



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY

HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 .

e-mail: admin@ledburytowncouncil.gov.uk

website: www.ledburytowncouncil.gov.uk

3 May 2019

To: All Members of Ledbury Town Council

Dear Member

You are hereby summoned to attend the Annual Meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 9 May 2019 starting at 7.30 pm at The Community Hall Lawnside Road, Ledbury, HR8** for the purpose of transacting the business shown in the agenda set out below.

Yours faithfully

Angela Price
Town Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Member 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 or broadcast must respect the rights of other people attending under the General Data Protection Regulations 2018 and the Data Protection Act 1998.

AGENDA

1. **To Elect a Town Mayor for the 2019/20 Municipal Year**
(Town Mayor to make Statutory Declaration of Acceptance of Office and address the Council with their opening remarks)
2. a. **Vote of Thanks to outgoing Chairman and presentation of Past Mayor's Badge**
b. **Retiring Deputy Mayor's Response and closing remarks**
3. **To elect a Deputy Town Mayor for 2019/20**
(Deputy Town Mayor to make Statutory Declaration of Acceptance of Office)

4. **To receive apologies for absence**
5. **To receive Declarations of Interest and written requests for Dispensations**

(Members are invited to declare 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)

(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)

6. **Public Participation**

(Members of the public are permitted to make representations, answer questions and give evidence 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/Mayor)

7. **To consider how to fill any vacancies left unfilled at the election by reason of insufficient nominations**

MINUTES

8. **To approve and sign as a correct record the minutes of a meeting of Council held on 28 March 2019 and an Extraordinary Meeting of Council held on 18 April 2019**
(Pages 1-14)
9. **To adopt the minutes of the Parish Meeting held on 26 April 2018, which were formally considered at a meeting of Full Council held on 16 April 2018**
(Pages 15-16)
10. **To receive and note the minutes of the Annual Town Meeting held on 25 April 2019**
(Pages 17-19)
11. **To receive and note the minutes of the Economic Development and Planning Committee meeting held on 4 April 2019 and to consider any recommendations therein**
(Pages 20-21)

GOVERNANCE

12. **To consider and approve a draft Schedule of Meetings for the 2019/20 Municipal year**
(Page 22)
13. **To appoint Council Representatives to serve on Outside Bodies**
(Page 23)

14. **To appoint the following Council Committees for the ensuing Municipal year and consider their Terms of Reference (Pages 24-31)**
 - a) Economic Development and Planning Committee
 - b) Environment and Leisure Committee
 - c) Executive Committee (*proposed change of title to Resources Committee*)
 - d) Finance, Policy & General Purposes Committee
15. **To elect Chairman and Vice-Chairman of the Committees listed above**
16. **To approve the Council's Standing Orders (Pages 32-55)**
17. **To approve and adopt the Council's Financial Regulations (Pages 56-74)**
18. **To note the Council's Code of Conduct (Pages 75-80)**

FINANCE

19. **To approve Schedule of Payment of invoices received (Page 81)**
20. **To determine the Council's Cheque signatories for 2019/20 (Pages 82-83)**
21. **Date of next meeting**

The next meeting of Full Council will be held on Thursday, 30 May 2019 (subject to the approval of the Schedule of Meetings at Agenda Item 12.

22. **Exclusion of Press and Public**

<p>In accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting</p>
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MINUTES

23. **To approve the Confidential Minutes of a meeting of Council held on 28 March 2019 (Pages 84-88)**
24. **To approve the Confidential Minutes of a meeting of the Finance and General Purposes Committee held on 21 March 2019 (Pages 89-90)**

**Distribution: - Full agenda reports to all Councillors
Agenda reports excluding Confidential items to Local Press,
Library and Police**