



# LEDBURY TOWN COUNCIL

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**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 Town Council Offices** on **Thursday 15<sup>th</sup> September 2016** 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  
09.09 2016

## 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.

**Anyone who objects to being filmed or recorded should notify the Clerk or Chairman prior to the commencement of the meeting.**

## 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 7<sup>th</sup> July 2016, as a correct record.

**Copies previously circulated**

**5. Financial Matters**

5.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> July to 31<sup>st</sup> August 2016. **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. (schedule to be circulated at the meeting)

5.4 To note the bank reconciliations to date.

5.5 Precept 2017/18

To note a request from Herefordshire Council that the Town Council submit its precept request for 2017/18 by 31<sup>st</sup> December 2016.

5.6 Grant Funding

5.6.1 To approve the release of monies to Specified Grant recipients.

i) To consider purchase of chairs for Ledbury Community Hall.

5.6.2 To consider a grant application from the Friends of The Master's House to develop a town wide approach to heritage and volunteering in Ledbury. **E.3**

5.6.3 To consider a request for funding from Ledbury Bowls Club.

5.6.3 To consider a request for funding from Herefordshire Information and Advice Partnership.

Letter from representative of Herefordshire CAB **E.4**

5.6.4 To consider a review of funding awarded to Love Ledbury in the sum of £7,400.

5.7 External Audit – Year ended 31<sup>st</sup> March 2016.

To note a challenge from a Ledbury Town Councillor to the Ledbury Town Council Accounts and Annual Governance Statement 2015-16.

**6. Casual Vacancy - North Ward**

To consider whether poll cards are required to be printed and delivered (in the event of a contested election only) to fill the casual vacancy in the North Ward.

The Town Council is advised that a valid request for an election has been received. If contested, the election will take place on Thursday, 3<sup>rd</sup> November 2016.

**7. ICT**

To consider a proposal for hosted computing. **EX04/2016 E.5**

**8. Subscriptions**

To consider the renewal of the Town Council's annual subscription to the Campaign to Protect Rural England (CPRE) in the sum of £36.

**9. Policies and Procedures**

9.1 To receive a report from the Policies Task and Finish Group and to consider the following revised documents:

- i) Donations and Grants **E.6**
- ii) Risk Management Policy **E.7**
- iii) Risk Management Strategy **E.8**

9.2 To review the Risk Register. **E.9**

**10. Town Council Offices**

10.1 To receive an update on office rental.

10.2 To consider replacement of office heaters.

10.3 To consider room hire charge for code of conduct interviews.

**11. Awards**

To consider an inaugural award for pupils at John Masefield High School (JMHS) in honour of former Town Mayor and JMHS teacher, Chris Holbourn. *Cllr D Baker*

**12. Herefordshire Council Budget Consultation for 2017/18**

The Town Council is advised that Herefordshire Council launched its budget consultation for 2017/18 and is asking residents to participate and have their say.

Consultation closing date is 7<sup>th</sup> October. Further information available at [www.herefordshire.gov.uk/haveyoursay](http://www.herefordshire.gov.uk/haveyoursay)

Report and budget slides - *Herefordshire Ward Councillor A Warmington*.  
Circulated by email.

**13. Outside Bodies**

13.1 To receive the Minutes of the Herefordshire Market Towns Forum meeting held on 27<sup>th</sup> July 2016 together with notes prepared by Cllr M Eager **E.10**

Accompanying documents previously circulated by email:

- Market Towns Forum Customer Services and Libraries Natalia Silver Assistant Director - Communities
- Article 4 and HMOs Marc Willimont Head of Regulatory and Development Management Services
- Improving Access to Advice in the Market Towns – Herefordshire CAB

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

**14. Correspondence for information**

To note any correspondence received.

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

The next meeting of the Finance & General Purposes Committee is scheduled for 20<sup>th</sup> October, 2016.

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.