

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON  
THURSDAY 16<sup>th</sup> JANUARY, 2014  
IN THE TOWN COUNCIL OFFICES**

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**Present:** Councillor C Jupp - Chairman  
Councillors R Barnes A Bradford  
M Eager K Francis  
M Roberts T Widdows  
P Winter R Yeoman

**In attendance:** Councillors A Crowe  
D Durham  
K Mitchell - Clerk to the Council

**F.68 – 01.14 APOLOGIES**

Apologies were received and accepted for Councillors P Bettington and E Harvey.

**F.69 – 01.14 DECLARATIONS OF INTERESTS**

Councillor R Yeoman declared a non-pecuniary interest in F.72 – 01.14 Unspecified Grants - Ledbury Boxing Club.

**F.70 – 01.14 PUBLIC PARTICIPATION**

There were no members of the public present.

**F.71 – 01.14 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 21<sup>st</sup> November 2013, were confirmed as a correct record and signed by the Chairman.

**F.72 – 01.14 FINANCIAL MATTERS**

1. Summary of Receipts and Payments

Members were circulated with a Summary of Receipts and Payments from 15<sup>th</sup> November to 31<sup>st</sup> December 2013.

**RESOLVED: That the summary be approved and adopted.**

2. Invoices for payment

Members considered a list of invoices for payment.

**RESOLVED: That the invoices, as presented be approved for payment.**

3. Budget 2014/15

Members considered the third draft of the budget required by the Finance & General Purposes Committee for 2014/15. Discussion and subsequent revision of budget lines were made where appropriate. The Chairman advised that final consideration of all three committee budgets would take place at an extraordinary Full Council meeting to be held on 30<sup>th</sup> January 2014.

4. Unspecified Grants

One application had been received.

Ledbury Amateur Boxing Club - Grant requested for provision of safety headgear.

**RESOLVED: That the Town Council be recommended to grant the sum of £500 to the Ledbury Boxing Club for the provision of safety headgear.**

#### **F.73 – 01.14 SUBSCRIPTIONS**

Members considered the renewal of the Town Council's annual subscription to Fields in Trust (FIT) in the sum of £25.

**RESOLVED: That the Town Council be recommended to approval the subscription to FIT in the sum of £25.**

#### **F.74 – 01.14 MEETING PAPERS**

Members discussed various options for minimising production/distribution of paper copies of agendas and supporting paperwork thereby cutting down on printing and postage costs.

A range of different views were expressed. Following discussion, it was generally thought that the default should be that Councillors continue to receive paper copies unless they express a preference to the Clerk to receive paperwork via email. This would not preclude members from picking up hard copies at a meeting and would cut down on postage costs. The Clerk advised that there may be a legal issue with this course of action as statutory requirements currently necessitate that agendas are delivered either in person or by post.

The Clerk was requested to ascertain the legal position and report back to the Full Council for further consideration.

**F.75 – 01.14 OUTSIDE BODIES****Ledbury Places Project**

Councillor Barnes gave a verbal update, briefly summarising the options for the Town Council offices and Market House. He advised that the project team were currently looking at narrowing down the preferred options for all six buildings and that members of the project team would like to brief the Town Council on the strategic options at 7pm on Thursday 30<sup>th</sup> January 2014, immediately before the Full Council budget meeting. The matter would then be placed on the agenda for consideration at the Full Council meeting on 6<sup>th</sup> February 2014. Councillor Barnes was requested to circulate a written report on the project prior to the presentation on 30<sup>th</sup> January.

Members were very concerned that the proposed timescale would not give the Town Council enough time for due diligence particularly given that questions pertaining to building ownership and future management still remain unanswered.

It was suggested that following the briefing on the 30<sup>th</sup> January, a separate meeting be called to discuss the strategic options in greater detail.

Councillor Jupp gave an update on the business planning consultancy work being done for the Town Council through project funding. He advised that the consultant was putting together an operational cost assessment to enable the Council to evaluate costs for operating out of the Town Council offices against the Barrett Browning Institute (BBI).

**F.76 – 01.14 CORRESPONDENCE FOR INFORMATION**

The following correspondence was received and noted:-

1. Parish Tax Base and Grant Allocation.  
Members had been circulated with a letter from Herefordshire Council advising that it will be making a grant to parishes in 2014/15. The grant will reduce the increase in the parish precept charge that would otherwise result from the cessation of the Government's council tax benefit scheme from 1<sup>st</sup> April 2013, which has now been replaced by the Herefordshire council tax reduction scheme.
2. Hereford & Worcester Fire and Rescue Service (HWFR) - draft Community Risk Management Plan Consultation 2013.
  - i. Mark Yates, Chief Fire Officer (HWFR) has acknowledged receipt of the Town Council's response to the above consultation. Comments will be considered by The Fire & Rescue Authority (FRA) prior to their meeting on the 19<sup>th</sup> February 2014 where final decisions are due to be made.
  - ii. Bill Wiggin MP has acknowledged receipt of a copy of the Town Council's response to the above consultation and has advised that he has forwarded a copy to Brandon Lewis, Parliamentary Under Secretary of State (DCLG) and will report back once he has received a response from the minister.

**F.77 – 01.14 DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON A FUTURE AGENDA**

The next meeting of the Finance & General Purposes Committee is scheduled for the 20<sup>th</sup> February, 2014.

Item for next agenda:- Values Education

There being no further business the meeting closed at 8.30pm.

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