



# LEDBURY TOWN COUNCIL

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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 Market House on **Thursday 22<sup>nd</sup> October 2015** 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 10<sup>th</sup> September, 2015, as a correct record.

**Copies previously circulated**

### **5. Financial Matters**

5.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> September to 9<sup>th</sup> October 2015.

**To follow**

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

5.3 Annual Return for the financial year ended 31<sup>st</sup> March 2015

To note the conclusion of the external audit.

The External Auditor's certificate and report has been received. On the basis of the review of the annual return and supporting information, the external auditor has reported that there are no matters giving cause for concern that relevant legislation and regulatory requirements have not been met and that there are no other matters to draw to the attention of the council.

**6. Budget 2016/17**

To further consider the draft budget required by the Finance and General Purposes Committee for 2016/17.

**Copy previously circulated**

- Youth provision

**7. Risk Register**

To review the revised Risk Register.

**To follow**

**8. Town Council Offices**

8.1 To consider a proposal for use of the bay windows in the Town Council office reception. *Cllr M Mackness*

**Copy previously circulated**

8.2 To consider applying for separate listings of the two rental offices on the first floor for Non Domestic Rates, in order to allow prospective tenants to claim for small business rates relief.

8.3 Ceremony Room advertising

To consider advertising in the 'Celebrate in Herefordshire' Ceremonies Brochure. The brochure is available through the register office and at other appropriate outlets such as wedding fayres, and at the following sites

[www.placestomarry.com](http://www.placestomarry.com) and [www.celebratein.co.uk](http://www.celebratein.co.uk)

9cm x 9cm advert £200

¼ page £400

**9. Working Party Matters**

To note a report from the Democratic Participation Working Party meeting held on 11<sup>th</sup> August, 2015 and to consider any recommendations contained therein.

**Copy previously circulated**

**10. Outside Bodies**

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

1. Report from the Herefordshire Association of Local Councils Executive Committee meeting held on 16<sup>th</sup> September 2015. Cllr K Francis

**E.1**

2. Minutes of the Market Towns Forum meeting held on 23<sup>rd</sup> September 2015 and to consider any action required.

**E.2**

**11. Correspondence for information**

To note any correspondence received.

**12. Date of next meeting and items for future agenda inclusion**

The next meeting of the Finance & General Purposes Committee will be held on 19<sup>th</sup> November, 2015.

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  
15.10.2015