

POLICY & FINANCE COMMITTEE

Minutes of the Policy & Finance Committee meeting held at The Bishop Mascall Centre, Lower Galdeford, Ludlow, on Monday 19th January 2009 at 7.00 pm.

MEMBERS PRESENT: Councillors Aitken (Chairman), Bradley, Glaze, Hunt, Kidd, Newbold, Pound, Smithers and Wilcox

IN ATTENDANCE: Councillors Davies and Taylor-Smith

OFFICER PRESENT: Hannah Coleman, Assistant Clerk

Prior to the start of the meeting, Councillor Aitken informed the Committee that Dick Harpur, Community Services Officer, had suffered a heart attack at the weekend. The Committee sent their best wishes to Mr Harpur and his family.

PF157/08 APOLOGIES – There were no apologies for absence received.

PF158/08 DECLARATIONS OF INTEREST – The following declarations of interest were made:

Agenda Item	Councillor	Personal	Prejudicial	Reason
19. a)	G. Kidd	✓		Cittaslow

PF159/08 PUBLIC OPEN SESSION – There was 1 member of the public present.

Councillor Rosanna Taylor-Smith, Mill Street, thanked the Town Council for the provision of the Buttercross for Pride of Place meetings and storage. She also asked for confirmation that Pride of Place could remain under the Town Council liability insurance.

PF160/08 MINUTES – It was **RESOLVED** that the minutes of the meetings held on Monday 24th November and 8th December 2008 be agreed and signed as a correct record.

PF161/08 ACCOUNTS SUB-COMMITTEE – The minutes of the meetings held on Wednesday 19th November and Wednesday 17th December 2008 were **RECEIVED**.

PF162/08 POLICY

a) SCC Resources – It was **NOTED** that SCC had agreed to assist with policies on maintenance and depreciation and to provide advice on the actions outstanding in the Accounts Sub-committee.

b) Complaints Policy – It was **NOTED** that a system of logging complaints made to the Council was being maintained. It was **RESOLVED** that there should be a quarterly review of all complaints received. It was further **RESOLVED** that advice should be sought from Shropshire Council on their call and complaints procedures.

c) **Staff Handbook** – It was **RESOLVED** that the SSDC handbook should be used as a model.

PF163/08 MARKET ENHANCEMENT SCHEME

a) **AWM Application** – It was **AGREED** to place this item on the next agenda to receive an update on progress.

b) **New Market Solutions** – It was **NOTED** that a meeting would shortly be arranged with Chris New.

PF164/08 EVENTS AND POST OFFICE SQUARES

a) **Future Use** – It was **RESOLVED** that immediate action must be taken to resolve the licensing arrangements and that this matter was of high priority.

b) **Trading Consent** – The letter received from the Food & Drink Festival was **NOTED**.

PF165/08 ANNUAL TOWN MEETING – It was **NOTED** that the Annual Town Meeting was scheduled to take place on Tuesday 27th January 2009 at 7.30pm at Ludlow Assembly Rooms. It was **RESOLVED** that the Mayor and Chairmen of the committees would write a PowerPoint presentation and produce a draft for Council to consider.

PF166/08 PEER MENTORING PROGRAMME – It was **RESOLVED** to support this initiative and arrange the initial meeting date.

PF167/08 CHRISTMAS LIGHTS – It was **RESOLVED** that the Christmas Lights Working Group would arrange a date for an Open Meeting. It was **AGREED** that Councillors Kidd and Smithers assisted in the preparations.

PF168/08 ITEMS OUTSTANDING – The following items were **NOTED** as on-going:

a) **Guide Hut Lease** – The Council's solicitor had drawn up a draft lease for consideration at the next meeting.

b) **Buttercross Telephone System** – Quotes were awaited from BT and other systems were being looked into.

c) **Mayoral Honour Board** – It was **RESOLVED** that the Assistant Clerk be given authority to arrange works to the Board.

d) **Waste Removal** – It was **RESOLVED** to approach SSDC to seek further resources to assist with the management of waste.

PF169/08 ITEMS TO NOTE

- a) **Training** – It was **RESOLVED** that should Members wish to attend the regional SLCC conference, the annual policy and technical update, in Stockport on Thursday 12th March 2009, to notify the Assistant Clerk.
- b) **Consultation** – It was **NOTED** that the Communities in Control: Real people, real power consultation document had been received and if Members wished to make comments to notify the Assistant Clerk by 12th March 2009.
- c) **Shropshire County Council** – It was **NOTED** that a Summary of Accounts 2007/08 had been received from SCC.
- d) **NALC** – It was **NOTED** that a Legal and Policy & Parliamentary Briefings had been received.

PF170/08 REPORTS FROM WORKING GROUPS

- a) **Budgetary Working Group** – The notes of the meetings held on 11th & 16th December 2008 and 8th January 2009 were **RECEIVED**.
- b) **Website & Newsletter** – It was **NOTED** that the next meeting was scheduled for 21st January 2009
- c) **Remembrance Sunday** – It was **NOTED** that the next meeting was scheduled for 28th January 2009. Thanks had been expressed to the DLF from the Royal British Legion for their sterling efforts on Remembrance Sunday last year.

PF171/08 REPORTS FROM OUTSIDE ORGANISATIONS

- a) **Ludlow Area Committee** Councillor Kidd
A meeting was scheduled for Wednesday 21st January where the Lifebuoy Pilot Scheme and Ludlow Hospital feedback were to be discussed.
- b) **Ludlow Marches Partnership** Councillor Aitken
- c) **South Shropshire Area Committee** Councillor Pope
- d) **Six Market Towns** Councillor Smithers
A meeting was scheduled for Thursday 22nd January in Church Stretton.

PF172/08 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