



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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17 September 2021

TO: Councillors Eakin (Chair), Harvey, Howells, Hughes (Vice-Chair), Knight and Manns (ex-officio)

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 September 2021 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 receive and note the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 22 July 2021
(Pages 1611-1617)
5. Action Sheet (Page - 1618)

Financial Matters

6. To approve invoices for payment for September 2021
(Page 1619)
7. To receive the record of Receipts and Payments for July 2021
(Pages 1620 - 1627)
8. To receive the Balance Sheet and Trial Balance for month 4
(Pages 1628 - 1631)
9. To confirm verification of bank statements and reconciliations during Covid-19 – July 2021
10. Budget Monitoring report (Pages 1632 - 1655)
 - a. Detailed Income & Expenditure by Budget as at 31 July 2021
 - b. Outcome of Budget Monitoring Meeting held on 26 August 2021
11. External and Internal Audit (Standing Item) (Pages 1656 - 1661)
 - a. Outcome of external audit 2020/21
12. Subscriptions (Standing item)

To note that a request for the payment of the Clerk's membership to the IWFM (Institute of Workplace Facilities Management) in the sum of £159.00 was submitted as part of agenda item 6.
13. Grants Feedback (Pages 1662 -1663)
 - a. Ledbury Carnival
 - b. Cobalt Health

14. **Feedback from recent Herefordshire Council Budget meeting**
(Verbal report from Committee Chair)
15. **Recommendations from other Committees** (Pages 1664 - 1669)
a. Resources Committee (Minute no. R130 refers)
16. **Request from Climate Change Working Party** (Page 1670)
17. **Fire Alarm System recommendation** (Pages 1671 - 1673)

Governance

17. **Risk Management (Standing Item)** (Pages 1674 - 1684)
Sections 7 & 8 – Council Activities
18. **Council Website** (Verbal update)

General Information

19. **Date of next meeting**

To note that the next meeting of the Finance and General Purposes Committee will be agreed at the Annual Council meeting on 25 November 2021

20. **Exclusion of Press and Public**

In accordance with Section 1(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

21. **Recommendations from other committees**

- a. Environment & Leisure Committee

Distribution: Full agenda to: - Committee members (5)
Town Mayor (ex-officio)

Agenda excluding confidential papers to:
The Press
Library

Agenda front pages to all non-committee members