



LEDBURY TOWN COUNCIL

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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 7th July 2016** 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 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. Presentation

To receive a presentation from Cpt Tyrell, of the Maritime Cadets regarding an application for funding.

5. Minutes

To approve the Minutes of the Finance and General Purposes Committee meeting held on 2nd June 2016, as a correct record.

Copies previously circulated

6. Financial Matters

- 6.1 To approve and adopt the Summary of Receipts and Payments from 1st May to 30th June 2016. **E.1**
- 6.2 To receive the quarterly Summary of Receipts and Payments related to Budget. **E.2**
- 6.3 To consider invoices for payment. (list to be circulated at the meeting)
- 6.4 Internal Audit year ended 31st March 2016.
To consider the Internal Auditor's report. **E.3**
- 6.5 To further consider an application for funding from The Maritime Cadets (refer F.45 - 06.16) **E.4**

7. ICT

- 7.1 To consider a proposal for hosted computing. **EX04/2016** **E.5**
- 7.2 To consider email antivirus protection.

8. Policies and Procedures

To review the following policy/ procedures:

- i) Donations and Grants **E.6**
- ii) Risk Management **E.7**
- iii) Freedom of Information (draft) **E.8**

9. Town Council Offices

- 9.1 To consider the purchase of a key safe.
- 9.2 To consider costs for cable displays in reception windows **E.9**

10. Civic Hospitality

To approve expenditure for hospitality at the 2016 Civic Service.

11. Outside Bodies

- 11.1 To receive a report from a meeting of the Executive Committee of HALC held on 18th May 2016. *Cllr K Francis.* **E.10**
- 11.2 To receive and note the Minutes of the Herefordshire Market Towns Forum meeting held on 25th May 2016. **E.11**
- 11.3 To receive and note any other reports from Councillors who have attended meetings as a representative of Council.

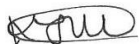
12. Correspondence for information

To note any correspondence received.

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

The next meeting of the Finance & General Purposes Committee is scheduled for 15th September, 2016.

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
01.07.2016