



LEDBURY TOWN COUNCIL

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NOTICE IS HEREBY GIVEN that an Extraordinary Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Wednesday 12 December 2018** 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
07.12.2018

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. Financial Matters

4.1 To approve invoices for payment.

Appendix 1

4.2 Payment of Invoice ref LEB/LEB/LED004/0001 from Masefields

Solicitors LLP regarding professional charges billed in February 2016.

Appendix 2

5. Specified Grant Application 2019/20

To consider applications received as follows:

- 5.1 Age UK Hereford and Localities
- 5.2 Community Action Ledbury
- 5.3 Ledbury Carnival Association
- 5.4 Ledbury Community Association
- 5.5 Ledbury Places (Expression of Interest)
- 5.6 Ledbury Poetry Festival
- 5.7 Ledbury Primary School PTA
- 5.8 Malvern Hills AONB Partnership

6. Risk Management

To review Section Three of the Risk Register: Other Liabilities.

7. Town Council Offices

- 7.1 To consider quotations for the Town Council Office's Cleaning Contract.
(EX 24 to follow)
- 7.2 To update members on progress of the Health and Safety Audit at TCO.
- 7.3 To receive an update on actions taken regarding the TCO Quinquennial Survey.

8. Financial Regulations

To consider the updated Financial Regulations. **(Copy previously circulated)**

9. Insurance Claim

To consider insurance claim following damage to vehicle at Ledbury Cemetery. **(EX 27 to follow)**

10. General Data Protection Regulations (GDPR)

To receive any update regarding GDPR compliance.

11. Outside Bodies

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

12. Correspondence for Information

To note any correspondence received.

13. Date of next meeting and items for future agenda inclusion

The next scheduled meeting of the Finance & General Purposes Committee will be held on 17 January 2019. 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, it is likely that a
resolution will be passed to exclude members of the public.*

14. Outstanding Legal Costs