



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Thursday 21st September, 2017** 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.

Mrs K. J. Mitchell
Clerk to the Council
15.09.2017

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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Interests

To receive any declarations of interest and written requests for dispensations.

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Ledbury Town Council Code of Conduct for Members and by the Localism Act 2011.

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 6th July, as a correct record.

Copy previously circulated

5. Financial Matters

5.1 To approve and adopt the Summary of Receipts and Payments from 1st July to 31st August 2017.

Copy to follow

5.2 To consider invoices for payment. (list to be circulated at the meeting)

5.3 External Audit – Year ended 31st March 2017.

To note challenges to the Ledbury Town Council Accounts and Annual Governance Statement 2016/17.

5.5 Precept 2018/19

To note a request from Herefordshire Council that the Town Council submit its precept request for 2018/19 by 31st December 2017.

6. Civic Hospitality

To approve expenditure for hospitality at the 2017 Civic Service.

7. Risk Management

To receive an update on actions taken in response to the Risk Management Report prepared by Ecclesiastical Insurance and to consider any further action required.

8. Working Parties and Task & Finish Groups

To receive the following reports and consider any actions/recommendations:

- i. ICT Working Party meeting held on 22nd August 2017. **E.1**
- ii. Policies and Procedures Working Party held on 18th September 2017

To follow

9. Outside Bodies

9.1 To receive and note the Minutes of the Herefordshire Market Town Forum meetings held on 24th May 2017 and 26th July 2017. **E.2**

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

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 is scheduled for 19th October, 2017. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.