



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 October 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.

Mr Mel ab Owain
Interim Clerk, Ledbury Town Council
11.10.2018

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.

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 Meeting of the Finance and General Purposes Committee meeting held on 20 September 2018 as a correct record.

Copy previously circulated

5. Financial Matters

- 5.1 To approve invoices for payment. **Appendix 1**
- 5.2 To pre-approve payment of the Temporary Clerk's invoice for the month of October 2018.
- 5.3 Receipts and Payments 1 September to 30 September 2018 **Item to follow**
- 5.4 Budget summary: 01.07.2017 to 30.09.2018 **Item to follow**
- 5.5 To approve the release of monies to Specified Grant recipients. **Item to follow**

6. Budget 2019-20

- 6.1 To further consider the draft budget required by the Finance and General Purposes Committee for 2018/19.:
- 6.2 To set a date for a joint Committee budget meeting.

7. Internal Audit 2018/19

An update on progress regarding this tender process.

8. External Audit

- 8.1 External Audit 2017/18
- 8.2 External Audit 2018/19

9. Town Council Offices

To consider the Report on the Quinquennial Survey of the Town Council Offices. **Appendix 2**

10. Risk Management

To review Section Two of the Risk Register.
Copy previously circulated – Please contact the office if you require a hard copy.

11. Town Council Offices

To consider the Report on the Quinquennial Survey of the Town Council Offices.

12. General Data Protection Regulations (GDPR)

To receive any update regarding GDPR compliance.

13. Outside Bodies

To receive and note any 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 scheduled meeting of the Finance & General Purposes Committee will be held on 22 November 2018. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

<p style="text-align: center;"><i>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</i> <i>In order to consider confidential legal advice, a resolution will be passed to exclude members of the public and councillors who are not members of the Finance and General Purposes Committee.</i></p>

16. Update on the process of reclaiming legal costs