



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 24th November 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.

Mrs K. J. Mitchell
Clerk to the Council
17.11.2016

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. Election of Vice Chairman

5. Minutes

To approve the Minutes of the Finance and General Purposes Committee meeting held on 20th October 2016, as a correct record.

Copies previously circulated

6. Financial Matters

- 6.1 To approve and adopt the Summary of Receipts and Payments from 1st to 31st October, 2016. **E.1**
- 6.2 To consider invoices for payment. (schedule to be circulated at the meeting)
- 6.3 External Audit – Year ended 31st March 2016.
To receive an update on works relating to the formal objection to the Annual return for 2015-16.
- 6.4 Appointment of internal auditor

7. Budget 2017-18

- To further consider the draft budget required by the Finance and General Purposes Committee for 2017-18. **E.2**
- To include:
- i) specified grant applications for 2017/18
 - ii) Participatory budgeting

8. Town Clock

To consider a request from Ledbury Places for the Town Council to take on responsibility for the maintenance of the town clock.

9. Risk Register

To review the Risk Register. Copy previously circulated

10. Town Council Offices

- 10.1 To receive an update on replacement of office heaters.
- 10.2 To consider a request from Ledbury Food Bank for use of a room to conduct client reviews on a monthly basis.
- 10.3 To consider a recommendation from Chubb Fire and Security for replacement emergency lighting in the sum of £254.80 plus VAT.

11. Market House

To consider upgrading electrical equipment and removal of surplus items.

12. Consultation

The Boundary Commission for England is currently consulting on initial proposals for new Parliamentary constituency boundaries.

To consider proposals for Ledbury. **E.3**

13. Allowance Scheme for Parish or Town Councillors

To consider the introduction of an allowance scheme for Town Councillors.

Letter from Herefordshire Council **E.4**

14. Outside Bodies

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

15. Casual Vacancies - North and South Wards

The Town Council is advised that valid requests for elections in the north and south wards have been. If contested, the elections will take place on Thursday, 12th January, 2017. (refer F.89 - 10.16)

16. Correspondence for information

To note any correspondence received.

Herefordshire Information and Advice Partnership – Terms of Reference

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

The next meeting of the Finance & General Purposes Committee is scheduled for 19th January 2017.

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.

<p>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it is likely that a resolution will be passed to exclude the public and press for the following item.</p>

18. Insurance

To consider quotations for insurance. EX09/2016

E.5