

POLICY & FINANCE COMMITTEE

Minutes of the Policy & Finance Committee meeting held at The Bishop Mascall Centre, Ludlow, on Monday 20 October 2008 at 7.00 pm.

MEMBERS PRESENT: Councillors Aitken (Chairman), Bradley, Glaze, Hunt, Kidd, Newbold, Pound, Smithers and Wilcox. Councillor Davies also in attendance.

OFFICERS PRESENT: Linda A Thomas, Town Clerk

PF117/08 APOLOGIES – There were no apologies for absence.

PF118/08 DECLARATIONS OF INTEREST – There were no declarations of interest.

PF119/08 PUBLIC OPEN SESSION – There were no members of the public/press present.

PF120/08 MINUTES – The minutes of the meeting held on 29 September 2008 were approved and signed as a correct record.

PF121/08 EMERGENCY ACTIONS – Resolved that the actions taken by the Chairman and Vice Chairman in relation to the issue of poll cards for the forthcoming by election be approved.

PF122/08 ACCOUNTS SUB-COMMITTEE – The minutes of the meetings held on 17 September 2008 were received and noted.

PF123/08 FINANCE –

- a) **Resolved** that the Town Council agree to meet the cost of flu vaccinations for any members of staff wishing to avail themselves of the facility offered by Portcullis Surgery.
- b)
 - i) A request had been received from a trader for a refund on bookings made for forthcoming Craft & Country Markets. **Resolved** that a refund be made if it was possible to fill the stall.
 - ii) A request had been received from a trader to waive a charge raised for a mobile van being left on the market at times when the market was rented to outside organisations. **Resolved** that the request for waiver of the charge be refused. The Town Clerk was instructed to ensure that all mobile vans were removed on a daily basis.

PF124/08 NALC MENTORING PROGRAMME – Details of the proposed mentoring programme had been circulated. The Town Clerk had received CVs of three possible mentors and agreed to circulate these to members. Comments were to be returned to the Town Clerk who would convey the consensus decision to NALC.



PF125/08 DISPLAY BANNERS – Resolved that the Town Council approve a policy that no display banners should be hung on the walls of the Buttercross. Siting of the Town Council's Christmas tableau from the upper parapet was approved. The Town Clerk was also requested to remove the blackboard market notice from outside the Buttercross.

PF126/08 CONSULTATIONS –

- a) **Communities in control: Real people, real power. Codes of conduct for local authority members and employees – Resolved** that responses be sent to the Town Clerk who would compile a report for the next meeting.
- b) **South Shropshire DC Open Space & Recreation Needs Assessment – Resolved** that responses be sent to the Town Clerk.
- c) **Youth Provision - Resolved** that responses be sent to the Town Clerk. Members agreed that additional support for youth projects should receive consideration in the budget consideration process. It was further agreed that a request be made to the Youth Forum for Town Council representation on their Committee.

PF127/08 FREEDOM OF INFORMATION ACT – Resolved that

- a) the Town Council adopt the Model Publication Scheme as produced by the Information Commissioner's Office.
- b) the Town Clerk research levels of charging and report back to the Committee

PF128/08 ITEMS FOR INFORMATION – The following items were received and noted:

- a) Shropshire electoral Review – Details of boundary adjustments
- b) DCLG announcement regarding Local Council Elections June 2009
- c) South Shropshire Partnership Newsletter Summer 2008
- d) Shropshire County Pension Fund Annual Report 2007/08
- e) Details of interim pay award for Local Council Staff pending result of arbitration

PF129/08 TRAINING/SEMINARS– Details of the following events were received and noted:

- a) Working Together for one Shropshire – Housing Group Event – 29 October 2008
- b) SALC AGM - 15 November 2008
- c) Nortel Business Communications demonstrations – 29 October 2008

PF130/08 REPORTS FROM WORKING GROUPS

- a) **Website & Newsletter –** Notes of the meeting held on 8 October were received and noted.
- b) **Remembrance Sunday –** No further meetings had been held. Councillor Smithers gave an update on arrangements.

PF131/08 REPORTS FROM OUTSIDE ORGANISATIONS

- a) **Ludlow Area Committee –** Councillor Kidd apologised that he had been unable to attend the last meeting. Councillor Aitken reported that the meeting had been poorly attended and maybe it would be timely to rethink the nature of this forum
- b) **Ludlow Marches Partnership, SALC and Six Market Towns –** Following the resignation of Councillor Perks there were no reports from these organisations.



PF132/08 EXCLUSION OF PRESS AND PUBLIC - PUBLIC BODIES
(ADMISSION TO MEETINGS) ACT 1960 – It was **RESOLVED** that, in the view of the confidential nature of the business to be transacted, the press and public be excluded for the remainder of the meeting.

Chairman

Date

PF133/08 STAFFING & APPEALS COMMITTEE – The members considered the recommendations made and **Resolved** as follows:

- a) **Minute SA12/08:** That the recommendation of the Staffing & Appeals Committee be approved.
- b) **Minute SA13/08:** That the recommendation of the Staffing & Appeals Committee be approved and that SSDC be approached to request the services of an Auditor to assist in the process of investigation.
- c) **Minute SA14/08:** That the recommendations of the Staffing & Appeals Committee be approved.
- d) **Minute SA15/08:** That the recommendation of the Staffing & Appeals Committee be approved.

PF134/08 TOWN COUNCIL NEWSLETTER – It was **Resolved** that the appointments of Micropress, to produce the Newsletter, and Admag, to distribute the Newsletter, be approved.

The meeting closed at 8.32 pm

Chairman

Date