

**MINUTES OF A MEETING
OF THE
FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON THURSDAY 18th FEBRUARY 2016
IN THE TOWN COUNCIL OFFICES**

PRESENT: Councillors: A Harrison – Chairman
A R Bradford M Mackness
M Eager N Morris
E Harvey A Warmington
A Manns R Yeoman

IN ATTENDANCE: Mrs M Bradman, Deputy Clerk to the Council

F.12 - 02.16 APOLOGIES

Apologies for absence were received from Cllrs R Barnes, D Baker, P Bettington, A Crowe and K Francis.

F.13 - 02.16 INTERESTS

There were no interests declared at this point in the meeting.

F.14 - 02.16 PUBLIC PARTICIPATION

There were no members of the public present.

F.15 - 02.16 MINUTES

The Minutes of the Finance and General Purposes Committee meeting held on 21st January 2016, copies having been circulated, were confirmed as a correct record.

F.16 - 02.16 FINANCIAL MATTERS

1. Summary of Receipts and Payments

Members were circulated with a summary of receipts and payments from 1st January to 31st January 2016.

RESOLVED: That the summary, as presented, be approved and adopted.

2. Invoices for payment

Members considered a list of invoices for payment, copies having been circulated. (Schedule to be lodged with the Minutes).

Councillor M Eager brought members' attention to the travel claim in his name for attendance at meetings outside of the parish and refrained from discussion and voting on this item.

RESOLVED: That the invoices, no.s 1-15, as presented, be approved for payment.

3. Internal Audit

- i Members reviewed the internal audit programme for 2016/17.

RESOLVED: That the internal audit programme for 2016/17 be approved.

- ii Members reviewed the effectiveness of the system of Internal Audit, copies having been circulated and answered YES to all parts.

Referring to Part 2 - Characteristics of Effectiveness, members identified the following area for development:

Expected Standard	Evidence of Achievement	Areas for development
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.	To improve performance in this area.

- Recommendation to Full Council:**
1. That the responses to the Internal Audit Review checklist, be approved.
 2. That the internal auditor be instructed to review the Council's response to recommendations from the previous internal audit.
 3. That the Chairman of F & GP meet the Internal Auditor to discuss her next report, subject to cost.

4. Grant Applications - October Fair

i) Ledbury Carnival Association

Recommendation to Full Council: To grant the sum of £575.32 to the Ledbury Carnival Association.

ii) Friends of Ledbury Children Centre

Grant requested to support six sessions of pottery workshops for 12 pre-nursery school children

Recommendation to Full Council: To grant the sum of £900 to Friends of Ledbury Children Centre.

5. Ledbury Tourist Brochure

Councillor N Morris left the room at this point in the meeting.

Members considered the approval of an additional cost of £100 for the Ledbury Tourist brochure which had been authorised by the graphic designer to overcome a printing issue. Following some discussion it was agreed that the matter be investigated by Councillor Warmington and the outcome reported to Full Council at the 25th February meeting.

Recommendation to Full Council: That the matter be further considered at the Full Council meeting on 25th February, 2016.

F.17 - 02.16 SUBSCRIPTIONS

1. Members considered the renewal of the Town Council's annual subscription to Fields in Trust (FIT) in the sum of £50.00.

Recommendation to Full Council: That the annual subscription to the Fields in Trust (FIT) in the sum of £50.00, be approved.

2. Members considered the renewal of the Town Council's annual subscription to the Herefordshire and Gloucestershire Canal Trust in the sum of £25.

Recommendation to Full Council: That the annual subscription to the Herefordshire and Gloucestershire Canal Trust in the sum of £25.00, be approved.

F.18 - 02.16 TOWN COUNCIL BUILDINGS

1. Members considered future building maintenance of the Market House and Town Council Offices.

Condition reports commissioned through the Ledbury Places Project for the Market House and Town Council Offices were available and had been previously circulated.

RESOLVED: That the Accommodation Working Party review the condition reports as soon as possible and that Councillor A Bradford be appointed to serve on the Accommodation Working Party.

2. Members reviewed the letting fees for The Market House.

RESOLVED: That the Accommodation Working Party review the letting fees for the Market House as soon as possible.

F.19 - 02.16 RISK REGISTER

Members reviewed the revised Risk Register and made a number of typographical corrections

Recommendation to Full Council: That the Risk Register, as corrected, be approved and adopted and that a further review be carried out in June 2016.

F.20 - 02.16 ASSET REGISTER

Members were informed that the Asset Register for the year ended 31st March 2016 was not available for review at the meeting.

Recommendation to Full Council: That the F & GP committee be given delegated authority to approve the Asset Register.

F.21 - 02.16 AWARDS

Members considered the arrangements for the Distinguished Citizens Awards 2016.

RESOLVED: That the closing date for nominations for the Distinguished Citizens Awards 2016, be 15th March, and, that the awards be presented at the Annual Town Meeting on 28th April, 2016.

F.22 - 02.16 OUTSIDE BODIES

Members received the following reports from the Market Towns Forum:

- Minutes of the meeting held on 27th January 2016
- Report from Cllr M Eager
- Herefordshire Council briefing paper - Financial Planning for 16/17 to 19/20 - Market Town settlement

RESOLVED: That the reports be noted.

F.23 - 02.16 LEDBURY COMMUNITY DAY

Members considered an invitation to take part in the Ledbury Community Day.

Recommendation to Full Council: That Ledbury Town Council take part in the Ledbury Community Day on Saturday 11th June, 2016.

F.24 - 02.16 CORRESPONDENCE FOR INFORMATION

Members were requested to note the following correspondence received:

- Letter from Herefordshire Council advising of breakdown of precept figures for 2016/17.
- Email from Herefordshire Council re Herefordshire Economic Master Plan Consultation events on 29th February and 2nd March. Ledbury Town Council is invited to send two representatives. (circulated via email).

RESOLVED: That these be noted.

F.25 - 02.16 DATE OF NEXT MEETING AND ITEMS FOR FUTURE AGENDA INCLUSION

The next meeting of the Finance & General Purposes Committee will be held on 17th March, 2016.

Councillor Warmington tendered his apologies for this meeting.

The Chairman closed the meeting at 9pm.

Chairman Date