



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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17 July 2020

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee on Thursday, 23 July 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

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 who will ensure they are raised in the meeting.

4. Terms of Reference

Minutes

5. To approve and sign as a correct record the Minutes of an extraordinary meeting of the Finance and General Purposes Committee meeting held on 18 June 2020 (Pages 817-829)

Financial Matters

6. To approve invoices for payment from April, May, June & July 2020 (To Follow)
*(*As per LTC Financial Regulations, cheques for approved invoices will be signed after the close of this meeting)*
7. To receive the record of Receipts and Payments for April, May and June 2020 (To Follow)
8. To receive the Balance Sheet and Trial Balance as at 30 April, 31 May, June 2020 (To Follow)
9. To consider how to verify bank statements and reconciliations during Covid-19 (To Follow)
10. To receive year end reports to 31 March 2020, to include the Annual Return (Pages 830-846)
11. External and Internal Audit (Standing Item)
12. Viaduct Inquiry Costs (Pages 847-849)
13. Subscriptions (Standing item)

Governance

14. Working Parties

ICT
GDPR

**15. Risk Management (Standing Item) (Pages 850-856)
Section 3 - Other Liabilities**

16. Council Policies (Pages 857-862)

Draft Information, Communication & ICT Policy
Draft Event Cash Handling Policy
Draft Sickness Absence Policy (To Follow)

**17. To receive update on progress ICT managed system project
(If any)**

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

19. Provision of tablets for councillors (Verbal Report)

20. Date of next meeting

The next meeting of the Finance and General Purposes Committee will be agreed at Annual Council meeting on 30 September 2020

21. Exclusion of Press and Public

In accordance with Section 1(2) 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. Banking Matters (Verbal Report)

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

