



LEDBURY TOWN COUNCIL

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

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 **Town Council Offices** on **Thursday 18th February 2016** 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 21st January 2016, 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 2016.

E.1

- 5.2 To consider invoices for payment. (list to be circulated at the meeting)
- 5.3 Internal Audit
- ii. To review the internal audit programme for 2016/17. **E.2**
 - iii. To review the effectiveness of the system of Internal Audit. **E.3**
- 5.4 Grant Applications
- To consider applications from the proceeds of the October Fair 2015. **E.4**
To follow
- 5.6 To consider approval of additional costs for the Ledbury Tourist brochure.
- 6. Subscriptions**
- 6.1 To consider the renewal of the Town Council’s annual subscription to Fields in Trust (FIT) in the sum of £50.
- 6.2 To consider the renewal of the Town Council’s annual subscription to the Herefordshire and Gloucestershire Canal Trust in the sum of £25.
- 7. Town Council Buildings**
- 7.1 To consider future building maintenance of the Market House and Town Council Offices.
- Condition reports commissioned through the Ledbury Places Project for:
- Market House **E.5**
 - Town Council Offices **E.6**
- 7.2 To review letting fees for The Market House
- 8. Risk Register**
- To review the revised Risk Register. **To follow**
- 9. Asset Register**
- To review the Asset Register for the year ended 31st March 2016. **E.7**
- 10. Awards**
- To consider arrangements for the Distinguished Citizens Awards 2016.
- 11. Outside Bodies**
- To receive and note any reports from Councillors who have attended meetings as a representative of Council.
- Market Towns Forum**
- Minutes of the meeting held on 27th January 2016 **E.8**
 - Report from Cllr M Eager **E.9**
 - Herefordshire Council briefing paper - Financial Planning for 16/17 to 19/20 - Market Town settlement **E.10**

12. Ledbury Community Day

To consider taking part in the 4th Ledbury Community Day on Saturday 11th June 2016.


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 will be held on 17th March, 2016.

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
12.02.2016