



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
HEREFORDSHIRE HR8 1DH . Tel. (01531) 632306 .

e-mail: admin@ledburytowncouncil.gov.uk

website: www.ledburytowncouncil.gov.uk

19 June 2020

To: All Members of Ledbury Town Council

Dear Member

You are hereby summoned to attend the Annual Meeting of **LEDBURY TOWN COUNCIL** to be held on **Thursday, 25 June 2020** 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

Angela Price
Town Clerk

AGENDA

1. **To Elect a Town Mayor for the 2020/21 Municipal Year**
(Town Mayor to make Statutory Declaration of Acceptance of Office and address the Council with their opening remarks)
2.
 - a. **Vote of Thanks to outgoing Chairman**
 - b. **Retiring Mayor's Response and closing remarks (Page1029)**
 - c. **Retiring Deputy Mayor's Response and closing remarks**
3. **To receive apologies for absence**
4. **To elect a Deputy Town Mayor for 2020/21 Municipal Year**
(Deputy Town Mayor to make Statutory Declaration of Acceptance of Office)

5. **To receive Declarations of Interest and written requests for Dispensations**

(Members are invited to declare 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)

6. **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.

MINUTES

7. **To approve and sign as a correct record the minutes of the Annual Council meeting held on 9 May 2019 (Pages 1030-1039)**
8. **To adopt the minutes of the Parish Meeting held on 25 April 2019 (Pages 1040-1042)**
9. **To approve and sign as a correct record the minutes of an Extraordinary Meeting of Council held on 19 March 2020 (Pages 1043-1047)**
10. **To receive and note the minutes of the Economic Development and Planning Committee meeting held on 12 March, 21 May and 11 June 2020 and to consider any recommendations therein (Pages 1048-1062)**

GOVERNANCE

11. **To receive and note the Schedule of Meetings for the 2020 Municipal year (Page 1063)**
12. **To appoint the following Council Committees for the ensuing Municipal year and consider their Terms of Reference (Page 1064-1071)**
 - a) Economic Development and Planning Committee
 - b) Environment and Leisure Committee
 - c) Executive Committee (*proposed change of title to Resources Committee*)
 - d) Finance, Policy & General Purposes Committee

13. **To elect Chairman and Vice-Chairman of the Committees listed above**
14. **Committee Chair's Annual Reports 2019/20 (Pages 1072-1076)**
 - a. Outgoing Chairman's report – Councillor Howells
 - b. Environment & Leisure Committee – Councillor Whattler
 - c. Economic Development & Planning – Councillor Vesma
 - d. Finance, Policy & General Purposes Committee – Councillor Harvey
(To Follow)
15. **To approve the Council's Standing Orders (to include Covid-19 Interim Standing Orders (Pages 1077-1104)**
16. **To approve and adopt the Council's Financial Regulations (Pages 1105-1124)**
17. **To note the Council's Code of Conduct (Pages 1125-1131)**
18. **To appoint Council Representatives to serve on Outside Bodies (Page 1132)**
19. **To review the Councils Asset Register (Pages 1133-1135)**
20. **To receive and note arrangements for the Council's insurance cover in respect of all insurable risks for 2020/21 (Pages 1136-1148)**
21. **To approve the Draft Corporate Plan (To Follow)**

FINANCE

22. **To determine the Council's Cheque signatories for 2020/21 (Pages 1149)**
23. **Date of next meeting**

The next meeting of Full Council will be held on Thursday, 30 July 2020

**Distribution: - Full agenda reports to all Councillors
Agenda reports excluding Confidential items to Local Press,
Library and Police**