



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193  
e-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

**To: All members of Ledbury 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 4<sup>th</sup> June 2015** 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.

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## A G E N D A

**1. To elect a Chairman for 2015/16.**

**2. To elect a Vice-Chairman for 2015/16.**

**3. Apologies**

To receive apologies for absence.

**4. Interests**

To receive declarations of interests in items on the agenda.

**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 Finance and General Purposes Committee meeting held on 9<sup>th</sup> April 2015, as a correct record.

**Copies previously circulated**

**7. Financial Matters**

7.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> April to 29<sup>th</sup> May 2015. **E.1**

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

7.3 Internal Audit – Year ended 31<sup>st</sup> March 2015.

To consider the Internal Auditor's report. **E.2 & E.3**

7.4 To consider the Annual Return for the year ended 31<sup>st</sup> March, 2015.

Notice has been received from the External Auditors that the Annual Return must be approved by Full Council and returned by 15<sup>th</sup> June 2015.

- a) Balance Sheet **E.4**
- b) Annual Return section 1 **E.5**
- c) Annual Return section 2 **E.6**

7.5 Reserves

To consider and approve the allocation of reserves.

## **8. Banking Arrangements**

8.1 To agree bank signatories for the current account.

8.2 To appoint a Councillor (other than the Chairman or cheque signatory) to verify bank reconciliations.

8.3 To approve the use of variable Direct Debit payments for Non-Domestic Rates and utility supplies.

8.4 To approve payment by BACS for staff salaries.

## **9. Risk Register**

To review the Risk Register (refer F.74 - 01.15) (Date of last review - 05.06.2014)

**E.7**

(Please note that the working party set up on 22.01.15, to review the Risk Register has not met)

## **10. Financial Regulations**

Members are advised that in view of the cancellation of the working party meeting scheduled for Tuesday, 28th April, 2015, a provisional date of Wednesday 17<sup>th</sup> June 2015 has been set to review the Council's Financial Regulations/Standing Orders. (refer F.97 - 04.15, 4)

## **11. Domain Renewal**

To consider renewal of the domain ledbury.net (due for renewal on 28.08.2015) at a cost of £40, for a two year period.

## **12. Town Council Offices**

To receive an update on the letting of offices on the first floor through the Ledbury Area Development Trust, and to consider any action required. (Refer F.99 - 04.15)

**13. Herefordshire Citizens Advice Bureaux**

Following the announcement of major service reductions, including the closure of services in Ledbury, the Committee is requested to consider inviting Chief Executive Mrs Claire Keetch to a meeting to discuss options for future funding.

CAB Press Release

**E.8**

**14. Pension Scheme**

To note that the staging date for automatic enrolment is 1<sup>st</sup> April 2016.

**15. To appoint Working Parties**

Existing:      Accommodation  
                    ICT  
                    Awards  
                    Democratic Participation

**16. To appoint Members to serve on approved Working Parties.**

The Town Mayor, Deputy Town Mayor, Chairman and Vice Chairman of this Committee will automatically sit on each Working Party.

**17. Outside Bodies**

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

**18. Correspondence for information**

HALC Training Schedule

**E.9**

**19. Date of next meeting and items for future agenda inclusion**

The date of the next meeting of the Finance & General Purposes Committee is scheduled for 9<sup>th</sup> July, 2015.

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.

Kyle

Mrs K Mitchell  
Clerk to the Council  
29.05.2015

**Members of the public and the Press are welcome to attend this meeting.  
Members of the public are allowed to film or record meetings to which they are permitted access.**

**Meetings or parts of meetings from which the public and press are excluded may not be filmed or recorded.**

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