



**Minutes of the Administration, Finance & Projects Committee Meeting  
Held on Tuesday 4th March 2025 at Lutterworth Town Council office at 7:00 PM**

Those present :

Chairman : R Nunn

Councillors : J Ackerley, R Coleman, V Cooper, T Hirons, P Hollinshead, G Robinson, S Simms

Officers : C Mobbs - Town Clerk

\* Attended remotely

**25/AFP/35 Apologies**

Apologies have been received from D Jones and B Poulter and they were accepted.

**25/AFP/36 Declaration of Interest**

Declarations of interest were received from J Ackerley, T Hirons, G Robinson and S Simms in agenda item 25/AFP/42 being trustees of either the Lutterworth Museum or trustees of Lutterworth Town Estates.

**25/AFP/37 Clerks Financial Reports**

Members noted the attached statements of accounts for:

- Unity Trust Bank Current Account as of 31st January 2025.
- Public Sector Deposit Fund (Short term investment EMR's) as of 31st January 2025.
- CCLA (Long term Asset) as of 30th December 2024.
- Up to date EMR Report including movements as of 19th February 2025.
- Up to date budget report as of 19th February 2025.

Members accepted the Income movements 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.

Members wished to defer any balance transfer the CCLA investment account to the correct balance of £342,741.55 from Unity Bank to the CCLA short term investment account in the sum of £110,502.35 until the EMR's anticipated budget expenditures had

been discussed at the next Town Council meeting dated 11th March 2025.

**25/AFP/38 Budget Performance**

Members received an update on the Town Council's financial out turn for 2024/25.

**25/AFP/39 Town Council Vehicles**

Members **RECOMMENDED** acceptance of the enclosed works in the sum of £ 3623.98 which were completed to the Town Council Truck during this year's service and MOT and approved that the necessary actions were required as the Truck wasn't able to be used until these repairs were completed.

**25/AFP/40 LTC Community Grant Applications**

Members noted that Inspire wished to refuse the grant made to them in January 2025 with the set conditions and prefer to source alternative funding.

**25/AFP/41 Worknest**

Members **RECOMMENDED** looking at alternative providers for Health & Safety and HR Services as the renewal as not until October 2025 also, members noted the renewal costs were £3,885.62 per year + VAT for a 5 year period.

**25/AFP/42 Museum Lease**

This item was deferred to a further meeting as the lease had not been made available by the solicitors.

**25/AFP/43 Grant Applications**

Members noted that Councillor R Nunn attended the S106 Meeting at HDC on Tuesday 25th February 2025 where the Town Council's application in the sum of £85,320 was heard. The decision by the Cabinet was that the Town Council was granted the S106 monies including the current indexation costs in the sum of £98,983.

Members noted that the Town Councils application for R1 of the Community fund in the sum of £150,00.00 was withdraw and that a subsequent application in the sum of £60,000.00 will be heard in R2 of the Community Fund which is being held on Tuesday 18th March 2025 at 6.30pm where Cllr R Nunn will attend along with the Deputy Clerk.

**25/AFP/44 Councillor Emails**

Members noted the quotation in the sum of £947.52 from Edge IT for setting up Council owned email addresses and asked for the agenda item to be deferred so that further advice could be sought on moving to .GOV. addresses along with the website. It was also **RECOMMENDED** that information be investigated on security of servers and information being held.

**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.

**Signed:**.....

**Dated:**.....