



LEDBURY TOWN COUNCIL

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Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Environment & Leisure Committee** will be held in the **Market House on Thursday 13th October 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
06.10.2016

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.

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 accept apologies for absence.

2. Declarations of Interests

To declare any 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 confirm the Minutes of the Environment & Leisure Committee meeting held on 8th September, 2016, as a correct record. **Copy previously circulated**

5. Budget 2017/18

To consider the first draft of the budget required by the Environment & Leisure Committee budget for 2017/18. **E.1**

6. Cemetery

5.1 i) To consider costs for the installation of a telephone and broadband line in the cemetery office to enable the upgrade of the CCTV system to a Wi-Fi enabled system.

ii) To consider costs for security system upgrades.

5.2 To review the Tree Inventory & Safety Inspection report and to consider any action required. **E.2**

5.3 To consider the revised cemetery policy documents.

i) Rules & Regulations for Funeral Directors and Grave Diggers **E.3**

ii) Cemetery Administrative & Operational Policy **E.4**

iii) Health & Safety Risk Assessment Record **E.5**

7. Recreation Ground

To consider a quotation to upgrade the current CCTV equipment covering the recreation ground. **EX 08/16**

8. Tree Warden Network

8.1 Members are requested to approve the appointment of a volunteer Tree Warden for Ledbury.

8.2 To receive a report from Cllr Eakin following his attendance at the 'Trees and the Law' talk.

9. Working Parties

9.1 Christmas Lights

To note the report from the meeting held on 4th October, 2016 and to consider any recommendations contained therein. **To follow**

9.2 Events

To note the report from the meeting held on 4th October, 2016 and to consider any recommendations contained therein. **To follow**

9.3 Recreation Ground

To note the report from the meeting held on 12th October, 2016 and to consider any recommendation contained therein. **If available**

10. Correspondence – for information

To note any correspondence received.

11. Date of next meeting and Agenda Items

The next meeting of the Environment & Leisure Committee is currently scheduled for 17th November, 2016.

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

Members of the public and the Press are welcome to attend this meeting.

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