



POLICY & FINANCE COMMITTEE

Minutes of the Policy & Finance Committee meeting held at The Bishop Mascall Centre, Ludlow, on Monday 16 June 2008 at 7.00 pm.

MEMBERS PRESENT: Councillors Aitken, Bradley, Glaze, Hunt, Kidd, Newbold, Perks, Pound, Smithers and Wilcox

COUNCILLORS ATTENDING: Councillors Davies and Pope

OFFICERS PRESENT: Linda Thomas, Town Clerk

PF55/08 ELECTION OF CHAIRMAN – It was **RESOLVED** that Councillor Perks be elected Chairman for the ensuing year.

PF56/08 ELECTION OF VICE CHAIRMAN – It was **RESOLVED** that Councillor Hunt be elected Vice Chairman for the ensuing year.

PF57/08 APOLOGIES – There were no apologies for absence.

PF58/08 SPECIFIC DECLARATIONS OF INTEREST

Agenda Item	Councillor's Name	Personal	Prejudicial	Reason
14	J. Newbold		✓	Town retailer
14	J. Smithers		✓	Town retailer
14	G. Perks	✓		Member of Ludlow Chamber of Trade
14	G. Kidd	✓		Member/Committee Member of Ludlow Chamber of Trade
18c			✓	Member of Cittaslow Ludlow

PF59/08 PUBLIC OPEN SESSION – There were no members of the public present.

PF60/08 MINUTES – The minutes of the meeting held on 28 April 2008 were approved and signed as a correct record.

PF61/08 ACCOUNTS SUB-COMMITTEE – The minutes of the meeting held on 19 May 2008 were received and noted.

PF62/08 STAFFING SUB COMMITTEE – Members noted that Councillor Newbold had 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 would be discussed.



PF63/08 TOWN MAP & GUIDE – It was noted that Ludlow Tourism Group had agreed to take on the production of the Town Map & Guide.

PF64/08 DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT - The report entitled “Unlocking the talent of our communities” having been previously circulated was received and noted.

PF65/08 UNITARY AUTHORITY FOR SHROPSHIRE – The SCC proposals having previously been circulated were received and noted. Details of the decision of the Electoral Commission would be published on 1 July.

PF66/08 EMERGENCY PLANNING MEASURES – A Report of the Town Clerk had been circulated. The need for effective communication was endorsed as a prime factor in any emergency planning procedure. It was agreed that the Town Clerk and CSO meet with an Officer of the County Emergency Planning Group to discuss what arrangements would be necessary.

PF67/08 PLAY AREAS - The Town Clerk reported on discussions held with the District Council over the possible transfer of play areas to the Town Council. Details of funding to accompany this transfer were discussed, together with a report from the CSO on a survey undertaken of the sites in question. The survey identified the condition of equipment at each site and an estimate of time required to carry out necessary maintenance. A proposal to reject the transfer on the grounds of the additional work involved was defeated. It was agreed that retention of the town’s green areas for the benefit of children was vital however the budget identified would not be sufficient to carry out the necessary refurbishments and fund the required maintenance. It was agreed that further negotiations with the District Council should be undertaken.

PF68/08 “A” BOARD CODE – Councillors Newbold and Smithers left the room during discussion on this item. A report from the Town Clerk was noted. A suggestion was made that the Access Officer should meet with the Conservation Area Advisory Group. The introduction of a code was generally supported, however it was felt that comments should be obtained from all interested parties. The Town Clerk was instructed to write to traders and request the views of the public through the local press.

PF69/08 LUDLOW CARNIVAL – The Town Clerk had discussed with former organisers the reasons why this event had ceased to be held. It was agreed that meetings be held with the former members of the organising group and any other interested groups to discuss the viability of reinstating this event. An appeal should be made through the press and, if appropriate, a public meeting be held to identify interested members of the public.

PF70/08 BUTTERCROSS CONSERVATION PLAN – The Committee, having previously agreed to carry out the A priority repairs, instructed the Town Clerk to contact Nick Joyce and discuss implementation.

PF71/08 COUNCIL EQUIPMENT

- a) **IT Equipment:** Shropshire County Council had provided the Town Council with a new server free of charge. Replacement cabling was deferred.
- b) **Grass mowing & collection Equipment:** Purchase of a 15” Rotary Mower was approved. Purchase of a Kubota machine was deferred pending a decision on the play areas.
- c) **Cardboard Recycling Trailer:** Councillor Kidd left the room during discussion on this item. Purchase of the damaged trailer from Cittaslow Ludlow at a cost of £450 was approved.
- d) **Buttercross Telephone System:** It was agreed that additional investigation of the VOIP system be carried out. In addition it was agreed that the Town Clerk contact Mr G Biggs at SSDC to discuss involvement in the centralised telephonic service to be set up for the Unitary Council. It was further agreed that an enquiry into availability of office space at Stone House be made.

PF72/08 BANKING ARRANGEMENTS – The Town Clerk was instructed to investigate alternative investment arrangements, possibly with the advice of the Senior Financial Officer at SSDC

PF73/08 TRAINING –

- i. The following attendances were approved:
 - a) **SLCC Regional Conference:** Assistant Town Clerk; any interested Councillor to notify Town Clerk.
 - b) **ILCM Conference:** Town Clerk.
 - c) **Changing Face of Shropshire:** Any interested Councillor to notify Town Clerk.
 - d) **CCTV in Shropshire:** Councillors Kidd and Perks. It was suggested that any Councillors interested in seeing the current facilities at the Police Station should contact the Town Clerk who would arrange a visit.
- ii. The Town Clerk was instructed to contact SALC, SSDC and SCC to discuss provision of training on the Code of Conduct.

PF74/08 REPORTS FROM WORKING GROUPS

- a) **Website & Newsletter** – Arrangements were proceeding. It was stressed that these were a priority measure to be implemented as soon as possible.
- b) **Remembrance Sunday** – No further meetings had been held.

PF75/08 REPORTS FROM OUTSIDE ORGANISATIONS

- a) **Ludlow Area Committee** – Councillor Kidd reported that a Public Meeting was being arranged.



- b) **Ludlow Marches Partnership** – Councillor Perks reported on recent discussions on options for succession. Concerns were voiced over the proposals to devolve responsibilities to CIC's rather than retain Local Government supervision, particularly in the allocation of funding.
- c) **SALC** – Nothing to report
- d) **Six Market Towns** – Nothing to report.

PF76/08 EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that, in view of the confidential nature of the business to be transacted, the press and public be excluded from the remainder of the meeting.

PF77/08 STAFFING MATTER

It was **RESOLVED** that, the request submitted by the Town Clerk be approved.

The meeting closed at 9.35 pm

Chairman

Date