



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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21 January 2021

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee on Thursday, 28 January 2021 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

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 wish to raise a question or concern related to any item on the agenda please follow the link provided on our website or join via Zoom using the following ID and Password.

Join Zoom Meeting

<https://us02web.zoom.us/j/82878488076?pwd=dmNOd0NuZ3pFTIBPTjhjVXJlTXZFdz09>

Meeting ID: 828 7848 8076

Passcode: 830813

Minutes

- 4. To approve and sign as a correct record the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 26 November and a reconvened meeting held on 8 December 2020**
(Pages 1164 - 1174)

Financial Matters

- 5. To receive and note payments made in November, December 2020 and January 2021** **(Pages 1175 - 1178)**
 - 6. To approve invoices for payment in January 2020** **(Page 1179)**
 - 7. To receive the record of Receipts and Payments for November and December 2020** **(Pages 1180 - 1196)**
 - 8. To receive the Balance Sheet and Trial Balance for months 8 and 9** **(Pages 1197- 1204)**
 - 9. To confirm verification of bank statements and reconciliations during Covid-19 – November and December 2020**
 - 10. 2020/21 Budget** **(Pages 1205 - 1246)**
 - 11. External and Internal Audit (Standing Item)** **(Pages 1247 - 1252)**
- Annual Governance & Accountability Return for the year ended 31 March 2020
- 12. Subscriptions (Standing item)** **(Page 1253)**
 - i. Hereford Green Network** <https://hgnetwork.org/network-links/>

- 13. Grant Applications (Pages 1254 – 1272)**
- 1. £500 or Less Application**
 - i. Ledbury Traders Association**
 - ii. Cobalt**
 - 2. Over £500**
 - i. Ledbury Community Hall**
 - 3. Multi-year Application**
 - i. Community Action Ledbury**
- 14. 2019/20 Grant Feedback (Pages 1273 – 1276)**
- 1. Grant awarded to LYAS**
 - 2. Dream Your Future Counselling**
- 15. Recommendations from other committees (Pages 1277 – 1282)**
- 1. Councillor Remuneration**
- 16. Correspondence received in relation to Ledbury Town Council Business Rates (Page 1283)**

Governance

- 17. Risk Management (Standing Item) Section 6 - Contractual (Pages 1284 - 1290)**
- 18. Policies (Pages 1291 – 1304)**
- 1. Document Retention Policy**
 - 2. Special Leave Policy**
- 19. Council Website (Page 1305)**
- 21. Date of next meeting**

The next meeting of the Finance and General Purposes Committee is scheduled for 25 February 2021.

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