

## POLICY & FINANCE COMMITTEE

23 September 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 29 September 2008 at 7.00pm.**

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

### AGENDA

1. **ELECTION OF CHAIRMAN** – Following the resignation of Councillor Perks to elect a Chairman for the remainder of the year
2. **ELECTION OF VICE CHAIRMAN** - In the event of election of the current Vice Chairman under Item 1 it may be necessary to elect a new Vice Chairman
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 Wednesday 23 July 2008 (Pg 3)
7. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of 16 July and 18 August 2008 (Pg )
8. **STAFFING SUB COMMITTEE** – Nothing to report at this time.
9. **TOWN COUNCIL POLICIES** – To consider the attached draft policies:
  - Disciplinary Policy & Procedure – Draft 2(Pg )
  - Grievance Policy and Procedure – Draft 2 (Pg )
  - Memorial Safety in Council Cemeteries Policy and Procedure (Pg )
  - Internet Use Policy & Procedure (Pg )
10. **BUTTERCROSS REPAIRS** - Following consultations with the Conservation Officer and English Heritage an application for funding for the cost of the repairs required is being made. The repairs cannot be commenced until this application is considered. It is necessary in the interim to maintain the scaffolding in place as a safety measure in the light of possible injury to passers by/vehicles in the event of loose materials falling or being blown down
11. **TOILETS AT SOMERFIELD STORES** – Protracted negotiations have been taking place between the Legal Department at SSCD and Somerfield Stores and their landlords. The matter has been further complicated by the takeover of Somerfields by the Coop. The Principal Solicitor has been endeavouring, in an attempt to reduce the costs to the taxpayer, to have the lease granted to the Town Council rather than to the District Council initially and then, within a short space of time, transfer the lease to the

Town Council. The Town Council is requested to confirm its willingness to enter into the Under Lease directly with Somerfield Stores.

**12. FINANCE**

- a) **Budget Position as at 31 July 2008** – Report attached (see white paper)
- b) **Town Walls Trust** – There was a previous agreement that the setting up of the Town Walls Trust would be supported by a grant of £2000 from the Town Council. This payment was never made. There was no provision in the current year’s budget for this payment. The Committee is requested to consider this payment with funds to be allocated from contingency sums.

**13. NALC BRIEFING NOTES** - Briefing notes received from NALC as follows are attached:

- Good practice for selection of candidates being co-opted to a local council
- Alternative names and styles for parish councils
- Community governance reviews
- The power of the promotion of economic, social or environmental well being

**14. TRAINING/SEMINARS** - To consider attendance at:

- b) NALC Larger Councils Conference – 20/21 November 2008

**15. REPORTS FROM WORKING GROUPS**

- a) Website & Newsletter                      Councillors Glaze, Kidd, Perks & Pope  
Notes of meeting on 27 August attached (Pg )
- b) Remembrance Sunday                      Councillors Glaze, Pope & Smithers  
Notes of meeting on 10 September attached (Pg )

**16. REPORTS FROM OUTSIDE ORGANISATIONS**

- a) Ludlow Area Committee                      Councillor Kidd
- b) Ludlow Marches Partnership                      Rep to be appointed
- c) SALC    Rep to be appointed
- d) Six Market Towns                              Rep to be appointed

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Linda A Thomas  
Town Clerk