



LEDBURY TOWN COUNCIL

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NOTICE IS HEREBY GIVEN that a Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Thursday 21 February 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 17 January 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 24 January 2019 as a correct record.

Copy previously circulated

5. Financial Matters

- 5.1 To approve invoices for payment.* **Appendix 1**
(*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 January 2019 to 31 January 2019. **Appendix 2**
- 5.3 Balance sheet at 31 January 2019. **Appendix 3**
- 5.4 To note that the Chair has now verified all bank statements and bank reconciliations produced from 1st April 2018 through to 31 January 2019.
- 5.5 Year End Close Down – correspondence from RBS Rialtas for information. **Appendix 4**
- 5.6 To approve payment to renew registration (Data Protection Fee Renewal) with the ICO (also included within invoices to be approved list).

6. Asset Register

To review the Asset Register and produce an updated version for 31st March 2019. **Appendix 5**

- 7. Asbestos Report, Ledbury Town Council Offices dated 21.11.2012**
(Refer minute F.157-12.18) **Appendix 6**

8. Task and Finish Group: Grant Application Methodology

To receive an update regarding progress (Refer F.7-01.19)

9. Specified Grant Applications 2019/20

To consider Specified Grant Applications 2019/20 **Appendix 7**
(Full Application details of all Specified Grant application forms previously circulated.)

10. Grant Applications:

- 10.1 To consider an Unspecified Grant application from Ledbury Youth Drop-in Centre, following their presentation at Full Council on 5 February 2019. **Appendix 8**

- 10.2 To consider further Unspecified Grant Applications. **Appendix 9**
(Full Application details will be made available at this meeting.)

11. Re-evaluation of telephone system

To consider quotations received for a new telephone system for Town Council Offices. **To follow – Exempt Paper – EX13/2019**

12. Health and Safety

To consider items requiring action relating to Health & Safety at the Cemetery and Town Council Offices. **Appendix 10**

13. Review of Traffic Assessment Reports presented by developers

To consider quotations (if received in time) **To follow – Exempt Paper – EX14/2019**

14. Awards

To consider arrangements for the Distinguished Citizens Award 2019.

15. Subscriptions

16. Risk Management

To review Section 4 of the Risk Register, '**Council Property**'.
Copy previously circulated. Please contact the office if you require a hard copy.

17. General Data Protection Regulations (GDPR)

To receive any updates regarding GDPR compliance.

18. Outside Bodies

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

19. Correspondence for information

To note any correspondence received.

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

The next scheduled meeting of the Finance & General Purposes Committee will be held on 21 March 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 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.*

21. Minutes held in closed session

To approve the Minutes of the Finance and General Purposes Committee meeting held in closed session on 17 January 2019 as a correct record.

Exempt Paper EX15/2019 (to follow)

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