



# LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

HEREFORDSHIRE HR8 1DH. Tel. (01531) 632306

Email: [clerk@ledburytowncouncil.gov.uk](mailto:clerk@ledburytowncouncil.gov.uk)

Website: [www.ledburytowncouncil.gov.uk](http://www.ledburytowncouncil.gov.uk)

16 July 2021

TO: Councillors Eakin (Chair), Harvey, Howells, Hughes (Vice-Chair), Knight and Manns (ex-officio)

Dear Member

You are invited to attend an informal virtual meeting of the Finance Policy & General Purposes Committee on **Thursday, 22 July 2021 at 7.00 pm**. This meeting will be a non-decision, non-voting meeting due to legislation for Council's to hold virtual meetings being withdrawn and the decision taken by Councillors at the Annual Council meeting held on 24 June 2021 that Ledbury Town Council continue holding informal, non-decision-making meetings via virtual means until such time Covid restrictions have been lifted. Any decisions as a result of those meetings to be taken under delegated powers by the Clerk in conjunction with the Chairs and Vice-Chairs of committees and reported to Full Council. (minute no. C390(1) refers).

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

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. 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 receive and note the minutes of an Extraordinary meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021  
(Pages 1508-1514)**
- 5. Action Sheet  
(Pages 1515-1516)**
- 6. Terms of Reference  
(Pages 1517-1518)**

### **Financial Matters**

- 7. To receive and note payments made in July 2021 via delegated powers  
(Please note all payments made have been checked and approved by the Chair and Vice-Chair of the Finance, Policy & General Purposes Committee in accordance with delegated powers in consultation with the Clerk)  
(Pages 1519-1520)**
- 8. To approve invoices for payment for August 2021 (Interim)  
(Page 1521)**
- 9. To receive the record of Receipts and Payments for May and June 2021  
Please note all payments made have been checked and approved by the Chair and Vice-Chair of the Finance, Policy & General Purposes Committee in accordance with delegated powers in consultation with the Clerk)  
(Pages 1522-1525)**
- 10. To receive and note the record of Receipts and Payments for May & June 2021  
(Pages 1526-1539)**
- 11. To receive the Balance Sheet and Trial Balance for months 2 and 3  
(Pages 1540-1544)**
- 12. To confirm verification of bank statements and reconciliations during Covid-19 – May and June 2021**
- 13. Budget Monitoring report  
(Pages 1545-1558)**



14. **To receive and note a detailed balance sheet (excluding stock movement)** **(Pages 1559-1560)**
15. **External and Internal Audit (Standing Item)** **(Pages 1561-1562)**
- a. Appointment of Internal Auditor for 2021/22 to 2023/24
  - b. To give consideration to appointing a Councillor to act as internal, Internal Auditor
16. **Subscriptions (Standing item)**
- To note that the Bullguard, internet security subscription was approved for payment by the Chair and Vice-Chair of the Finance, Policy & General Purposes Committee via delegated powers with the Clerk in the sum of £117.00
17. **Grant Applications** **(Pages 1563-1586)**
- a. Over £500
    - i. Ledbury Carnival
    - i. John Maesfield High School
    - ii. Ledbury Primary School
  - b. Three-year Grant
    - i. Citizens Advice South Worcester
18. **End of Grant Report** **(Pages 1587-1591)**
- a. Ledbury Carnival
  - b. Dream Your Future Counselling

#### **Governance**

19. **Risk Management (Standing Item)** **(Pages 1592-1598)**  
Section 8 – Council Activities
20. **Council Website** **(Verbal update)**

#### **General Information**

21. **A Guide to Insuring your Listed Property** **(Pages 1599-1608)**
22. **Date of next meeting**

To note that the next meeting of the Finance and General Purposes Committee will be agreed at the Annual Council meeting on 23 September 2021

**23. 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**

**24. Mortuary Lease**

**(Pages 1609-1610)**

**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