

**MINUTES OF A MEETING**  
**OF THE EXTRAORDINARY FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING HELD ON THURSDAY 10<sup>th</sup> MAY, 2018**  
**IN THE TOWN COUNCIL OFFICES, LEDBURY**

---

**PRESENT:** Councillors:

Acting Chairman	K Francis (Deputy Town Mayor)
A Warmington	A Manns
J Hopkins	N Morris
N Shields	D Baker

**IN ATTENDANCE:** Jennifer Eva, Deputy Clerk  
Four members of the public

**F.42 - 05.18 APOLOGIES**

Apologies were received from Cllrs E Fieldhouse (Town Mayor) and J Roberts (Vice Chairman).

**F.43 - 05.18 INTERESTS**

No interests were declared.

7.05pm Cllr Hopkins joined the meeting.

**F.44 - 05.18 PUBLIC PARTICIPATION**

Cllr Harrison, attending as a member of the public, emailed all Cllrs prior to the meeting, to express his concern that the Internal Audit (item 8.1) makes no mention of the Judicial Review.

A member of the public asked Cllrs how the Judicial Review will be paid for, if the Council is unsuccessful.

Cllr Harvey, attending as a member of the public, requested that her email to all Cllrs, prior to the meeting, is noted as correspondence.

**F.45 - 05.18 MINUTES**

Cllr Morris enquired why Cllr Roberts was not listed in the attendance or apologies for the previous meeting. The Chairman explained if Cllrs do not give their apologies they cannot be listed on the Minutes.

The Minutes of the Finance and General Purposes Committee meeting held on 22<sup>nd</sup> March, 2018 were confirmed as a correct record, and signed by the Acting Chairman.

## F.46 - 05.18 FINANCIAL MATTERS

### 46. 1 Members received the summary of invoices paid end March/April 2018

The Deputy Clerk explained to Cllrs that all of the invoices listed had been paid.

The following queries were raised;

Item 6 (Winckworth Sherwood – Judicial Review) – Cllr Morris asked if the payment has previously agreed by the committee.

**RESOLVED:** that this payment was previously agreed.

Item 20 (HALC cover at meetings) – Cllr Morris asked for clarification on which meetings and dates that the invoice relates to.

**RESOLVED:** this to be clarified at the next F&GP meeting.

Item 24 (Foxley Tagg consultancy fees) – Cllr Hopkins enquired if the fee was agreed in advance.

**RESOLVED:** that this is clarified at the next F&GP meeting.

Cllr Shields suggested that it would be helpful if the summary sheet of invoices to be paid could be adapted, to give Cllrs more context when making their decisions.

**RESOLVED:** that this suggestion is referred to a future Operational Review meeting

Cllr Francis proposed to note and approve the invoices that have been paid but this was not seconded.

**RESOLVED:** to recommend that the invoice list is not approved.

Cllr Manns exclaimed after the resolution that he was reading the reverse page and missed the resolution but had intended to vote in approval of the payments.

### 46. 2 Members received the summary of invoices to be paid from April – May 2018.

The following queries were raised;

Item 1 (Glide Media, Town Map & Guide) – a member of the public asked if the invoice was entirely payable by the Town Council.

Item 23 (CALC Clerking of Panel) – Cllr Shields advised against paying this invoice, as the quality of the clerking for the meeting was unsatisfactory.

Cllr Francis proposed that the invoices are recommended for approval by the Full Council, this was seconded by Cllr Manns.

Cllr Harrison suggested the following amendments to the proposal by Cllr Francis; Item 1- that payment is deferred until a revised invoice, with the correct description of works has been received and Item 23 – goes to Full Council for separate consideration and approval. This amendment was seconded by Cllr Manns.

**RESOLVED:** that the amended proposal is accepted.

#### **F.47 - 05.18 BANK SIGNATORIES**

Following the resignations of Cllr Barnes and Eager Cllrs are asked to appoint two new bank signatories.

Cllrs Warmington and Morris agreed to become new signatories.

**RESOLVED:** to recommend that Cllr Warmington and Morris are approved as the Council's new bank signatories.

#### **F.48 - 05.18 ONLINE PAYMENT AUTHORISORS**

Following the resignations of Cllr Barnes and Eager Cllrs are asked to appoint two new online payment authorisers.

Cllr Manns and Morris agreed to become two new online payment authorisers.

**RESOLVED:** to recommend that Cllr Manns and Morris are approved as the Council's new online payment authorisers.

The Chairman explained that due to the sudden resignation of the former Cllrs Barnes and Eager, it has not been possible to arrange new online approvers in time to pay the staff salaries for May.

Cllr Francis prozed as an interim measure to authorise for ex Cllr Eager or Barnes to approve the payment, in the Town Council Offices, under the supervision of the Mayor/Deputy and the Deputy Clerk. This proposal was seconded by Cllr Manns.

**RESOLVED:** that this proposal is accepted.

Cllr Morris asked whether the wages could be paid to staff by way of a cheque. The Deputy Clerk was unsure so will look into this.

The Chairman reminded the members of the public present that their opportunity to speak, under the public participation item was at the beginning of the meeting.

#### **F.49 - 05.18 ACCOUNTS AND AUDIT**

##### **49. 1 Internal Audit Report**

Members were asked to consider the Internal Audit Report.

Cllr Warmington proposed to defer consideration of the Internal Audit Report until after the Extraordinary Full Council meeting on Monday 14<sup>th</sup> May. This proposal was seconded by Cllr Morris.

**RESOLVED:** to accept the proposal to defer consideration of the Internal Audit Report, until after the Extraordinary Full Council meeting on Monday 14<sup>th</sup> May.

**F.50 - 05.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

50. 1 Report from the GDPR Working Group

Members received the report from the GDPR Working Group.

**RESOLVED:** that the report is noted.

50. 2 GDPR Training – 15<sup>th</sup> March

Cllr Manns expressed an interest in this course. The Deputy Clerk will confirm with HALC if a place is still available.

**F.51 - 05.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

The next scheduled meeting of the Finance and General Purposes Committee will be confirmed at the Annual Council meeting on 24<sup>th</sup> May 2018.

The meeting closed at 7.50pm.

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