

## POLICY & FINANCE COMMITTEE

Minutes of the Policy & Finance Committee meeting held at The Bishop Mascall Centre, Ludlow, on Monday 28 April 2008 at 7.00 pm.

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**MEMBERS PRESENT:** Councillors Aitken (Chairman), Perks (Vice-Chairman), Bradley, Glaze, Hunt, Kidd, Newbold, Smithers and Wilcox

**OFFICERS PRESENT:** Linda Thomas, Town Clerk

**PF39/08 APOLOGIES** – Apologies for absence were received from Councillor Pound.

**PF40/08 SPECIFIC DECLARATIONS OF INTEREST**

Minute No.	Councillor's Name	Personal	Prejudicial	Reason
PF46/08	G. Kidd	✓	✓	Involved in production of original. Had business involvement with Visual Works. Director of Cittaslow. Chair of Ludlow Tourism. Member of Ludlow Chamber of Trade
PF46/08	G. Perks	✓		Involved with Ludlow Tourism/Skillbuilders
PF/08	J. Smithers	✓		Chair of Remembrance Sunday Working Group

**PF41/08 PUBLIC OPEN SESSION** – There were 2 members of the public present, neither of whom wished to raise any matters.

**PF42/08 MINUTES** – The minutes of the meeting held on 31 March 2008 were approved and signed as a correct record.

**PF43/08 ACCOUNTS SUB-COMMITTEE** – The minutes of the meeting held on 16 April 2008 were received and noted. Councillor Kidd queried the absence of a list of payments. The Town Clerk replied that under the new Committee arrangements the list of payments was circulated to members of the Accounts Sub-Committee at the time of approval of the payments. The lists were naturally available should other members wish to view them.

**PF44/08 CHAIRMAN AND VICE CHAIRMAN URGENT ACTIONS** – The urgent actions taken by the Chairman and Vice Chairman to confirm the appointments of Mr N Wilson as Permanent Assistant Groundsperson and Mr D Colman and Mr A Detton as Temporary Assistant Groundspersons were approved.

**PF45/08 MARKET ENHANCEMENT** - Members received and noted:

- a) Minutes of meetings of the Steering Group held on 3 March and 7 April 2008.
- b) Reports on the meetings held with the Architect on the drawing up of proposals to be presented to the Town Council.



The Chairman confirmed that full details of the proposals would be considered by the Town Council on 12 May 2008. Councillor Perks suggested that the costs of assembling and dismantling the new market stalls should be considered as part of the proposal. He also requested that thanks to Councillor Pound for his suggestions regarding the roof lines of the stalls should be recorded. It was agreed that investigations into extending the use of the Event Square should be made.

**PF46/08 TOWN MAP AND GUIDE** – The Town Clerk outlined the contractual arrangements pertaining to the production of the Town Map and Guide. The Town Council had entered into an agreement with Visual Works to produce three issues of this leaflet. Stocks of the first issue were running low and it was necessary to consider production of the second issue. The Town Clerk had met with representatives of Visual Works and the cost of production was £4918, which would be recouped from advertising costs.

**Resolved** That the Town Clerk investigate the possibility of Ludlow Tourism taking on the management of the leaflet production.

**PF47/08 DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT** – Copies of the document “Unlocking the talent of our communities” had been circulated. It was agreed this be considered at the next meeting.

**PF48/08 UNITARY AUTHORITY FOR SHROPSHIRE** – The SCC proposals for electoral review had been circulated. It was agreed this be deferred to the next meeting.

**PF49/08 STANDARDS BOARD** – Decision Notices on recent investigations were received and noted.

**PF50/08 COUNCIL EQUIPMENT**

- a) The current grass mower was not suitable for use in a number of areas in terms of the lack of collection facility. The Committee was requested to consider the disposal of this item of equipment and purchase of a more suitable item. The Town Clerk was instructed to obtain costings and an idea of the part exchange value of the existing equipment. Procurement through the County or District Council should also be investigated.
- b) Following recent problems with the IT system, the Town Clerk has been advised that the ‘server’ which connects all the office PC’s is in danger of collapse. The Town Clerk was instructed to obtain the necessary quotations for such replacement.

**PF51/08 POST OFFICES IN SHROPSHIRE** – Members noted details of a series of public meetings has been organised by Philip Dunne MP.

**PF52/08 TRAINING** - The attendance of the Town Clerk at an SLCC/ICCM course on Cemetery Management was approved. Any other members wishing to attend should notify the Town Clerk.



**PF53/08      REPORTS FROM WORKING GROUPS**

- a) **Website & Newsletter** – A meeting was to be held in the near future.
- b) **Remembrance Sunday** – No further meetings had been held. Councillor Kidd wished to stand down from this Working Group. A replacement would be agreed by the Town Council.

**PF54/08      REPORTS FROM OUTSIDE ORGANISATIONS**

- a) **Ludlow Area Committee** – Councillor Kidd had provided information from the meeting to be published in the Bulletin. A Planning meeting in May would consider expenditure for the year. Items for future meetings would include rural speed limits and the appointment of Partnership Officers.
- b) **Ludlow Marches Partnership** – Councillor Perks had produced a report for the Bulletin.
- c) **SALC** – Discussions at the recent meeting had included transfer of assets – assets under £1m or less than £100,000 revenue could be transferred to Town & Parish Councils. The Town Clerk was instructed to obtain information.
- d) **Six Market Towns** – No further meetings had been held.

The meeting closed at 8.04 pm

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Chairman

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Date