

**MINUTES OF A MEETING  
OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE  
HELD ON THURSDAY 17<sup>th</sup> MARCH 2016  
IN THE MARKET HOUSE**

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**PRESENT:** Councillors: A Harrison – Chairman  
D Baker R Barnes  
A R Bradford P Bettington  
M Eager K Francis  
M Mackness A Manns  
N Morris R Yeoman

**IN ATTENDANCE:** Mrs K Mitchell, Clerk to the Council  
Mrs M Bradman, Deputy Clerk to the Council

**F.26 - 03.16 APOLOGIES**

Apologies for absence were received from Cllrs A Crowe, E Harvey, and A Warmington.

**F.27 - 03.16 INTERESTS**

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

**F.28 - 03.16 PUBLIC PARTICIPATION**

There were no members of the public present.

**F.29 - 03.16 MINUTES**

The Minutes of the Finance and General Purposes Committee meeting held on 18<sup>th</sup> February 2016, copies having been circulated, were confirmed as a correct record.

**F.30 - 03.16 FINANCIAL MATTERS**

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 1<sup>st</sup> February to 29<sup>th</sup> February 2016.

**RESOLVED: That the summary, as presented, be approved and adopted.**

2. Invoices for payment  
Members considered a list of invoices for payment, copies having been circulated. (Schedule to be lodged with the Minutes).

**RESOLVED: That the invoices, no.s 1-13, be approved for payment.**

### **F.31 - 03.16 SUBSCRIPTIONS**

1. Members considered the renewal of the Deputy Clerk's membership to The Society of Local Council Clerks, in the sum of £167.

**Recommendation to Full Council: That the annual renewal of the Deputy Clerk's membership to the Society of Local Council Clerks in the sum of £167.00, be approved.**

### **F.32 - 03.16 HM QUEEN ELIZABETH II 90<sup>th</sup> BIRTHDAY**

Members considered the purchase of commemorative medals for school children in the Ledbury parish to mark the occasion of Her Majesty The Queen's 90<sup>th</sup> birthday, at a cost of £1.99 ea. plus VAT.

**Recommendation to Full Council: That the commemorative medals are not purchased.**

**RESOLVED: That a task and finish group be set up to consider alternative options.**

**Members: D Baker,  
R Barnes, M Eager,  
K Francis, A Manns**

### **F.33 - 03.16 LEDBURY 1916 CENTENARY COUNTY COMMEMORATION**

Members considered providing hospitality for approximately 100 military personnel who were expected to be in attendance at the Battle of Jutland, the Battle of the Somme and Armed Forces Day Commemorations on 25<sup>th</sup> June 2016. Members were advised that a quotation had been received for catering services at £8 per head. It was agreed that additional quotations would not be required.

**Recommendation to Full Council: That a budget sum of up to £800 be allocated from the Civic Hospitality budget line to cater for the event.**

**F.34 - 03.16 MARKET HOUSE**

Members considered the recommendations contained in the recently received electrical installation and testing report.

**Recommendation to Full Council:** That quotations for works listed as C2 (urgent remedial action) and C3 (requiring improvement) be obtained.  
That the Clerk be given delegated authority, in consultation with the Town Mayor, to authorise urgent C2 works to be carried out.

**RESOLVED:** That the quotations for C3 works be presented for consideration at a future Finance & General Purposes Committee meeting.

**F.35 - 03.16 ASSET REGISTER**

Members reviewed the Asset Register for the year ended 31<sup>st</sup> March 2016. The Clerk was requested to consult the Internal Auditor with regard to using estimated replacement costs when purchase costs are not available, and, to seek clarification regarding insurance requirements for rebuild costs for all Town Council buildings.

**RESOLVED:** That the revised Asset Register for the year ended 31<sup>st</sup> March 2016, be adopted and approved.

**F.36 - 03.16 OUTSIDE BODIES**

1. Members received a report of a forward planning meeting held on 9th February 2016, to discuss the Ledbury Town Remembrance Day Service 2016.

It was suggested that following the Annual Council meeting in May, a meeting be arranged with the newly elected Town Mayor, Clerk, Messrs Huff and Lloyd to discuss the service in greater detail.

2.
  - i) Councillor Francis gave a brief report on the East HALC meeting held on 16<sup>th</sup> February, 2016, advising that costs for training courses would be increased.
  - ii) Members were advised that Cllrs Francis, Mackness and

Morris had attended the Economic Master Plan meeting held in Ledbury on 14<sup>th</sup> March 2016.

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

**F.37 - 03.16 CORRESPONDENCE FOR INFORMATION**

No correspondence received.

**F.38 - 03.16 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION**

The next meeting of the Finance & General Purposes Committee will be confirmed at the Annual Council meeting on 12<sup>th</sup> May, 2016.

Councillor Mackness gave her apologies for this meeting.

*PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960*  
*Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act, a resolution was passed to exclude the public and press during discussion of the following agenda items. The confidential nature being the consideration of public awards.*

**F.39 - 03.16 DISTINGUISHED CITIZEN AWARDS 2016**

Councillor Francis gave a verbal report from the Awards Working Party meeting held on 15<sup>th</sup> March, 2016 and gave details of the proposed winners.

Members fully endorsed the recommendations of the working party.

**Recommendation to Full Council: That the nominations be approved and the Clerk proceed with the usual arrangements for the Distinguished Citizens Awards for 2016.**

Members agreed that the Working Party should review the awards criteria at an appropriate point in the new Council year i.e. prior to Christmas 2016.

The Chairman closed the meeting at 8.44pm.

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