

LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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27 January 2022

TO: Councillors Bradford, Eakin (Chair), Harvey, Howells, Hughes (Vice Chair), Knight, Manns (Town Mayor – ex-officio) and Sinclair

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee** which will be held in **Burgage Hall, Church Lane, Ledbury on Thursday, 27 January 2022 at 7.00 pm** for the purpose of transacting the business set out below.

Yours faithfully

Angela Price PSLCC
Town Clerk

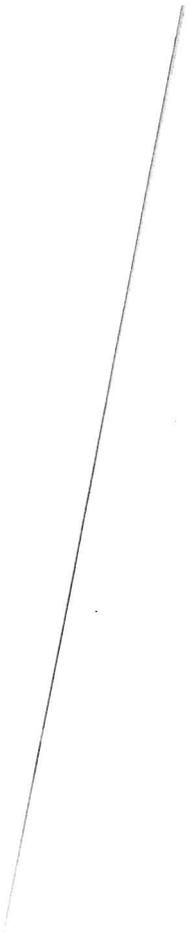
A G E N D A

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. **Nolan Principles** (Page 1930)
4. **Terms of Reference – Quorum** (Pages 1932 – 1935)



5. 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

6. To approve and sign as a correct record the minutes of a meeting of Council held on 25 November 2021 (Pages 1936-1945)
7. To review the action sheet (Pages 1946 - 1949)

Financial Matters

8. To approve invoices for payment for December 2021 and January 2022 (Pages 1950 - 1951)
9. To receive the record of Receipts and Payments for November and December 2021 (Pages 1952 - 1975)
10. To receive the Balance Sheet and Trial Balance for months 8 and 9 (Pages 1976 - 1989)
11. To confirm verification of bank statements and reconciliations for August, November and December 2021
12. 2021/22 Budget Update Report (Pages 1990 - 1997)
13. External and Internal Audit (Standing Item) (Pages 1998 - 1999)
 - i. Letter of engagement – IAC audit
14. Subscriptions (Standing item)
15. Recommendations from other committees (If any)
16. 2022/23 Draft Budget (Pages 2000 - 2035)
17. Grant Applications (Pages 2036 - 2041)
 - a. Over £500
 - i. Ledbury Places



Governance

- 18. Risk Management (Standing Item) (Pages 2042 - 2053)
- 19. Draft Shop Front Improvement Grant Scheme (Pages 2054 - 2063)
- 20. General Data Protection Regulations (GDPR) (Standing Item)
- 21. Outcome of decision taken by Emergency Powers (Pages 2064- 2065)
- 22. LGPS Pension re-enrolment (Pages 2066- 2067)
- 23. Terms and Conditions of Business – Red Kite Solicitors in respect of Cemetery Mortuary Lease (Pages 2068- 2093)

Policies

- 24. Draft Annual Leave Policy (Pages 2094- 2097)

Correspondence

- 25. Pension Administration Strategy – Policy Statement on Communications (Pages 2098- 2119)
- 26. Date of next meeting

The next meeting of the Finance and General Purposes Committee is scheduled for 27 January 2022

- 27. Exclusion of Press and Public

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

- 28. Cemetery Lease
 - 1. Lease Questionnaire
 - 2. Commercial Property Standard Enquiries
- 29. Schedule of Costs re Building Valuations

Distribution: Full agenda to: - Committee members (6)
Town Mayor (ex-officio)
Councillor Sinclair

Agenda excluding confidential papers to:
The Press
Library

Agenda front pages to all non-committee members (5)

