



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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16 February 2023

TO: Councillors Bradford, Eakin, Harvey, Howells, Hughes, Sims and Sinclair

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **the Committee Room, Church Lane, Ledbury on Thursday, 23 March 2023 at 7.00 pm** for the purpose of transacting the business set out below.

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 approve and sign as a correct record the minutes of a meeting of Finance, Policy & General Purposes Committee held on 26 January 2023 (Pages 3081-3087)
5. To review the action sheet (Page 3088-3089)

WORKING PARTIES/TASK & FINISH MEETINGS

6. To receive and note the minutes of a meeting of the Grants Working Party held on 15 March 2023 and to give consideration to any recommendations therein (Pages 3090-3094)
7. General Data Protection Regulations (GDPR) (Pages 3095-3136)
Revised GDPR Documentation

FINANCIAL MATTERS

8. To approve invoices for payments for March 2023 (Pages 3137-3138)
9. To receive the record of Receipts and Payments for January and February 2023 (Pages 3139-3184)
10. To receive the Balance Sheet and Trial Balance for months 10 and 11 (Pages 3185-3195)
11. 2022/23 Budget Monitoring (Pages 3196-3210)
12. To confirm verification of bank statements and reconciliations for October, November and December 2022, and January and February 2023
13. To receive report on payments made in relation to the War Memorial (Pages 3211-3213)
14. CCLA Public Sector Deposit Fund (Pages 3214-3220)
 - i. Fact Sheet – January and February 2023
 - ii. Current Declared Yield update
15. Recommendations from other committees (Pages 3221-3222)
16. Advansys Proposals (Pages 3223-3224)
 - i. Proposed development changes to Council website
 - ii. Instagram and Facebook training on how to link in with website
17. Video Recording System for Council meetings (Pages 3225-3226)

18. Great Places to Visit Funding (Pages 3227-3228)

- i. PA System for future Council Events
- ii. TIC Signage (to follow)

19. Grant Applications (Pages 3229-3233)

£500 or under

- i. John Masefield School - £500
- ii. Ledbury Children's Centre - £350
- iii. Ledbury Community Day - £300
- iv. Three Counties Home Educator's - £500

Over £500

- i. Bosbury Scouts - £1,008
- ii. Ledbury Places - £4,600
- iii. Ledbury Places - £750
- iv. Ledbury Carnival Association - £1,000
- v. Ledbury Maritime Cadets - £2,000
- vi. Ledbury Poetry - £5,000

Multi-Year applications

- i. Community Action Ledbury
 - Year 1 - £12,000
 - Year 2 - £12,000
 - Year 3 - £12,000
- ii. LEAF (Locally Encouraging all to Flourish)
 - Year 1 - £10,440
 - Year 2 - £10,440
 - Year 3 – 10,440
 - Chaplain - £5,000
 - Counselling - £5,040
 - Kintsugi - £400

20. Policies (Pages 3234-3260)

- i. Draft Training and Development Policy
- ii. Draft Capability Procedure
- iii. Civility & Respect – Dignity at Work Policy
- iv. Draft Grievance Policy
- v. Draft Disciplinary Policy

21. To approve cost for Clerk's Annual Appraisal (Page 3261)

GOVERNANCE

22. To review risk register Part 5 onwards (Pages 3262-3272)

23. Date of next meeting

The next meeting of the Finance, Policy & General Purposes Committee will be agreed at the Annual Council Meeting scheduled for 11 May 2023, following the local Council elections

24 Exclusion of Press and Public

In accordance with Section 12(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

25 Fire Risk Assessment (Pages 3273-3274)

Distribution: Full agenda to: - Committee members (7)
Town Mayor (ex-officio)

Agenda excluding confidential papers to:
The Press
Library
Councillor l'Anson

Agenda front pages to all non-committee members (8)