



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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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 1st June, 2017** 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
26.05.2017

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. Election of Chairman

2. Election of Vice Chairman

3. Apologies

To receive apologies for absence.

4. 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.

5. 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.

6. Minutes

To approve the Minutes of the extraordinary Finance and General Purposes Committee meeting held on 9th May, 2017, as a correct record.

Copy to follow

7. Financial Matters

7.1 To approve and adopt the Summary of Receipts and Payments from 1st February to 30th April 2017. **To follow**

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

7.3 Internal Audit

7.3.1 To consider the Interim Internal Audit Report 2016-17 **E.1**

7.3.2 Effectiveness of the system of Internal Audit

To receive an updated copy of the above report as completed at the meeting held on 9th May 2017.

7.4 External Audit

Audit for the year ended 31st March 2017 – intermediate review

The Town Council is advised that the Annual Return must be completed and submitted to the External Auditor by 16th June 2017.

7.4.1 To consider the Balance Sheet for 2016-17. **E.2**

7.4.2 To consider and complete Section 1 - Annual Governance Statement. **E.3**

7.4.3 To consider Section 2 – Accounting Statements **E.4**

7.5 Reserves

To consider and approve the allocation of reserves **E.5**

7.6 Grant Applications

7.6.1 To review the frequency of consideration of grant applications.

7.6.2 To consider an application for funding from the Ledbury Allotment Association. Amount requested - £500 for an Allotment Mini-beds project.

7.7 To consider the disbursement of Portas Funds (£10,000)

8. Subscriptions

8.1 To approve the renewal of the Clerk's membership to The Society of Local Council Clerks (SLCC), in the sum of £250.

8.2 To consider the renewal of the annual subscription to the Herefordshire Tree Warden network in the sum of £25.

9. Hospitality

To consider providing hospitality on Ledbury in Bloom Judging day on Monday 17th July, 2017.

10. Town Council Offices

10.1 To consider commissioning a fabric report for the Town Council offices. The last full inspection was undertaken in September 2008.

10.2 To consider renewal of the Marriage Room licence (expires 03 Nov 17). The Town Council is notified that fees for attendance of Registration staff will increase from 2018, as follows:

	2017	2018
Each notice of Marriage	£35 per person	£35 per person
Attendance of Registration staff	£195	£365 (Mon-Fri) £390 (Sat)
Room hire fee	£225	£225
Marriage Certificate	£4	£4
Commemorative Certificate	£10	£10

11. Market House

To consider a request from ‘Joined Up Heritage’ to part fund exhibition materials for the 400th Anniversary of the Market House.

- Pull-up banners (1or 2) – full colour - £200 each
- Booklet - £300 contribution

12. Working Parties

To receive a report from the ICT Working Party meeting held on 16th May, 2017.

Copy to follow

13. Outside Bodies

13.1 To receive a report from the Market Towns Forum meeting held on 29th March 2017.

E.6

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

13.3 Ledbury Food Bank

The Town Council is requested to confirm whether it is happy to continue issuing food bank vouchers

14. Risk Register

To review the Risk Register.

Previously circulated – please contact the office if you require a hard copy.

15. Correspondence for information

To note any correspondence received.

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

The next meeting of the Finance & General Purposes Committee is scheduled for 6th July, 2017. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.