

**LEDBURY TOWN COUNCIL**

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON  
THURSDAY 20<sup>th</sup> FEBRUARY, 2014  
IN THE TOWN COUNCIL OFFICES**

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**Present:** Councillor C Jupp - Chairman  
Councillors R Barnes A Bradford  
M Eager T Widdows  
R Yeoman

**In attendance:** K Mitchell - Clerk to the Council

**F.78 – 02.14 APOLOGIES**

Apologies were received and accepted for Councillors P Bettington, K Francis, E Harvey, M Roberts and P Winter.

**F.79 – 02.14 DECLARATIONS OF INTERESTS**

There were no interests declared at this point in the meeting.

**F.80 – 02.14 PUBLIC PARTICIPATION**

There were no members of the public present.

**F.81 – 02.14 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 16<sup>th</sup> January 2014, were confirmed as a correct record and signed by the Chairman.

**F.82 – 02.14 FINANCIAL MATTERS**

1. Summary of Receipts and Payments

Members were circulated with a Summary of Receipts and Payments from 1<sup>st</sup> to 31<sup>st</sup> January 2014.

**RESOLVED: That the summary be approved and adopted.**

2. Invoices for payment

Members considered a list of invoices for payment.

**RESOLVED: That the invoices, as presented be approved for payment.**

### 3. Quarterly Summary of Receipts and Payments related to Budget

Members were circulated with the above report for the March quarter.

**RESOLVED: That the Summary be noted.**

### 4. Internal Audit

- i. Members considered the Internal Auditor's report and for the year ended 31<sup>st</sup> March 2014, copies having been circulated. The internal auditor will conduct a review of the Council's financial regulations and internal controls, and will put forward recommendations, where required, to ensure that all necessary areas are covered.

**RESOLVED: That the Town Council be recommended to approve the Internal Auditor's Report, noting that accurate financial record keeping is being maintained.**

- ii. Internal audit programme for 2014/15.

Members were circulated with the Internal Auditor's proposed internal audit plan for the year ended 31<sup>st</sup> March 2015, incorporating a suggested schedule for the testing of internal controls.

**RESOLVED: That the Town Council be recommended to approve the Internal Audit Plan as presented.**

- iii. Review of the effectiveness of the system of Internal Audit

Members reviewed the effectiveness of the internal audit, as detailed in the Governance and Accountability for Local Councils A Practitioners' Guide (England) 2010, and completed a checklist relating to compliance with standards and overall effectiveness.

#### Part 1 - Meeting Standards

Members answered yes to all parts. (1-5).

Referring to (4) Relationships - Councillors training, through HALC courses, was identified as an area for development.

#### Part 2 - Characteristics of Effectiveness

Members answered 'yes' to all parts. (1-7)

**RESOLVED: That having reviewed the effectiveness of the system of internal audit, the Town Council be recommended to accept that an effective system of internal audit is in place.**

**F.83 – 02.14 GRANT APPLICATIONS**

## 1. Unspecified Grants

One application had been received.

Marches Family Network - Grant requested for Playscheme 2013/14 Fun day to be held in Ledbury on 21<sup>st</sup> February 2014.

In order to help to inform consideration of any future applications, the Clerk was requested to find out how many children from Ledbury had benefitted from the various play sessions held across the county in 2013/14.

**RESOLVED: That the Town Council be recommended to grant the sum of £300 to Marches Family Network.**

## 2. October Fair

Members considered grant applications for proceeds from the October Fair 2013.

## i) Ledbury Carnival Association

**RESOLVED: That the Town Council be recommended to grant the sum of £556 to the Ledbury Carnival Association.**

## ii) Visually Impaired Group, Ledbury.

Grant requested to cover group trips out.

**RESOLVED: That the Town Council be recommended to grant £250 to the Visually Impaired Group, Ledbury.**

## iii) Ledbury Community Day Organising Committee

Grant requested to cover hall hire for Ledbury Community Day on Saturday 7<sup>th</sup> June, 2014.

**RESOLVED: That the Town Council be recommended to grant £300 the Ledbury Community Day Organising Committee.**

**F.84 – 02.14 SUBSCRIPTIONS**

Members considered the renewal of the Town Council's annual subscription to Herefordshire and Gloucestershire Canal Trust in the sum of £25.

**RESOLVED: That the Town Council be recommended to approval the subscription to Herefordshire and Gloucestershire Canal Trust in the sum of £25.**

**F.85 – 02.14 ASSET REGISTER**

Members reviewed the Town Council's Asset Register for the year ending 31<sup>st</sup> March 2014, copies having been circulated.

The Clerk was instructed to seek advice on whether the Closed Churchyard at St. Michael & All Angels Parish Church should be listed as an asset.

**RESOLVED:** That having been reviewed, the Town Council be recommended to approve the Asset Register for the year ending 31<sup>st</sup> March 2014, with the possible addition of the Closed Churchyard.

**F.86 – 02.14 NEWSLETTER**

Members discussed content and arrangements for the April edition of the Town Council Newsletter in the Ledbury Focus.

Items for inclusion:-

New Councillor details (following election on 27<sup>th</sup> February 2014).

HMS Ledbury Freedom Parade - Cllrs T Widdows / R Barnes

Budget – Cllr C Jupp

The draft content will be presented for consideration at the Full Council meeting on 6<sup>th</sup> March, 2014.

**F.87 – 02.14 AWARDS**

The Clerk was requested to proceed with the usual arrangements for advertising and consideration of the Distinguished Citizens Awards for 2014.

**F.88 – 02.14 OUTSIDE BODIES**

Members were circulated with a report from the Herefordshire Market Towns Forum meeting held on 29<sup>th</sup> January 2014.

**RESOLVED:** That the report be noted.

**F.89 – 02.14 CORRESPONDENCE FOR INFORMATION**

Members received the HALC Information Corner – 18<sup>th</sup> February 2014, copies having been circulated.

**RESOLVED:** That this be noted.

**F.90 – 02.14 DATE OF NEXT MEETING AND ITEMS FOR INCLUSION ON A FUTURE AGENDA**

The next meeting of the Finance & General Purposes Committee is scheduled for the 20<sup>th</sup> March, 2014

There being no further business the meeting closed at 8.15pm.

Chairman ..... Date .....