

POLICY & FINANCE COMMITTEE

24th March 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 30th March 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 23rd February 2009 (pg 5)
5. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of the meeting held on Wednesday 18th February 2009 (pg 8)
6. **FINANCE**
 - a) **PWLB** – Please see the attached report (pg 9)
 - b) **Slow Food Agreement** – To consider ceasing any further donations to Slow Food following their move out of Ludlow, subject to the agreement. The first instalment of £500 was given last year leaving an outstanding amount of £1,000.
 - c) **Audit** – The Annual Return for year ending 31st March 2008 has been received back from the External Auditors. The recommendations made were as follows:

Auditor	Recommendations	Actions
Internal	Prepare documented financial procedures	Finance Assistant made a start with advice from Neil Evans, SCC
Internal	Introduce electronic facilities for salary payments	Have set up Payflow with bank – completed 4Q08
Internal	Review Asset Register in light of insurance valuations	New Asset Register started on finance software
External	Must ensure that an Asset Register is in place	As above



7. MARKET ENHANCEMENT SCHEME

a) **Finance Report** – To consider issuing a report to the Committee meeting in April providing a detailed breakdown of all expenditure and grant applications made from the start of the enhancement proposals to date.

b) **New Project** – To discuss the essential improvements required and explore other sources of funding. It was agreed at the Services Committee to seek the professional opinion of New Markets Solutions

8. **LUDLOW ECONOMIC SUPPORT PROPOSAL** – To consider the project proposals and what the Town Council could lead or support. Please see the attached report (pg 11)

9. MARKET SQUARE

a) **Events and Post Office Squares** – To discuss developing a policy and enforcement procedure for trading and other events with the advice of Alan Procter, Licensing Officer

b) **Entertainment Use** – Please see the attached communication received from Mr Barker (pg 13)

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

a) **Complaints Policy** – Awaited from Veronica Calderbank, SSDC. A review will be carried out and presented to Committee following completion

b) **Buttercross Telephone System** – Councillor Kidd and the Assistant Clerk are looking into it

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

a) **Website & Newsletter** – The next meeting is scheduled for 15th April 2009

b) **Remembrance Sunday** – The next meeting is scheduled to take place on 25th March 2009

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

a) **Ludlow Joint Committee** Councillor Kidd

b) **South Shropshire Area Committee** Councillor Pope

c) **Six Market Towns** Councillor Smithers. Please see the attached correspondence between Church Stretton Town Council (on behalf of Six Towns) and the County Council regarding devolution of services from the implementation of Shropshire Council (pg 15)



13. 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

14. **MINUTES** – To approve the confidential minutes of the meeting held on Monday 23rd February 2009 (Pg 24)
15. **STAFF OVERTIME** – Please see the attached report (pg 25)
16. **MARKET OFFICER JOB PROFILE** – To note that Councillors Aitken, Newbold and Pound (Wilcox by email) have met to discuss this role. Please find attached report for discussion (pg 27)
17. **FRAUDULENT CHEQUES** – Please see the attached email received from Inspector Kenneth MacKaill (pg 29)
18. **CALENDAR OF EVENTS** – To discuss how to proceed with the collection of debts from 2004 to 2007 and the potential implications. The Town Council is legally obliged to make every effort to recover the unpaid sums of £13,944 (including LTC costs of £2,421)
19. **RECOVERY POLICY** – To note the need for a Policy and deal with specific cases recently identified
20. **EMPLOYMENT/HR RESOURCE** – To consider employing an external company to carry out the work required for the staff contracts and job evaluations and to provide personnel support

Town Clerk