



LEDBURY TOWN COUNCIL

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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 17 January 2019** 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.

Mr Mel ab Owain
Interim Clerk, Ledbury Town Council
11.01.2019

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

- 4.1 To approve the Minutes of the Meeting of the Finance and General Purposes Committee meeting held on 22 November 2018 as a correct record.

Copy previously circulated

- 4.2 To approve the Minutes of the Extraordinary Meeting of the Finance and General Purposes Committee meeting held on 29 November 2018 as a correct record.

Copy previously circulated

- 4.3 To approve the Minutes of the Extraordinary Meeting of the Finance and General Purposes Committee meeting held on 12 December 2018 as a correct record.

Appendix 1

5. Financial Matters

- 5.1 To approve invoices for payment. **Appendix 2**

- 5.2 To pre-approve payment of the Temporary Clerk's invoice for the month of January 2019.

- 5.3 Receipts and Payments 1 November 2018 to 30 November 2018 and 1 December 2018 to 31 December 2018

Appendix 3 – to follow

- 5.4 Quarterly budget 1 October 2018 to 31 December 2018. **Appendix 4 – to follow**

6. Specified Grant Payments 2018/19

To approve release of monies to Ledbury Places

Appendix 5 – to follow

7. Grant Applications Policy

To review the Grant Application methodology for both specified and unspecified grant applications. (Refer F.132-11.18 and F.156-12.18)

8. ICT

To consider various issues relating to office staff ICT requirements, including, but not limited to:

- 8.1 Recommendations contained within the Report of the ICT Working Party held on 19 December 2018.

- 8.2 Upgrade to Exchange server for staff email.

- 8.3 Upgrade of operating system to MS Office 10 (required for two staff members).

Appendix 6 – to follow

9. Insurance claim

To consider insurance claim following damage to vehicle at Ledbury cemetery (refer F.160-12.18)

EX 04/19 – to follow

10. Internal Audit 2018/19

To receive report from the Clerk regarding applications received.

Appendix 8 – to follow

11. Subscriptions

To consider renewal of our Annual Corporate Membership to Herefordshire and Gloucestershire Canal Trust at £25.00.

Appendix 7

12. Risk Management

To review Section 4 '*Council Property*' of the Risk Register

Copy previously circulated. Please contact the office if you require a hard copy.

13. General Data Protection Regulations (GDPR)

To receive any updates regarding GDPR compliance.

14. Outside Bodies

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

15. Correspondence for information

To note any correspondence received.

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

The next scheduled meeting of the Finance & General Purposes Committee will be held on 21 February 2019. Councillors are respectfully reminded that this particular item is not an opportunity for debate or decision making.

<p><i>PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</i></p> <p><i>In order to consider confidential legal advice, a resolution will be passed to exclude members of the public and councillors who are not members of the Finance and General Purposes Committee.</i></p>
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17. Judicial Review costs

(If information available.)