE**

Members considered quotations for insurance cover provided by specialist insurance brokers Came & Co.

**RESOLVED: That the Town Council be recommended to enter into a 3 year binding agreement with Ecclesiastical for an annual premium of 9,202.82.**

**F.121 - 11.17 RISK MANAGEMENT**

Members considered quotations for Health and Safety service proposals.

**RESOLVED: That the Town Council be recommended to enter into a 3 year agreement, with Ellis Whittam, for an annual fixed fee Health & Safety Service of £1,890.**

**F.122 - 11.17 PHOTOCOPIER LEASE HIRE**

Members considered lease hire quotations for a new office photocopier, together with projected usage costs. Current contract expires end of April 2018.

**RESOLVED: That the Town Council be recommended to accept the 5 year lease option with Abbey Business Group at £183 per quarter.**

The Chairman closed the meeting at 9.25pm.

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