

POLICY & FINANCE COMMITTEE

14 October 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 20 October 2008 at 7.00pm.**

TO: MEMBERS OF POLICY & FINANCE COMMITTEE: Councillors Aitken, Bradley, Glaze, Hunt, Kidd, Newbold, 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 29 September 2008 (Pg 3)
5. **EMERGENCY ACTIONS** – To confirm the action taken by the Chairman and Vice Chairman under Standing Order 49 in relation to the issue of poll cards
6. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of 17 September 2008 (Pg 6)
7. **FINANCE**
 - a) **Company flu Vaccination Service** – To consider an offer from Portcullis Surgery
 - b) **Market stall rentals** – To consider a request for refund
8. **NALC PEER MENTORING PROGRAMME** – To note that the Town Council has been chosen to participate in a Mentoring Project managed by NALC, IDeA, the Standards Board and SLCC (Pg 7)
9. **DISPLAY BANNERS** – The Town Clerk has received a number of requests from organisations wishing to display banners on the Buttercross to advertise events. The Committee is requested to consider an agreed policy for allowing such display, in order that the staff can give a definitive response when a request is received.
10. **CONSULTATIONS**
 - a) **Communities in control: Real people, real power. Codes of conduct for local authority members and employees** – Copies of the Consultation document from DCLG and NALC Briefing are attached (Pg 9)
 - b) **South Shropshire DC Open Space & Recreation Needs Assessment** – Questionnaire attached (Pg 55). Members are requested to complete and return to the Town Clerk at the meeting.
 - c) **Youth Provision** - Questionnaire attached (Pg 59). Members are requested to complete and return to the Town Clerk at the meeting.
11. **FREEDOM OF INFORMATION ACT** – Under the Freedom of Information Act every authority must adopt and maintain a publication scheme. The Town Council previously agreed to adopt and operate the Model Scheme. Changes in the approval and operation has been changed by the Information Commissioners Office and must be operated with effect from 1 January 2009. Details of the Model Scheme and guidelines

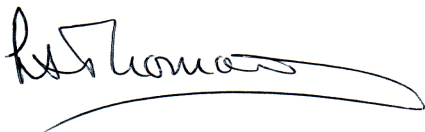
are attached (Pg 61) The Committee is requested to approve the adoption and operation of the revised Model Scheme and to consider the charges to be made for information requested.

- 12. ITEMS FOR INFORMATION** – To note the following documents:
- a) Shropshire electoral Review – Details of boundary adjustments attached (Pg 75)
 - b) DCLG announcement regarding Local Council Elections June 2009 (Pg 79)
 - c) South Shropshire Partnership Newsletter Summer 2008 (Pg 81)
 - d) Shropshire County Pension Fund Annual Report 2007/08
- 13. TRAINING/SEMINARS** - To consider attendance at:
- a) Working Together for one Shropshire – Housing Group Event – 29 October 2008 (Pg 83)
 - b) SALC AGM - 15 November 2008 (Pg 85)
 - c) Nortel Business Communications demonstrations – 29 October 2008
- 14. REPORTS FROM WORKING GROUPS**
- a) Website & Newsletter Councillors Glaze, Kidd, Perks & Pope
Notes of meeting on 8 October to follow
 - b) Remembrance Sunday Councillors Glaze, Pope & Smithers
- 15. 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

16. EXCLUSION OF PRESS AND PUBLIC
PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

- 17. STAFFING & APPEALS COMMITTEE**
To consider the recommendations of the Staffing & Appeals Committee contained in the Minutes of the meeting held on 9 October 2008 (to follow)
- 18. TOWN COUNCIL NEWSLETTER**
The Website and Newsletter Working Group have considered the appointment of
- a) a company to print and design the Town Council's Buttercross Bulletin Newsletter; and
 - b) a company to distribute the newsletter
- The Committee is requested to consider the information attached (Pg 87) and approve the appointments



Linda A Thomas
Town Clerk