

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 20<sup>th</sup> OCTOBER 2016  
IN THE TOWN COUNCIL OFFICES, LEDBURY**

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**PRESENT:** Councillors: J Roberts – Vice Chairman  
D Baker R Barnes  
A Bradford M Eager  
K Francis A Manns  
N Morris A Warmington

**IN ATTENDANCE:** Mrs K Mitchell, Clerk to the Council  
Mrs M Bradman, Deputy Clerk to the Council  
1 member of the public

**F.83 - 10.16 APOLOGIES**

Apologies for absence were received from Councillor E Fieldhouse.  
The Clerk advised that Councillor A Warmington would arrive late due to a previous engagement.

**F.84 - 10.16 INTERESTS**

None declared at this point in the meeting.

**F.85 - 10.16 PUBLIC PARTICIPATION**

There were no members of the public who wished to speak.

**F.86 - 10.16 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 15<sup>th</sup> September 2016, copies having been circulated, were confirmed as a correct record and signed by the Chairman.

**F.87 - 10.16 FINANCIAL MATTERS**

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 1<sup>st</sup> September to 30<sup>th</sup> September 2016.

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

2. Invoices for payment

Members considered a list of invoices for payment, copies having been circulated. (Schedule to be lodged with the Minutes).

**RESOLVED: That the invoices be approved for payment.**

3. The Clerk gave an update on the position of the external audit advising that the auditors had been unable to complete the audit by the completion deadline (30<sup>th</sup> September) due to ongoing work required to review a formal objection submitted by a Ledbury Town Councillor.

*Councillor Warmington joined the meeting at this point.*

**RESOLVED: That the update be noted.**

4. Banking Arrangements

a) Bank mandate

Members reviewed the list of persons authorised to sign cheques for the Council bank accounts. The Clerk advised that following his resignation from the Council, Cllr Bettington would be removed from the mandate.

**Recommendation to Full Council: That the schedule of signatories be approved.**

b) Bank Account Reconciliation

**Recommendation to Full Council: That Cllr A Warmington be appointed to verify bank reconciliations.**

c) Direct Debit Payments

**Recommendation to Full Council: To approve the use of variable direct debit payments for utility supplies, telephone, non domestic rates and water rates.**

d) i) BACS payments

**Recommendation to Full Council: To approve payment by BACS for staff salaries.**

ii) Councillors to approve BACS payments for Salaries

**Recommendation to Full Council: That Councillors D Baker R Barnes and M Eager be appointed to approve BACS payments for staff salaries.**

**F.88 - 10.16 BUDGET 2017/18**

1. Members considered the first draft of the budget required by the Finance & General Purposes Committee for 2017/18, copies having been circulated. Members reviewed each cost centre and identified changes where appropriate. Further consideration of the budget will take place at the next meeting.

Concern was raised about unspent Portas Pilot grant monies of £10,000 being held by the Town Council since October 2013. It was explained that the funds had been applied for by a community bid team (off-shoot of the Town Plan) and had been transferred to the Town Council for safekeeping only. Councillor Warmington was asked to contact Cllr Harvey for an update on applications for this money and to report back to the next meeting.

Members asked for clarification on the position of the Citizen's Advice Bureaux Service and whether it would be operating in the next financial year.

2. Joint committee budget meeting

**RESOLVED: That a working group meeting be held on 1<sup>st</sup> December to review the 2017/18 budget across all committees.**

**F.89 - 10.16 CASUAL VACANCIES - NORTH AND SOUTH WARD**

Members considered the issuing of poll cards in the event of a contested election to fill the two casual vacancies in the north (1) and south (1) wards. If contested, the election will take place not later than Thursday, 19<sup>th</sup> January 2017.

**Recommendation to Full Council: That poll cards be issued in the event of contested elections in the north and south wards.**

**F.90 - 10.16 RISK REGISTER**

Members reviewed the risk register. There were no new risks or changes identified.

**F.91 - 10.16 TOWN COUNCIL OFFICES**

Members considered the replacement of night storage heaters in the ceremony room.

**Recommendation to Full Council: To approve the quotation from Fischer Future heat in the sum of £2,365 plus vat.**

**F.92 - 10.16 OUTSIDE BODIES**

Members received the notes of a meeting of the Herefordshire Market Towns Forum held on 29<sup>th</sup> September, 2016 as prepared by Cllr M Eager.

**RESOLVED: That these be noted.**

**F.93 - 10.16 CORRESPONDENCE FOR INFORMATION**

Members were advised of correspondence received from The Poetry Festival with respect to plans for 2017, to include a 'Wrap the Town in Poetry' campaign, a re-introduction of the town party, and, permanent advertising banners.

**F.94 - 10.16 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

- Participatory budgeting

The next meeting of the Finance & General Purposes Committee is scheduled to be held on 24<sup>th</sup> November, 2016.

The meeting closed at 8.39 pm

Chairman ..... Date .....