

POLICY & FINANCE COMMITTEE

Minutes of the Policy & Finance Committee meeting held at The Bishop Mascall Centre, Ludlow, on Monday 29 September 2008 at 7.00 pm.

MEMBERS PRESENT: Councillors Glaze, Hunt, Kidd, Newbold, Pound and Wilcox. Councillor Davies also in attendance.

OFFICERS PRESENT: Linda Thomas, Town Clerk

PF101/08 ELECTION OF CHAIRMAN – It was **RESOLVED** that Councillor Aitken be elected Chairman for the remainder of the year.

PF102/08 VICE CHAIRMAN – Councillor Hunt confirmed his intention to remain as Vice Chairman.

PF103/08 APOLOGIES – Apologies for absence were received from Councillors Aitken and Smithers

PF104/08 DECLARATIONS OF INTEREST – There were no declarations of interest.

PF105/08 PUBLIC OPEN SESSION – There were two members of the public/press present.

Councillor Rosanna Taylor-Smith urged the Town Council to support the Town Walls Trust in terms of grant funding. She also raised queries on the circulated financial report.

PF106/08 MINUTES – The minutes of the meeting held on 23 July 2008 were approved and signed as a correct record.

PF107/08 ACCOUNTS SUB-COMMITTEE – The minutes of the meetings held on 16 July and 18 August 2008 were received and noted.

PF108/08 STAFFING SUB COMMITTEE – A meeting of the Staffing Sub-Committee would be held on 9 October 2008.

PF109/08 TOWN COUNCIL POLICIES – A number of draft Policies had been presented to the meeting for consideration. It was **Resolved** that:

- a) Disciplinary Policy & Procedure: subject to the inclusion of amendments as circulated, the document be approved.
- b) Grievance Policy & Procedure: be approved.
- c) Memorial Safety in Council Cemeteries Policy and Procedure: be approved in principle subject to any comments being made by the Services Committee.
- d) Internet Use Policy & Procedure: be approved.



PF110/08 BUTTERCROSS REPAIRS – Following consultations with the Conservation Officer and English Heritage an application for funding for the cost of the repairs required had been made. The repairs could not be commenced until this application had been approved. In the interim it would be necessary to retain the scaffolding in place as a safety measure.

PF111/08 SOMERFIELD TOILETS – Resolved that The Town Clerk write to SSDC expressing the willingness of the Town Council to take on the lease, subject to the required works being completed

PF112/08 FINANCE –

- a) **Budget Report:** The Town Clerk provided details on specific lines of income and expenditure. A query had been raised on the market rents payable on Wednesdays during winter months. Councillors had no knowledge of approval to charge reduced rents and it was therefore AGREED that full rents should be charged on Wednesdays.

Councillor Kidd suggested that an enquiry be made with Edge Designs on the production of specifically defined management accounts. It was agreed that the Chairman and any interested Councillors meet with the Town Clerk to discuss the specification for such reports.

- b) **Town Walls Trust:** Following discussion it was proposed by Councillor Kidd, seconded by Councillor Wilcox that the payment be met from reserves. The proposal was carried (For 3, Against 1, Abstention 1)

PF113/08 NALC BRIEFING NOTES – The following briefing notes from NALC were received and noted:

- 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

PF114/08 TRAINING/SEMINARS– Details of the NALC Larger Councils conference were received.

PF115/08 REPORTS FROM WORKING GROUPS

- a) **Website & Newsletter** – Notes of the meeting held on 27 August were received and noted. It was agreed the Working Group discuss the launch arrangements.
- b) **Remembrance Sunday** – Notes of the meeting held on 10 September were received and noted.



PF116/08 REPORTS FROM OUTSIDE ORGANISATIONS

- a) **Ludlow Area Committee** – Councillor Kidd reported that the latest meeting had not been very well attended. The major topic of discussion centered on the proposed changes to a Town Centre bus route.
- b) **Ludlow Marches Partnership, SALC and Six Market Towns** – Following the resignation of Councillor Perks there were no reports from these organisations.

The meeting closed at 8.15 pm

Chairman

Date