



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

NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Thursday 23rd March 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
10.03.2017

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.

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 23rd February, 2017, as a correct record.

Copies previously circulated

5. Financial Matters

- 5.1 To consider invoices for payment. (schedule to be circulated at the meeting)
- 5.2 Internal Audit
To review the effectiveness of the system of Internal Audit **E.1**
- 5.3 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.
- 5.4 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.
- 5.5 Citizens' Advice Bureaux
To release funding for the outreach service in Ledbury.
- 5.6 Unspecified Grants 2017/18
To consider an application for funding for Ledbury Community Day 2017. **E.2**
- 5.7 To consider providing hospitality for visiting choir from Ledbury's twin town.
Letter from the Chairman of the Ledbury & Strömstad Twinning Association. **E.3**

6. Market House

To consider costs for works to refurbish/re-upholster chairs in the Market House.

7. Town Council Offices

To consider an offer for rental office space in the Town Council offices.

8 Risk Register

To review the Risk Register.

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

9. Community Day

To consider setting up a Task & Finish group to organise materials and volunteer rota for manning of Ledbury Town Council stands on Community Day, 10th June 2017.

10. ICT Working Party

To receive a report from the meeting held on 14th March 2017 and to consider any recommendations contained therein.

11. Youth Council

To consider purchase of badges for Youth Council members.

12. Outside Bodies

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

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 confirmed at the Annual council meeting on 11th May, 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.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

In order to consider confidential matters, it is likely that a resolution will be passed to exclude members of the public and councillors who are not members of the Finance & General Purposes Committee.

15. Awards

15.1 To consider nominations for the Distinguished Citizen and Young Citizen Awards.

15.2 To consider nominations for the Joint Award for Twinning Activities - Strömstad Kommun / Ledbury Town Council.