

F.3 - 06.15 APOLOGIES

Apologies were received from Councillors D Baker and SJ Widdows.

F.4 - 06.15 INTERESTS

There were none declared at this point in the meeting.

F.5 - 06.15 PUBLIC PARTICIPATION

There were no members of the public who wished to speak.

F.6 - 06.15 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 9th April, 2015, copies having been circulated, were confirmed as a correct record and signed by the Chairman.

F.7 - 06.15 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 1st April to 29th May, 2015.

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

2. Invoices for payment

Members considered a list of invoices for payment, copies having been circulated.

RESOLVED: That the invoices, no.s 1-10, as presented summary, as presented, be approved for payment.

3. Internal Audit – year ended 31st March 2015.

Members considered two reports from the internal auditor in respect of internal audit work for the year ended 31st March 2015.

RESOLVED: That the reports be noted.

4. Annual Return for the year ended 31st March, 2015.

Members were advised that the internal auditor had checked the accounts for year ended 31st March, 2015 and had completed the annual return internal audit report at section 4.

Members considered the following accounting statements, copies having been previously circulated:

i. Balance Sheet

Recommendation to Full Council: That the Balance sheet for 2014/15 be approved and adopted.

ii. Annual Return Section 1

Recommendation to Full Council: That the figures as presented in Section 1, Accounting Statements for Ledbury Town Council's External Audit 2014/15, be approved and adopted.

iii. Annual Return Section 2

Members considered the annual governance statement, items 1 to 9, and answered YES to statements 1 to 8, and N/A to no.9.

Recommendation to Full Council: That the annual governance statement for 2014/15 be approved for submission to the external auditors.

5. Earmarked Reserves

Members considered the allocation of earmarked reserves as at 1st April 2015, copies having been circulated.

Recommendation to Full Council: That earmarked reserves totalling £229,228, as at 1st April 2015, be approved.

F.8 - 06.15 BANKING ARRANGEMENTS

1. Cheque signatories for the current account.

Recommendation to Full Council: That the following Councillors be approved as cheque signatories for the Town Council's current account.

R Barnes, P Bettington,
M Eager, K Francis,
A Harrison, A Manns,
J Roberts.

2. Bank Account Reconciliation

Recommendation to Full Council: That Councillor N Morris be appointed to verify bank reconciliations for Ledbury Town Council bank accounts.

3. Direct Debit payments

Recommendation to Full Council: To approve the use of variable direct debit payments for utility supplies and non domestic rates.

4. BACS payments

Recommendation to Full Council: To approve payment by BACS for staff salaries.

F.9 - 06.15 RISK REGISTER

Members had been circulated with copies of the Town Council's adopted risk register which had last been reviewed in June 2014. Members were reminded that a working group set up in January 2015, (refer F.74 - 01.15) to carry out an in depth review of the register, had not met.

Following discussion, it was

RESOLVED: That a new working group be set up, comprising Councillors: Harrison, Harvey, Mackness, Manns, Warmington and Yeoman, to review the document.

It was agreed that the meeting be held on Tuesday 30th June at 7pm.

F.10 - 06.15 FINANCIAL REGULATIONS/STANDING ORDERS

Members were advised that in view of the cancellation of the working party meeting scheduled for Tuesday, 28th April, 2015, a provisional date of Wednesday 17th June 2015 has been set to review the Council's Financial Regulations/Standing Orders (refer F.97 - 04.15, 4) and if appropriate, to discuss possible changes to the Committee system. If required, an additional date of Monday 22nd June had also been provisionally booked in order to dispose of any unfinished business.

RESOLVED: That the meeting date be confirmed and a new working group be set up, comprising Councillors: Barnes, Crowe, Eager, Harrison, Harvey, Manns, Warmington and Yeoman, together with the Clerk and Chief Executive of HALC.

F.11 - 06.15 DOMAIN RENEWAL

Members considered the renewal of the domain 'ledbury.net' which is due to expire on 28.08.2015.

Recommendation to Full Council: To approve the renewal of the domain name 'ledbury.net' for a further two year period in the sum of £40.

F.12 - 06.15 TOWN COUNCIL OFFICES

1. The Clerk gave an update on the letting of the offices on the first floor. (refer F.99-04.15) She advised that the Ledbury Area Development Trust has no-one on its 'waiting' list and had in fact, resorted to using a commercial agent to let its last unit in the old cottage hospital.

Following discussion of various options, members decided against marketing the offices on an informal private basis.

Recommendation to Full Council: That the offices be marketed through a commercial agent and, that further quotations be sought for this service.

2. Members were circulated with a letter from the Ledbury Poetry Festival seeking permission to delay moving out of the office on the first floor until the end of September 2015.

Recommendation to Full Council: That the current lease arrangements between Ledbury Town Council and Ledbury Poetry Festival be extended until 30th September, 2015.

F.13 - 06.15 HEREFORDSHIRE CITIZENS ADVICE BUREAUX

Following major service reductions, including the closure of services in Ledbury, members considered an offer from the Chief Executive Mrs

Claire Keetch to attend a Town Council meeting to discuss issues and future funding.

Councillor Harvey advised the meeting that Herefordshire Council would be restoring some funding to the Herefordshire CAB and that the Town Council should expect to receive an invitation to a meeting at county level, along with the other market towns, to discuss a way forward. In light of this information, it was felt prudent to wait until further information is available before accepting the offer from Mrs Keetch.

It was suggested that a representative should be appointed in readiness to attend the meeting in Hereford, with a clear mandate to discuss options and report back to the Town Council.

Recommendation to Full Council: That the Town Mayor represent the Town Council at the meeting; if unavailable, then Councillor Manns to attend in her stead.

F.14 - 06.15 PENSIONS REGULATOR

Members were advised that the staging date for automatic enrolment of eligible staff members into the workplace pension scheme is 1st April, 2016.

RESOLVED: That this be noted.

F.15 - 06.15 CONFIRMATION OF WORKING PARTIES

RESOLVED: That the following Working Parties be retained.
Accommodation
ICT
Awards
Democratic Participation

F.16 - 06.15 WORKING PARTY MEMBERSHIP

RESOLVED: That working party membership be made up as follows:

ACCOMMODATION

R Barnes, A Crowe, K Francis, A Harrison, E Harvey, A Manns, A Warmington, SJ Widdows

ICT

R Barnes, P Bettington, A Crowe, A Harrison, M Mackness, A Warmington, SJ Widdows, R Yeoman

AWARDS

P Bettington, A Crowe, A Harrison, N Morris, A Warmington,
SJ Widdows

DEMOCRATIC PARTICIPATION

D Baker, A Crowe, K Francis, A Harrison, E Harvey, A Manns,
N Morris, A Warmington, SJ Widdows

F.17 - 06.15 OUTSIDE BODIES

Councillor Barnes gave a brief verbal report on the Market Towns Forum meeting held on 3rd June, 2015.

Members were reminded that they should provide written reports from any meetings they have attended as a representative of the Council. It was suggested that outside bodies should be mapped to particular committees in order be clear where reports are presented.

F.18 - 06.15 CORRESPONDENCE FOR INFORMATION

The HALC training schedule for courses being held in June and July 2015 was circulated to members.

RESOLVED: That this be noted.

F.19 - 06.15 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA

The next meeting of the Finance & General Purposes Committee is scheduled for 9th July 2015.

Item for next agenda - Councillor Bettington asked for a project update from the Love Ledbury Group in respect of the £7,400 grant monies received from Ledbury Town Council in August 2014.

There being no further business, the Chairman closed the meeting at 9.42pm.

Chairman..... Date.....