

## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors and Press

**Contact: Veronica Calderbank**

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**Despatch date: 29<sup>th</sup> November 2011**

### COUNCIL

You are invited to attend a meeting of Ludlow Town Council to be held at the Ludlow Conference Centre, Lower Galdeford, Ludlow on Monday 5<sup>th</sup> December 2011 at 7.00pm

Veronica Calderbank  
Town Clerk

### Key Agenda Items:

- **Policies**
- **Mayor's Board**
- **Mayor's Service**
- **Queen's Diamond Jubilee**
- **Toilets**
- **Street Trading**
- **Code of Conduct**
- **Staff Matters**

*The public may speak at this meeting*

**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. **Prayers** – The Venerable Colin Williams will lead the Council in Prayers.
2. **Apologies**
3. **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.
4. **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.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Council.
6. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk.
7. **Minutes** – To approve as a correct record and sign the minutes of the **COUNCIL MEETINGS** held on:-
  - a) 5<sup>th</sup> September 2011
  - b) 10<sup>th</sup> October 2011
  - c) 23<sup>rd</sup> November 2011.

<b>ITEM</b>	<b>ATTACHMENT</b>
<b>8. WELCOME NEW COUNCILLORS</b>	
a) The Mayor will welcome the Town Council's two new Councillors who were elected on the 10 <sup>th</sup> November 2011	<b>No papers</b>
b) Committee Membership	<b>8b</b>
<b>9. SERVICES COMMITTEE</b>	
Receive the minutes of the meetings held on:-	
a) 19 <sup>th</sup> September 2011 (Approved 07/11/11)	<b>9a</b>
b) 7 <sup>th</sup> November 2011 (Draft)	<b>9b</b>
<b>10. REPRESENTATIONAL COMMITTEE</b>	
To receive the minutes of the meetings held on:-	
a) 20 <sup>th</sup> September 2011 (Approved 18/10/11)	<b>10a</b>
b) 18 <sup>th</sup> October 2011 (Approved 08/11/11)	<b>10b</b>
c) 8 <sup>th</sup> November 2011 (Draft)	<b>10c</b>
<b>11. POLICY &amp; FINANCE COMMITTEE</b>	
To receive the minutes of the meeting held on:-	
a) 26 <sup>th</sup> September 2011 (Approved 17/10/11)	<b>11a</b>



b)	17 <sup>th</sup> October 2011 (Approved 14/11/11)	<b>11b</b>
c)	14 <sup>th</sup> November 2011 (Draft)	<b>11c</b>
d)	Consider the recommendations from the Policy and Finance Committee meetings held on the 17 <sup>th</sup> October and 14 <sup>th</sup> November 2011	<b>11d</b>
<b>12.</b>	<b>POLICIES</b>	
	To adopt (Please note items b) to h) were recommended for adoption without any alterations):-	
a)	Advertising in Ludlow Town Council's Publications, on the Website and Use of Town Notice Boards Policy (Amendments made at policy & Finance Committee on 17 <sup>th</sup> October 2011)	<b>12a</b>
b)	Lone Work Policy	<b>Please refer to your Policy &amp; Finance Agenda from the 17<sup>th</sup> October and 14<sup>th</sup> November 2011</b>
c)	Vehicle Policy & Procedure	
d)	Senior Citizen's Christmas Party Protocol	
e)	Market Traders Licence Amendments	
f)	Internet Use Policy	
g)	Memorial Safety Policy	
h)	Press Protocol	
<b>13.</b>	<b>MAYOR'S SERVICE</b>	
	To receive an oral report from the Town Clerk on the proposed amalgamation of the Mayor's Sunday Service and the Queen's Diamond Jubilee Service. To be called the Mayor's Service to commemorate the Queen's Diamond Jubilee 2012	
<b>14.</b>	<b>MAYOR'S BOARD</b>	<b>14</b>
	To receive a report from the Town Clerk	
<b>15.</b>	<b>CCTV</b>	<b>No papers</b>
	To receive an oral report from the Town Clerk	
<b>16.</b>	<b>PROJECTS UPDATE</b>	<b>No papers</b>
a)	Boxing Club	
b)	The Linney Riverside Park – Static Art	
<b>17.</b>	<b>QUEEN'S DIAMOND JUBILEE</b>	
	To receive an oral update from the Town Clerk and the Council's Representatives on the progress of the events	
a)	Draft Jubilee Weekend programme	<b>17a</b>
b)	To further consider the request for allocation of funding	<b>17b</b>
c)	To consider allowing the Jubilee Group to use Castle Gardens for events over the Jubilee weekend	<b>No papers</b>
<b>18.</b>	<b>GUILDHALL</b>	<b>No papers</b>
	To receive an oral update from the Town Clerk	



<b>19.</b>	<b>CEMETERY HOLLY TREES</b>	<b>19</b>
	To receive a request from a member of the public to trim the holly bushes in the cemetery under the supervision of the DLF Supervisor	
<b>20.</b>	<b>TOILETS</b>	<b>20</b>
	To consider a report from the Town Clerk on whether or not to install coin boxes on the toilets owned by the Town Council	
<b>21.</b>	<b>FINGERPOSTS</b>	<b>21</b>
	To consider signposting the Ludlow Assembly Rooms toilets	
<b>22.</b>	<b>STREET TRADING</b>	
a)	To receive the minutes of the meeting held on 28 <sup>th</sup> November 2011	<b>22a</b>
b)	Consider the recommendations from the Street Trading Sub-Committee meeting held on the 28 <sup>th</sup> November 2011	<b>22b</b>
<b>23.</b>	<b>CODE OF CONDUCT</b>	<b>23</b>
	To receive a report from the Town Clerk on a proposed alteration to the Town Council's Code of Conduct	
<b>24.</b>	<b>USE OF FESTIVALS TO PROMOTE CIVIC EVENTS</b>	<b>No papers</b>
	The Mayor would like Members to consider hosting Civic Events to coincide with the larger festivals in the town. Inviting local dignitaries and neighbouring Mayors together with Mayors from other twinned towns (San Piedro in Italy, La Ferte Mace in France and Narbeth in Wales)	
<b>25.</b>	<b>HOUSMAN CRESCENT</b>	<b>25</b>
	To receive a update from the Town Clerk on recent vandalism and graffiti	
<b>26.</b>	<b>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>27.</b>	<b>CONFIDENTIAL COUNCIL MINUTES</b>	
	Approve as a correct record and sign the confidential minutes of the Council meetings held on:-	
a)	5 <sup>th</sup> September 2011	<b>27a</b>
b)	10 <sup>th</sup> October 2011	<b>27b</b>



<b>28.</b>	<b>CONFIDENTIAL SERVICES COMMITTEE MINUTES</b>	
	Receive the confidential minutes of the Services Committee meeting held on:-	
a)	19 <sup>th</sup> September 2011 (Approved 07/11/11)	<b>28a</b>
b)	7 <sup>th</sup> November 2011 (Draft)	<b>28b</b>
<b>29.</b>	<b>CONFIDENTIAL REPRESENTATIONAL COMMITTEE MINUTES</b>	
	To receive the minutes of the meetings held on:-	
a)	18 <sup>th</sup> October 2011 (Approved 08/11/11)	<b>29a</b>
b)	8 <sup>th</sup> November 2011 (Draft)	<b>29b</b>
<b>30.</b>	<b>CONFIDENTIAL POLICY &amp; FINANCE COMMITTEE MINUTES</b>	
	Receive the confidential minutes of the <b>Policy and Finance Committee meeting held on:-</b>	
a)	26 <sup>th</sup> September 2011 (Approved 17/10/11)	<b>30a</b>
b)	17 <sup>th</sup> October 2011 (Approved 14/11/11)	<b>30b</b>
c)	14 <sup>th</sup> November 2011 (Draft)	<b>30c</b>
d)	Consider the confidential recommendations from the Policy and Finance Committee meetings held on the 14 <sup>th</sup> November 2011	<b>30d</b>
<b>31.</b>	<b>BUDGET WORKING GROUP</b>	
	To receive the Confidential notes of the meetings held on:-	
a)	31 <sup>st</sup> October 2011	<b>31a</b>
b)	28 <sup>th</sup> November 2011	<b>31b</b>
c)	Consider the Confidential recommendations from the Budget Working Group meeting held on the 31 <sup>st</sup> October 2011	<b>31c</b>
<b>32.</b>	<b>CEMETERY HOUSE LETTING</b>	<b>32</b>
	To consider a complaint	
<b>33.</b>	<b>CODE OF CONDUCT</b>	<b>33</b>
	To note the letter from Shropshire Council	
<b>34.</b>	<b>STAFF MATTERS</b>	<b>34</b>
	An update from the Town Clerk	



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

Councillors Aitken (Town Mayor); Wilcox (Deputy Mayor); Davies; Callender; Hunt; Jackson; Leyton-Purrier; McCormack; Mitchell; Newbold; Parry; Perks; Phillips; Pound; Smithers;

**The next Council meeting will be held on  
Monday 6<sup>th</sup> February 2011**