



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
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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 20<sup>th</sup> October, 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  
14.10.2016

## 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 15<sup>th</sup> September 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> September to 30<sup>th</sup> September 2016. **E.1**
- 5.2 To consider invoices for payment. (schedule to be circulated at the meeting)
- 5.3 To receive an update on the external audit for the year ended 31<sup>st</sup> March 2016.
- 5.4 Banking Arrangements
- a) To agree bank signatories for the current account.
  - b) To appoint a Councillor (other than the Chairman or cheque signatory) to verify bank reconciliations.
  - c) To approve the use of variable Direct Debit payments for Non-Domestic Rates and utility supplies.
  - d) i. To approve payment by BACS for staff salaries.  
ii. To appoint Councillors to approve BACS payments

**6. Budget 2017/18**

- 6.1 To consider the 1<sup>st</sup> draft of the budget required by the Finance and General Purposes Committee for 2017/18. **E.2**
- 6.2 To agree a provisional date for a joint budget meeting.

**7. Casual Vacancies - North and South Wards**

To consider whether poll cards are required to be printed and delivered (in the event of a contested election only) to fill the two casual vacancies in the north (1) and south (1) wards

**8. Risk Register**

To review the Risk Register.

**Copy previously circulated**

**9. Town Council Offices**

To consider quotations for replacement of ceremony room heaters.

**10. Outside Bodies**

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

**11. Correspondence for information**

To note any correspondence received.

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

The next meeting of the Finance & General Purposes Committee is scheduled for 24<sup>th</sup> November 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.