

**POLICY & FINANCE COMMITTEE**

14<sup>th</sup> July 2009

You are summoned to attend a meeting of the Policy & Finance Committee which will be held at The Ludlow Conference Centre, Lower Galdeford, Ludlow, SY8 1RZ, on

**Monday 20th July 2009 at 7.00pm.**

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**TO: MEMBERS OF POLICY & FINANCE COMMITTEE:** Councillors Aitken, Davies, Glaze, Mitchell, Newbold, Pope, Pound, Taylor-Smith 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 meeting held on Monday 15<sup>th</sup> June 2009.
5. **ACCOUNTS SUB-COMMITTEE**  
  
**Minutes** – To receive the minutes of the meeting held on Friday 19<sup>th</sup> June 2009.
6. **LUDLOW TOWN DEVELOPMENT SUB-COMMITTEE**  
  
**Minutes** – To approve the minutes of the meeting held on Monday 29<sup>th</sup> June 2009.
7. **STALL REPLACEMENT MARKET REFURBISHMENT SCHEME**  
  
Invitation to tender document attached containing details of time-scales for the project.  
  
NB. Lead in time for the delivery was extended by letter to all prospective tenderers to 6 weeks.  
  
Also to receive an update from the Town Clerk on progress.

8. **LUDLOW ASSEMBLY ROOMS AGREEMENT** – To note that a grant of £10,860 has been made for 2009/10. This was the total paid after the reduction of their loan repayment.

Members are to note the terms of the grant funding and loan agreements and consider the position.

9. **MAY FAIR** – To note that a May Fair Sub-Committee is to be established to discuss and consider the options for future fairs within Ludlow. Members are asked to put their names forward if they wish to be on the Sub-Committee that should be meeting soon to consider a 5 year plan to fit in with the Council's Town vision plan 2010 – 2015.

10. **FINANCIAL STATEMENTS** – To receive the comparison reports and accounts for April, May and June, and the reconciliation for the first quarter of 2009/10.

- 10.1 **Members may note that the first quarter VAT return has been completed (This will follow and may be tabled as the software company has been charged with the reconciliation task).**

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

- a) **Entertainments & Post Office Squares** – A lead from Members is needed as to what the requirements are.
- b) **Market Electricity Supply** – To receive an update from the Town Clerk on switching off the supply to determine usage.
- c) **Delegation/Devolution of Services to Parish and Town Councils** – Meeting to be arranged with Shropshire Council and to receive any report from the Larger Councils Meeting that took place on 9<sup>th</sup> June 2009.
- d) **Buttercross Telephony** – To note that this item has been placed on the project list, pending inclusion on the Project Action Plan

12. **REPORTS FROM WORKING GROUPS**

- a) **Ludlow Communications** – To note that the next meeting is scheduled for Wednesday 15<sup>th</sup> July 2009. The notes will be tabled at the meeting, if available
- b) **Civic Events** – To receive the notes of the meeting held on Wednesday 1<sup>st</sup> July 2009

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

- a) **Ludlow Joint Committee** Councillor Aitken
- b) **South Shropshire Area Committee** Councillor Callender
- c) **Six Market Towns** Councillor Smithers

14. **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.

#### **CONFIDENTIAL ITEMS**

- 15. **MINUTES** – To approve the confidential minutes of the meeting held on Monday 15<sup>th</sup> June 2009
- 16. **STAFFING & APPEALS SUB-COMMITTEE** – To receive the minutes of the meeting held on Monday 6<sup>th</sup> July 2009.
- 17. **PROJECT CO-ORDINATOR** – To consider the recommendation made by the Services Committee to employ/contract Christopher Bayliss for 6 months.
- 18. **CALENDAR OF EVENTS** – To consider the responses received from the recent correspondence and invoices sent out.

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Town Clerk