

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 **Market House** on **Thursday 12th September, 2013 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 25th July, 2013, as a correct record.

Copies previously circulated

5. Presentation

To receive a presentation from the Chairman of the Ledbury Rural Parishes Cluster Group, on the activities of the Group.

6. Financial Matters

6.1 To approve and adopt the Summary of Receipts and Payments from 18th July to 31st August 2013. **E.1**

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

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

6.4 To consider 'Unspecified Grant' applications. **EX20/13 E.3**

- i. Ledbury Community Brass Band
- ii. Ledbury Amateur Boxing Club

6.5 Precept 2014/15

Herefordshire Council has advised that the deadline for submission of the Town Council's precept requirement for 2013/14 is 31st January 2014.

6.6 Budget 2014/15

Members are advised that the first draft of the budget required by the Finance & General Purposes Committee for 2014/15 will be considered at the next meeting

6.7 Internal Audit

The Town Council's internal auditor Jonathan Andrew has advised that having reached retirement age, he has now sold his practice to Greendawn Accounting Limited. The Committee is requested to consider transferring business to Greendawn.

- Letter from J Andrew **E.4**
- Introductory letter from Green dawn Accounting Ltd.

7. Subscriptions

7.1 To consider becoming a member of the Rural Parishes Cluster Group for an annual membership fee of £100.

7.2 To consider corporate membership to the National Association of Memorial Masons for an annual subscription cost of £205 plus VAT. (Membership will entitle the Town Council to a £125 discount on the Safety Inspection & Assessment of Memorials training course for the Grounds Officer)

8. Devolved Services

To receive an update, if available, and to consider any action required.

9. Town Council Offices

Approved Premises Licence - Civil Marriage and Civil Partnership Ceremonies.

To receive an update, if available, and to consider any action required.

10. Working Party Reports

To receive a verbal report from the Accommodation Working Party meeting held on 11th September 2013, and to consider any action required.

11. Outside Bodies

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

12. Correspondence for information

To note a response from the Department for Communities and Local Government regarding the Town Council's request for an investigation into complaint handling by Herefordshire Council Standards Panel. **E.5**

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

The next meeting of the Finance & General Purposes Committee will be held on 17th October, 2013.

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.

KJm

Mrs K J Mitchell
Clerk to the Council
6th September

**MEMBERS OF THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO
ATTEND THIS MEETING**
www.ledburytowncouncil.gov.uk