

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON
THURSDAY 9th JULY 2015**

PRESENT: Councillors: A Harrison - Chairman

D Baker	A Crowe
M Eager	A Manns
N Morris	R Yeoman

IN ATTENDANCE: Mrs K Mitchell, Clerk to the Council
Mrs M Bradman, Deputy Clerk

F.20 - 07.15 APOLOGIES

Apologies were received from Councillors R Barnes, P Bettington, E Harvey, M Mackness, A Warmington and SJ Widdows.

F.21 - 07.15 INTERESTS

There were none declared at this point in the meeting.

F.22 - 07.15 PUBLIC PARTICIPATION

There were no members of the public present.

F.23 - 07.15 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 4th June, 2015, copies having been circulated, were confirmed as a correct record and signed by the Chairman.

F.24 - 07.15 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 30th May to 30th June, 2015.

**RESOLVED: That the summary, as presented,
be approved and adopted.**

2. Quarterly Summary of Receipts and Payments related to Budget.

Members were circulated with a quarterly summary of Receipts and Payments related to budget.

RESOLVED: That the summary be noted.

3. Invoices for payment

Members considered a list of invoices for payment, copies having been circulated.

RESOLVED: That the invoices, no.s 1-19, as presented, be approved for payment with the following exceptions:

No.6: Urban Recreation in the sum of £21,795.00 plus VAT. Payment to be released on satisfactory completion of the installation works.

No.19: Foxley Tagg Planning Ltd in the sum of £2907.05 plus VAT. Payment to be released on sign-off of stage 4 works.

4. Internal Audit – year ended 31st March 2015.

Members considered three quotations for internal audit services. Following careful consideration and discussion.

Recommendation to Full Council: That Hale Jackson & Knight be appointed the Town Council's internal auditor for the year 2015/16 at an annual fee of £1,500.00.

5. Bank Account Reconciliation

The Clerk confirmed that the bank reconciliations from April 2015, had been completed and were available for Councillor Morris to inspect and sign off.

F.25 - 07.15 SUBSCRIPTIONS

Members considered renewal of the following subscriptions.

1. The Clerk's membership to the Society of Local Council Clerks.

Recommendation to Full Council: To renew the Clerk's membership to the Society of Local Council Clerks, in the sum of £260.

2. Campaign to Protect Rural England (CPRE).

Recommendation to Full Council: To renew the annual subscription to CPRE in the sum of £36.

F.26 - 07.15 CIVIC HOSPITALITY

Members were given a breakdown of the cost of staff versus a local catering company to catering for the Ledbury in Bloom judging day lunch. It was agreed that catering for lunches was not cost effective and not best use of council staff's time.

RESOLVED: That the catering for the Ledbury in Bloom Judging Day Lunch be outsourced to Best of Taste.

F.27 - 07.15 CIVIC REGALIA

Members considered the purchase of 'Past Mayor's' lapel badges.

Recommendation to Full Council: That five 'Past Mayor's' lapel badges be purchased from Thomas Fattorini Ltd in the total sum of £174.65 plus VAT.

F.28 - 07.15 POLICY AND PROCEDURES

Members considered setting up a Task and Finish group to review the Council's adopted Policy and Procedure documents. List to be circulated to Councillors via email.

RESOLVED: That a Policy & Procedure Task and Finish group be set up to review current Policy & Procedure documents. Councillors to advise the office of their interest in serving on the Group.

F.29 - 07.15 TOWN COUNCIL OFFICES

Members considered the quotations of two local estate agents to let the two available offices on the first floor of the Town Council building.

The Clerk was requested to ascertain whether there would be a charge if the offices failed to be let.

Recommendation to Full Council: That the Stooke Hill & Walshe be engaged to let the offices in the Town Council building.

F.30 - 07.15 WORKING PARTY MATTERS

Members reviewed the Health and Well-being draft Action Plan produced by the Town Plan Working Party, copies having been circulated, and made the following comments:

Obj. HW5: In hand.

Obj. HW6: Refer to Neighbourhood Plan working party Note:
Ledbury Sports Council should be corrected to read Ledbury Sports
Federation.

Obj. HW7: In hand.

Obj. HW8: Support available through LTC grant system.

Obj. HW9: Support available through LTC grant system.

Obj. HW10: In hand. Note: If providing grant aid, LTC should insist that
local volunteer groups have their own insurance cover when carrying
out maintenance on public access spaces.

**RESOLVED: That the above comments be
relayed back to the Town Plan
Working Party.**

F.31 - 07.15 OUTSIDE BODIES

There were no reports.

F.32 - 07.15 CORRESPONDENCE FOR INFORMATION

The HALC Information Corner had been circulated to members via
email.

The Clerk advised that correspondence had been received from the
Herefordshire Citizens Advise Bureau informing the Town Council of
their intention to apply for a grant for 2015/16.

A letter of thanks for the Town Council's support to The Community
Day group had been received; the Town Council's contribution paid for
the hire of venues for the day's events.

RESOLVED: That this be noted.

F.33 - 07.15 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA

The next meeting of the Finance & General Purposes Committee is
scheduled for 10th September 2015.

There being no further business, the Chairman closed the meeting at
8.48pm.

Chairman..... Date.....