



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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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 23rd February 2017** 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.

Mrs K. J. Mitchell
Clerk to the Council
17.02.2017

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

To approve the Minutes of the Finance and General Purposes Committee meeting held on 19th January, 2017, as a correct record.

Copies previously circulated

5. Financial Matters

- 5.1 To approve and adopt the Summary of Receipts and Payments from 1st January to 31st January, 2017. **E.1**
- 5.2 To consider invoices for payment. (schedule to be circulated at the meeting)
- 5.3 Internal Audit
- ii. To review the internal audit programme for 2017/18. **E.2**
 - iii. To review the effectiveness of the system of Internal Audit. **E.3**
- 5.4 External Audit – Year ended 31st March 2016.
To receive an update on works relating to the formal objection to the Annual return for 2015-16, if available.
- 5.5 Grant Applications
To consider applications from the proceeds of the October Fair 2016. **E.4**
- 5.6 To further review funding awarded to Love Ledbury in the sum of £7,400.
(Refer F.5 – 01.17, 5)
Circulated at the last meeting please advise the office if you require another copy.
- 5.7 To consider Participatory Budgeting in 2017/18.
- 5.8 To review monies held in reserve for Portas and Drugs Forum.
- 5.9 Citizens' Advice Bureaux
To consider funding for the provision of an outreach service in Ledbury.
- 5.10 Worcestershire County Council Pension Scheme.
The Town Council is advised that the employer contribution rates payable from 1st April 2017 to 31st March 2020 will be 27.7%

6. Subscriptions

- 6.1 To consider the renewal of the Town Council's annual subscription to HALC in the sum of £1,921.96 plus VAT.
- 6.2 To consider the renewal of the Town Council's annual subscription to Herefordshire and Gloucestershire Canal Trust in the sum of £25.

7. Newsletter

To discuss ways of communicating with Ledbury residents eg. Focus/newsletter.

8. Awards

To consider arrangements for the Distinguished Citizens Awards. **E.5**

9. Ledbury Community Day

To consider taking part in the 5th Ledbury Community Day on Saturday 9th June 2017.

10. Asset Register

To review the Asset Register for the year ended 31st March 2017.

E.6

11. Risk Register

To review the Risk Register.

Previously circulated – please contact the office if you require a hard copy.

12. Outside Bodies

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

- Report from Herefordshire Market Towns Forum meeting held on 25th January 2017. *Cllr M Eager*

E.7

13. Correspondence for information

To note any correspondence received.

14. Date of next meeting and items for future agenda inclusion

The next meeting of the Finance & General Purposes Committee is scheduled for 23rd March 2017.

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.