



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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17 January 2020

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, 23 January 2020 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 28 November 2019 as a correct record**
(Pages 389-399)

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 November and December 2019** (To Follow)
7. **External and Internal Audit (Standing Item)** (Pages 400-401)
Special Audit
8. **To receive the Balance Sheet and Trial Balance as 31 December** (To Follow)
9. **To verify bank statements and bank reconciliations produced for the months of November and December 2019** (To be presented at meeting)
10. **Recommendations from other Committees** (Pages 402-424)
Resources Committee – Operational Role of Officers/Councillors
11. **Draft Budget 2020/21** (To Follow)
12. **Subscriptions (standing item)** (Pages 425-429)
a. Listed Property Owners' Club
13. **Grant Applications** (Pages 430-463)
1. **Over £500 applications**
a. Ledbury Poetry Festival
b. Ledbury Bells
2. **Multi-year application**
a. Dream Your Future Counselling
14. **Unity Trust Bank** (Pages 464-469)

Governance

15. Risk Management (Standing Item) (Pages 470-476)
Section 1 - Finance
16. To receive update on progress ICT managed system project
(If any)
17. General Data Protection Regulations (GDPR) (Standing Item)
18. Council Policies (Pages 477-498)
1. Draft Concerns/Complaints Policy
 2. Local Resolution Policy
 3. Capability Policy
 4. Disciplinary Policy
 5. Grievance Policy
19. Draft Corporate Plan (Pages 499-519)
20. Staff and Councillor Training Matrix (Pages 520-521)
21. Date of next meeting

The next meeting of the Finance and General Purposes Committee is scheduled for 27 February 2020

22. 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

23. Renewal Proposal for Health & Safety (Pages 522-527)
24. Recommendations from other committees (Pages 528-530)

Staffing Resources

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

