



## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Town Clerk, Assistant Town Clerk, Press  
**Contact: Veronica Calderbank**  
**Ludlow Town Council, The Stable Block, Stone House, Corve Street, Ludlow,**  
**SY8 1DG**  
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**Despatch date: 18<sup>th</sup> May 2010**

### **POLICY & FINANCE COMMITTEE**

You are invited to attend a meeting of the Policy & Finance Committee to be held in the **Stable Block Meeting Room, Stone House**, Ludlow on Monday 24<sup>th</sup> May 2010 at 7.00pm

Veronica Calderbank  
Town Clerk

### Key Agenda Items:

- APPOINTMENT OF SUB-COMMITTEES
- TOWN PLAN
- WEB SITE – MARKET ONLINE PAYMENTS

*The public may speak at this meeting*

**In Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Apologies**
2. **Declarations of Interests** – Members are requested to declare any personal and prejudicial interests they may have in matters to be considered at this meeting 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
  - a) Declarations of personal interest
  - b) Declarations of prejudicial interest
3. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
4. **Minutes** – To approve as a correct record and sign the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **TUESDAY 20<sup>th</sup> APRIL 2010**.

<b>ITEM</b>	<b>ATTACHMENT</b>
<b>5. ACCOUNTS SUB-COMMITTEE</b> Receive the minutes of the meeting held on 21 <sup>st</sup> April 2010	<b>5</b>
<b>6. COMMUNICATIONS WORKING GROUP</b>	
a) Receive the minutes of the meeting held on 21 <sup>st</sup> April 2010	<b>6a</b>
b) Receive the minutes of the meeting held on 28 <sup>th</sup> April 2010	<b>6b</b>
c) Receive the minutes of the meeting held on 13 <sup>th</sup> May 2010	<b>6c</b>
<b>7. CIVIC PROTOCOLS</b> To note the protocols discussed recently and the progress to date	<b>7</b>
<b>8. FORMATION AND MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS</b>	<b>No papers</b>
a) Accounts Sub-Committee	
b) Communications Working Group	
c) Christmas Lights/Christmas Party	
d) Civic Events Working Group	
<b>9. REPORTS FROM OUTSIDE ORGANISATIONS</b>	<b>No papers</b>
a) Local Joint Committee – Councillor Aitken	
b) Six Market Towns – Councillor Smithers	
c) Cittàslow – Councillor Davies	
<b>10. TOWN PLAN</b> To consider whether to refer the Sub-Committee to be formed from Members of the Representational Committee	<b>No papers</b>



<b>11. FLAG PROTOCOL</b>	<b>11</b>
a) St Georges Day	
b) Europe Day	
c) Funerals	
d) Veterans Day	
e) Remembrance Day	
f) Others	
<b>12. WEBSITE ONLINE PAYMENTS</b>	<b>12</b>
To note the progress on the market website link and taking online payments	
<b>13. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>	<b>No papers</b>
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	
<b>14. CONFIDENTIAL MINUTES</b>	
a) Approve as a correct record and sign the confidential minutes of the Policy & Finance Committee meeting held on Tuesday 20 <sup>th</sup> April 2010	<b>14a</b>
b) Receive the confidential minutes of the Accounts Sub-Committee meeting held on 21 <sup>st</sup> April 2010	<b>14b</b>
<b>15. LEASE OF WIGLEYS FIELDS ALLOTMENT</b>	<b>15</b>
To consider requesting an extension to the lease for 25 years	
<b>16. BUTTERCROSS BULLETIN</b>	<b>16</b>
Consider a confidential report on the print and design of the Buttercross Bulletin	
<b>17. MARKET RENTS REVIEW</b>	<b>17</b>
Consider a report from the Market and Special Projects Officer and recommendation from Services Committee 17 <sup>th</sup> May 2010	
<b>18. LUDLOW ASSEMBLY ROOMS</b>	<b>18</b>
Recommendation from Services Committee 17 <sup>th</sup> May 2010 the Youth Festival 24 <sup>th</sup> July 2010	



<p><b>19. BUTTERCROSS WORKS PHASE II</b>          Receive an oral update on the current position          Meeting 27<sup>th</sup> May 2010 with contractors</p>	<p><b>No papers</b></p>
<p><b>20. STAFFING</b>          To receive an oral report from the Town Clerk</p>	<p><b>No papers</b></p>
<p><b>21. STABLE BLOCK ACCOMMODATION</b>          Note that the works to move the toilets and swipe access to          the building has now begun and receive an oral report from          the Town Clerk</p>	<p><b>No papers</b></p>

### M e m b e r s h i p

List of Members of the Policy & Finance Committee

Councillors Taylor-Smith (Chairman); McCormack (Vice-Chairman); Aitken; Davies;  
 Glaze; Newbold; Parry; Pope; Pound; Wilcox

### Notes

**The next Policy & Finance Committee meeting will be held on  
 Monday 12<sup>th</sup> July 2010**