



LEDBURY TOWN COUNCIL

TOWN COUNCIL OFFICES, CHURCH STREET, LEDBURY

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20 November 2020

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

Dear Member

You are hereby summoned to attend a meeting of the **Finance, Policy & General Purposes Committee on Thursday, 26 November 2020 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/84539509507?pwd=aUJFN0ZzVThmVDU4UWx2UHVTMklhQT09>

If you would like to raise any questions in relation to any item on the agenda please contact the Town Clerk who will provide you with the link to join the meeting. Alternatively, please send your questions or 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. Alternatively, you can join the meeting at the following link:

Minutes

4. To approve and sign as a correct record the minutes of a meeting of the Finance, Policy & General Purposes Committee held on 24 September 2020 and a reconvened meeting of the Finance and General Purposes Committee meeting held on 5 October 2020 (Pages 977 - 984)

Financial Matters

5. To receive and note payments made in October and November 2020 (Page 985)
6. To approve invoices for payment for November 2020 (Page 986)
7. To receive the record of Receipts and Payments for September and October 2020 (Pages 987 - 1007)
8. To receive the Balance Sheet and Trial Balance as at 20 November 2020 (Pages 1008 - 1014)
9. To confirm verification of bank statements and reconciliations during Covid-19 – September and October 2020
10. 2020/21 Budget Update Report (Pages 1015 - 1022)
11. External and Internal Audit (Standing Item) (Verbal update)

12. Subscriptions (Standing item) (Page 1023)
- i. Campaign to protect Rural England
<https://www.cpre.org.uk/?gclid=EAlalQobChMlz9WAv5iR7QIVTOvtCh3bPg-QEAAAYAiAAEgld4fD BwE>

13. Recommendations from other committees

- i. Major Planning Applications

That the Clerk be authorised to obtain valuations in respect of the various parcels of land owned by Ledbury Town Council.

Governance

14. Annual Grants procedure – to agree a timeline for the advertising and consideration of the grants policy for the remainder of the 2020/21 and 2021/22 financial years (Pages 1024 - 1025)
15. Notification of 2021/22 CCTV Revenue Funding (Page 1026)
16. Working Parties
- Budget Monitoring – Date of next meeting to discuss 2021/22 budget - 2 December 2020
17. Risk Management (Standing Item) (Pages 1027 - 1032)
Section 5 – Other Assets
18. General Data Protection Regulations (GDPR) (Standing Item) (Pages 1033 – 1069)
19. Arrangement for Dealing with Code of Conduct Complaints Against Councillors – Herefordshire Council Review (Pages 1070 – 1077)
20. Recommendations from other Committees (Pages 1078 - 1086)
1. Environment & Leisure – Food Hygiene/sales Policy (Charter Market)
21. Date of next meeting
- The next meeting of the Finance and General Purposes Committee is scheduled for 28 January 2021
22. 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

- 23. Insurance Renewal Quotations (Pages 1087 - 1145)**
- 24. Ledbury Cemetery Buildings – Electricity Contract (Pages 1146 - 1147)**
- 25. Fee Proposal in respect of Special Audit (Pages 1148 - 1150)**
- 26. Mortuary Lease (Pages 1151 - 1163)**

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

