



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Veronica Calderbank
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Despatch date: 11th October 2011

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the **Stable Block Meeting Room, Stone House**, Ludlow on Monday 17th October 2011 at 7.00pm

Veronica Calderbank
Town Clerk

Key Agenda Items:

- **2nd Quarter Accounts**
- **Exceptions Report**

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. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk.
5. **Minutes** – To approve as a correct record and sign the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 26th SEPTEMBER 2011**.

	ITEM	ATTACHMENT
6.	ACCOUNTS COMMITTEE Receive the minutes of the meetings held on 5 th October 2011	6
7.	RECOMMENDATIONS FROM REPRESENTATIONAL COMMITTEE To consider the recommendations from the Representational Committee meeting held on the 20 th September 2011	7
8.	2nd QUARTER ACCOUNTS	
a)	To consider the Income and Expenditure report for the 2 nd Quarter	8a
b)	Exception Report	8b
9.	POLICIES To consider a recommend for adoption the:-	
a)	Lone Worker Policy	9a
b)	Advertising in Ludlow Town Councils Publications, on the Website and use of Town Notice Boards	9b
c)	Vehicle Policy and Procedures	9c
d)	Seniors Christmas Party	9d
10.	MARKET REGULATIONS To consider the proposed alterations to the market regulations	10



<p>11. BANK MANDATE</p> <p>To sign the mandate form to authorise all Members of the Policy & Finance Committee to become Council signatories</p>	<p>No papers</p>
<p>12. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>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</p>	<p>No papers</p>
<p>13. CONFIDENTIAL MINUTES</p> <p>Approve as a correct record and sign the confidential minutes of the Policy & Finance Committee meeting held on Monday 26th September 2011</p>	<p>13</p>
<p>14. STAFFING MATTERS</p> <p>To consider a report on changes to the staffing from 2005 to date, including costs and to update Members on the present staffing position</p>	<p>14</p>
<p>M e m b e r s h i p</p> <p>List of Members of the Policy & Finance Committee</p> <p>Councillors McCormack (Chair); Smithers (Vice-Chair); Aitken; Leyton-Purrier; Newbold; Parry; Pound; Wilcox</p>	
<p>Notes</p> <p>The next Policy & Finance Committee meeting will be held on Monday 14th November 2011</p>	