



POLICY & FINANCE COMMITTEE

17th February 2009

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 23rd February 2009 at 7.00pm.**

TO: MEMBERS OF POLICY & FINANCE COMMITTEE: Councillors Aitken, Bradley, Davies, 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 meetings held on Monday 19th January 2009 (pg 5)
5. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of the meeting held on Wednesday 19th January 2009 (pg 8)
6. **POLICY**
 - a) **SCC Resources** – To note that Neil Stuart, SCC, will next be in the Buttercross on Monday 23rd February 2009. If Councillors wish to speak to him about any financial aspects regarding the Town Council software and reporting, he will be available from 11.00am
7. **FINANCE**
 - a) **Financial Report** – Please see the attached Financial Budget Comparison up to the end of January 2009 (pg 9)
 - b) **PWLB** – The Town Council borrowed £375,000 from the Public Works Loan Board in 2005. The loan has been spent on Wheeler Road play areas and skatepark, Henley Road Depot and DLF equipment and vans and the Linney. The balance of £62,879 is earmarked for the Linney play area and other facilities once the drainage issues have been resolved. A detailed report is underway and will be presented to Committee in March.
8. **MARKET ENHANCEMENT SCHEME** – To receive an update on the AWM bid, if available

9. CIVIC

a) **Proposed New Town Band** – Please see the attached report. Committee are required to consider the following recommendations (pg 15):

- To actively support the creation of the new Band for Ludlow
- To approve the proposal that the Remembrance Sunday Working Group should be the Town Council link with the Band and that officer time can be made available if required
- To appoint a Town Council representative onto the Band Committee

b) **Buckingham Palace Garden Parties** – SALC has been allocated four invitations to a Garden Party on Tuesday 21st July 2009. Committee is asked to consider nominating the Mayor for one of the places

10. **CODE OF CONDUCT** – To consider further training through the use of a DVD issued by the Standards Board for England on predetermination and bullying. The Monitoring Officer has offered to present the training prior to Unitary, if required

11. **ANNUAL TOWN MEETING** – It is proposed that the next Annual Town Meeting will be scheduled to take place in the third or fourth week of May.

12. **ITEMS OUTSTANDING** – To note the following items are on-going:

a) **Complaints Policy** – Veronica Calderbank, SSDC, is in the process of drawing up a complaints procedure

b) **New Market Solutions** – The Market Business Plan will be available for consideration and approval within two weeks

c) **Buttercross Telephone System**

13. **ITEMS TO NOTE**

a) **South Shropshire Unitary Matters** – To note the Licensing Committee Structures & Operation and Public Protection Enforcement Policy Briefing Note 3 has been received

b) **NALC** – To note that The Parish Councils (Power to Promote Wellbeing) (prescribed Conditions) Order 2008 Legal Briefing L01-09 has been received

c) **Shropshire Council** – To note the attached New Electoral Arrangements newsletter (pg 17)

d) **Southern Shropshire Partnership Forum** – To note the invitation to attend the first meeting on Wednesday 8th April 2009 at Craven Arms Community Centre from 6.30pm. More information is available in the office



14. REPORTS FROM WORKING GROUPS – To receive any reports from the following Working Groups:

b) Website & Newsletter – Please find the minutes of the meeting held on 21st January 2009. The next meeting is scheduled for 15th April 2009 (pg 19)

c) Remembrance Sunday – Please find the minutes of the meeting held on 28th January 2009. The next meeting is scheduled to take place on 25th March 2009 (pg 21)

15. REPORTS FROM OUTSIDE ORGANISATIONS – To receive reports from any of the following organisations:

- | | |
|-------------------------------------------|-----------------------------------------------------------------------------------------------|
| a) Ludlow Joint Committee | Councillor Kidd |
| b) Ludlow Marches Partnership | Councillor Aitken |
| c) South Shropshire Area Committee | Councillor Pope |
| d) Six Market Towns | Councillor Smithers. Please see the attached minutes of 22 nd January 2009 (pg 22) |

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.

Town Clerk

CONFIDENTIAL ITEMS

17. MINUTES – To approve the confidential minutes of the meeting held on Monday 19th January 2009 (Pg 27)

18. SCOUT & GUIDE HUT LEASE – To approve the attached draft lease and terms, as drawn up by Greens Solicitors (pg 29):

- Term granted 25 years, however it has been requested that it be increased to 125 years if possible (the new building will cost approximately £320,000)
- Rent £10.00 per annum to be increased every 5 years in line with RPI

The Scouts & Guides Association have got planning permission for the new building and Council approved the plans in

The Association has requested consideration of the following:

- 17. Construct Fences and Gates (pg 7 of lease) – would prefer not to build a fence in order to make the building look more inviting
- 22. Use and Occupation (pg 9 of lease) – would like to continue the practice of occasional sleepovers for the youngsters and visiting groups
- 24. Notice of Dealing (pg 10 of the lease) – would Council consider not charging £10 for notice of any visitors

19. STAFFING MATTER – To approve the emergency decision made by the Assistant Clerk to appoint Phil Maile as Casual Market Assistant until the return of Sean Turgoose from sick leave.

Town Clerk