



Lutterworth Town Council

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Carol Mobbs

Town Clerk

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19th August 2021

MEETING OF THE ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE

Councillors: S Hill (Chair)
J Ackerley
P Beadle
R Coleman
V Cooper
T Hirons
B Howes
D Jones
R Nunn
B Poulter
G Robinson

Dear Councillors,

You are hereby Summoned to attend the meeting of **ADMINISTRATION, FINANCE & DEVELOPMENT MEETING** on **TUESDAY 24th August 2021** commencing at **7 30 pm**.

The purpose of the meeting is to consider the enclosed agenda.

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

Yours sincerely,

Carol Mobbs
Town Clerk

19th August 2021

**ADMINISTRATION, FINANCE & DEVELOPMENT COMMITTEE –
CLERK'S REPORT.**

1. **APOLOGIES FOR ABSENCE.**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.**
3. **BANKING/MANDATES**

Unity Bank.

During July 2021 the Town Council was charged 2 x £100 for BACS overlimit. There is currently a limit of £39000 over a 14-day period.

The Town Clerk together with the Town Mayor have requested an over limit increase to £100,000 over 1-month period. We have received 2 emails confirming our request and we are awaiting the outcome. (Please see attached forms).

The Town Clerk would like members to look at approving the increase in monthly transactional limit from £39,000 (14 day period) to £100,000 (monthly).

Lloyds Multi Pay card – Unity Bank Trust.

The Town Clerk can confirm the Lloyds bank multi pay card which is issued in connection with Unity Bank current account has had the previous administrators (AE & UTG) removed and the current Town Clerk has been added as the new account administrator and is listed on the multi pay card which has been received.

CCLA.

The Town Clerk can confirm she has received the forms to add signatures to the account. (See enclosed forms).

4. **LUTTERWORTH TOWN BOWLS CLUB**

The Town Clerk would like to draw your attention to a letter which was sent to the Lutterworth Bowls Club which was in reply to a letter that was received by the Town Clerk. (See attached letters x 2).

The Town Clerk can confirm that the current lease commenced on 30th May 2012 and finishes 29th May 2022 and will require to be re-determined for renewal.

Also, the annual rent which is payable by the Lutterworth Bowls Club will need to be determined. It was originally £340 commencing on 30th May 2012, and it was increased to £378 in November 2017.

The Town Clerk can confirm that due to administrative issues the re-charge of the electricity costs has not been done since 4th April 2017. The annual recharge from 5th October 2016 to 5th October 2017 was £986.98.

This could mean there is a re-charge in excess of £3000 up to and including July 2021 (Charges spreadsheet attached).

It would also appear that water has never been recharged during the whole term of the lease. (Copy of the Lease & water spreadsheet charges attached).

The Town Clerk would like members to consider the following:

- a. To determine a **RECOMMENDATION** to Full Town Council in respect of a new lease to be issued, including the terms.
- b. To recharge the full amount for electricity.
- c. To re-charge a percentage of the electricity.
- d. No charge for electricity.
- e. To recharge for water.
- f. To recharge a percentage for the water.
- g. No charge for water.

Following the decision made in respect of items b to g above the **RECOMMENDATION** be put to full Town Council in September 2021.

5. **EARMARKED RESERVES**

The Town Clerk confirms operating surplus from 2020 / 2021 and EMR funds (attached tabled report).

6. **DATE OF NEXT MEETING**

The date of the next meeting is preliminary booked for Tuesday 26th October 2021 at 7pm.



Carol Mobbs
Town Clerk