



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 26th February 2015** 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.

AGENDA

1. Apologies

To accept 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 22nd January 2015, as a correct record.

Copies previously circulated

5. Financial Matters

5.1 To approve and adopt the Summary of Receipts and Payments from 16th January to 15th February 2015. **To follow**

5.2 To receive the quarterly Summary of Income and Expenditure related to Budget. **To follow**

5.3 To consider invoices for payment. (list to be circulated at the meeting)

5.4 Internal Audit for 2014/15

- i. To note correspondence from the Internal Auditor relating to: a) the process and timetable for the internal audit programme and b) a specific issue audit. **E.1**
- ii. To review the effectiveness of the system of Internal Audit. **E.2**
- ii. To consider the Internal Auditor's specific issue report and recommendations contained therein. Copies previous circulated.

5.5 Financial Regulations

To review Financial Regulations. **E.3**

5.6 Unspecified Grants: **EX03/15 E.4**

To consider grant applications from:

- i. Ledbury Bowling Club
- ii. Herefordshire Wildlife Trust.
- iii. Ledbury Community Day

6. Asset Register

To review the Asset Register for the year ended 31st March 2015. **E.5**
(N.B. The last asset valuation of Ledbury Town Council's property assets was carried out in May 2010)

7. Town Council Offices

To consider future use of the offices occupied by the Registration Service and Poetry Festival following their re-location to the Master's House.

8. Working Parties

To receive a Report from the Awards Working Party meeting held on 23rd February, 2015 and to consider any recommendations put forward from that meeting.

9. Subscriptions

- 9.1 To consider the renewal of the Town Council's annual subscription to Herefordshire and Gloucestershire Canal Trust, in the sum of £25.
- 9.2 To consider the Deputy Clerk's membership to The Society of Local Council Clerks (SLCC), in the sum of £167.

10. Outside Bodies

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

- Market Towns Forum meeting held on 28th January 2015. *Cllr C Ridler*. **E.6**
- HALC East Hereford Area Committee meeting held on 10th February 2015. (if available)

11. Correspondence for information

To note any correspondence received.

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

The next meeting of the Finance & General Purposes Committee will be held on 9th April 2015.

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.

Kyle

Mrs K Mitchell
Clerk to the Council
20.02.2015

Members of the public and the Press are welcome to attend this meeting.

Members of the public are allowed to film or record meetings to which they are permitted access.

Meetings or parts of meetings from which the public and press are excluded may not be filmed or recorded.

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