



# LEDBURY TOWN COUNCIL

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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 22<sup>nd</sup> February, 2018** 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  
22.02.2018

## 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.

## A G E N D A

### 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 18<sup>th</sup> January, 2018 as a correct record.

**Copy previously circulated**

## 5. Financial Matters

- 5.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> to 31<sup>st</sup> January 2018. **Copy to follow**
- 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 2018/19. **E.1**
  - iii. To review the effectiveness of the system of Internal Audit. **E.2**
  - iii. To consider the Interim Internal Audit Report 2017/18. **E.3**
- 5.4 To review specified reserves in the light of incurred and possible additional legal costs for Judicial Review.
- 5.5 Grants
- i. October Fair  
To consider applications from the proceeds of the October Fair 2017.
  - ii. Portas  
To consider a request from the Ledbury Area Cycle Forum Ledbury to vary the approved grant from cyclehoops to Balance Bikes for primary schools

## 6. Subscriptions

To consider the renewal of the Town Council's annual subscription to HALC in the sum of £1,914.97.  
(Includes two free training places (Councillors only) on any HALC training event if paid by 31<sup>st</sup> March 2018)

## 7. Risk Management

- 7.1 Health & Safety Documents as prepared by Ellis Whittam
- i. To consider the General Risk Assessment
  - ii. To adopt the Health & Safety Policy and Handbook.
- 7.2 To review the Risk Register.  
*Copy previously circulated – Please contact the office if you require a hard copy.*
- Report from Task and Finish Group, if available.

## 8. Asset Register

To review the Asset Register for the year ended 31<sup>st</sup> March 2018. **Copy to follow**

## 9. Working Parties and Task & Finish Groups

To receive a report from the ICT Working Party meeting held on 29<sup>th</sup> January, 2018, and to consider any action/recommendations. **E.4**

**10. Ledbury Community Day**

To consider taking part in the 5<sup>th</sup> Ledbury Community Day on Saturday 9<sup>th</sup> June 2018.

**11. Outside Bodies**

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

**12. Correspondence for information**

To note any correspondence received.

**13. Date of next meeting and items for future agenda inclusion**

The next meeting of the Finance & General Purposes Committee is scheduled for 22<sup>nd</sup> March, 2018. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.