



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 22nd March, 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
16.03.2018

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 22nd February, 2018 as a correct record.

Copy previously circulated

5. Financial Matters

- 5.1 To approve and adopt the Summary of Receipts and Payments from 1st to 28th February, 2018. **E.1**
- 5.2 To receive the quarterly Summary of Receipts and Payments related to Budget. **E.2**
- 5.3 To consider invoices for payment. (list to be circulated at the meeting)
- 5.4 External Audit for the year ended 31st March 2017
To receive the Certified Annual Return and External Auditor certificate and opinion, if available, and to consider any action.
- 5.5 Year End Accounts
To consider fee for engaging Rialtas Business Solutions Ltd to carry out Year End accounts preparation in the sum of £515 plus travelling expenses.
- 5.6 To note the National Living Wage and National Minimum Wage increases from April 2018.
- 5.7 To consider a grant application from Busy Bees for improvement works to outdoor space at the former youth centre. Application to follow.

6. General Data Protection Regulations (GDPR)

(In force from 25th May 2018)

- 6.1 To receive the GDPR Toolkit for NALC members. (hard copies available on request)
- 6.2 To set up a GDPR Working Group to consider NALC's GDPR Toolkit and report back to an extraordinary meeting of Finance & General Purposes Committee prior to the Annual meeting of the Town Council in May.

7. Town Council Offices

- 7.1 To note change of cleaning services following termination of contract by Mavis Russell Cleaning Ltd.
- 7.2 To consider an offer for rental of first floor office from existing tenant.

8. Risk Management

To review the Risk Register.

Copy previously circulated – Please contact the office if you require a hard copy.

9. Working Parties and Task & Finish Groups

- 9.1 To receive a report from the ICT Working Party meeting held on 19th March, January, 2018, and to consider any action/recommendations. (if available)
- 9.2 To receive a report from the Risk Register Task and Finish Group meeting held on 21st March, 2018, and to consider any action/recommendations. (if available)

10. Outside Bodies

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

- HALC Executive Committee held on 7th March 2018 and East Herefordshire Area Committee held on 14th March 2018.

11. Correspondence for information

To note any correspondence received.

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

The next scheduled meeting of the Finance & General Purposes Committee will be confirmed at the Annual Council meeting on 10th May, 2018. 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.

13. Awards

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

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

14. To consider opportunity to acquire premises.