



# 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 Market House** on **Thursday 23<sup>rd</sup> November, 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  
17.11.2017

## 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.

## 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. Minutes

To approve the Minutes of the Finance and General Purposes Committee meeting held on 19<sup>th</sup> October, 2017 as a correct record.

**Copy previously circulated**

### 5. Financial Matters

5.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> to 30<sup>th</sup> October 2017.

- 5.2 To consider invoices for payment. (list to be circulated at the meeting)
- 5.3 To note advice from the internal auditor regarding erroneously banked cheque by HMRC.
- 5.4 To consider the following grant applications:
  - Hereford Cathedral Perpetual Trust – Commemoration of the First World War – Weeping Window.
  - Herefordshire Wildlife Trust

**6. Budget 2018/19**

- 6.1 To further consider the draft budget required by the Finance and General Purposes Committee for 2018/19.  
To include:
  - i) specified grant applications for 2018/19
  - ii) Participatory budgeting
- 6.2 To agree a date for a joint committee budget meeting.

**7. Risk Management**

- 7.1 To receive an update on lightning conductor investigations and to consider any action.
- 7.2 To review the Risk Register.  
*Copy previously circulated – Please contact the office if you require a hard copy.*

**8. Subscriptions**

To consider the renewal of the annual subscription to The Cotswold Line Promotion Group (CPLG) in the sum of £10.00

**9. Hospitality**

To consider hospitality at civic events. *Cllr K Francis*

**10. Market House**

To consider a request to use the undercroft of the Market House for a Ledbury Speed Hillclimb event as part of a Classic Car and Motorbike Show in the churchyard in aid of church funds/charity on Sunday 10<sup>th</sup> June 2018.

**11. Town Council Offices**

- 11.1 To consider re-organisation of office space to include utilisation of vacant first floor office.
- 11.2 To consider a request for permission to hang a advertising banner for the Church Flower Festival in May 2018, across the entrance to Church Lane.

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

To receive a report from the ICT Working Party meeting held on 13<sup>th</sup> November, 2017, if available, and to consider any action/recommendations.

**13. Consultations**

2018 Parliamentary Constituency Boundary Review

The Town Council is advised that the Boundary Commission for England will be publishing revised proposals for new constituency boundaries on 17<sup>th</sup> October 2017. An eight week consultation will run until 11<sup>th</sup> December 2017. Proposals can be viewed at the following address from 17.10.17 [www.bce2018.org.uk](http://www.bce2018.org.uk)

**14. Outside Bodies**

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

14.2 To receive and note the NALC legal topic note L05-17 General Data Protection regulation – summary of main provisions. (Circulated by email – 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 18<sup>th</sup> January 2018. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*

*In order to consider confidential matters, a resolution will be passed to exclude members of the public and councillors who are not members of the Standing Committee.*

**17. Insurance**

To consider quotations for insurance.

**18. Risk Management**

To consider quotations for Health and Safety service proposals.

**19. Photocopier lease hire**

To consider lease hire quotations for a new office photocopier. Current contract expires end of April 2018.