

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 20th of SEPTEMBER, 2018
IN THE TOWN COUNCIL OFFICES, LEDBURY**

PRESENT: Councillors: A Harrison (Chairman), D Baker, A Bradford, E Harvey, J Hopkins, P Howells, J Roberts, N Shields.

IN ATTENDANCE: Cllr D Knight, M ab Owain (Temporary Clerk), L James (Minutes)
One member of the public.

F.89-09.18 APOLOGIES

Cllr Manns, Cllr Warmington

F.90-09.18 INTERESTS

Cllr Hopkins – item F.93 5.4.3 non-pecuniary.

F.91-09.18 PUBLIC PARTICIPATION

None.

F.92-09.18 MINUTES

Action points from previous minutes: The Clerk confirmed that he has the addresses of 3 independent companies to contact for a report of process failures from governance. Cllr Harrison proposed that the minutes of the Finance and General Purposes Committee meeting of the 5th July 2018 be accepted as a correct record. Cllr Hopkins seconded this.

RESOLVED: to accept the minutes of the meeting of the 5th July 2018 as a correct record. The minutes were duly signed by the Chairman.

F.93-09.18 FINANCIAL MATTERS

5.1 To receive clarification regarding CALC invoice. This was discussed and it was agreed that the service provided was inadequate. It was proposed that payment was made with a comment that the services received were inadequate.

A named vote was undertaken and passed.

For: Cllrs Shields, Howells and Roberts

Against: Cllr Harvey

Abstention: Cllrs Harrison, Hopkins, Bradford, Baker.

RESOLVED: to make payment of the invoice, with a comment that the services provided were deemed inadequate.

5.2 To approve invoices for payment.

Councillors received a summary of invoices to be paid.

RESOLVED: that the invoices be approved for payment.

5.3 To pre-approve payment of the Temporary Clerk's invoice for the month of September 2018.

The Temporary Clerk left the meeting at this point.

RESOLVED: To pre-approve payment of the Temporary Clerk's invoice for the month of September 2018.

The Temporary Clerk re-joined the meeting.

5.4 Receipts and Payments.

5.4.1 Receipts – 01.03.2018 to 31.07.2018. Noted.

5.4.2 Payments – 01.03.2018 to 31.07.2018. Noted.

5.4.3 Receipts and Payments – 01.08.2018 to 31.08.2018. Noted.

5.5 Budget Summary.

5.5.1 Budget Summary (01.04.2018 to 30.06.2018). Cllr Bradford requested that in future the backup reserve figures be available with the budget summary. The Temporary Clerk confirmed that these would be available in the future.

RESOLVED: to include backup reserve figures in future budget summaries.

5.5.2 Budget Summary (01.07.2018 to 31.08.2018). Cllr Harvey proposed that the Finance & General Purposes committee concentrate on the areas of the budget pertinent to the committee, and refer other committees to do the same. If any committee proposed any movement of the budget area to another committee this should be sent back to Full Council. It was asked that budget titles be listed under the responsible committees. It was

requested that the Temporary Clerk reviews the salary lines to ensure budgets are allocated to offset temporary staff costs. With regards to line 4480 ICT-computers the Temporary Clerk was asked to review this to ensure it is being recorded correctly.

RESOLVED: To list budget titles under responsible committees. To request that the Temporary Clerk reviews salary lines to ensure budgets are allocated to offset temporary staff costs, and to review 4480 ICT-computers.

5.6 War Memorial Cleaning. The Environment and Leisure committee has already approved this.

RESOLVED: to accept the decision of the Environment and Leisure committee with regards to the contract for cleaning of the War Memorial.

F.94-09.18 INTERNAL AUDIT 2018/19. To consider whether the Council should continue to employ the current Company.

The Clerk has names of 4 internal auditors, UK companies, who are willing to provide services. Cllr Shields proposed that the tender should be framed to ensure that the service should include transparency and continual improvement. Cllr Harrison proposed that the current company be included in the list of companies invited to tender. Cllr Bradford seconded this.

RESOLVED: to invite new internal auditors to tender for contract, and to include the current company in this invite.

F.95-09.18 EXTERNAL AUDIT

7.1 External Audit 2017/18 – provided by Grant Thornton LLP. Noted.

7.2 External Audit 2018/19 – will be provided by PKF International. Noted

F.96-09.18 RISK MANAGEMENT

It was discussed that previously it had been suggested that one section of the Risk Management Register be put forward for review at each meeting.

RESOLVED: to discuss one section of the Risk Management Register at each Finance & General Purposes meeting.

F.97-09.18 LEDBURY TOWN COUNCIL OFFICES

9.1 Heating. The situation regarding current heating (storage heaters of variable effectiveness) was discussed. It was proposed by the Clerk that oil-filled heaters are purchased as an interim measure. Cllr Bradford reported that a tender for heating improvements had been previously been agreed – the Clerk to find this and check regarding listed building consent.

RESOLVED: That a small number of oil-filled heaters are purchased for the Offices as an interim measure, and the Clerk to check whether a tender for providing heating improvements complies with listed building consent.

9.2 Update on Pest Control. The Town Council Offices and Market House have a problem with wood wasps burrowing into the woodwork. Specialists have assessed this, and the wasps have been treated. The professional opinion is to leave for now and to reassess in March 2019.

RESOLVED: To reassess woodwork in March 2019 as recommended by the Specialists.

F.98-09.18 MARKET HOUSE

Update on Pest Control – see 9.2 above

F.99-09.18 BUDGET AND PRECEPT 2019/20

It was agreed that a draft of the Budget and Precept for 2019/2020 be distributed to committees for discussion and debate before returning to Full Council.

RESOLVED: that the Clerk will distribute a draft of the Budget and Precept for 2019/2020 to committees for discussion and debate before returning to Full Council.

F.100-09.18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk confirmed that he was arranging a briefing for Office Staff and is looking at the Data Audit to draft a Privacy Statement, along with Cllr Hopkins.

F.101-09.18 WORKING PARTY MEMBERSHIP

To update membership of Working Parties. Councillors were invited to review their membership of Working Parties, and new Councillors invited to join Working Parties.

Cllr Howells asked to join the GDPR and Risk Management Working Parties

Cllr Knight asked to join the Accommodation and Awards Working Parties,

Cllr Harvey asked to leave the ICT Working Party

Cllr Vesma has requested that he be added to the ICT Working Party.

All other Working Parties to remain as in Appendix 6.

F.102-09.18 OUTSIDE BODIES

It was previously agreed at Full Council that a list of all Outside Bodies should be created, and it was requested that office staff draft such a list, and distribute to Councillors. Councillors to notify office staff of their membership of any Outside Bodies.

RESOLVED: that a list of Outside Bodies be drafted for Councillors to indicate their membership of such groups, so that specific committees can be informed of the pertinent associations.

F.103-09.18 CORRESPONDENCE FOR INFORMATION

None

F.104-09.18 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION

The Cleaning Contract for the Town Council Offices.

The date of the next, scheduled meeting of the Finance and General Purposes Committee is 18th October 2018.

The member of the public left the meeting at this point.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
In order to consider confidential issues
a resolution was passed to exclude members of the public.*

The meeting closed at 9.15pm

CHAIRMAN DATE