



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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18 September 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, 24 September 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 handwritten signature in black ink, appearing to read 'Angela Price', written over a faint, larger version of the same signature.

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.

If you would like to raise any questions in relation to any item on the agenda please contact the Town Clerk who will provide you with the link to join the meeting. Alternatively, please send your questions or 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.

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 23 July 2020 (Pages 862-876)

Financial Matters

5. To receive and note payments made in August and September 2020 (Pages 877-880)
6. To approve invoices for payment for September 2020 (Page 881)
7. To receive the record of Receipts and Payments for April, May, June, July and August for 2020 (Pages 882-920)
8. To receive the Balance Sheet and Trial Balance as at 30 April, 31 May, June, 30 July and 31 August 2020 (Pages 921-932)
9. To confirm verification of bank statements and reconciliations during Covid-19
10. 2020/21 Budget Update Report (Pages 933-947)
11. External and Internal Audit (Standing Item)
12. Subscriptions (Standing item)
13. Recommendations from other committees (Pages 948-954)
 - i. Flu Vaccinations
 - ii. Christmas Event 2020

Governance

14. Working Parties

ICT – date to be agreed
Budget Monitoring – date to be agreed

15. Risk Management (Standing Item) (Pages 955-961)
Section 4 – Council Properties

16. Council Policies (Pages 962-976)

- i. Recruitment Policy
- ii. Sickness Absence Policy

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

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

19. Recommendations from other Committees (If any)

20. Date of next meeting

The next meeting of the Finance and General Purposes Committee will be agreed at Annual Council meeting on 26 November 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

