



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY  
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 Fax (01531) 631193  
e-mail: [admin@ledburytowncouncil.gov.uk](mailto:admin@ledburytowncouncil.gov.uk) website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

20 September 2019

TO: Councillors **Bannister**, **Eakin** (Vice-Chair), **Harvey** (Chair), **Howells**, **Manns**,  
**Morris**, **Rae-Clarke** and **Whattler**

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **The Town Council Offices, Ledbury on Thursday, 26 September 2019 at 7.00pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price  
Clerk

## 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**
2. **Declarations of 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.*

*(Note: Members seeking advice on this item are asked to contact the Monitoring officer at least 72 hours prior to the meeting)*

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.

**Minutes**

4. To approve and sign the Minutes of the Finance and General Purposes Committee meeting held on 25 July 2019 as a correct record  
(Pages 116-125)

**Financial Matters**

5. To approve invoices for payment.\* (To Follow)  
*(\*As per LTC Financial Regulations, cheques for approved invoices will be signed after the close of this meeting)*
6. To receive the record of Receipts and Payments for July and 2019  
(To Follow)
7. External and Internal Audit (Standing Item)
8. To receive the Balance Sheet and Trial Balance as at 31 July and 31 August 2019  
(To Follow)
9. To verify bank statements and bank reconciliations produced for the months of June, July and August 2019 (To be presented at meeting)
10. Recommendations from other Committees (If any)
11. Subscriptions (standing item) (Pages 125-128)
- i. Campaign to Protect Rural England

**Governance**

12. Council Policies (Pages 129-131)
- i. Draft Lone Working Policy  
ii. Draft CCTV Policy (To Follow)
13. Risk Management (Standing Item) (Page 132)  
To review Section 6 of the Risk Register – Contractual
14. General Data Protection Regulations (GDPR) (Standing Item)  
To receive updates regarding GDPR (Pages 133-142)
15. Councillor Training (Verbal Update)
16. Newsletter (Verbal Update)
17. Governance Framework – need to prioritise the update of documentation  
(To Follow)

- 18. **Long Term Grant Awards**
- 19. **To consider taking possession of the Public Toilets**
- 20. **Date of next meeting**

The next meeting of the Finance and General Purposes Committee is scheduled for 24 October 2019

21. **EXCLUSION OF PRESS AND PUBLIC**

**In accordance with Section 912) of the Public Bodies Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting**

- 22. **Special Audit** (Pages 143-146)
- 23. **Market House – Report on Timber** (Pages 147-156)

**Distribution:** Full agenda to: - Committee members (7)  
Town Mayor (ex-officio)  
Councillor Knight

Agenda excluding confidential papers to:  
The Press  
Police  
Library

Agenda front pages to all non-committee members

