

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 5<sup>TH</sup> of JULY, 2018  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: A Harrison Chairman  
J Hopkins  
A Bradford (left meeting 9.53pm)  
E Harvey  
A Manns (left meeting 9.25pm)  
P Howells

**IN ATTENDANCE:** M ab Owain – Temporary Clerk  
L James – Minute taker  
Two Members of public

The meeting started at 7.35pm

**F.70-07.18 APOLOGIES:**  
Apologies were received from:  
Cllrs N Shields, J Roberts, A Warmington & D Baker

**F.71-07.18 INTERESTS**  
5.1 Cllr Harrison  
5.2 Cllr Hopkins item 10 - non pecuniary  
5.3 The temporary Clerk  
13.1 Cllr Manns

**F.72-07.18 PUBLIC PARTICIPATION**

None

**F.73-07-18 MINUTES**

Referring to F.57-06.18, Cllr Harvey raised that it had been agreed to get quotes from three auditors, including the internal auditor, as part of governance statement.

**RESOLVED:** correction to minutes: look for three quotes for special report on process failures from governance - include internal auditor.

The minutes of the Finance and General Purposes Committee meeting held on 7<sup>th</sup> June 2018 were accepted, with the above correction, and signed by the Chairman.

## F.74-07-18 FINANCIAL MATTERS

1. To receive clarification regarding CALC invoice – refer F.56 – 06.18. Cllrs Shields and Roberts were to check if minutes were actually received. Both Cllrs Bradford & Manns not aware of a written report of the meeting in March to which the invoice related. The temporary clerk to check if report from the review panel has been received.  
**RESOLVED:** to defer this to the next F&GP meeting, with the recommendation as before, that unless a report has been received the invoice remains unpaid.

2. Members received a summary of invoices to be paid. It was noted that a list of invoices paid was not available for this meeting. The temporary Clerk will ensure that this is available in future.

The following queries were raised:

Cllr Bradford asked if the list needed to be to go before full council. The temporary Clerk had been informed that these powers are delegated to the F&GP committee but will check. Cllr Harrison agreed that if delegated powers not in standing orders, the list for approval will be given to full council. Cllr Harvey stated that the full council always noted the F&GP actions, and believed approved payment to be a delegated power.

Item 18 – Discussion whether this invoice related to the provision of posts as well as painting and galvanising.

Cllr Manns proposed that the listed invoices are paid as long it is checked that Item 18 is for provision of new posts, not just painting and galvanising, this was seconded by Cllr Bradford.

**RESOLVED:** that the invoices be approved for payment; item 18, after checking services provided.

3. The temporary Clerk left the meeting at this point. To approve the payment of the temporary clerks invoice for June & July 2018. These were unanimously approved, and the temporary clerk re-joined the meeting.

**RESOLVED:** that the temporary Clerk's invoice for June and July is paid.

- 5.4. To approve repairing enamel work to damaged Mayoral jewel. Cllr Bradford asked if was known how the damage occurred, unfortunately it was not known. Cllr Manns suggested putting money aside for the repairs, but not repairing immediately, although it was noted that the estimate of costs could rise if the work was left. Cllr

Harvey questioned whether the damage would be covered the Council's insurance, and what the excess would be. It was proposed by Cllr Harrison, and seconded by Cllr Bradford that the insurance cover and excess should be checked and a decision regarding repair deferred to the next meeting.

**RESOLVED:** that the above proposal is accepted and a decision regarding repair deferred until the next F&GP meeting.

#### **F.75-07.18 INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018.**

To view the internal auditor's contract

This was discussed at the end of the meeting, when both members of the public had left the meeting. Minutes recorded after item F.15.

#### **F.76-07.18 RISK MANAGEMENT**

The risk management register Finance section was reviewed. This follows an approved format. Each section was discussed.

- Bank Failure: This was accepted as appropriate.  
**RESOLVED:** The risk level accepted as appropriate.
- Bank Fraud: Cllr Harvey enquired whether the Cllr signing off the bank statements have received training pertinent to this work. Cllr Harrison agreed to ensure that Cllr Warmington is fully trained to sign off the bank statements. Cllr Manns queried why bank statements only require a clerk and a Cllr to sign, whereas cheques require 3 signatures, 2 Cllrs & a clerk.  
**RESOLVED:** Cllr Harrison to ensure that Cllr signing off the bank statements are pertinently trained.
- Internal Fraud: Cllr Howells was concerned that this was not always stopped by processes, and on discussion it was agreed that the risk probability should be raised from 1 to 2.  
**RESOLVED:** Risk probability to be raised.
- Cheque book or cash theft from offices. This was discussed and agreed to split into 2 separate sections, cheque book, and separately cash theft. It was agreed that cheque signing should only occur in a good environment, when time and space is available.  
**RESOLVED:** to be split into separate sections
- Custom & Excise return and IR returns and regulations. It was discussed that VAT and Payroll should be split into separate sections. The temporary clerk will investigate the current set up for VAT invoicing. It was questioned as to which Cllr verifies payroll now, the temporary clerk with check this. It was agreed that risk probability for VAT should be increased to 3, payroll to 2.  
**RESOLVED:** to be split into separate sections, VAT risk to be raised to 3, payroll to be left at 2.

- Failure to set a precept by the HC deadline. Unlikely to happen as discussed well before deadline.  
**RESOLVED:** The risk level was accepted as appropriate.
- Council budget overspend and Committee budget overspend. These two items were dealt with concurrently. It was requested that a budget figure be given alongside payment list so Cllrs are aware of the budget before agreeing to pay an invoice. Cllr Harvey stated it would be more useful to know the budget at the point of decision, not when the invoice arrives. It was discussed that the risk probability was not high enough and therefore it should be raised appropriately.  
**RESOLVED:** to raise the probability, impact, and risk to 3,3,9.

*One member of the public left the meeting at 9pm.*

### **F.77-07.18 LEDBURY TOWN COUNCIL OFFICES**

1. to consider quotations received for carpeting the first floor landing
2. to consider quotations received for cleaning the Town Council Offices

This was discussed at the end of the meeting, when both members of the public had left the meeting. Minutes recorded after item F.15.

### **F.78-07.18 MARKET HOUSE QUINQUENNIAL SURVEY 2017 INSPECTION REPORT.**

The Inspection Report which was carried out on 29 November 2017 was reviewed. It was decided that the item for immediate attention (23.1) should be repaired, and to ask the reporting company to quote for the costs of "repairs the items for attention within 18 months" which could be carried out whilst the scaffolding was in place. If this quote was in excess of £500, two other quotes to be obtained. It was noted that several of the queries raised in the report may have been answered at the time of the assessment if a Council staff member or Councillor had been present. It was agreed that for future reports this would be implemented.

**RESOLVED:** to carry out work for immediate attention, to receive quotes for work which could be done at the same time whilst access equipment is in place (gaining two separate additional quotes if figure is greater than £500) and that a LTC staff member or Councillor accompany future report visits.

### **F.79-07.18 ADVERTISING**

To consider placing an advertisement for the Painted Room in the Herefordshire Kingfisher Visitor Guide 2019.

The efficacy of advertising in a magazine was discussed. It was proposed that a quarter page advert should be placed in the Kingfisher Guide, and the advert in Signpost removed. This was carried by 3 votes for, 2 against. It was agreed that existing artwork commissioned for the Explore Ledbury website should be used, and a link to the Explore Ledbury website included in the advertisement. It was requested that an editorial piece on Ledbury be

included alongside the advert, and that the members of the tourism committee to write this once word count is known.

**RESOLVED:** An advertisement to be placed in the Herefordshire Kingfisher Guide for 2019, and an editorial piece to be requested alongside the advertisement in the Kingfisher Guide. The advertisement in Signpost be removed.

**F.80-07.18 SUBSCRIPTIONS**

To consider renewal of SLCC membership.(Society of Local Council Clerks).

**RESOLVED:** Not required at present, to defer until permanent Clerks are in post.

**F.81-07.18 GENERAL DATA PROTECTION REGULATION (GDPR)**

To receive any update regarding GDPR compliance.

No update received.

**RESOLVED:** Temporary Clerk to provide update at next meeting.

**F.82-07.18 REPORTS: WORKING PARTIES AND TASK & FINISH GROUPS.**

To consider the Report of the Accommodation Working Party held on 24<sup>th</sup> April 2018 and to arrange a further meeting.

The report was discussed. Section 3: Accommodation Acquisition. Cllr Bradford proposed, and Cllr Harrison seconded that is not taken on by the Council at this time. This was carried by 4 for, 1 abstention.

**RESOLVED:** Not to proceed with the accommodation acquisition.

*Councillor Manns left the meeting at 9.25pm.*

**F.83-07.18 OUTSIDE BODIES**

To receive and note any reports from Councillors who have attended meetings as a representative of the Council.

None received.

**RESOLVED:** no action required.

**F.84-07.18 CORRESPONDENCE FOR INFORMATION.**

To note any correspondence received.

Correspondence from Kingfisher Visitor Guides – covered through Item 10.

**RESOLVED:** No further correspondence received requiring review.

*The remaining member of the public left at 9.27pm.*

Items F6 & F8.1 & F8.2 discussed at this point.

**F.85-07.18 INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018.**

To view the internal auditor's contract.

The contract for the internal auditors was reviewed. There were concerns that the company employed failed to fulfil the remit of the contract, for example some inconsistencies with the process of billing not picked up. Cllr Harvey has challenged the internal audit. The notice period for not continuing with

the current company was noted.

**RESOLVED:** To make decision at September F&GP meeting as to whether to continue with current company.

**LEDBURY TOWN COUNCIL OFFICES**

**F.86-07.18** The quotes were presented to the Cllrs for carpeting the first floor landing and were fully discussed, and it was resolved that option 2 should be accepted.

**RESOLVED:** To proceed with option 2 for the first floor landing.

**F.87-07.18** Three quotes for cleaning the Town Council Offices had been received, however, two of these companies have not yet visited the offices and no hourly time estimates received. It was requested that a further quote be sought.

**RESOLVED:** Decision deferred until the next meeting.

**F.88-07.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

No items were suggested for future agendas by councillors in the meeting. The date of the next, scheduled meeting of the Finance & General Purposes is Thursday 20<sup>th</sup> September 2018.

Meeting closed at 9.55pm.

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