

LEDBURY TOWN COUNCIL

**To: ALL MEMBERS OF THE 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 20<sup>th</sup> February, 2014 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 16<sup>th</sup> January, 2014, as a correct record.

**Copies 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 2014. **E.1**

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

5.3 To receive the quarterly Summary of Receipts and Payments related to Budget. **E.2**

5.4 Internal Audit

i. To consider the interim internal audit report for 2013/14. (to follow) **E.3**

ii. To review the internal audit programme for 2014/15. **E.4**

iii. To review the effectiveness of the system of Internal Audit. **E.5**

**6. Grant Applications**

6.1 Unspecified Grants

To consider an application from Marches Family Network. **E.6**

6.2 October Fair

To consider grant applications from the proceeds of the October Fair 2013

**E.7**

**7. Subscriptions**

To consider the renewal of the Town Council's subscription to Herefordshire and Gloucestershire Canal Trust in the sum of £25.

**8. Asset Register**

To review the Asset Register for the year ended 31<sup>st</sup> March 2014.

**E.8**

**9. Newsletter**

To consider content and arrangements for the April edition in the Ledbury Focus.

**10. Awards**

To consider arrangements for the Distinguished Citizens Awards 2014.

**11. Outside Bodies**

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

- Herefordshire Market Towns Forum held on 29<sup>th</sup> January 2014.  
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**E.9**

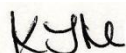
**12. Correspondence for information**

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 will be held on 20<sup>th</sup> March 2014.

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.



Mrs K J Mitchell  
Clerk to the Council  
14<sup>th</sup> February 2014

**MEMBERS OF THE PUBLIC AND PRESS ARE CORDIALLY  
INVITED TO ATTEND THIS MEETING**  
[www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)