



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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To: All members of Ledbury Town Council

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in the **Town Council Offices** on **Thursday 21st January 2016** at 7.30pm. All Committee members are summoned to attend. The business to be transacted is set out in the agenda, which is detailed below.

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

Anyone who objects to being filmed or recorded should notify the Clerk or Chairman prior to the commencement of the meeting.

A G E N D A

1. Apologies

To receive apologies for absence.

2. Interests

To receive declarations of interests in items on the agenda.

3. Public Participation

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time, which is at the Chairman's discretion, for public participation shall not exceed 15 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than five minutes. Questions/comments shall be directed to the Chairman.

4. Minutes

To approve the Minutes of the Finance and General Purposes Committee meeting held on 19th November, 2015, as a correct record.

Copies previously circulated

5. Financial Matters

- 5.1 To approve and adopt the Summary of Receipts and Payments from 13th November to 31st December 2015. **E.1**
- 5.2 To receive the quarterly Summary of Receipts and Payments related to Budget. **E.2**
- 5.3 To consider invoices for payment. (list to be circulated at the meeting)
- 5.4 To note the bank reconciliations to date.

- 5.5 To consider arrangements for a 'Participatory Budgeting' event.
Grant Applications received:
- Ledbury Maritime Cadet Unit (formation of a Ledbury unit)
- Two application have been received for events to be held in FY 2016/17
- Ledbury Community Day 2016, (11.06.16)
 - Ledbury Food Group. (event to take place on 10.07.16)
- 5.6 Internal Audit
To consider the Internal Auditor's interim report for 2015/16. **E.3**
- 5.7 External Audit
To consider the new audit regime and automatic enrolment in the Sector
Led Body audit procurement. **E.4**
- 5.8 To approve expenditure for four British Legion pennants for the
Remembrance Day Parade in the sum of £88 plus VAT.

6. Budget 2016/17

To consider any recommendations from the budget meeting held on 20th
January, 2016.

7. Risk Register

To review the revised Risk Register. **To follow**

8. Newsletter

To consider content and arrangements for the next newsletter page in the
Ledbury Focus.

9. Outside Bodies

To receive and note any reports from Councillors who have attended meetings as
a representative of Council.

Market Towns Forum meeting held on 25th November 2015. *Cllr R Barnes* **E.5**

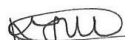
10. Correspondence for information

To note any correspondence received.

11. Date of next meeting and items for future agenda inclusion

The next meeting of the Finance & General Purposes Committee will be held on
18th February, 2016.

Each Councillor is requested to use this opportunity to raise items for inclusion on future
agendas. Councillors are respectfully reminded that this particular item is not an
opportunity for debate or decision making.



Mrs K Mitchell
Clerk to the Council
15.01.2016