



## MINUTES

Minutes of a meeting of the **ANNUAL TOWN MEETING** held in the Harley Centre, Ludlow College, Ludlow on **MONDAY 29<sup>th</sup> APRIL 2013** at **7.00PM**

### **ATM/01 PRESENT**

Chairman:	Councillor Pound
Councillors:	Aitken; Draper; McCormack; Perks; Smithers; Toop
Officers:	Gina Wilding, Town Clerk; Naomi Brotherton, Secretary/Admin Assistant Stephanie Williams, Secretary/Cemetery Officer
Unitary Councillors:	Rosanna Taylor-Smith
Electors:	17

### **ATM/02 WELCOME BY THE MAYOR**

The Mayor welcomed everyone to the meeting, introduced himself, the Councillors and Town Clerk and explained the order of business.

### **ATM/03 APOLOGIES**

Apologies for absence were received from the Councillors Newbold, Phillips and Wilcox.

### **ATM/04 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>	<u>Reason</u>
Cllr Smithers	WWI Boards	Member of the Royal British Legion where the WWI boards are stored.
Cllr McCormack	SSFS	Chairman of the South Shropshire Furniture Scheme.

Cllr Perks		Involved with Community Groups – Pride of Place, Defibrillator Programme, Walkers Welcome.
Cllr Toop	SSFS	Involved with the Teme Weirs Trust and Defibrillator Programme.
Cllr Aitken		Personally involved with South Shropshire Furniture Scheme.

Prejudicial Interests

No prejudicial interests were declared.

**ATM/05 VOTING**

The Mayor advised the meeting that if a vote was called, only Electors of the Town were eligible to vote. He added that any decision taken at this meeting was only advisory and will be referred to Council for consideration and to make a final resolution.

**ATM/06 POWERPOINT PRESENTATION ON THE WORK OF THE TOWN COUNCIL**

The Mayor made a Power point presentation to the meeting.

**New Staff**

The Mayor welcomed Gina Wilding to the post of Town Clerk and also Tony Caton to the post of Market Officer. He also thanked the former Town Clerk, Veronica Calderbank for all her hard work.

**Guildhall**

He went on to say that the Town Council office staff had moved into the Guildhall last August. He explained that the staff had settled in well but adjustments still needed to be made to the Chamber/Court Room, such as a conference PA system to make it easier for the public to hear meetings. He added that the Guildhall had plenty of history to offer and as a public building it could be shared with the public.

**Projects**

**The Buttercross**

The Mayor explained that historically there had been problems with the Buttercross and repairs had been made. Most recently repairs to prevent delamination of a pillar had been undertaken after vandalism in July 2012. He outlined that at present work was being carried out on the 1<sup>st</sup> floor ceilings and when the ceiling had been re-plastered and further works undertaken the building would be used as a Heritage Interpretation Centre.

Boxing Club

He informed the public that work on the new Boxing Club/Community Room was progressing well and that it was a tremendous community building for the Town, offering the Boxing Club a new home and a community space as well. It replaces an old hut and he praised the work of the Site Manager, Colin Richards for his untiring commitment to the project. The Mayor stated that the project would create a wonderful community facility and thanked all those who had contributed.

**ATM/07 SERVICES COMMITTEE – COUNCILLOR POUND**

The Mayor reported that he was Chair of the Services Committee and that he had always taken an active interest in the Town services.

Henley Road Cemetery

He continued by saying that he felt that the electorate's main concern was the Cemetery and that all improvements had been made over the past couple of years. These included replacing some of the drainage, resurfacing of some of the paths, new chapel doors, upgrading of the toilets with a DDA compliant ramp. He added that despite the problems of poor weather last year, the Direct Labour Force had maintained the Cemetery to a high standard and that it was a first class effort.

Public Toilets

The Mayor went on to say that the public toilets were maintained by the Town Council and that it was planned that coin boxes would be fitted to Smithfield and Castle Square toilets. He highlighted that the toilets at the Linney Riverside Park and Henley Road Cemetery were also maintained by the Town Council.

Flower Beds in Ludlow

He commented that the flower beds in Ludlow were the responsibility of the Direct Labour Force of the Town Council who also worked alongside Ludlow in Bloom for specific beds. He explained that as a proud Ludlovian he was keen for Castle Gardens to be used for pleasure and leisure both for tourists and residents alike. The Mayor highlighted that roundabouts came under the jurisdiction of the Highways Authority and due to health and safety issues the Town Council was unable to maintain these.

Market

The Mayor advised the public that the Market was the feather in the cap for the Town and the Town Council and had won awards for the being the best local authority market in the UK. He outlined that the market stalls had been upgraded and the quality of the goods offered for sale was excellent.

**ATM/08 REPRESENTATIONAL COMMITTEE – COUNCILLOR SMITHERS**

The Mayor invited Councillor Smithers as Chair of the Representation Committee to explain its remit.

Councillor Smithers explained that the Representational Committee had a wide remit, considering applications for project support grants and was a consultee for planning applications. He drew the public's attention to the fact that 116 planning applications had been consulted on during 2012-2013 and that as a consultee any comments were passed onto Shropshire Council as the Planning Authority. Representational Committee was also to be consulted on traffic regulations.

He continued by saying that the Representational Committee worked with the Ludlow Conservation Area Advisory Committee which reviewed applications to ensure that Ludlow's rich heritage is retained.

Councillor Smithers highlighted the grant given to the Queen's Diamond Jubilee Committee, who were a group of Ludlow residents, had formed to organise events for last year's Diamond Jubilee. He added that events had been well attended as had the Olympic Torch procession.

#### WWI Boards

Councillor Smithers drew the public's attention to the WWI Boards which named every man who had served in WWI. Since the Town Hall had been demolished the boards had been stored at the Royal British legion. He informed the public that he was applying for listed building consent for the boards to be hung and displayed in the Guildhall, in time for next year, which would be a landmark year marking the 100 year anniversary of the start of WWI. Plans were also being made for a Ludlow Roll of Honour website to enable relatives to search for loved ones and add further details. A public consultation would be carried out and he urged the public to support the application and project.

### **ATM/09 COMMUNICATIONS WORKING GROUP – COUNCILLOR PERKS**

Councillor Perks spoke on the work of the Communications Working Group. Councillor Perks gave an overview of the Working Group, explaining that Working Groups advised and made recommendations to Committee and Council. He declared that there had been successes with the Calendar of Events leaflet which had been available on Boxing Day last year and the Buttercross Bulletin which was currently looking for a new name.

He praised the office staff for the production of the Bulletin and Calendar of Events and also said that the Town Council had made a good start with communication including the positive and proactive public consultations such as SAMDev, the site allocation management development consultation that the Town Council was being consulted on from Shropshire Council, the cycle stand consultation in February and bin consultation in March.

Councillor Perks added that more could be done on communications and that the Town Council would build on its successes.

**ATM/10 POLICY & FINANCE COMMITTEE – COUNCILLOR MCCORMACK**

The Mayor invited Councillor McCormack to speak on the function of the Policy and Finance Committee.

Councillor McCormack advised that the Committee had the remit of recommending and reviewing Council Policy and also Finance. She indicated the list of Policies which had been adopted in 2012/2013 and highlighted that in addition to the list an induction booklet for new Councillors had also been produced and was of a high standard. She explained that the Town Council had instituted a program to ensure that all policies were reviewed annually.

Turning to the finance aspect of the Committee, Councillor McCormack advised the public that no audited figures and accounts were currently available, however after being internally and externally audited the end of year return would be available on the Town Council website and on public display in September. She commented that due to the efficiency of the Town Clerk and Secretary/Finance Assistant budgets had been closely adhered to. The market and street trading had been a success and continued to provide more than half the income for the Town Council. This had meant that the precept had risen by less than 5p per week.

**ATM/11 TIME CAPSULE**

The Mayor invited the public to view the selection of items which had been donated for the time capsule which was being officially sealed at the end of the meeting.

**ATM/12 WRITTEN AND VERBAL QUESTIONS FROM RESIDENTS**

Question 1 - Tom Evans, 7 Mill Street, Ludlow SY8 1AZ

**Q:** With regard to the legal action taken against Ludlow Town Council by the previous Town Clerk, has a settlement now been agreed? If so, what are the terms of the settlement and what will be the impact on town finances? If a settlement is still pending will the Town Council commit to provide details of the settlement when it is agreed?

**A:** As you are aware, the case is currently on-going at the Tribunal and the Council has been advised by the legal representative not to comment further.

Question 2 - Rosanna Taylor-Smith, Shropshire Councillor, Ludlow North

**Q:** How much money has been collected at the Linney Park car park since the meter was installed and of that amount, how much has been already spent on enhancements to Linney Park (I believe the purpose of installing the parking meter was to generate income to be spent on Linney Park when it was first installed in 2009/2010)?

**A:** Linney parking meter income received is:-

2010/11 - £6,810.00

2011/12 - £6,874.00

2012/13 - £6,977.00

Total: £20,661

**Q:** What has the money been spent on? Has it been spent solely on extra materials for the car park surface?

**A:** Annually we have spent the following on general maintenance and upkeep of the car park, play park and toilets:-

**2010/11** - £1,022.59

**2011/12** - £820.34

**2012/13** - £1,791.03

**Total:** £6,483.96

**Q:** If there is any surplus, what is it being put towards?

**A:** The surplus of £14,177.04 was spent as part of the Town Council's £63,000 contribution to the recent bank works and refurbishment of the Linney.

The overall Linney project cost: £145,000

**Other sources of funding were:**

S106 monies from Shropshire Council: £32,000

Groundworks UK (Friends of Linney Riverside Park) £49,999

So overall Ludlow Town Council spent £63,000

Question 3 – Pat Hansen, Bockleton, Station Drive

**Q:** With elections next week for Local Government, why has it not been publicised by the Town Council that Councillors are needed through co-option? I have seen nothing in the press. Much Wenlock have posters up.

**A:** The Town Council decided to advertise after the election on the 2<sup>nd</sup> of May for co-options and there are currently 6 vacancies with the remaining 9 seats uncontested. Prior to this, the Town Council had a display in the library to interest the public and Councillors have also been talking to individuals about the role of a Councillor.

Question 4 – Roma Jackson, 53 Lower Broad Street

**Q:** I am pleased to hear about the publicity for co-options. I cannot congratulate Councillor Perks on communications as I feel that it is lacking in this area. I

agree with Ms Hansen that there had not been much press coverage about elections and I did not know about this meeting till an hour before.

- A:** The Agenda was produced for this meeting and was on display 7 days in advance and 2 press releases were issued before this. Induction packs have been produced for new Councillors and also co-options packs which include a skills set sheet to consider the skills that the Town Council needs. The information about being a Councillor is available from Shropshire Council and through our website.

**ATM/13** The Mayor indicated that there were copies of the Annual Report at the back of the room that the public could help themselves to.

Councillor Aitken stated that elections did not occur every year and that he would like to wish the Councillors continuing luck and also to Mr Ginger who was a new Councillor and present at the meeting. He thanked Members who had not stood again, especially Councillors McCormack, Davies and Callender who had done many years service between them.

Councillor McCormack who was not standing again as a Councillor agreed with Councillor Aitken and thanked him for his hard work and two terms as Mayor stating that the Town and Council owed him and his wife a lot.

The meeting closed at 7.55 pm

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Town Mayor

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Date

N.B. No Confidential Minutes will be issued.