

POLICY & FINANCE COMMITTEE

14th April 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 20th April 2009 at 7.00pm.**

TO: MEMBERS OF POLICY & FINANCE COMMITTEE: Councillors Aitken (Chairman), Hunt (Vice-Chairman), Davies, Glaze, 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 30th March 2009 (pg 5)
5. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of the meeting held on Monday 23rd March 2009 (pg 8)
6. **MARKET ENHANCEMENT FINANCE** – Please see the attached report (pg 9)
7. **ENTERTAINMENT SQUARE AND POST OFFICE SQUARE** – To welcome Alan Procter, Licensing Officer, to the meeting and to discuss matters raised by the Committee including the following:
 - Town Council options to take ownership or management of Entertainment and Post Office Squares
 - Use of consent streets; policies required and enforcement issues
 - Street entertainment (pg 11)
 - Rates for charging visiting markets and organisations who wish to use the Entertainment Square for Cultural/Entertainment use taking into account hire of the area and electricity use
8. **SOUTHERN SHROPSHIRE PARTNERSHIP FORUM** – To receive a report from Councillors Aitken and Kidd on the Inaugural Meeting held on 8th April 2009. Please find the meeting presentation attached (pg 15)



9. LOCAL JOINT COMMITTEES – Please see the attached correspondence received from Samantha Hine, Head of Community Working (pg 19)

10. PROPOSED TRADE AND TOURISM DIRECTORY – To consider participating in a Tourism Directory. Please see the attached correspondence received from Leominster Town Council (pg 25)

11. DELEGATION/DEVOLUTION OF SERVICES TO PARISH AND TOWN COUNCIL; ENVIRONMENTAL MAINTENANCE GRANT – Please see the attached correspondence received from Chris Edwards, Assistant Director Environmental Maintenance (pg 27)

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

a) **Slow Food Grant** – Slow Food will report back to the Council following their meeting at the end of the month

b) **Buttercross Telephone System** – Councillor Kidd and the Assistant Clerk will provide an update

13. ITEMS TO NOTE

a) **Training** – Please see the list of training events issued by the Community Council of Shropshire (pg 47)

b) **Notice of Election** – Please see the attached Notice for the Whitcliffe Ward vacancy (pg 50)

c) **Audit** – To note that a meeting has been arranged with Rob Goodall, Internal Auditor, on Friday 17th April 2009 and a report will be presented at the Committee meeting.

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

a) **Website & Newsletter** – The next meeting is scheduled for 22nd April 2009

b) **Remembrance Sunday** – To receive the minutes of 25th March 2009 (pg 51)

15. 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

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

- 14. MINUTES** – To approve the confidential minutes of the meeting held on Monday 30th March 2009 (Pg 55)
- 15. MARKET BUSINESS PLAN** – To welcome Chris New, New Markets Solutions, to the meeting and to adopt the Market Business Plan, as previously circulated.
- 16. MARKET ENHANCEMENT** – To ask Chris New to present and discuss proposals for urgent works, including market stalls, stall tilts and waste collection services (pg 57)
- 17. CALENDAR OF EVENTS** – To date there have been four responses to the letter sent out on 7th April 2009.
- 18. LAND AT ADVOCATES WALK** – Please see the attached correspondence received from Ludlow Civic Society (pg 59)
- 19. COMPLAINTS LOG** – To note the following outstanding complaints up to 31st March 2009:

Date	Reference	Detail	Conclusion
21-Apr-08	210408AP	State of amenity areas	Outstanding
07-Jul-08	070708MB	Conduct of member of staff	Outstanding
14-Aug-08	140808B	Conduct of members of staff	Outstanding
12-Dec-08	121208AP	Informal meetings	Concluded
23-Dec-08	231208WMC	Fraudulent cheques	Concluded
08-Jan-09	080109MB	Conduct of member of staff	Outstanding
11-Jan-09	110109AJP	Cemetery compound	Concluded
16-Jan-09	160109CF	State of the Buttercross	Outstanding

Town Clerk