



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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NOTICE IS HEREBY GIVEN that an Extraordinary Meeting of the **Finance & General Purposes Committee** will be held in **The Town Council Offices** on **Tuesday 9th May, 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.

K J Mitchell

Mrs K. J. Mitchell
Clerk to the Council
04.05.2017

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.

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

To approve the Minutes of the Finance and General Purposes Committee meeting held on 23rd March, 2017, as a correct record.

Copies previously circulated

5. Financial Matters

5.1 Internal Audit

- a) To consider the Interim Internal Audit Report 2016-17 **E.1**
- b) To review the effectiveness of the system of Internal Audit **E.2**
- c) To consider any comments from the internal auditor to enable preparation of draft accounts for the year ended 31st March 2017.

5.2 External Audit

- a) Audit for the year ended 31st March 2016
 - To receive the external audit report and consider any action.
 - Certified Annual Return and External Auditor certificate and opinion. **E.3**

- b) Audit for the year ended 31st March 2017 – intermediate review

The Town Council is advised that the Annual Return must be completed and submitted to the External Auditor by 16th June 2017.

To note information required for the intermediate review 2016/17 **E.4**

N.B. Completion of section 1 – Annual Governance Statement and Section 2 Accounting Statements will be considered at the next Finance and General Purposes Committee meeting (date to be arranged).

- 5.3 To consider invoices for payment. (schedule to be circulated at the meeting)