



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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22 November 2019

TO: Councillors Bannister, Eakin (Vice-Chair), Harvey (Chair), Howells, Manns,
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, 28 November 2019 at 7.30pm** 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 24 October 2019 as a correct record
(Pages 242-250)

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 October 2019
(To Follow)
7. External and Internal Audit (Standing Item)
8. To receive the Balance Sheet and Trial Balance as 30 October 2019
(To Follow)
9. To verify bank statements and bank reconciliations produced for the months of October 2019
(To be presented at meeting)
10. Recommendations from other Committees (To follow)
11. Items for consideration in 2020/21 Budget (To Follow)
12. 2020/20 Budget (Pages 251-265)
13. Subscriptions (standing item) (None)
14. Insurance Renewal (Pages 266-274)
15. October Fair Grant Applications (Pages 275-293)

Governance

16. Consultation – Independent review into the arrangements in place to support the transparency and quality of local authority financial reporting and external audit England
(Pages 294-337)
17. Risk Management (Standing Item) (Pages 338-344)
Section 9 – New Website
18. To receive update on progress ICT managed system project
(If any)

19. General Data Protection Regulations (GDPR) (Standing Item)

20. Council Policies (Pages 345-355)

1. Draft Concerns and Complaints Policy
2. Local Resolution Policy & Procedure

21. Councillor Training

- i. Equality & Diversity – 3 December 2019 (1-day's training)

22. Date of next meeting

The next meeting of the Finance and General Purposes Committee is scheduled for 23 January 2020

23. 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

24. Quote in respect of cabling for upstairs office (Page 356)

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