



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 18<sup>th</sup> JANUARY 2010** at **7.00PM**

### **PF01/10 PRESENT**

Chairman: Councillor Taylor-Smith

Vice Chairman: Councillor Pope

Councillors: Aitken; Davies; McCormack; Newbold; Wilcox

Officers: Veronica Calderbank, Town Clerk;  
Lucy Morgan, PA

In Attendance: Councillor V. Parry  
Councillor R. Taylor-Smith, Unitary Councillor

### **PF02/10 APOLOGIES**

Apologies for absence were received from Councillor Pound.

### **PF03/10 DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

#### Personal Interests

<u>Member</u>	<u>Item</u>
McCormack	Cittaslow
Taylor-Smith	Mayfair Advisory Group Unitary Councillor where Shropshire Council is mentioned

#### Prejudicial Interests

No prejudicial interest were declared.

**PF04/10 PUBLIC OPEN SESSION**

Unitary Councillor, Rosanna Taylor-Smith, commented that the damaged pavement on Corve Street had been reported to Shropshire Council Highways Department, who have coned off the area and will be making repairs as soon as possible.

**PF05/10 MINUTES**

**RESOLVED (unanimous)**

That the minutes of the Policy & Finance Committee meeting held on 30<sup>th</sup> November 2009, be approved as a correct record.

**PF06/10 ACCOUNTS SUB-COMMITTEE**

Councillor Pope provided an update and the Town Clerk advised Members that the cheque should not have been written as the invoice had not been approved or passed for payment.

**RESOLVED (unanimous)**

That the minutes of the Accounts Sub-Committee meeting held on 16<sup>th</sup> December 2009 and the list of cheques issued be received.

**PF07/10 LUDLOW TOWN DEVELOPMENT WORKING GROUP**

Councillor McCormack provided an update on the Town Plan and appealed for the Council's ongoing support. She stated that there would be a meeting set up on the 3<sup>rd</sup> or 4<sup>th</sup> of March with Cittaslow, the Chamber of Trade and Commerce and the Guild plus other local bodies to give an update and to ask their views and comments, all Councillors are welcome to attend.

Councillor Parry queried the inclusion of TESS in the papers, Councillor McCormack stated that this was because the time period the papers refer to TESS was still in operation.

**PF08/10 EVENTS SAFETY ADVISORY GROUP – MAYFAIR**

Councillor Aitken stated that the next meeting of the Mayfair Safety Advisory Group would be held on Wednesday 20<sup>th</sup> January 2010 to consider recommendations and discussion points. It was anticipated that this will be the final meeting as the pro forma contract will allow the police to be happy with the situation, and that he hoped to hold the Mayfair Sub-

Committee before Council on the 8<sup>th</sup> February 2010. He further stated that there is nothing in the way of the event taking place this year.

He advised that Mr Wynn has reiterated the most contentious issues i.e. cobbles, footprint (as to what extent the Mayfair spreads through Mill Street) had been resolved and that although the former Mayor and local resident had not yet attended the Advisory Group and he would bring them up to speed before the formal meeting.

**RESOLVED (unanimous)**

That the minutes of the May Fair Safety Advisory Group meeting held on 15<sup>th</sup> December 2009 be received.

**PF09/10 COMMUNICATIONS WORKING GROUP**

**a) Minutes**

**RESOLVED (unanimous)**

That the minutes of the Communications Working Group meeting held on 6<sup>th</sup> January 2010 be received.

**b) RECOMMENDATIONS**

**1. Seniors Christmas Party**

**Recommendation**

**That ‘the Seniors Christmas party continues in 2010 following the ‘tea party’ concept established in 2009 including a range of popular activities such as raffle, bingo, sing-a-long and school choir’.**

A discussion took place with regard to the invitees and the definition of guests and Members asked the Town Clerk if a protocol could be drawn up to cover these issues for next Christmas.

**RESOLVED (unanimous)**

That the party continues in 2010 as recommended and the Town Clerk convenes a Civic Event Group to draw up suitable protocols for further consideration by the Committee.

## 2. Buttercross Bulletin

### Recommendation

That 'advertising in the Buttercross Bulletin, which should remain at its current manageable size of eight pages, should initially be limited to an overall total of half a page and the size of the adverts limited the approx. sixteenth of a page (potential of eight adverts in each issue). One advert in each issue should be designated a free space for a local charity. Advertisers should be charged between £50 – £30 (to allow discount for repeat adverts). Finished scaled artwork must be supplied. Full payment required at time of booking. Proofs supplied by email. Max advertising revenue: £350 per issue (£1400 per annum or just over 40% of design and print costs)'.

One Member stated that the intention of the magazine was to communicate with the electorate and that the income should be proportionate with that aim.

### RESOLVED (unanimous)

That the matter be resolved as part of the budget setting process.

## 3. Web Site

### Recommendation

That 'the website features a list of simple text links to external sites of local apolitical community groups that work for the benefit of Ludlow, the residents of Ludlow and the surrounding area.

A list of links in the community section of the website would help to promote the varied community activities that happen in Ludlow without burdening the Town Council with the responsibility and cost of hosting or updating content'.

### RESOLVED (unanimous)

That the recommendation regarding the website be referred back to the Communication Working Group for further consideration.

**PF10/10 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous)**

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.

**PF/12/10 RESOLVED (unanimous)**

That the meeting be moved back into open session.

**PF13/10 BUTTERCROSS WORKS PHASE II**

**RESOLVED (unanimous)**

To form a Buttercross Phase II Tender Evaluation Working Group to meet on Friday 5<sup>th</sup> February 2010 at a time to be arranged to consider the tenders and make recommendations to Council on Monday 8<sup>th</sup> February 2010 and the Members of the group to be Councillors Hunt, Newbold and the Chairman of Services Committee Councillor Pound.

**PF14/10 REPORTS FROM OUTSIDE ORGANISATIONS**

- a) **Local Joint Committee**  
No reports to be considered.
- b) **South Shropshire Area Committee**  
No reports to be considered.
- c) **Six Market Towns**  
No reports to be considered.
- d) **Cittaslow**  
The Town Clerk reported on a request for core grant funding and a possible grant in relation to Christmas lights.

**RESOLVED (unanimous)**

That the matter (d) be referred to Full Council on 8<sup>th</sup> February 2010, for the Town Clerk to present a report.

**PF15/10 STANDING ORDERS WORKING GROUP**

The Town Clerk reported that NALC have withdrawn the draft model standing orders template from their website and the model standing orders were awaited. She advised Members that a number of changes had been made to the NALC draft model and to make more progress she would present a set of model standing orders to the Working Group as soon as they are available with her recommendations.

**RESOLVED (unanimous)**

That the Town Clerk should make recommendations to the Standing Orders Working Group who would then consider the model Standing Orders as adapted to Ludlow Town Council and the Working Group should then make their recommendations to Full Council.

**PF16/10 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous)**

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.

The meeting closed at 9.50pm.

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Chairman

\_\_\_\_\_  
Date

N.B. Confidential Minutes will be issued.