



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES . CHURCH STREET . LEDBURY
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17 May 2019

TO: Councillors Bannister, Eakin, Harvey, Howells, Manns, Morris, Rae- Clarke,
Whattler and Vesma

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **The Town Council Offices, Ledbury on Thursday, 23 May 2019 at 7.30pm** for the purpose of transacting the business set out below.

Angela Price
Clerk

FILMING AND RECORDING OF COUNCIL MEETINGS

Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner. Whilst those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

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.

4. Draft Terms of Reference (Pages 1-3)

Minutes

- 5. To approve the Minutes of the Finance and General Purposes Committee meeting held on 21 March 2019 as a correct record (Pages 4-8)**

Financial Matters

- 6. To approve invoices for payment.* (Page 9)**
*(*As per LTC Financial Regulations, cheques for approved invoices will be signed after the close of this meeting)*
- 7. To receive the record of Receipts and Payments from 1 March to 31 March 2019 and 1 April to 30 April (Pages 10-13)**
- 8. To receive year end reports to 31 March 2019 to include the annual return (Pages 14-18)**
- 9. To receive the Balance Sheet and Trial Balance as at 30 April 2019 (To Follow)**
- 10. To verify bank statements and bank reconciliations produced for the months of March and April 2019**
- 11. External Audit Report 2017/18 (Pages 19-24)**
- 12. External and Internal Audit (Standing Item)**
To receive an update on the external and/or internal Audits

Governance

- 13. Working Parties**
To review Membership of ICT Working Party
- 14. Subscriptions (Standing item)**
- 15. Risk Management (Standing Item) (Page 25)**
To review Section 4 of the Risk Register, Council Properties
- 16. General Data Protection Regulations (GDPR) (Standing Item)**
To receive any updates regarding GDPR compliance **(Verbal)**
- 17. Correspondence (Standing Item)**
To note any correspondence received.

18. Training

Councillor Accounts Training

19. Date of next meeting

The next meeting of the Finance and General Purposes Committee will be held on 27 June 2019. Each Councillor is requested to use this opportunity to raise items for inclusion on future agendas. Councillors are respectfully reminded that this item is not an opportunity for debate or decision making.

In accordance with Section 912) 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

Governance

20. To consider purchase of a franking machine (Pages 26-27)

21. General Data Protection Regulations (GDPR) (Standing Item)
To receive any updates regarding GDPR compliance **(Pages 28-29)**

i. Disposal of confidential waste

22 Radfield Home Care – end of lease (Page 30)

*(*As per LTC Financial Regulations, cheques for invoices approved at 5.1 above will be signed after the close of this meeting.)*

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

Agenda excluding confidential papers to:

The Press

Police

Library

Agenda front pages to all non-committee members