

**MINUTES OF A MEETING OF
THE FINANCE, TOURISM & ADMINISTRATION COMMITTEE
OF ASHBY DE LA ZOUCH TOWN COUNCIL
HELD AT LEGION HOUSE, SOUTH STREET, ASHBY DE LA ZOUCH
AT 6.30PM ON MONDAY 11th MARCH 2019.**

455. PRESENT.

Members: Councillor N. Rushton (Chairman).
Councillors, G. Allman, M. Ball, R. Bayliss, D. Bigby, Mrs G. Houlton
and Mrs M. Tuckey

Officer: Jack Fargher – Town Clerk.

Also present: Councillor D. J. G. Jones.

456. APOLOGIES.

There were apologies for absence from Councillors R. Bebbington and J. Coxon.

These were received and noted by the Town Council.

Councillors Mrs M. Austin-Mills and J.A. Green were absent without apology.

457. PUBLIC PARTICIPATION SESSION.

There was one member of the public present from Ashby de la Zouch Bowls Club in connection with agenda item 6 (a).

The Chairman indicated that he would invite their participation at the point when that agenda item has been reached.

458. DECLARATIONS OF INTEREST.

There were no declarations of interest.

459. REQUESTS FOR DISPENSATIONS.

There were no requests for dispensations.

460. MINUTES.

On the motion of Councillor Rushton, seconded by Councillor Ball,

RESOLVED: that the minutes of the meeting of the Committee held on Monday 14th January 2019 are approved as a correct record and be signed by the Chairman with one amendment to the paragraph on page 3 concerning the financial grant aid to RealFest CIC.

461. FINANCIAL SUPPORT GRANT APPLICATIONS.

The Town Clerk presented four financial support grant applications for consideration by the Committee.

(a) Ashby Bowls Club in the sum of £500.00.

On the motion of Councillor Rushton, seconded by Councillor Ball,

RESOLVED: to award a financial support grant to Ashby Bowls Club in the sum of £500.00 for the purchase of replacement hedge cutters.

(b) Ashby de la Zouch Museum in the sum of £300.00.

Councillor Bigby pointed out that the Museum seemed to have a healthy budget position although he did not intend to oppose the application for funding.

On the motion of Councillor Rushton, seconded by Councillor Bayliss,

RESOLVED: to award a financial support grant to Ashby de la Zouch Museum in the sum of £300.00 for the purchase of an early post-medieval gold 'posy' finger ring.

(c) Ashby Town Centre Traders in the sum of £500.00.

The Town Clerk reported that the grant application is to provide funds in connection with the promotion of a scooter rally in the town.

On the motion of Councillor Allman, seconded by Councillor Bigby,

RESOLVED: to award a financial support grant to Ashby Town Centre Traders in the sum of £500.00 to promote the scooter rally this is planned for the town on Saturday 6th July 2019.

Councillor Rushton abstained in the vote on this item.

462. ACCOUNTS.

The Town Clerk presented the accounts for approval by the Committee in the sum of £6,727.82.

On the motion of Councillor Rushton, seconded by Councillor Bayliss,

RESOLVED: to pay the accounts in the sum of £6,727.82 as shown attached.

463. BUDGET REPORT AS AT 31st MARCH 2019.

The Town Clerk presented the budget report at the end of the financial year. He pointed out that there would be a further set of accounts presented for payment before the end of the financial year at the Planning Committee on Monday 25th March. There would also be some data cleansing to be carried out before the end of the year.

Councillor Bigby asked whether the Town Clerk could give the Committee some idea of the projected out-turn figures for the current financial year. The Town Clerk replied that unfortunately he was unable to do so at the moment.

Councillor Bigby asked about the budget for The Ashby Project and when it is anticipated that the sum outstanding, which is not inconsiderable, is likely to be received from the District Council. The Town Clerk replied that all of the work on The Ashby Project is cost-neutral to the Town Council. Any expenditure will be reimbursed from the budget allocated to the project but there may be a time-lag between invoices being paid and the receipt of the income from the District Council.

On the motion of Councillor Rushton, seconded by Councillor Ball,

RESOLVED: to receive and note the budget report as of 31st March 2019.

464. 'THE ASHBY PROJECT'.

The Town Clerk presented a written report regarding 'The Ashby Project' as follows:

Background.

- The Committee has received update reports from the Programme Manager in June, September and December 2017, in March, June and September 2018 and in January 2019.
- The purpose of this report to further update the Committee on progress to date.

Promotion and Branding.

- Businesses continue to come on board with the new branding.
- Ashby 20 Road Race. The organisers are really getting behind the promotion of the Ashby brand and are doing a great job in promoting the town. They are also giving away branded bags and a copy of the town guide to competitors together with other branded material.

Cultural and Leisure Quarter.

- It is noted that plans are in place to re-locate the ticket machine and lamp post from behind the gates to improve the overall look. Testing of the electric charging points is also being undertaken. This work is in hand.
- The new partner to manage the leisure centre has now been announced. 'Everyone Active' has won the contract to manage the centres in partnership with North West Leicestershire District Council (NWLDC). In addition to a new £22 million leisure centre to be built in Coalville which is expected 2021 there will also be £1.2 million revamp and re-branding of Ashby Leisure Centre and Lido to take place in 2019.
- Discussions are continuing with all interested parties regarding the use of the building which houses the library, museum and TIC. A further meeting was held on Tuesday 26th February 2019.

- It was confirmed that the public work of art will be installed by the end of the financial year. Planning permission has been granted with no conditions. The launch of ‘The Heart of the Forest’ landmark sculpture for Ashby de la Zouch will take place on **Tuesday 19 March, 2pm** at the site of the sculpture (next to North Street car park) in the Ashby Culture and Leisure Quarter.
- Work to install the sculpture has commenced with the foundations installed on Friday 22 February in preparedness for the craning in of the sculpture on Wednesday 13 March.

Business Quarter.

- It was reported that a detailed proposal is awaited from colleagues at County Hall on the brown tourism signage which was agreed at the last meeting of the Finance Committee. The cost of installing new brown tourism signage on the A42 at junction 12 and 13 by the Highways Agency is also awaited.
- A number of images (courtesy of Dean O’Shea) have been provided to the RBLI for consideration as the “Welcome to Ashby” signs. A response is awaited.
- It was reported that a licence has now been signed with the LCC regarding the street furniture in the town.
- The Town Centre Manager is progressing the town centre improvement project as agreed at the Finance Committee in January 2019 as follows:
 - Replace or re-paint the street furniture – benches, bins, bike racks, finger posts, traffic bollards;
 - Legible Ashby – provide information points on North and South Street car parks and on Market Street;
 - “Paint the Town”;
 - Improve the frontage of the Royal Mail Sorting office;
 - Improve the area outside the public toilets on Derby Road;
 - Consider the installation of ‘street art’;
 - Replace the current notice boards with something more suitable;
 - Plant more trees/green the town centre;
 - Work with the National Forest Company to mark the National Forest Way as it passes through the town (including reviewing its three information boards within the town);
 - De-cluttering of the signage within the town centre including removal of commercial signage;
 - Consider installing a clock in a central location in the town centre.

Heritage Quarter.

- Work is continuing on the town’s open spaces with the installation of new benches and bins.
- The interpretation panels for the Loudoun Memorial, the cemetery and Hood Park are being prepared by Ashby Museum. Additional information has been supplied. Aerial shots were requested and these have been supplied by the Town Council.

- Green Flag Award. An initial report was presented to the Parks & Cemetery Committee at the meeting on Monday 4th March 2019 on the benefits and resource implications of preparing for a Green Flag Award application for one of the town's public open spaces.

St Helen's Churchyard.

- The Programme Manager has submitted detailed information to the PCC to enable a faculty application to proceed for the proposed landscaping and footpath works to the churchyard.
- The DAC met on 7th February 2019 and it had raised a number of further queries regarding the proposed project. The Programme Manager is trying to resolve these issues as soon as possible.
- It was reported that a positive response has now been received from the LCC regarding heritage lighting for the churchyard and this has been included as part of the faculty application. A costed proposal is awaited.

Digital Highstreet/Town Centre Wi-Fi.

- Free guest town centre was due to be installed during October 2018. The latest position is as follows:
 - The locations of the WiFi access points in Ashby town centre have been finalised;
 - The District Council is applying to Western Power for an unmetered load certificate for the access points that will be drawing electricity from County Council lighting columns. As soon as the arrangements for the unmetered supply have been confirmed, the District Council will submit a s.178 application to the County Council, for the installation of apparatus over the Highway. This will specifically relate to access points on lighting columns and CCTV columns;
 - It is anticipated that the WiFi system will be installed at the end of March 2019, or in early April 2019, so long as the outstanding administrative procedures can be completed without unexpected delays.

Budget Report.

- A budget summary is attached to this report for the information of the Committee.

Project closure.

- Consideration will be given to the formal closure of the project (at the meeting of the Programme Board on 6th March 2019) as to any residual issues would be dealt with as business as usual and any potential resource implications of that.

Conclusion.

- The Finance Committee is invited to receive and note the contents of this report.

The written report from the Town Clerk and the project initiation document for the Ashby Marketing Plan were received and noted by the Committee.

A discussion followed.

Councillor Bigby asked about legacy issues once the project was formally closed. The Town Clerk replied that the Programme Board will continue to meet for the time being and a further meeting has been arranged for Wednesday 19th June. He is anticipating a memorandum of understanding regarding any outstanding budget sums as at the end of the financial year.

Councillor Bigby asked about the 'green wall' which was proposed as part of the Cultural & Leisure Quarter project to soften the look of the red brick wall boundary of The Lido. The Town Clerk replied that he understood that a structural survey had been undertaken of the wall by the District Council and it was apparent that the brick wall would not be able to sustain the structure of a green wall without causing potential long-term damage which would be very expensive to correct. The proposal had, therefore, been shelved.

Councillor Rushton asked about progress on the re-ordering of St. Helen's Churchyard. The Town Clerk replied that a faculty application has been made for the re-landscaping of the churchyard, work to the footpaths and the edgings to the paths, heritage lighting and replacement street furniture. The DAC met on 7th February and it has raised a number of further queries which the Town Clerk has tried to answer. He is given to understand that a period of public consultation is now required. Subject to no further issues being raised during that public consultation period then work should be able to start soon after the Easter holidays.

465. APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2019/20.

The Town Clerk reported that he has registered the Town Council with the Leicestershire & Rutland Association of Local Councils (LRALC) Internal Audit Service and that the auditor appointed for the financial year 2019/20 is Mr Ashok Kataria.

This was received and noted by the Town Council.

The Chairman closed the meeting at 6.46pm.

CHAIRMAN _____ DATE _____

Ashby De La Zouch Town Council

Expenditure transactions - approval list

Start of year 01/04/18

Tn no	Cheque	Gross	Heading	Invoice date	Details	Cheque Total
496	6151	£66.00	1300/4	01/03/19	GES (Leicester) Ltd - legionella testing	£66.00
497	6152	£300.00	500/5	01/03/19	Mr T P Bennett - training course	£300.00
498	6153	£324.72	1600/3	01/03/19	UK Fuels Ltd - fuel supplied	£324.72
499	direct debit	£517.12	2300/3	01/03/19	SSE - electricity supplied	£517.12
500	6153	£218.16	1300/2	01/03/19	R Massey & Son (Woodville) Ltd - supplies	£218.16
501	6154	£75.00	1200/1	01/03/19	Rosebank Nurseries - supplies	£75.00
502	6155	£3,600.00	2300/5	01/03/19	M Asher - repairs	£3,600.00
503	6156	£400.00	400/5	01/03/19	Petty Cash - postage	£400.00
504	6157	£37.30	1600/10	01/03/19	Suez R & R - trade waste	£37.30
505	direct debit	£154.75	400/4	01/03/19	British Telecommunications Plc - telephone & broadband	£154.75
506	6158	£40.00	1300/7	04/03/19	Dean Clean - window cleaning	£40.00
507	6159	£151.20	400/2	04/03/19	SC IT Solutions Ltd - computer support	£151.20
508	direct debit	£45.59	400/2	04/03/19	Intouchcrm - website support	£45.59
509	direct debit	£38.40	400/2	04/03/19	Sage (UK) Ltd - payroll support	£38.40
510	6160	£574.80	1600/10	04/03/19	G D Golding - trade waste	£574.80
511	6161	£184.78	400/3	04/03/19	Konica Minolta - photocopy charges	£184.78
Total		£6,727.82				

Signature _____

Signature _____

Date _____

This page is
intentionally left blank