

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 22nd MARCH, 2018
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors: R Barnes – Chairman
M Eager E Fieldhouse
K Francis N Morris
N Shields

IN ATTENDANCE: Mrs K Mitchell, Clerk to the Council
Miss Jennifer Eva, Deputy Clerk to the Council

F.28 - 03.18 APOLOGIES

Apologies were received from Cllrs A Bradford, A Manns, J Hopkins, and A Warmington.

F.29 - 03.18 INTERESTS

Cllrs K Francis and R Barnes declared non-pecuniary interests in F.40.1-03.18, Distinguished Citizen and Young Citizen Awards and signed the book accordingly..

F.30 - 03.18 PUBLIC PARTICIPATION

A representative of the Twinning Association spoke in support of item F.40, 2 - Joint Award for Twinning Activities – Strömstad Kommun/Ledbury Town Council.

Two members of the public spoke in support of the nomination they had submitted for item F.40, 1 - Distinguished Citizen and Young Citizen Awards.

F.31 - 03.18 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 22nd February, 2018 were confirmed as a correct record, and signed by the Chairman.

F.32 - 03.18 FINANCIAL MATTERS

1. Members received the summary of receipts and payments from 1st to 28th February, 2018.

Members were informed of an amendment required on the second page (EE Mobile), which should read Grounds Officer mobile.

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

2. Members received the quarterly summary of receipts and payments related to the budget.

RESOLVED: That the quarterly summary of receipts and payments, relating to the budget, be approved and adopted.

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

RESOLVED: That the invoices be approved for payment.

4. External Audit for the year ended 31st March 2017.
The Annual Return and external auditor's opinion was not received in time for the meeting, and therefore could not be considered.

Members were informed that the external auditors had advised that the costs for the additional work, resulting from the challenges to the annual return, currently stand at £6,627, which are in addition to the normal fee.

RESOLVED: That the external audit be considered at the next F&GP meeting.

5. Year End Accounts

Members considered a fee to engage Rialtas Business Solutions Ltd to carry out the Year End accounts preparation, for a sum of £515.00 plus travelling expenses. The earliest available date that Rialtas can do is Friday 25th May.

RESOLVED: To accept the fee of £515 plus travel expenses.

6. National Living Wage & National Minimum Wage

The National Living Wage & National Minimum Wage will increase from April 2018.

RESOLVED: Members noted the increases from April 2018.

7. Grants

Busy Bees

A grant application from Busy Bees, to improve the outdoor space at their new premises at the former Youth Centre, was not received in time for the meeting.

RESOLVED: If received, the application will be considered at the next meeting.

F.33 - 03.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

(In force from 25th May 2018)

1. GDPR Toolkit for NALC members.

Members were advised that a hardcopy of the toolkit was available to view at the Town Council Offices.

2. GDPR Working Group – to consider NALC’s GDPR Toolkit
The Council is required to have started the implementation of the new GDPR, by 25th May. Members will form a working group that will report back to an extraordinary meeting of the F&GP committee, prior to the Annual meeting on 10th May.

RESOLVED: That Cllrs R Barnes, N Shields and K Francis will form part of the working group. Cllr J Hopkins to be invited to join the working group.

F.34 - 03.18 TOWN COUNCIL OFFICES

1. TCO Cleaning Services

The following information was noted :

Mavis Russell Cleaning Ltd have terminated their contract with the Town Council as it was not financially viable for them. A new cleaning company had been engaged, with an increase to the hourly rate which would increase the expenditure against budget by approximately £500.00 per annum.

2. Rental of First Floor Office Space

As this item concerned confidential financial information, it was deferred for discussion in the Private Session.

F.35 - 03.18 RISK MANAGEMENT

Risk Register

The Working Party is in the process of reviewing the Risk Register, which they hope to complete at the next meeting, on 27th March.

Cllr Francis recommended that the GDPR should be included in the Risk Register.

RESOLVED: That GDPR be included in the new Risk Register.

F.36 - 03.18 WORKING PARTIES AND TASK & FINISH GROUPS

1. To receive a report from the ICT Working Party meeting held on 19th March, 2018, and to consider any action/recommendations. (if available)
2. To receive a report from the Risk Register Task and Finish Group meeting held on 21st March, 2018, and to consider any action/recommendations (if available).

Members were informed that the above meetings had not been held due to the number of apologies received. Both meetings were to be re-scheduled.

F.37 - 03.18 OUTSIDE BODIES

Cllr Francis presented his reports from the HALC Executive Committee held on 7th March 2018 and East Herefordshire Area Committee held on 14th March 2018.

RESOLVED: That these be noted.

F.38 - 03.18 CORRESPONDENCE FOR INFORMATION

The following correspondence was noted:

End of Grant form from Ledbury Community Day 2017.

The Chairman advised that he had received an email from the Heritage Development Manager of Joined Up Heritage, detailing costs for a number of initiatives currently being progressed by the group. A request for funding towards some items may be received, for future consideration.

F.39 - 03.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION

The next meeting of the Finance & General Purposes Committee will be confirmed at the Annual Council meeting scheduled to take place on 10 May 2018

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In order to consider confidential matters a resolution was passed to exclude members of the public and councillors who are not members of the Standing Committee.

**F.34 - 03.18 TOWN COUNCIL OFFICES – RENTAL OF 1st FLOOR OFFICE SPACE
.....Continued**

Members discussed a request received from an existing tenant to rent the vacant 1st floor office space in the Town Council building.

RESOLVED: That the Clerk be given delegated authority to negotiate with the tenant and ask for £650pcm, with the option to re-negotiate after 1 year.

F.40 - 03.18 AWARDS

1. Distinguished Citizen - Members considered nominations for four individuals.
2. Young Citizen - Members considered 1 nomination.
3. Joint Awards for Twinning Activities - Members considered 1 nomination.

RESOLVED: To recommend approval of nominations as contained within EX02/2018

F.41 - 03.18 PREMISES

Members discussed the possibility of renting newly available premises.

RESOLVED: To pursue the matter in principal, subject to approval by Town Council.

The meeting closed at 9.22pm.

CHAIRMAN DATE