

**MINUTES OF A MEETING OF THE
Finance, Policy & General Purposes**

held on Thursday, 23 May 2019

TOWN COUNCIL OFFICES, LEDBURY

PRESENT: Councillors: Howells, Whattler, Knight, Bannister, Rae-Clarke, Harvey
(Chairman) Eakin (Vice Chairman)

ALSO PRESENT: Angie Price – Town Clerk
Olivia Bundy – Minute Taker
Councillor Morris

F.1 APOLOGIES

Apologies were received from Councillor Manns

F.2 DECLARATION OF INTEREST

None received

F.3 PUBLIC PARTICIPATION

No members of the public were present

Councillor N Morris joined the meeting

F.4 DRAFT TERMS OF REFERENCE

Members were requested to give consideration to the Draft Terms of Reference, which had been deferred to the Committee at the Annual Meeting held on 9 May 2019.

RESOLVED:-

That the following amendments (highlighted in red) be referred back to a meeting of Full Council:-

Under Delegated Powers

- 3. To authorise in respect of recommendations from Working Parties **in accordance with Council's Financial Regulations****
- 9. **To investigate the** recovery of monies due to the Council not falling within the remit of any other Committee**
- 10. To carry out the powers and duties of the Council with regard to advertising and publicity **in accordance with the Council's Financial Regulations****

14. **To draft** the financial and economic policies of the Council considering where appropriate the recommendations of other committees
15. The Chair or **Vice-Chair** will attend meetings of other Council Committees to explain why the Finance, Policy & General Purposes Committee has rejected a recommendation/proposal put forward by that Committee

By Way of Recommendation to Full Council

2. To draft and finalise the Council's **4-year** Corporate Plan including the consideration of recommendations of any Committee regarding the Corporate Plan before it is submitted for the approval of Council.
8. it was agreed that a meeting should be diarised to consider Standing Orders and Financial Regulations prior to the Annual Council Meeting each year to ensure that they are up to date and comply with legislation.
10. **To make recommendations on the collection and legal proceedings for the recovery of monies due to the Council not falling within the remit of any other Committee**
11. **To submit for approval the financial and economic policies of the Council considering, where appropriate, the recommendations of the Committee**

F.5

STATEMENT FROM COUNCILLOR MORRIS

Councillor Morris asked permission of the Chair to speak on a specific matter. The Chair granted permission and Councillor Morris subsequently advised that the next Town Council newsletter was anticipated to be ready to print by the end of the week. He advised that the Newsletter would contain information about the new Mayor, Town Clerk and Committee Chairs.

Councillor Harvey noted that this item was not on the agenda and asked that Councillor Morris provide a copy of the Newsletter to the next Full Council meeting scheduled for 30 May 2019. Councillor Morris advised that the meeting on 30 May 2019 would be too late as it was anticipated that the Newsletter would be delivered with the latest edition of the Ledbury Focus the following week.

RESOLVED that once prepared a draft copy of the Newsletter be forwarded to the Clerk for review prior to it being sent out to ensure that all content is in accordance with the Statutory Power and Duties bestowed on the Council.

Councillor Morris thanked the Chair and left the meeting.

F.6 TO APPROVE AND SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETINGS OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD ON THE 21 MARCH 2019

RESOLVED: That the minutes of the Finance & General Purposes Committee held on the 21 March 2019 be approved and signed as a correct record.

FINANCIAL MATTERS

F.7 TO APPROVE INVOICES FOR PAYMENT

RESOLVED that invoices for payment as shown on the two documents provided be approved in the total sum of £2,591.33 (exc. VAT).

F.8 To receive the record of receipts and payments from 1 March to the 31 March 2019 and 1 April to 31 April 2019

Members were advised that the record of receipts and payments was not available for consideration due to time constraints. Councillor Harvey asked that it be placed on the Full Council agenda for 30 May 2019.

Councillor Howells noted that the Ledbury Town Council website did not appear to be updated with the receipts and payments at the same time that they received the list. He advised that it was his understanding that it was a requirement that all receipts over £500 should be listed.

RESOLVED: That the Town Clerk would look into this and ensure that these are regularly updated on the Council's website in the future.

F.9 TO RECEIVE YEAR END REPORTS TO THE 31 MARCH 2019 TO INCLUDE THE ANNUAL RETURN

RESOLVED: That the year-end reports to the 31st March be deferred until such time the Internal Auditor is able to provide some clarification on the earmarked reserves.

F.10 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE AS AT 30 APRIL 2019

Members were advised that the Balance Sheet and Trial Balance was not available due to time constraints.

Councillor Harvey reiterated her concerns over the balance in the earmarked reserves and general reserves. She was mindful of the date

for declaring the completion of the Annual Governance & Accountability Return (AGAR) for 2018/19 and was concerned that the Council would once again not be able to meet this deadline.

The Clerk advised that the Internal Auditor was due to attend the Council Offices in early June and that subject to his findings this should allow sufficient time to agree the 2018/19 AGAR. However, she did advise that it may be necessary to consider possible extraordinary meetings of both the Finance, Policy & General Purposes Committee and Full Council in order to complete this by 1 July 2019.

Councillor Harvey asked whether it would be possible for this item to be considered at the next meeting of the Finance, Policy & General Purposes Committee scheduled for 27 June 2019 with an extraordinary meeting of Council immediately after that meeting.

The Clerk advised that it would be helpful if the agenda for that meeting of the Finance, Policy & General Purposes Committee was kept to essential business only

RESOLVED: That an extraordinary meeting of Council be scheduled to follow on immediately after the Finance, Policy & General Purposes Committee scheduled for 27 June 2019 for the purpose of discussing the 2018/19 balance sheets, and in particular the earmarked reserves.

F.10 TO VERIFY BANK STATEMENTS AND BANK RECONCILIATIONS PRODUCED FOR THE MONTHS OF MARCH AND APRIL 2019

Members were advised that the statements and reconciliation for April was not available due to work pressures.

RESOLVED that verification of bank statements take place at the meeting of the Finance, Policy & General Purposes Committee scheduled for 27 June 2019.

F.11 EXTERNAL AUDIT REPORT

RESOLVED that the External Audit Report for 2017/18 be received and noted.

F.12 EXTERNAL AND INTERNAL AUDIT

RESOLVED that it be noted that the Internal Auditor was due to attend the Council Offices in early June 2019.

GOVERNANCE

F.13 WORKING PARTIES

The Town Clerk explained that the current cloud provider is due for renewal in December and advised members that it would be beneficial to look into other providers as the current system is inefficient and it is often difficult to resolve problems efficiently.

Councilor Harvey suggested that the members of the ICT Working Party look into creating a digital strategy including social media, and that it would be beneficial to seek advice from “star winning councils” on how we could improve this and potentially look at out-sourcing contracts.

RESOLVED that Councilor Bannister, Rae-Clarke and Vesma make up the membership of the ICT Working Party in order to draft a specification.

F.14 SUBSCRIPTIONS

The Town Clerk asked Members what type of subscriptions this item related to. Members were unsure, the Clerk advised that her Membership to the ICCM (Institute of Cemetery and Crematorium Management) had been renewed and that the Deputy Clerk had signed up as a member of the Society of Local Council Clerks (SLCC).

RESOLVED that the Town Clerk to provide a list of all subscriptions the Council are paying for and that this be made available at the meeting of the Finance, Policy & General Purposes Committee in September.

F.15 RISK MANAGEMENT

After consideration of Section 4 of the Risk register it was agreed that the Clerk would review it and submit an amended document to the next meeting of the Finance, Policy & General Purposes Committee.

RESOLVED that the Town Clerk reviews and updates the Risk Register (Section 4, incorporating GDPR legislation where appropriate and resubmit the information to the next meeting of the Finance, Policy & General Purposes Committee on 27 June 2019.

F.16 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Town Clerk advised that there were still some areas in relation to GDPR Legislation that needed further actions.

Councilor Howells suggested that regular update reports should be provided to the Finance, Policy & General Purposes Committee.

RESOLVED that the Town Clerk review the GDPR practices within the council and provide regular reports to the Finance, Policy & General Purposes Committee on the Council’s GDPR management and processes.

F.17 CORRESPONDENCE

No Correspondence was received.

F.18 TRAINING

Councillor Harvey requested that Finance training be provided to all Members of the Finance, Policy & General Purposes Committee prior to the budget setting process.

The Town Clerk advised that she had discussed Code of Conduct and General training for Councillors with Gwilym Rippon of the SLCC. The Town Clerk also suggested that she felt it would be beneficial if all Councillors were able to undertake “ILCA” training, which is the precursor to “CILCA” training for Clerks.

RESOLVED that the Town Clerk create a timetable of appropriate training for the Councillors to be submitted to the next meeting of the Committee.

F.19 DATE OF NEXT MEETING

RESOLVED that it be noted that the next meeting of the Finance, Policy & General Purposes committee is scheduled for 27 June 2019.

F.20 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: that in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

GOVERNANCE

F.21 TO CONSIDER PURCHASE OF A FRANKING MACHINE

Members were requested to give consideration to a number of options in relation to the purchase or lease of a franking machine.

The Town Clerk advised Members that if they were to lease a franking machine they would be able to update the machine regularly for more up-to-date efficient models and also receive maintenance as part of the package, whereas if they purchased it outright they would, after year one, have to pay an annual sum for maintenance to the machine

Councilor Howells proposed that quote number 1, to purchase the

machine outright at a cost of £400 plus an annual service charge of £89 after year one, would be the most cost effective for the Council,

RESOLVED that the officers be authorised to purchase a franking machine at a cost of £400 plus an annual service charge of £89 after year one.

F.22 TO CONSIDER GENERAL DISPOSAL OF CONFIDENTIAL WASTE

The Town Clerk advised that currently the Council was not compliant with GDPR in respect of disposing of their confidential waste. With this in mind Members gave consideration to the report provided by the Clerk in respect of how to dispose of their Confidential Waste in the future to ensure compliance with GDPR regulations.

RESOLVED that quote no. 3 within the report be agreed as the preferred way forward in respect of how the Council will manage its Confidential Waste in the future, in so far as the company will provide 10 sacks for collection on a monthly basis at a cost of £50 per collection.

F.23 RADFIELD HOME CARE – END OF LEASE

Members were provided with details of discussions between the Interim Clerk and Radfield Home Care in respect of them breaking the lease agreement early.

RESOLVED that the outcome of discussions between the Interim Clerk and Radfield Home Care in relation to a settlement fee be endorsed by the Committee.

F.24 TO CONSIDER DISTRIBUTION OF AGENDAS EXCLUDING THE CONFIDENTIAL PAPERS TO THE FOLLOWING;

RESOLVED:

- 1. That agendas excluding the confidential papers be sent to:**
 - The Press
 - Police
 - Library

- 2. Councillor Knight receive a full set of papers for the Committee**

The meeting ended at 10.00 pm

**Signed Dated
(Chairperson)**

