



Date: 24th February 2025

Dear Councillors,

You are hereby summoned to attend the meeting of the Administration, Finance & Projects Committee on Tuesday 4th March 2025 at 7:00 PM to be held at the Lutterworth Town Council office

Members are reminded that apologies for absence for all Council meetings should be sent to the Town Clerk prior to the start of the meeting. They will only be recorded as accepted by the Council if the member has sent in their apologies and by giving reason.

Members of the press and public are welcome to attend.

Councillors: R Nunn, B Poulter, D Jones, V Cooper, G Robinson, T Hirons, S Simms, R Coleman, P Hollinshead, J Ackerley

25/AFP/35 Apologies

To receive and approve apologies for absence.

25/AFP/36 Declaration of Interest

To receive any declarations of interest and to consider request for dispensations from members of matters in which they have a disclosable pecuniary interest.

25/AFP/37 Clerks Financial Reports

Please find the attached statements of accounts for:

- Unity Trust Bank Current Account as of 31st January 2025. (Pages 5 - 8)
- Public Sector Deposit Fund (Short term investment EMR's) as of 31st January 2025. (Pages 9 - 10)
- CCLA (Long term Asset) as of 30th December 2024. (Pages 11 - 12)
- Up to date EMR Report including movements as of 19th February 2025. (Pages 13 - 16)
- Up to date budget report as of 19th February 2025. (Pages 17 - 24)

Income received for 2024/25 has been moved into the relevant EMR's as follows:

- Council Office Refurb EMR; £2,185 transferred from budget code 965 due to over payment of Scottish Power Gas charges for the Lutterworth Town Council office.
- Open Spaces EMR; £850 transferred from 915 Income for hire of Coventry Road.
- Street Furniture EMR; £1,186.80 transferred from 892 HDC additional Grant income for Information Boards.

- Mayors Appeal Income EMR; £2,310.50 transferred from 999 Mayors Appeal Income.

To bring the CCLA investment account to the correct balance of £342,741.55 a transfer from Unity Bank to the CCLA short term investment account needs to take place in the sum of £110,502.35.

It is recommended to move the money to the CCLA investment account in April 2025 once the Precept for 2025/26 has been received into the Unity Current Account to avoid any unfortunate instances of the Unity Bank going into overdraft.

25/AFP/38 Budget Performance

An update is to be given on the Town Council's forecast financial out turn is for 2024/25.

25/AFP/39 Town Council Vehicles

Please find enclosed works completed to the Town Council Truck at this year's service and MOT. (Pages 25 - 28)

We had to proceed with the works as the Truck wasn't able to be used until these repairs were completed.

25/AFP/40 LTC Community Grant Applications

Inspire were granted a Lutterworth Town Council Community Grant in the Town Council meeting dated 14th January 2025, please find the attached email received from Inspire regarding the grant and their refusal to accept the grant with the set conditions.

25/AFP/41 Worknest

Please find enclosed the renewal proposal from Worknest. The current 5-year contract ends in October 2025. (Pages 29 - 46)

For the 2024/25 year the invoice total including Insurance was £3,885.62 + VAT. Please find enclosed. (Pages 47 - 48)

25/AFP/42 Museum Lease

To discuss the Museum lease for the complete High Point building.

The Lease will be sent out to Councillors before this meeting.

25/AFP/43 Grant Applications

a. Councillor R Nunn to give update to the Committee with regards to the Section 106 Town Council Office Refurbishment application following the Harborough District Council Committee meeting taking place on the 25th February 2025.

b. Councillor R Nunn to give update to the Committee with regards to the Community Grant application for Crescent Road Recreation Ground following the Harborough District Council Committee meeting taking place on the 25th February 2025.

25/AFP/44 Councillor Emails

Please find enclosed a quotation for setting up Council owned email addresses for all Councillors. This means that the email addresses will be more secure and access can be denied when a Councillor resigns.

Please note although the dates on the quotation are old, Edge have revalidated the

quotation meaning if the Council were to proceed the licences dates would start from the date we asked them to proceed.

(Pages 49 - 50)

25/AFP/45 Next Meeting

The date of the next meeting will be Tuesday 6th May 2025 at 7pm and will be held at the Town Council office.

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', followed by a horizontal line.

**Carol Mobbs,
Town Clerk**

