

LEDBURY TOWN COUNCIL

**MINUTES OF A MEETING
OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 22nd JANUARY 2015
IN THE MARKET HOUSE**

Present: Councillors P Winter – Chairman
R Barnes P L Bettington
A R Bradford M D Eager
R Hadley E Harvey
C Jupp C Ridler
A Warmington R Yeoman

In attendance: Mrs M Bradman – Deputy Clerk to the Council

F.67 - 01.15 APOLOGIES

Apologies were received from Councillors T Widdows and D Durham

F.68 - 01.15 DECLARATIONS OF INTERESTS

Councillors P Winter and M D Eager both declared a non-pecuniary interest in F.71 – 01.15 October Fair Grants - BROSPA.

Councillor R Barnes declared a non-pecuniary interest in F.71 - 01.15 October Fair Grants - Ledbury Food Group.

F.69 - 01.15 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

F.70 - 01.15 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 22nd November, 2014, were confirmed as a correct record and signed by the Chairman.

F.71 - 01.15 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a Summary of Receipts and Payments from 15th November, 2014 to 15th January, 2015.

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

A named vote was requested.

VOTING:	For	8
	R Barnes	P Bettington
	A R Bradford	M Eager
	C Jupp	C Ridler
	P Winter	R Yeoman
	Against	2
	R Hadley	L Harvey
	Abstentions	1
	A Warmington	

2. Invoices for payment

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

RESOLVED: That the invoices, No's 1-9 as presented, be approved for payment.

2. October Fair

Members considered grant applications for proceeds from the October Fair 2014.

i) Ledbury Food Group

RESOLVED: That Ledbury Town Council be recommended to grant the sum of £400 to Ledbury Food Group.

ii) Browning Road Outside Space Play Area (BROSPA)

Grant requested to provide replacement equipment for the Browning Road play area.

RESOLVED: That Ledbury Town Council be recommended to grant £1,000 to the Browning Road Outside Space Play Area. The £1,000 should be returned to the Town Council if the full amount for the project is not raised.

A named vote was requested.

VOTING:	For	9
	R Barnes	A R Bradford
	M Eager	R Hadley
	L Harvey	C Jupp
	C Ridler	A Warmington
	R Yeoman	
	Abstentions	2
	P Bettington	P Winter

F.72 - 01.15 SUBSCRIPTIONS

Members considered the following subscription renewals

1. NAMM annual subscription in the sum of £205 plus VAT

RESOLVED: That the Town Council be recommended not to renew the annual subscription to NAMM but that renewal could be reconsidered in the future if necessary.

2. Fields in Trust in the sum of £50 (expiry date 31.01.15).

RESOLVED: That the Town Council be recommended to renew its annual subscription to Fields in Trust in the sum of £50.

F.73 - 01.15 TOWN COUNCIL OFFICES

- 1 To further consider quotations for decorating and upgrading of the Ceremony Room furnishings (refer F.61-11.14).

The recommendation under item F73-01.15 I was deferred to the end of the meeting for consideration in Private Session. – (Quotations for decoration and upgrading the Ceremony Room)

- 2 Office rental for Hereford Registration Service

Members were requested to accept notice to terminate the current occupational agreement on 31st March 2015. Herefordshire Council advised that the Registrar will be moving into the Master's House during the week commencing 23rd February 2015.

RESOLVED: That this be noted

F.74 - 01.15 RISK REGISTER

The Chairman apologised to the Committee for not being prepared and asked that this item be discussed at the 26th February 2015 Committee meeting. It was suggested that the document is revised at a working party meeting.

RESOLVED: That the Risk Register be revised at a working party meeting; members being Councillors Barnes, Hadley, Harvey, Jupp, Widdows, Winter and Yeoman.

F.75 - 01.15 NEWSLETTER

Members were requested to consider the content and arrangements for the April edition in the Ledbury Focus. The Chairman suggested that this item be discussed in conjunction with Item **F.73 - 01.15 1**.

F.76 - 01.15 AWARDS

Members were requested to consider the arrangements for the Distinguished Citizen Awards 2015 and were advised that the closing date to receive nominations for the awards is 20th February. A working party meeting would be required to consider nominations for recommendation to the Finance & General Purposes Committee being held on 26th February 2015. It was suggested that an evaluation criteria also be considered at the working party meeting.

RESOLVED: That the Awards working party meet on 23rd February 2015 to consider nominations for recommendation to the Finance and General Purposes Committee on 26th February 2015.

F.77 - 01.15 HEREFORDSHIRE CCTV SERVICE LEVEL AGREEMENT (SLA)

The revised CCTV SLA agreement between Herefordshire Council and Ledbury Town Council for the purpose of providing CCTV equipment and monitoring to Ledbury town, having been previously circulated, was considered and approved for signature.

RESOLVED: That the Town Council be recommended to approve the CCTV Service Level Agreement between Herefordshire Council and Ledbury Town Council.

F.78 - 01.15 NALC

Councillor Hadley had been requested to provide a report in respect of his attendance at the NALC Larger Councils' Conference on 3rd December 2014. A power point presentation had been circulated and Councillor Hadley told members that it was an interesting and valuable day.

F.79 - 01.15 WORKING PARTIES

- 1 Members were requested to appoint Cllr Warmington to serve on the Democratic Participation and Awards working parties.

RESOLVED: That Councillor Warmington be appointed to serve on the Democratic Participation and the Awards working parties.

2. In view of the Democratic Participation working party notes for the meeting held on 21st January 2015 not being available, it was suggested that both the meeting notes of 21st January and those of the 2nd December 2014 be presented at the Full Council meeting on 5th February 2015.

F.80 - 01.15 OUTSIDE BODIES

There were no Outside Bodies reports.

F.81 - 01.15 CORRESPONDENCE FOR INFORMATION

1. Members considered a letter from Ross-on-Wye Town Council asking that all of the Herefordshire Market Towns consider writing to Herefordshire Council requesting that it reconsider the proposal to withdraw its grant to Herefordshire Citizens Advice Bureau (CAB) from 1st April 2015. Ross-on-Wye Town Council also suggest that all market towns set aside money to donate to the CAB and ask Herefordshire Council to at least match fund the money contributed by the market towns.

RESOLVED: That the Mayor write a letter to Herefordshire Council in support of the CAB.

2. There was no additional correspondence.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was PROPOSED, SECONDED and RESOLVED that due to the confidential nature of the business to be transacted the public and press should not be present.

The business being consideration of quotations

F.82 – 01.15 TOWN COUNCIL OFFICES

Members were requested to consider quotations for decorating and upgrading the Ceremony Room and furnishings (refer F.61 – 11.14). The Deputy Clerk circulated a document listing quotations for the following: the decoration of ceiling, some woodwork and window frames, carpet, window treatments, replacement chairs and lighting. The document highlighted a sample of the least expensive costings. The Deputy Clerk was asked to ensure that the chairs chosen would be comfortable, stackable and light. It was also requested that prior to the commencement of any works the relevant permission from the conservation officer is received.

RESOLVED: That Ledbury Town Council spend a maximum figure of £3,800.00 on the refurbishment of the Ceremony Room based on the quotations received subject to the relevant permission being granted by the Conservation Officer.

F.83 - 01.15 NEWSLETTER

Members were reminded that the deadline date for the Ledbury Focus to receive copy for the April issue is the 10th March. With regards to the content, members felt it would be useful to use an editorial page to highlight the changes to the election process; the Democratic Participation working party should provide content for the page. A full page editorial should also be dedicated to the promotion of the Ceremony Room.

RESOLVED: That the Town Council purchase two full pages in the April issue of the Ledbury Focus.

F.84 - 01.15 DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON A FUTURE AGENDA

The next meeting of the Finance & General Purposes Committee is scheduled for 26th February 2015.

Items for inclusion on the next agenda
Financial Regulations – Cllr E Harvey

There being no further business, the Chairman closed the meeting at 8.45pm

Chairman Date