



## **POLICY & FINANCE COMMITTEE**

Tuesday 10 June 2008

You are summoned to attend a meeting of the Policy & Finance Committee which will be held at The Bishop Mascall Centre, Lower Galdeford, Ludlow, SY8 1RZ, on **Monday 16 June 2008 at 7.00pm.**

**TO: MEMBERS OF POLICY & FINANCE COMMITTEE:** Councillors Aitken, Bradley, Glaze, Hunt, Kidd, Newbold, Perks, Pound, Smithers and Wilcox

### **AGENDA**

1. **ELECTION OF CHAIRMAN** – To elect a Chairman for the ensuing year
2. **ELECTION OF VICE CHAIRMAN** – To elect a Vice Chairman for the ensuing year
3. **APOLOGIES** – To receive any apologies for absence
4. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest
5. **PUBLIC OPEN SESSION (15 minutes)** – Members of the public are invited to make representations on any matter relating to the work of the Committee
6. **MINUTES** – To approve the minutes of the meeting held on Monday 28 April 2008 (Pg )
7. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of Wednesday 19 May 2008 (Pg )
8. **STAFFING SUB COMMITTEE** – To note that Councillor Newbold has held meetings with the Town Clerk regularly since her appointment and that a meeting of the Staffing Sub-Committee will be held in the near future at which Disciplinary and Grievance Procedures will be discussed.
9. **TOWN MAP & GUIDE** – To note that Ludlow Tourism Group have agreed to take on the production of the Town Map & Guide.
10. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT** – The report entitled “Unlocking the talent of our communities” was circulated with the last Agenda. Members are requested to consider any formal response.

11. **UNITARY AUTHORITY FOR SHROPSHIRE** – The SCC proposals for electoral review were circulated at the last meeting. Discussion on this item was deferred. Members are requested to consider any formal response.
12. **EMERGENCY PLANNING MEASURES** – To receive a report from the Town Clerk (Pg )
13. **PLAY AREAS** - To receive a report from the Town Clerk (Pg )
14. **“A” BOARD CODE** – The Access Officer at South Shropshire District Council has received a number of complaints about the obstructions being caused on footpaths around Ludlow. Some time ago he attempted, through the Chamber of Trade, to bring about the voluntary adoption of a code by retailers/traders, which did not achieve much success. There is a possibility that if nothing is done then the Highways Department may require all advertising, seating, display of goods, etc to be removed. He has therefore requested the help of the Town Council in promoting the voluntary adoption of a code. A copy of the recommendations is attached (Pg )
15. **TELEPHONE ENQUIRY MANAGEMENT** – To consider the proposal from Councillor Kidd – details attached (Pg )
16. **LUDLOW CARNIVAL** – Councillor Kidd has requested that members consider the setting up of an advisory committee to look into the problems that led to there not being a Carnival and Fun Day and to investigate the possibility of re-launching the event in partnership with local organisations
17. **BUTTERCROSS CONSERVATION PLAN** – To discuss the implementation of the agreed repair programme.
18. **TOWN COUNCIL EQUIPMENT**
  - a) **IT Equipment:** Shropshire County Council have provided the Town Council with a new server free of charge, thus saving £2500 to £3000. This will however require a new cabling system which will cost in the region of £1000. Members are requested to approve this cost.
  - b) **Grass mowing & collection Equipment:** Costings for a replacement machine (the most suitable, in terms of cost and specification, being identified as a Kubota GR2100) have been obtained as follows (all figures shown are exclusive of VAT):
    - Pallisers - £6150(to include deflector) no trade in for existing machine
    - Morris Bufton - £6300(to include deflector) with £2000 trade in
    - Oakleys - £6000(to include deflector, flashing beacon and number plate) with £2900 trade inThe Committee is recommended to approve the quotation from Oakleys.

In the light of members comments about the strimming of grass in the Cemetery, the CSO has also investigated the cost of a walk-behind cylinder mower which would prevent the spreading of grass cuttings on graves. The cost of this machine would be £600 plus VAT. Members are requested to consider this purchase.

- c) **Cardboard Recycling Trailer:** The trailers purchased for cardboard recycling were identified in the auditors report as being part of the assets to be transferred to Cittaslow Ludlow. One of these trailers had been badly damaged by fire. The Town Clerk was instructed to discuss with representatives of Cittaslow Ludlow whether they had a use for this item, as the DLF could modify the damaged vehicle to provide a trailer for transporting mowing equipment around the town more speedily than driving it. The discussions having been held, the Town Council have been asked to consider the payment to Cittaslow Ludlow of £450 (a valuation provided by Morris Bufton) in lieu of the transfer of the trailer which would have to be refurbished before handover at a cost of approximately £1500 (costing from Morris Bufton).
- d) **Buttercross Telephone System:** During the course of last year members considered a report on the upgrading of the Buttercross telephone system. This has now been updated and details of the options are attached (Pg )

19. **BANKING ARRANGEMENTS** – The Town Council has for a number of years held an account with the Portman Building Society. In the change in operation within that group since the merger with Nationwide the type of account held is no longer available. The Town Council has been offered an alternative “Business Investor” account aimed at Limited Companies, which does not seem appropriate to the Council. As this is the only account held outside Barclays it would seem more appropriate to move the balance from this account to an appropriate new or existing Barclays account.

20. **TRAINING**

- i. To consider attendance at:
  - a) SLCC Regional Conference 26 June 2008 – Assistant Clerk (and others?)
  - b) ILCM Conference 8 July 2008 – Town Clerk
  - c) Changing the face of Shropshire (details attached)
  - d) CCTV In Shropshire 17 September (details attached)
- ii. To discuss the organisation of training for members on the Revised Code of Conduct

21. **REPORTS FROM WORKING GROUPS**

- a) Website & Newsletter                      Councillors Glaze, Kidd, Perks & Pope
- b) Remembrance Sunday                      Councillors Glaze, Pope & Smithers

22. **REPORTS FROM OUTSIDE ORGANISATIONS**

- a) Ludlow Area Committee Councillor Kidd
- b) Ludlow Marches Partnership Councillor Perks
- c) SALC Councillor Perks
- d) Six Market Towns Councillor Perks

23. **EXCLUSION OF PRESS AND PUBLIC** - It is recommended that, in the view of the confidential nature of the business to be transacted, the press and public be excluded for the remainder of the meeting.

24. **STAFFING MATTER** – To consider the attached request from the Town Clerk

---

Linda Thomas  
Town Clerk

**NB** In respect of Item 22 it would be helpful if members could provide reports for circulation with the Agenda. The office would be pleased to assist with word processing if handwritten reports could be made.