



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193  
e-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

**NOTICE IS HEREBY GIVEN** that a Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Thursday 22 November 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  
16.11.2018

## 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.

## 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

4.1 To approve the Minutes of the Meeting of the Finance and General Purposes Committee meeting held on 18 October 2018 as a correct record.

**Copy previously circulated**

4.2 To approve the Minutes of the Extraordinary Meeting of the Finance and General Purposes Committee meeting held on 25 October 2018 as a correct record.

**Copy previously circulated**

**5. Financial Matters**

- 5.1 To approve invoices for payment. **Appendix 1**
- 5.2 To pre-approve payment of the Temporary Clerk's invoice for the months of November and December 2018.
- 5.3 To consider method of approval for invoice payments over the Christmas and New Year period (the next F&GP meeting is listed for 17 January 2019).
- 5.4 Receipts and Payments 1 October 2018 to 31 October 2018. **Item to follow**
- 5.5 To approve the release of monies to Specified Grant recipient, Ledbury Places 2018/19. **Appendix 2**

**6. Budget 2019/20**

- 6.1 To further consider the draft budget and reserves required by the Finance and General Purposes Committee for 2019/20.
- 6.2 To remind Members of the Joint-Committee Budget meeting to be held on 29 November 2018.

**7. Specified Grant Applications 2019/20**

- To consider applications received. **Appendix 3**

**8. Internal Audit 2018/19**

An update on the progress regarding this tender process.

**9. External Audit 2017/18**

To receive an update on the External Audit 2017/18 if available.

**10. Risk Management**

To review Section Three of the Risk Register *Other Liabilities*.  
*Copy previously circulated. Please contact the office if you require a hard copy.*

**11. Town Council Offices**

- 11.1 To consider quotations for the Town Council Office's Cleaning Contract. **EX24 (Copy to follow)**
- 11.2 To Consider correspondence from the Chairman and payment of invoice **EX25 (Copy to follow)**
- 11.3 To update members on progress of the Health and Safety Audit at the TCO.
- 11.4 To receive an update on actions taken regarding the TCO Quinquennial Survey.

**12. Councillor Training**

To confirm arrangements made for training.

**13. Financial Regulations**

To consider the updated Financial Regulations. **Appendix 4**

**14. Insurance Renewal**

To consider renewal of insurance from Ecclesiastical Insurance. **EX26 (Copy to follow)**

**15. Website Tender**

To receive recommendations from the Working Group. **(Item to follow)**

**16. Insurance Claim**

To consider insurance claim following damage to vehicle at Ledbury Cemetery.

**EX27 (Copy to follow)**

**17. General Data Protection Regulations (GDPR)**

To receive any update regarding GDPR compliance.

**18. Outside Bodies**

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

**19. Correspondence for information**

To note any correspondence received.

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

The next scheduled meeting of the Finance & General Purposes Committee will be held on 17 January 2019. 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  
Finance and General Purposes Committee.*

**21. Minutes held in Private Session**

To approve the Minutes of the Meeting of the Finance and General Purposes Committee meeting held in Private Session on 18 October 2018 as a correct record.

**Copy previously circulated**