



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
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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 19<sup>th</sup> January 2017** 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.

Mrs K. J. Mitchell  
Clerk to the Council  
13.01.2017

## 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.

## AGENDA

### 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

To approve the Minutes of the Finance and General Purposes Committee meeting held on 24<sup>th</sup> November, 2016, as a correct record.

**Copies previously circulated**

**5. Financial Matters**

- 5.1 To approve and adopt the Summary of Receipts and Payments from 1<sup>st</sup> November to 31<sup>st</sup> December, 2016. (to follow) **E.1**
- 5.2 To consider invoices for payment. (schedule to be circulated at the meeting)
- 5.3 To note verification of bank reconciliations to end of December 2016.
- 5.4 Appointment of internal auditor.
- 5.5 To review funding awarded to Love Ledbury in the sum of £7,400. End of grant report. **E.2**
- 5.6 To consider renewal of the Town Council's annual subscription to Clerk's & Councils Direct in the sum of £12.

**6. Budget 2017-18**

To further consider the draft budget required by the Finance and General Purposes Committee for 2017-18.  
(To include consideration of taking on responsibility for maintenance of the town clock.)

**7. Market House**

- 7.1 To consider a request from Ledbury Poetry Festival to decorate the Market House as part of the Festival's "Outdoor Magic" project.
- 7.2 To consider improvements to heating circuit and installation of new lighting time clock.

**8. Town Council Offices**

To consider security measures including the installation of a new CCTV system.

**9. Accommodation Working**

To receive a report from the meeting held on 7<sup>th</sup> December 2016 and to consider any recommendations contained therein. **E.3**

**10. Risk Register**

To review the Risk Register.  
*Previously circulated – please contact the office if you require a hard copy.*

**11. Training**

To consider the Clerk's attendance at the SLCC Practitioner's Conference 2017.

**12. Outside Bodies**

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

- Report from Herefordshire Market Towns Forum meeting held on 23<sup>rd</sup> November 2016. *Cllr M Eager*

**E.4**

**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 is scheduled for 23<sup>rd</sup> February 2017.

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.