



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 19th November 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. Citizen's Advice Bureaux

To receive a presentation from the Claire Keetch, Chief Executive of Herefordshire Citizens Advice Bureaux regarding funding applications for 2015/16 and 2016/17.

5. Minutes

To approve the Minutes of the Finance and General Purposes Committee meeting held on 22nd October, 2015, as a correct record.

Copies previously circulated

6. Financial Matters

- 6.1 To approve and adopt the Summary of Receipts and Payments from 10th October to 12th November 2015. **E.1**
- 6.2 To consider invoices for payment. (list to be circulated at the meeting)

7. Budget 2016/17

- 7.1 To further consider the draft budget required by the Finance and General Purposes Committee for 2016/17. **E.2**

To include:

- i) specified grant applications for 2016/17 (applications received as at 12.11.15)
- Ledbury Carnival Association
 - Ledbury Community Association
 - Age UK
 - Ledbury Primary School
 - Ledbury Poetry Festival

ii) Consideration of possible financial support to Love Ledbury for public toilets costs in Bye Street. *Cllr E Harvey*

- 7.2 To agree a provisional date for a joint budget meeting (Thursday 26th November, 2015) to consider a final draft prior Full Council approval.

8. Town Council Offices

- 8.1 To consider quotations for upgrade of telephone system
- 8.2 To consider purchase of replacement blinds for office reception.
- 8.3 To consider recommended upgrade of fire alarm panel in the sum of £830.91 plus VAT

9. Subscriptions

To consider the renewal of the annual subscription to Local Council review in the sum of £17.00

10. Insurance

To consider quotations for insurance. **To follow**

11. Risk Register

To review the revised Risk Register. **To follow**

12. Outside Bodies

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

13. Correspondence for information

To note any 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 21st January, 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
12.11.2015