

# LUDLOW TOWN COUNCIL

## A G E N D A

To: All Members of the Council, Unitary Councillors, Press

**Contact: Gina Wilding**  
**Ludlow Town Council, The Guildhall,**  
**Mill Street, Ludlow, SY8 1AZ**  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: 1<sup>st</sup> May 2019**

### COUNCIL

You are summoned to attend the Annual General meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 8<sup>th</sup> May 2019 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- Election of Mayor 2019-2020
- Election of Deputy Mayor 2019-2020
- Membership of Committees
- Adoption of key policies
- Civic Awards

***The public may speak at this meeting***

**Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **ELECTION OF MAYOR 2019-2020** – To receive nominations and elect the Mayor. There will be paper ballots including all nominations that are seconded until the successful candidate is elected by majority vote.
2. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
3. **ELECTION OF DEPUTY MAYOR 2019-2020** – To receive nominations and elect the Deputy Mayor. There will be paper ballots including all nominations that are seconded until the successful candidate is elected by majority vote.
4. **Recording of Meetings** – Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

5. **Apologies**  
To receive councillors apologies.
6. **Declarations of Interests**  
*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*
  - a) Disclosable Pecuniary Interest
  - b) Declaration of conflicts of Interest
  - c) Declarations of personal interest
7. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
8. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
9. **Minutes** – To approve as a correct record and sign the minutes of **COUNCIL** minutes of **MONDAY 25<sup>th</sup> MARCH 2019**.
10. **Items to Action** –
  - a) To review the long-standing Items to Action.
  - b) To note the items to action sheet from the previous Council Meetings held on **25<sup>TH</sup> MARCH 2019**.



ITEM	Attachment
<b>11. COUNCIL MEETING CALENDAR</b>	
a) To adopt the Council/Committee calendar dates for 2019/20.	11a
b) To adopt the Meeting Protocol.	11b
<b>12. SERVICES COMMITTEE MEMBERSHIP</b>	
a) To adopt the Terms of Reference for Services Committee.	12a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Services Committee from the new Services Committee Members.	No papers
<b>13. REPRESENTATIONAL COMMITTEE MEMBERSHIP</b>	
a) To adopt the amended Terms of Reference for Representational Committee. The awarding of Small Project Support Grants in accordance with Council Powers Section 137 (LGA 1972) and agreed criteria will revert to Full Council.	13a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Representational Committee from the new Representational Committee Members.	No Papers
<b>14. POLICY &amp; FINANCE COMMITTEE MEMBERSHIP</b>	
a) To adopt the amended Terms of Reference for Policy & Finance Committee. The committee will undertake duties relating to GDPR	14a
b) To nominate and elect the Members of Policy and Finance Committee <i>Please note: Terms of Reference state that membership should include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees.</i>	No Papers
c) Election of Chairman for Policy and Finance Committee (from the new Policy and Finance Committee Members).	No Papers
d) To agree the Council's Authorised Signatories for payments	14d
<b>15. STAFFING AND APPEALS COMMITTEE MEMBERSHIP</b>	
a) To adopt the amended Terms of Reference for Staffing and Appeals Committee. There will be three timetabled meetings per annum. To facilitate HR training for committee members	15a
b) To nominate and elect the Committee Membership.	No Papers
c) Election of Chairman for Staffing and Appeals Committee from the new Staffing and Appeals Committee Members.	No Papers
<b>16. APPOINTMENT OF SUB-COMMITTEES &amp; WORKING GROUPS</b>	
a) If appropriate, to appoint Sub-Committees and approve membership to the draft the terms of reference for approval by council prior to the commencement of the activities of the sub-committee.	16a
b) To form Working Groups and approve membership to the draft the terms of reference for approval by Council prior to the commencement of the activities of the working group.	16b



<b>17.</b>	<b>SCHEME OF DELEGATION</b>	
	To adopt the Council's Scheme of Delegation.	<b>17</b>
<b>18.</b>	<b>STANDING ORDERS</b>	<b>18</b>
	To adopt the Council's Standing Orders.	
<b>19.</b>	<b>FINANCIAL REGULATIONS</b>	<b>19</b>
	To adopt the council's Financial Regulations.:	
<b>20.</b>	<b>COUNCIL'S LAND AND ASSETS</b>	<b>20</b>
	To adopt the asset register.	
<b>21.</b>	<b>RISK ASSESSMENTS</b>	
	To readopt the Council's Risk Assessments.	<b>21</b>
<b>22.</b>	<b>INSURANCE</b>	
	To adopt insurance cover in respect of all insured risks.	<b>22</b>
<b>23.</b>	<b>MEMBERSHIP OF OTHER ORGANISATIONS &amp; PROFESSIONAL BODIES</b>	
<b>a)</b>	To adopt the Policy on Council Representation on Outside organisations.	<b>23a</b>
<b>b)</b>	To review and appoint Councillor representatives on Outside Organisations.	<b>23b</b>
<b>c)</b>	To approve the Council's continued Membership of Professional Bodies.	<b>23c</b>
<b>24.</b>	<b>FREEDOM OF INFORMATION</b>	
<b>a)</b>	To adopt the Council's Freedom of Information Policy	<b>24a</b>
<b>b)</b>	To adopt the Model Publication Scheme.	<b>24b</b>
<b>25.</b>	<b>PRESS PROTOCOL</b>	<b>25</b>
	To adopt the Council's Press Protocol.	
<b>26.</b>	<b>GENERAL DATA PROTECTION REGULATIONS (GDPR)</b>	
	To adopt the GDPR polices, privacy notices and documentation	<b>26</b>
<b>27.</b>	<b>COMMITTEE RECOMMENDATIONS</b>	
	To consider the recommendations from the Policy & Finance Committee on the 18 <sup>th</sup> March 2019 and 15 <sup>th</sup> April.	<b>27</b>
<b>28.</b>	<b>COMMITTEES &amp; WORKING GROUP MINUTES</b>	
	To receive the minutes of:	
<b>a)</b>	Policy & Finance Committee 18 <sup>th</sup> March 2019 (open and closed)	<b>28a</b>
<b>b)</b>	Services Committee 8 <sup>th</sup> April 2019.	<b>28b</b>



c)	Representational Committee 3 <sup>rd</sup> April 2018.	<b>28c</b>
d)	Staffing & Appeals Committee 8th April 2019.	<b>28d</b>
<b>29.</b>	<b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	<b>No papers</b>
<b>30.</b>	<b>CIVIC NOMINATIONS</b>	
a)	To approve Civic Awards letter for Civic Winners.	<b>30a</b>
b)	To approve the Civic Award winners letter for 2019	<b>30b</b>

### **M e m b e r s h i p**

Councillors Gill (Town Mayor); Sheward (Deputy Mayor); Clarke; Cobley; Garner; Ginger; Jones; Lyle; Mahalski; Parry; O'Neill, Paton; Perks; Pote; and Smithers.

**The date of the next Council meeting is the 17<sup>th</sup> June 2019**