

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

---

**PRESENT:** Councillors: A Harrison (Chair), E Harvey, P Howells, N Shields.

**IN ATTENDANCE:** M ab Owain, Temporary Clerk, L James, minutes,  
2 members of public.

**F.126-11.18 APOLOGIES**

Apologies were received from Cllrs Baker, Hopkins, Manns, and Warmington.

**F.127-11.18 INTERESTS**

No declarations of interest were made at this point. Possible interest later declared by Cllr Harrison and Cllr Harvey in F131 item 6.1.

**F.128-11.18 PUBLIC PARTICIPATION**

Clive Jupp, on behalf of Ledbury Places gave a presentation on the grant application received by Ledbury Town Council. He explained what has been achieved, and the next stages planned for the Barrett Browning Institute (BBI) and Old Grammar School (OGS). The next plan for the BBI is to close the Bye Street entrance, and create an entrance onto the Homend to improve access. The OGS museum is to be revamped over the closed period. He then answered questions raised under agenda item F130 5.5. Mr Jupp was thanked by the Councillors, and left the meeting at 7.54pm.

**F.129-11.18 MINUTES**

**4.1 To approve the Minutes of the Meeting of the Finance and General Purposes Committee meeting held on 18 October 2018 as a correct record.** It was raised that Cllr Bradford had notified the Gary Bills-Geddes of the Ledbury Reporter of the fact that his request for an agenda item be added for today's meeting relating to the invoices regarding the Judicial Review had not been actioned. This was discussed, and the Temporary Clerk explained that it was felt to be more appropriate to be discussed at Full Council and that it would therefore appear as an agenda item at the next Full Council meeting. Cllr Harvey confirmed that she wrote to the Council Office re the September finance meeting, regarding the payments for May, June, July which were listed in the PDF on the website, but August was not available. The Temporary Clerk confirmed he would review this and ensure that the August payments were published. Cllr Howells, in relation to the Judicial Review payments asked that the councillors were issued with a list of payments and dates. The Temporary Clerk confirmed

that there was a need to present this information to the Town, and that this would be done at Full Council. Cllr Harvey requested that this agenda item at Full Council include a consideration of how payments will be made, and from where, and the impact on the budget. Cllr Howells thanked the council for the clarification that was given regarding the Judicial Review at the Parish Meeting. Cllr Howells proposed that the minutes of the Finance and General Purposes Committee meeting of the 18<sup>th</sup> October 2018 be accepted as a correct record. Cllr Shields seconded this.

**RESOLVED:** to accept the minutes of the meeting of the 18<sup>th</sup> October 2018 as a correct record. The minutes were duly signed by the Chairman.

**4.2 To approve the Minutes of the Meeting of the Finance and General Purposes Committee meeting held on 25 October 2018 as a correct record.** Cllr Howells proposed that the minutes of the Finance and General Purposes Committee meeting of the 25<sup>th</sup> October be accepted as a correct record, with the caveat that the figures are to be confirmed as correct. Cllr Shields seconded this.

**RESOLVED:** to accept the minutes of the meeting of the 25<sup>th</sup> October 2018 as a correct record. The minutes were duly signed by the Chairman.

## **F.130-11.18 FINANCIAL MATTERS**

**5.1 To approve invoices for payment.** With the exception of the Masefield Solicitors, for which the Temporary Clerk will provide more information to Councillors at the next meeting, it was unanimously resolved to approve the invoices for payment.

**RESOLVED:** to approve the invoices for payment, with the exception of the Masefield Solicitors invoice.

**5.2 To pre-approve payment of the Temporary Clerk's invoice for the months of November and December 2018.**

The Temporary Clerk left the meeting at this point.

**RESOLVED:** To pre-approve payment of the Temporary Clerks invoice for the months of November and December 2018.

The Temporary Clerk re-joined the meeting.

**5.3 To consider method of approval for invoice payments over the Christmas and New Year period (the next F&GP meeting is listed for 17 January 2019).** This was discussed. The Temporary Clerk explained that it is the usual practice in other councils for the Clerk and Chair to meet and review and approve the payments, and retrospectively bring the payments for approval to be noted at the next meeting. Any potentially contentious payments should be reserved for the next F&GP committee to approve, but it was noted it was good practice to ensure small traders and local businesses are paid promptly. It was proposed to accept this procedure by Cllr Harrison and Cllr Howells seconded this.

**RESOLVED:** That the Clerk and Chair review and approve payments over the Christmas and New Year period, with any contentious payments being brought to the next F&GP committee for approval.

It was requested that in future the Invoices for Approval sheet be split into 2 sections, one being regular payments (for example, electricity, photocopier hire) and the other section being irregular payments (for example, repair of exercise equipment on recreational ground). It was agreed to trial this for the next Invoices for Approval sheet.

#### **5.4 Receipts and Payments 1 October 2018 to 31 October 2018.**

Noted.

#### **5.5 To approve the release of monies to Specified Grant recipient, Ledbury Places 2018/19.**

The Ledbury Places grant application was discussed immediately following the public participation to allow Mr Jupp to answer Councillors' questions regarding the grant application. Mr Jupp confirmed that Ledbury Places do not have any plans in the short-term (5-years) with regards to the Market House or Town Council Offices. Cllr Harvey asked regarding membership numbers – Mr Jupp stated that it was in the region of 30 – 40 members but explained that as he is not the Membership Secretary he could not answer exactly. Cllr Harvey requested that Ledbury Places update their website, and give the Town Council up-to-date membership numbers, and an up-to-date business plan. Cllr Howells requested that Ledbury Places consider the idea of a Town Councillor being on their Management Board. Cllr Howells asked if Ledbury Places considered the grant for Youth Centre funding being for Ledbury Places, Mr Jupp confirmed that any Youth Centre grant would be completely separate from Ledbury Places. Cllr Shields asked how much money had been raised to date for this project. Mr Jupp confirmed that funding is being sought from Awards for All, The Feathers Room-Booking Project, and from existing Ledbury Places funds. It was asked if Ledbury Places gave a commitment to hosting the Youth Centre, Mr Jupp confirmed that as long as Ledbury Places were operational, and the Youth Centre was active, Ledbury Places would support the Youth Centre.

### **F.131-11.18 BUDGET 2019/20**

#### **6.1 To further consider the draft budget and reserves required by the Finance and General Purposes Committee for 2019/20.**

This was discussed in detail with the benefit of the clarification document regarding the list of points raised in the meeting minutes of 25<sup>th</sup> October 2018. Unless listed below, the budget figures were accepted as correct.

#### 201 Market House

4122/4123 merge lines, reduce budget to £500.

4180 reduce budget to £0.

Cllr Harvey stated the need for a business plan for all Council Properties as Ledbury Places no longer has short-term plans for the Market House and Town Council Offices.

#### 202 Town Council Offices

4115 reduce to £500

4123 reduce to £5000

4157 reduce to £0

4182 (for 2017/2018 money not spent should show in Actual at end of year, if not spent, need to identify where money has been moved to).

4899 remove line Miscellaneous Expenses.

It was questioned whether 202 4185 Alarms should be combined with 220 4185 Alarms.

Cllr Harvey asked that the Temporary Clerk ask the Acting Deputy Clerk to clarify the Alarm contract.

#### 214 Grants with Powers

4800 reduce to 150.

It was requested that lines 4801 - 4852, and 4866 be reviewed after grant applications are reviewed at the next meeting.

It was asked if lines 4853 and 4855 could be removed as they are part of 4803.

4856 reduce to £0

4875 reduce to £150

4890 reduce to £500

4895 - £3,600 in Portas reserve earmarked for Trader's Association to improve signage and maps.

#### 220 Finance & General Purposes

4950 discussed whether this line was the budget for advice re NDP, in which case it should be reclassified under ED&P, or whether it was the budget for providing devolved services from Herefordshire Council, e.g. funding for Public toilets through "Love Ledbury", in which case it should be covered under E&L. If this is the case, it was asked that this line be renamed Devolved Services, and Cllr Harrison & Cllr Harvey declared an interest regarding Love Ledbury.

*The member of public left at 10.07pm.*

#### 225 Councillors/Newsletter

4500 reduce to £1500

4545 The Temporary Clerk to check this years Actual YTD.

### **6.2 To remind Members of the Joint-Committee Budget meeting to be held on 29 November 2018.**

Noted.

### **F.132-11.18 SPECIFIED GRANT APPLICATIONS 2019/20 To consider applications received.**

These were discussed. It was requested by Cllr Harvey that Councillors be given a chance to review all the received applications again, as grant funding equates to 10% of the precept each year. Cllr Harvey suggested that applicants should be notified by letter, explaining that it should not be an assumption that a grant will be given – it was felt that some applicants have received grants so regularly that they consider it part of their income stream. It was proposed by Cllr Shields that an urgent review of the methodology of grant application and handling be undertaken by the end of January 2019. Cllr Howells seconded this. The Temporary Clerk offered to provide other councils grant policies for information to help inform best practice. It was agreed that the decisions would be deferred until the next meeting once Councillors had had chance to review the applications again.

**RESOLVED:** To defer decisions on grant applications until the next meeting, and to urgently review the grant application methodology by the end of January 2019.

**F.133-11.18 INTERNAL AUDIT 2018/19**

**An update on the progress regarding this tender process.**

The Temporary Clerk explained that there is a need to re-tender for these; there were 3 invites, but only one tender, as 2 have refused to tender.

**F.134-11.18 EXTERNAL AUDIT 2017/18**

**To receive an update on the External Audit 2017/18 if available.**

No update available.

**F.135-11.18 RISK MANAGEMENT**

**To review Section Three of the Risk Register: Other Liabilities.**

Deferred to next meeting through lack of time.

**F.136-11.18 TOWN COUNCIL OFFICES**

**11.1 To consider quotations for the Town Council Office's Cleaning Contract.**

Defer to next meeting.

**11.2 To Consider correspondence from the Chairman and payment of invoice.**

Noted. To be brought to Full Council Meeting.

**11.3 To update members on progress of the Health and Safety Audit at the TCO.**

Defer to next meeting.

**11.4 To receive an update on actions taken regarding the TCO Quinquennial Survey.**

Defer to next meeting.

**F.137-11.18 COUNCILLOR TRAINING**

**To confirm arrangements made for training.**

Training arranged for 19<sup>th</sup> December with Gwilym Rippon, as no confidence in HALC.

**F.138-11.18 FINANCIAL REGULATIONS**

**To consider the updated Financial Regulations.**

Defer to next meeting.

**F.139-11.18 INSURANCE RENEWAL**

**To consider renewal of insurance from Ecclesiastical Insurance.**

This was reviewed and it was felt more appropriate to discuss at a future meeting – to be arranged.

**AGREED:** to arrange a special meeting to consider insurance renewal.

**F.140-11.18 WEBSITE TENDER**

**To receive recommendations from the Working Group.**

Defer to next meeting.

**F.141-11.18 INSURANCE CLAIM**

**To consider insurance claim following damage to vehicle at Ledbury Cemetery.**

Defer to next meeting.

**F.142-11.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

**to receive any update regarding GDPR compliance.**

Defer to next meeting.

**F.143-11.18 OUTSIDE BODIES**

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

Defer to next meeting.

**F.144-11.18 CORRESPONDENCE FOR INFORMATION**

**To note any correspondence received.**

Defer to next meeting.

**F.145-11.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

No additional items were suggested for future agendas by councillors in the meeting.

**The deferred items from this meeting to be added to the Agenda.**

The date of the next, scheduled meeting of the Finance and General Purposes committee is 17 January 2019.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*In order to consider confidential legal advice, a resolution was passed to exclude members of the public and councillors who are not members of the Finance and General Purposes Committee.*

**F.146-11.18 Minutes Held in Private Session**

**RESOLVED:** to accept the Minutes of the Meeting of the Finance & General Purposes Committee meeting held in private session on the 18<sup>th</sup> October 2018 as a correct record. The Minutes were duly signed by the Chairman

Meeting closed at 10.30pm

CHAIRMAN .....

DATE .....