



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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12 June 2020

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee on Thursday, 18 June 2020 at 7.30pm** for the purpose of transacting the business set out below. During the Covid-19 Pandemic meetings will take place via Zoom.

Members of the public will be able to watch the meeting live on the Council's Facebook Page at the link below:

<https://www.facebook.com/Ledbury-Town-Council-1834014213360154/?ref=bookmarks>

Yours faithfully

*A Price*

Angela Price PSLCC  
Town 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 General Data Protection Regulations 2018

## **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.

However, you will not be able to raise questions via the live stream, and therefore should you have any questions you wish to raise in the meeting in relation to any of the items on the agenda. Please send your questions/comments to the Town Clerk no later than 4.30 pm on the day of the meeting at [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk) who will ensure they are raised in the meeting.

### **Minutes**

- 4. To approve and sign as a correct record the Minutes of an extraordinary meeting of the Finance and General Purposes Committee meeting held on 27 February 2020 (Pages 710-719)**

### **Financial Matters**

- 5. To approve invoices for payment from February to March 2020 (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 February and March 2020 (Pages 720-733)**
- 7. To receive the Balance Sheet and Trial Balance as at 29 February and 31 March 2020 (Pages 734-743)**
- 8. To consider how to verify bank statements and reconciliations during Covid-19 (Page 744)**
- 9. To receive year end reports to 31 March 2020, to include the Annual Return (Pages 745-768)**
- 10. External and Internal Audit (Standing Item)**
- 11. Subscriptions (Standing item)**
- 12. Costs associated with the Viaduct Inquiry (Pages 769-771)**
- 13. Reimbursement of costs incurred by staff working from home (Pages 772-773)**

- 14. Additional costs associated with refurbishment of War Memorial  
(Pages 774)**

**Governance**

- 15. Risk Management (Standing Item) (Pages 775-781)  
Section 2 - Employers**
- 16. To receive update on progress ICT managed system project  
(If any)**
- 17. General Data Protection Regulations (GDPR) (Standing Item)**
- 18. Consultation – Public Works Loan Board Future Lending Terms  
(Pages 782-818)**
- 19. Council Policies (Pages 812-816)**
- Draft Equal Opportunities Policy
- 20. Date of next meeting**

The next meeting of the Finance and General Purposes Committee will be agreed at Annual Council meeting in 23 July 2020

**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