



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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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 2nd June 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.

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 17th March 2016, as a correct record.

Copies previously circulated

5. Financial Matters

- 5.1 To approve and adopt the Summary of Receipts and Payments from 1st March to 30th April 2016. **To follow**
- 5.2 To consider invoices for payment. (list to be circulated at the meeting)
- 5.3 Participatory Budgeting Grant Distribution
To consider grant applications - supporting financial information available in the office. **E.1**
- 5.4 To consider a request for a £300 donation towards seating on the Hereford platform at Ledbury railway station. **E.2**
- 5.5 Internal Audit
- i. To consider the Internal Auditor's report for the year ended 31st March 2016 **E.3**
 - ii. To consider costs for additional works requested by the 2015/16 Chairman. **E.4**
- 5.6 To consider the Annual Return for the year ended 31st March, 2016.
Notice has been received from the External Auditors that the Annual Return must be approved by Full Council and returned by 17th June 2016.
- i. Balance Sheet **To follow**
 - ii. Section 1 - Annual Governance Statement
 - ii. Section 2 – Accounting Statements **To follow**
- 5.7 Reserves
To consider and approve the allocation of reserves **To follow**

6. Subscriptions

- 6.1 To approve the renewal of the Clerk's membership to The Society of Local Council Clerks (SLCC), in the sum of £260.
- 6.2 To consider the renewal of the Town Council's annual subscription to HALC in the sum of £1,878.82 plus VAT.

7. Hospitality

To consider providing hospitality for the Ledbury in Bloom Judging day on Monday 18th July, 2016

8. ICT

To consider upgrading office computers.

9. Awards

To consider starting up a joint award with Strömstad Council to recognise organisations or people who have promoted links between the two towns.

10. Town Council Offices

To receive an update on potential lettings and to review service charges for the two offices on the first floor.

11. Youth Council

To consider applying for Disclosure and Barring Service (DBS) checks for adult Youth Council helpers in the sum of £14.90 + VAT per volunteer.

12. Working Parties

12.1 To receive a report from the Democratic Participation Working Party meeting held on 21st March, 2016. (If available)

12.2 To appoint Working Parties

Existing: Accommodation

ICT

Awards

Democratic Participation

12.3 To appoint Members to serve on approved Working Parties.

13. Outside Bodies

13.1 To receive a report from the Market Towns Forum meeting held on 25th May 2016, and to consider any action required.

E.5

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

14. Correspondence for information

To note any correspondence received.

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

The next meeting of the Finance & General Purposes Committee is scheduled for 7th July, 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.

MB.

Mrs M Bradman
Deputy Clerk to the Council
27.05.2016