



LEDBURY TOWN COUNCIL

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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 20 September 2018** 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.

Mr Mel ab Owain
Interim Clerk, Ledbury Town Council
13.09.2018

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.

A G E N D A

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 Meeting of the Finance and General Purposes Committee meeting held on 5 July 2018 as a correct record.

Copy previously circulated

5. Financial Matters

- 5.1 To receive clarification regarding CALC Invoice, refer F.46.2-05.18; F.56 - 06.18; and F.74-07-18 **Appendix 1**
- 5.2 To approve invoices for payment. **Appendix 2**
- 5.3 To pre-approve payment of the Temporary Clerk's invoice for the month of September 2018.

- 5.4 **Receipts and Payments**
 - 5.4.1 Receipts – 01.03.2018 to 31.07.2018 **Appendix 3**
 - 5.4.2 Payments – 01.03.2018 to 31.07.2018 **Appendix 4**
 - 5.4.3 Receipts and Payments – 01.08.2018 to 31.08.2018 **Item to follow**

- 5.5 **Budget summary**
 - 5.5.1 Budget Summary (01.04.2018 to 30.06.2018) **Appendix 5**
 - 5.5.2 Budget Summary (01.07.2018 to 31.08.2018) **Item to follow**

- 5.6 **War Memorial Cleaning**

- 6 **Internal Audit 2018/19**
To consider whether the Council should continue to employ the current Company (see F.85-07.18)

- 7 **External Audit**
 - 7.1 External Audit 2017/18 (Grant Thornton LLP)
 - 7.2 External Audit 2018/19 (PKF International)

- 8 **Risk Management**
To review the Risk Register.
Copy previously circulated – Please contact the office if you require a hard copy.

- 9 **Ledbury Town Council Offices**
 - 9.1 Heating
 - 9.2 Update on pest control

- 10 **Market House**
Update on pest control

- 11 **Budget and Precept 2019/2020** **Item to follow**

- 12 **General Data Protection Regulations (GDPR)**
To receive any update regarding GDPR compliance.

- 13 **Working Party Membership** **Appendix 6**

- 14 **Outside Bodies**
To receive and note any reports from Councillors who have attended meetings as a representative of Council.

- 15 **Correspondence for information**
To note any correspondence received.

- 16 **Date of next meeting and items for future agenda inclusion**
The next scheduled meeting of the Finance & General Purposes Committee will

be held on 18 October 2018. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In order to consider confidential legal advice, a resolution will be passed to exclude members of the public and councillors who are not members of the Standing Committee.

17 Update on process of reclaiming legal costs