



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193
e-mail: admin@ledburytowncouncil.gov.uk website: www.ledburytowncouncil.gov.uk

NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Thursday 21 March 2019** 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
15.02.2019

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

- 4.1 To approve the Minutes of the Finance and General Purposes Committee meeting held on 21 February 2019 as a correct record.

Copy previously circulated

- 4.2 To approve the Minutes of the Extraordinary Meeting of the Finance and General Purposes Committee meeting held on 7 March 2019 as a correct record.

Appendix 1 (to follow)

5. Financial Matters

- 5.1 To approve invoices for payment.* **Appendix 2**
(*As per LTC Financial Regulations, cheques for approved invoices will be signed after the close of this meeting.)
- 5.2 To receive the record of Receipts and Payments from 1 February 2019 to 28 February 2019. **Appendix 3**
- 5.3 To receive the Balance Sheet and Trial Balance as at 28 February 2019. **Appendix 4**
- 5.4 To verify bank statements and bank reconciliations produced for the months of August 2018, January 2019 and February 2019.
- 5.5 Income/Expenditure 2018-2019 at 28 February 2019. **Appendix 5**
- 5.6 To review budgeted / actual expenditure to 28 February 2019. **Appendix 6**

6. Asset Register

To review the Asset Register and produce an updated version for 31st March 2019. **Appendix 7 (to follow)**

7. External and Internal Audit (Standing Item)

To receive an update on the external and/or internal Audits

8. Grant Applications:

To consider an Unspecified Grant application from Ledbury Carnival Association. **Appendix 8 (to follow)**

9. Town Council Offices

- 9.1 To consider purchase of a franking machine. **Appendix 9 (to follow)**
- 9.2 To consider the purchase of music performance licence for music played in Market House/Ceremony Room/Painted Room. **Appendix 10 (to follow)**

10. Herefordshire Association of Local Councils

In the light of the failure of failure of HALC to provide satisfactory indemnified advice, to consider commencing a search for suitable advice providers to replace HALC

11. Working Parties

To review any work completed by Working Parties under the remit of F&GP.

12. Subscriptions (Standing item)

To consider renewal of subscription of Ledbury & Stromstad Twinning Association

13. Risk Management (Standing Item)

To review Section 5 of the Risk Register, Other Assets.
Copy previously circulated. Please contact the office if you require a hard copy.

14. General Data Protection Regulations (GDPR) (Standing Item)

To receive any updates regarding GDPR compliance.

15. Outside Bodies (Standing Item)

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

16. Correspondence (Standing Item)

To note any correspondence received.

- 17.** The next meeting of the Finance and General Purposes Committee will be scheduled following the Elections held in May, unless an Extraordinary meeting is required. Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas. Councillors are respectfully reminded that this item is not an opportunity for debate or decision making.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
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.*

18. Minutes held in closed session

To approve the Minutes of the Finance and General Purposes Committee meeting held in closed session on 3 March 2019 as a correct record.

Exempt Paper EX21/2019 (to follow)

19. Awards

To consider nominations for Distinguished Citizen and Youth Achievement Awards

Exempt Paper EX22/2019 (to follow)

20. Legal Costs

Outstanding claim from Cllr Harvey for costs incurred in the run up to the judicial review.

Exempt Paper EX23/2019 (to follow)

(*As per LTC Financial Regulations, cheques for invoices approved at 5.1 above will be signed after the close of this meeting.)