

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 21st JANUARY 2016
IN THE TOWN COUNCIL OFFICES**

PRESENT: Councillors: A Warmington – Vice Chairman
R Barnes P Bettington
A R Bradford M Eager
N Morris R Yeoman

IN ATTENDANCE: Mrs K Mitchell, Clerk to the Council
Mrs M Bradman, Deputy Clerk to the Council

F.1 - 01.16 APOLOGIES

Apologies were received from Councillors D Baker, A Crowe, K Francis, A Harrison, A Manns.

F.2 - 01.16 INTERESTS

None declared at this point in the meeting.

F.3 - 01.16 PUBLIC PARTICIPATION

There were no members of the public present.

F.4 - 01.16 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 19th November 2015, copies having been circulated, were confirmed as a correct record.

F.5 - 01.16 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 13th November to 31st December 2015.

RESOLVED: That the summary, as presented, be approved and adopted.

2. Quarterly Summary of Receipts and Payments

Members received the quarterly summary of receipts and payments related to the budget.

RESOLVED: That the summary, as presented, be noted.

3. Invoices for payment

Members considered a list of invoices for payment, copies having been circulated. Schedule appended to the Minutes.

RESOLVED: That the invoices, no.s 1-13, as presented, be approved for payment.

4. Bank Reconciliations

The Clerk advised that the bank reconciliations up to the end of December 2015 were ready for verification by Cllr Morris. Confirmation of the verification will be reported at the next Full Council meeting.

5. Arrangements for a 'Participatory Budgeting' event.

Members were informed that the following grant applications had been received:

- Ledbury Maritime Cadet Unit (formation of a Ledbury unit)

Two application had been received for events to be held in FY 2016/17

- Ledbury Community Day 2016, (11.06.16)
- Ledbury Food Group. (event to take place on 10.07.16)
The above two applications will be considered in the new financial year.

Members discussed preliminary arrangements for holding an event. The office staff will organise advertising and venue booking.

RESOLVED: That an event be held on Wednesday, 17th February between 6.30pm and 8pm. Venue to be confirmed. Closing date for applications: 15.01.16

6. Internal Audit

Members considered the Internal Auditor's interim report for 2015/16.

RESOLVED: That the report be noted.

7. External Audit

Members considered the new audit regime and automatic enrolment in the Sector Led Body audit procurement.

Recommendation to Full Council: To accept automatic enrolment into the Sector Led Body audit procurement.

8. Royal British Legion Pennants
 Members considered the expenditure of £88 plus carriage and VAT (£98+VAT) for four British Legion pennants for the Remembrance Day Parade. Councillor Bettington declared an interest as a member of the Royal British Legion and abstained from voting.

Recommendation to Full Council: That the expenditure of £88 plus carriage and VAT for four Royal British Legion pennants be approved.

F.6 - 01.16 BUDGET 2016/17

Members further considered the draft budget required by the Town Council for 2016/17, and reviewed the changes made at the budget meeting on Wednesday, 20th January, 2016. A new line was added for 'Operational Review' with a figure of £8,000.

RESOLVED: That the draft Budget 2016/17 be further reviewed at the Full Council meeting on 28th January, 2016.

F.7 - 01.16 RISK REGISTER

The Clerk advised that the Risk Register had not been received in time for the meeting. Councillor Warmington will contact Councillors Harrison, Harvey and Mackness to establish if the Risk Register has been completed.

RESOLVED: That the review of the Risk Register is deferred to the Full Council meeting of 28th January, 2016.

F.8 - 01.16 NEWSLETTER

Members discussed the content of the March newsletter and agreed that the following items are covered:

- Introduction of Participatory Budgeting – Cllr Warmington
- Welcome from the Mayor – Cllr Crowe
- Neighbourhood Plan update – NDP Communications Group
- Precept Notice – Cllr Warmington/Clerk
- Community Champions.

RESOLVED: That the items for the Newsletter content be forwarded to the Deputy Clerk prior to the Ledbury Focus copy deadline of 10th February.

F.9 - 01.16 OUTSIDE BODIES

Members received a report from the Market Towns Forum meeting held on 25th November 2015, which had been prepared by Councillor Barnes.

RESOLVED: That the report be noted.

F.10 - 01.16 CORRESPONDENCE FOR INFORMATION

Members noted items of correspondence received in the office.

The Clerk advised that Ledbury Primary School had requested help in distributing a letter to groups and organisations regarding 'Values'.

Cllr Warmington offered to write a piece for the Ledbury Reporter.

F.11 - 01.16 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA

The next meeting of the Finance & General Purposes Committee is scheduled for 18th February 2016.

The Chairman closed the meeting at 8.37pm.

Chairman Date