

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 7<sup>th</sup> JULY 2016  
IN THE MARKET HOUSE**

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**PRESENT:** Councillors: R Yeoman – Chairman  
D Baker R Barnes  
P Bettington A Bradford  
M Eager J Roberts

**IN ATTENDANCE:** Mrs K Mitchell, Clerk to the Council  
Mrs M Bradman, Deputy Clerk to the Council  
3 Members of the Public

**F.55 - 07.16 APOLOGIES**

Apologies for absence were received from Cllrs E Fieldhouse, K Francis, M Mackness, A Manns and N Morris.

**F.56 - 07.16 INTERESTS**

None declared at this point in the meeting.

**F.57 - 07.16 PUBLIC PARTICIPATION**

Members of the public present did not wish to speak.

**F.58 - 07.16 PRESENTATION**

Members received a presentation from Captain Tyrell, of the Maritime Cadets in support of the unit's grant application (refer F.45-06.16).

**F.59 - 07.16 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 2<sup>nd</sup> June 2016, copies having been circulated, were confirmed as a correct record and signed by the Chairman.

**F.60 - 07.16 FINANCIAL MATTERS**

*In the interest of expediency the Chairman brought agenda item 6.5 forward.*

5. Grant Application

Members further considered the application for funding from The Maritime Cadets (refer F.45-06.16).

**Recommendation to Full Council: That the sum of £2,000 be granted to the Maritime Cadets.**

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 1<sup>st</sup> May to 30<sup>th</sup> June 2016.

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

2. Quarterly Summary of Receipts and Payments against Budget

**RESOLVED: That the summary be noted.**

3. Invoices for payment

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

**RESOLVED: That invoice no's 1-5 be approved for payment.**

4. Internal Audit year ended 31<sup>st</sup> March 2016

Members considered the Internal Auditor's report for the year ended 31<sup>st</sup> March, 2016.

The Clerk advised that bank reconciliations for April to June 2016 had been verified by Cllr Francis.

**Recommendation to Full Council: That the Town Council be recommended to approve the Internal Auditor's Report.**

**F.61 - 07.16 ICT**

1. Members considered a proposal for hosted computing. (EX04/2016 refers)

Members unanimously supported the principle of hosted computing, however in the light of insufficient funds being available in the ICT budget line, it was

**RESOLVED: That the matter be referred to Full Council to identify funds for hosted computing.**

2. Email virus protection.

Members discussed recent computer virus issues. It was confirmed that the email software used by Datacenta who host

the Town Council email addresses had virus filtering however it was not possible to be 100% protected against virus attacks. It was reported that a threat of legal action had been issued by a Councillor in relation to alleged virus attack emanating from the Town Council email server.

The Chairman reminded members that it is the responsibility of each Councillor to ensure that personal computers have adequate antivirus protection.

#### **F.62 - 07.16 POLICIES AND PROCEDURES**

Members considered a review of the following policies/procedures:

- i) Donations and Grants
- ii) Risk Management
- iii) Freedom of Information (draft)

**RESOLVED: That a Task and Finish Group be set up to review the above documents. Members: Cllrs Baker, Barnes, Bradford, Eager and Yeoman.**

#### **F.63 - 07.16 TOWN COUNCIL OFFICES**

1. Members considered the purchase of a key safe.

**Recommendation to Full Council: That the Clerk source a suitable key safe and be authorised to spend up to £350.00.**

2. Members considered the costs for cable displays in both reception windows.  
After reviewing an illustration together with three quotations (EX05/16 refers) the following recommendation was unanimously agreed:

**Recommendation to Full Council: Not to go ahead with the installation of cable displays for the following reasons:**

- i) The display would take up the entire window space, significantly reducing the amount of natural light in the reception area.**
- ii) Keeping the displays up to date would be an unnecessary burden on the staff.**

**iii) Not being able to see in or out of the windows may be a potential security risk.**

**F.64 - 07.16 CIVIC HOSPITALITY**

Members considered the approval of hospitality for the 2016 Civic Service reception.

**RESOLVED: That the Clerk be authorised to spend within budget for hospitality for the 2016 Civic Service reception.**

**F.65 - 07.16 OUTSIDE BODIES**

1. Members received a report from a meeting of the Executive Committee of HALC held on 18<sup>th</sup> May 2016.
2. Members received a report of the Market Towns Forum meeting on 25<sup>th</sup> May 2016.

Referring to item 8, the Clerk reported that a follow-on meeting relating to the CAB with Market Town Clerks was being arranged for 20<sup>th</sup> July, however, due to annual leave she was unable to attend. Cllr Eager volunteered to attend in her stead.

3. There were no other reports presented.

**RESOLVED: That the above reports be noted.**

**F.66 - 07.16 CORRESPONDENCE FOR INFORMATION**

Members were advised of correspondence received:

Herefordshire Council Budget Consultation 2017/18 at the Shire Hall, Hereford on Thursday 28<sup>th</sup> July 2016 at 6.30pm.

The City of Culture, Tourism and Festivals Working Group meeting notes and actions 29<sup>th</sup> June 2016.

**F.67 - 07.16 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

The next meeting of the Finance & General Purposes Committee is scheduled to be held on 15<sup>th</sup> September, 2016.

The Chairman closed the meeting at 8.40pm.

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