



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 **Ledbury Town Council** will be held in **The Market House**, Ledbury on **Thursday 3rd November, 2016** starting at **7.30pm**. All 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
28.10.2016

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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Interests

To receive any declarations of interest and written requests for dispensations.

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 Full Council meeting held on 29th September, 2016 as an accurate record.

Copy herewith

5. Chairman's Report and Correspondence

To note a report from the Town Mayor.

6. Neighbourhood Development Plan

To receive reports from the Work Group Meetings held on:

a) 3rd October 2016

E.1

b) 19th October 2016

E.2

c) To release funds from the consultation budget line for preparation of communication materials.

7. Herefordshire Councillors' Reports

To receive reports from Ledbury Ward Members.

Town Councillors are reminded that in order to allow them time for any necessary research, Herefordshire Councillors would like questions in writing at least seven days prior to the meeting.

8. Committee Matters - Economic Development & Planning Committee

To note the Minutes of the meeting held on 6th October 2016 and to consider any recommendations contained therein.

Copy herewith

9. Committee Matters - Environment and Leisure Committee

To note the Minutes of the meeting held on 13th October 2016 and to consider any recommendations contained therein.

Copy herewith

10. Committee Matters - Finance and General Purposes Committee

10.1 To note the Minutes of the meeting held on 20th October 2016 and to consider any recommendations contained therein.

Copy herewith

10.2 To elect a Chairman of the Finance & General Purposes Committee.

11. Committee Matters - Standing Committee

11.1 To note the Minutes of the meeting held on 5th October 2016. **Copy herewith**

11.2 To note the Minutes of the meeting held on 18th October 2016. **Copy to follow**

12. Operational Review

To receive a report from the Task and Finish Group.

To follow

E.3

13. NALC Conference

To consider Councillor N Morris' request to attend the NALC Changing Places conference on 30th November 2016 in London, at a cost of £210 + VAT plus travel expenses.

14. Ledbury Places Project

- 14.1 To receive a report (if available) from Town Council representatives on the Ledbury Places Project.
- 14.2 To consider writing a letter of support for a grant application to the Lottery Heritage fund.

15. Outside Bodies

- 15.1 To receive reports from meetings attended by Councillors.
- 15.2 To appoint Council Representatives to serve on
 - a) The Ledbury Food Group
 - b) Ledbury Fairtrade Town Steering Group

- 16. General Correspondence** – For information only
To note general correspondence received in the office.

- 17. To note the date of the next meeting**
The next meeting is scheduled to be held on 8th December, 2016.