

## POLICY & FINANCE COMMITTEE

17 July 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 **Wednesday 23 July 2008 at 7.00pm.**

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

### AGENDA

1. **APOLOGIES** – To receive any apologies for absence
2. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest
3. **PUBLIC OPEN SESSION (15 minutes)** – Members of the public are invited to make representations on any matter relating to the work of the Committee
4. **MINUTES** – To approve the minutes of the meeting held on Monday 16 June 2008 (Pg 4 )
5. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of Wednesday 18 June 2008 (Pg 8)
6. **STAFFING SUB COMMITTEE** – Nothing to report at this time.
7. **TOWN COUNCIL POLICIES** – To consider the attached draft policies:
  - Disciplinary Policy & Procedure (Pg9)
  - Grievance Policy and Procedure (Pg29)
  - Financial Regulations (Pg 38)
  - Vehicle Policy & Procedure (Pg 49)
  - Press Protocol – Copy of previously agreed Protocol attached (Pg 60)
8. **ACCOUNTS AND ANNUAL AUDIT** – To receive and approve:
  - details of Year End Accounts (attached) and figures for the Annual Return (to follow) (Pg 61)
  - the annual report of the internal auditor (attached) (Pg 64)
  - the annual review of the Town Council's Risk Assessment (summary attached, complete document available for inspection at the Buttercross) (Pg 70)

9. **THE BUTTERCROSS** – Problems had been identified with the structure of the clock tower and cupola. Following inspection by the Conservation Officer, the Building Control Officer SSDC and the architect responsible for the Conservation Plan a programme for effecting emergency repairs was agreed. Scaffolding will be erected on 20 July and repairs will be commenced by R Hicks. At the same time a new structural survey will be carried out to ensure that there are no other areas of concern. The cost of scaffolding will be in the region of £1200.00 plus VAT depending on the time required to effect repairs, the structural survey will cost £460.00 plus VAT. An assessment of the cost of repairs will be provided as soon as the extent of work required is identified. Approval to commence these emergency repairs was obtained from the Town Mayor and the Chairman of Policy and Finance Committee. The Committee is requested to formally approve this work and costs thereof.
10. **STAFFING REVIEW** – To consider the carrying out of a full review of Staff Roles and Responsibilities. It is recommended that the Staffing Sub-Committee be instructed to carry out such a review if approved.
11. **BANKING ARRANGEMENTS/BACS PAYMENTS** – The Town Clerk will provide information on investment rates and costs for commissioning BACS payments for salaries.
12. **MAYORAL BOARD** - To receive a report from the Assistant Town Clerk (Pg 72 )
13. **TOWN COUNCIL WEBSITE** – To consider the attached proposal from the Website & Newsletter Working Group (Pg 74)
14. **UNITARY GOVERNMENT FOR SHROPSHIRE** – To consider the attached documents in relation to LDF Framework Topic Papers (Pg 76 )
15. **ACTION LUDLOW & LUDLOW RURAL** – To consider the attached information on the availability of grants (Pg 82)
16. **DATA PROTECTION** – To note the guidance from Shropshire County Council and approve the registration of the Town Council. (Pg 85)
17. **QUALITY PARISH COUNCILS** – To receive the updated Guide to becoming a Quality Council (to follow). It is recommended that the Town Council set up a Working Group to review the requirements and draw up an Action Plan to work towards obtaining Quality Parish Status

18. **EMPOWERMENT WHITE PAPER: COMMUNITIES IN CONTROL**  
– To receive and consider the contents of the White Paper – a briefing note from NALC and the summary of the document are attached (Pg 86)
19. **COMMISSION INTO SMALL SHOPS** – To receive and consider a report of the Commission dated July 2008 (Pg 103)
20. **WEST MIDLANDS MARKET TOWN FORUM** – To receive and consider a report dated Summer 2008 (Pg 133)
21. **DEVELOPING HEALTH AND HEALTH CARE** – To receive a copy of Briefing 5 (Pg 137)
22. **TRAINING/SEMINARS** - To consider attendance at:
  - a) Neighbourhoods in Action Conference – 12 September 2008 details attached (Pg 142 )
  - b) First Aid at Work Certificate Training – November 2008
  - c) SLCC National Conference 17-19 October 2008
23. **REPORTS FROM WORKING GROUPS**
  - a) Website & Newsletter           Councillors Glaze, Kidd, Perks & Pope
  - b) Remembrance Sunday           Councillors Glaze, Pope & Smithers
24. **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

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Linda A Thomas  
Town Clerk