



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

To: All members of Ledbury Town Council

Dear Member,

NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in the Market House on **Thursday 10th September 2015** 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.

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 declarations of interests in items on the agenda.

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. Presentation - The Public Sector Deposit Fund.

4.1 To receive a presentation from Mr Mark Davies, of CCLA (Churches, Charities & Local Authorities).

4.2 To consider depositing cash reserves in The Public Sector Deposit Fund.

5. Minutes

To approve the Minutes of the Finance and General Purposes Committee meeting held on 9th July 2015, as a correct record.

Copies previously circulated

6. Financial Matters

- 6.1 To approve and adopt the Summary of Receipts and Payments from 1st July to 31st August, 2015. **E.1**
- 6.2 To consider invoices for payment. (list to be circulated at the meeting)
- 6.3 To approve the release of monies to Specified Grant recipients.
- 6.4 To note the bank reconciliations to date.
- 6.5 Precept 2016/17
To note a request from Herefordshire Council that the Town Council submit its precept request for 2016/17 by 31st December 2015.

7. Budget 2016/17

- 7.1 To consider the 1st draft of the budget required by the Finance and General Purposes Committee for 2016/17. **E.2**
- 7.2 To consider a process for participatory budgeting.

8. Herefordshire Council Budget Presentation

To receive a budget briefing, prepared by Councillors Harrison and Harvey.
(to follow)

9. Risk Register

To review the revised Risk Register. (to follow)

10. Town Council Offices

- 10.1 To consider a proposal for use of the bay windows in the Town Council office reception. *Cllr M Mackness* **E.3**
- 10.2 To consider a quotation to construct a paneled cupboard to hide telephony /electrical equipment in the Ceremony Room.
- 10.3 To consider applying for separate listings of the two rental offices on the first floor for Non Domestic Rates, in order to allow prospective tenants to claim for small business rates relief.

11. Working Party Matters

- 11.1 To note a report from the Democratic Participation Working Party meeting held on 11th August, 2015 and to consider any recommendations contained therein. **E.4**
- 11.2 The Town Council is invited to consider a proposal from Herefordshire Council and HALC to carry out a Community Governance Review. (Refer Item 6 of the above report) **E.5**

12. Outside Bodies

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

13. Correspondence for information

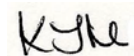
13.1 Letter from Herefordshire Libraries Support Group to Jesse Norman MP and Bill Wiggin MP, regarding proposed cuts to Herefordshire Community Service and Libraries. (circulated by email)

13.2 To note any other correspondence received.

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

The next meeting of the Finance & General Purposes Committee will be held on 22nd October, 2015.

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.



Mrs K Mitchell
Clerk to the Council
03.09.2015