



# LEDBURY TOWN COUNCIL

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**NOTICE IS HEREBY GIVEN** that a Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Thursday 18<sup>th</sup> January, 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  
12.01.2018

## 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.

## AGENDA

### 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. Citizens Advice - Outreach

To receive an introductory report from Karen Edwards, Chief Executive Officer at Citizens Advice South Worcestershire.

### 5. Minutes

5.1 To approve the Minutes of the Finance and General Purposes Committee meeting held on 23<sup>rd</sup> November, 2017 as a correct record.

**Copy previously circulated**

- 5.2 To approve a correction to the Minutes of the meeting held on 19.10.2017. Referring to F.95 – 10.17, 4.1 Specified Grants for 2017/18; The amount of grant to Ledbury Poetry Festival should be corrected to read £2,000.

## **6. Financial Matters**

- 6.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> November to 31st December 2017.
- 6.2 To receive the quarterly Summary of Receipts and Payments related to Budget.
- 6.3 To consider invoices for payment. (list to be circulated at the meeting)
- 6.4 External Audit – Year ended 31<sup>st</sup> March 2017.  
To receive an update on works relating to the formal objections to the Annual Return for 2016-17.
- 6.5 Grants
- 6.5.1 To consider a request from Community Action Ledbury to vary the approved specified grant for 2017-18.
- 6.5.2 Portas Funding - To receive an interim report on progress achieved at Ledbury Youth Drop In.

## **7. Risk Management**

- 7.1 Health & Safety  
To consider the Fire Risk Assessment Action Plans for the Market House and Town Council Offices prepared by Fire & Risk Management Services consultant following an inspection on 30<sup>th</sup> November 2017. (refer F.87 – 09.17)
- 7.2 To review the Risk Register.  
*Copy previously circulated – Please contact the office if you require a hard copy.*

## **7. Budget 2018/19**

- To further consider the draft budget required by the Finance and General Purposes Committee for 2018/19.  
*(Note: Joint budget meeting to be held on 25.01.2018)*

## **8. Subscriptions**

- 8.1 To consider the renewal of the annual subscription to The Herefordshire & Gloucestershire Canal Trust in the sum of £25.00.
- 8.2 To consider the renewal of the annual subscription to Clerks & Councils Direct in the sum of £12.00.

## **9. Awards**

- To consider arrangements for the Distinguished Citizens Awards 2018.

**10. Working Parties and Task & Finish Groups**

To receive a report from the ICT Working Party meeting held on 8<sup>th</sup> January, 2018, and to consider any action/recommendations.

**E.1**

**11. Outside Bodies**

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

**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 is scheduled for 22<sup>nd</sup> February, 2018. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.