



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 24th September, 2015** 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.

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.

REVISED AGENDA

(Additional item 10.2)

1. Apologies

To receive apologies for absence.

2. Interests

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

3. To elect the Deputy Town Mayor for 2015/16.

4. 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.

5. Minutes

5.1 To approve the Minutes of the meeting held on 22nd July, 2015 as a correct record. **Copy herewith**

5.2 To approve the Minutes of the meeting held on 3rd September, 2015 as a correct record. **Copy herewith**

6. Chairman's Report and Correspondence

- 6.1 To receive a report from the Town Mayor.
- 6.2 To consider alternative venues for Council meetings.

7. Town Plan

To receive a report from the Town Plan Bridging Co-ordinator.

8. 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.

9. Committee Matters - Economic Development & Planning Committee

- 9.1 To note the Minutes of the meeting held on 30th July 2015, and to consider any recommendations contained therein. **Copy herewith**
- 9.2 To note the Minutes of the meeting held on 27th August 2015, and to consider any recommendations contained therein. **Copy herewith**
- 9.3 To note the Minutes of the meeting held on 17th September 2015, and to consider any recommendations contained therein. **Copy to follow**

10. Committee Matters - Environment and Leisure Committee

- 10.1 To note the Minutes of the meeting held on 3rd September, 2015 and to consider any recommendations contained therein. **Copy to follow**
- 10.2 To consider quotations for the removal of trees in Dog Hill Wood. **EX06/15**

11. Committee Matters - Finance and General Purposes Committee

- 11.1 To note the Minutes of the meeting held on 10th September, 2015 and to consider any recommendations contained therein. **Copy to follow**
- 11.2 To consider a proposal for use of the bay windows in the Town Council office reception. *Cllr M Mackness* **Previously circulated**
- 11.3 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.

12. Review of Standing Orders, Financial Regulations and Code of Conduct

To consider the recommendations of the working group set up to review the following documents, and to consider delegation of authority to Town Council Committees (subject to Full Council agreeing draft Terms of Reference put forward by each Committee). **Copies to follow**

- i. Standing Orders
- ii. Financial Regulations
- iii. Code of Conduct

13. Ledbury Places Project

To receive a report (if available) from Town Council representatives on the Ledbury Places Project.

14. Outside Bodies

To receive reports from meetings attended by Councillors.

15. General Correspondence – For information

To note general correspondence received in the office.

16. Questions to the Town Mayor, pursuant to Standing Order No.8.

To receive questions from Councillors.

17. To note the date of the next meeting

The next scheduled Full Council meeting will be held on 29th October, 2015.

Mrs M Bradman
Deputy Clerk to the Council
18.09.2015