



LUDLOW TOWN COUNCIL A G E N D A

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

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Despatch date: 7th May 2013

COUNCIL

You are summoned to attend the Annual General meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 15th May 2013 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2012-2013
- Election of Deputy Mayor 2012-2013
- Membership of Committees
- Representatives on Outside Bodies
- Civic Awards

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. **ELECTION OF MAYOR 2013-2014** – Nominations slips have been received for Councillors Pound and Smithers. There will be one secret ballot if all nominations are seconded. All voting slips will be numbered to ensure we have the right number returned.
2. **ELECTION OF DEPUTY MAYOR 2013-2014** – Nominations slips have been received for Councillors Draper and Perks. There will be one secret ballots if all nominations are seconded. All voting slips will be numbered to ensure we have the right number returned.
3. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
4. **Apologies**
5. **Declarations of Interests**
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
6. **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.
7. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk as required.
8. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.

ITEM	Attachment	Page No
9. MINUTES		
To approve as a correct record and sign the minutes of the Council Meetings held on:-		
a) 18 th March 2013 (Open and Closed Session)	9a	7
b) 17 th April 2013 (Open and Closed Session)	9b	21
c) 29 th April 2013 (Open Session)	9c	25
d) 29 th April 2013 – Annual Town Meeting (Open Session)	9d	29
10. POLICY & FINANCE COMMITTEE	10	37
To approve the minutes of the meeting held on the 15 th April 2013 (Open Session)		



11. REPRESENTATIONAL COMMITTEE		
	To approved the minutes of the meetings held on the:-	
a)	10 th April 2013 (Open Session)	11a 43
b)	1 st May 2013 (Open Session)	11b 49
12. SERVICES COMMITTEE		
a)	To approve the minutes of the meeting held on the 8 th April 2013 (Open Session)	12a 53
b)	Consider the recommendations from the Services Committee meeting held on the 8 th April 2013	12b 59
13. SCHEME OF DELEGATION		13 61
	To review and adopt the Council's Scheme of Delegation	
14. COMMITTEE TERMS OF REFERENCE		
	Review and adopt the Terms of Reference for:-	
a)	Service Committee	14a 65
b)	Representational Committee	14b 69
c)	Policy & Finance Committee	14c 73
15. MEMBERSHIP OF COMMITTEES		No papers
	To adopt the Committee membership for:-	
a)	Services Committee	
b)	Representational Committee	
16. SERVICES COMMITTEE CHAIRMAN AND VICE-CHAIRMAN		No papers
a)	Election of Chairman for Services Committee (From the new Services Committee Members)	
b)	Election of Vice-Chairman for Services Committee (From the new Services Committee Members)	
17. REPRESENTATIONAL COMMITTEE CHAIRMAN AND VICE-CHAIRMAN		No papers
a)	Election of Chairman for Representational Committee (From the new Representational Committee Members)	
b)	Election of Vice-Chairman for Representational Committee (From the new Representational Committee Members)	
18. POLICY & FINANCE COMMITTEE CHAIRMAN AND VICE-CHAIRMAN		No papers
a)	To choose Members of Policy and Finance Committee to include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees	
b)	Election of Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members)	
c)	Election of Vice-Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members)	
d)	To agree Council's Authorised Signatories	



19.	APPOINTMENT ON INTERNAL AUDITOR To agree the appointment of the Council's Internal Auditor	To be tabled	
20.	APPOINTMENT OF NEW COMMITTEES To appoint any new Committees required	No papers	
21.	STANDING ORDERS & FINANCIAL REGULATIONS To review and adopt:-		
a)	Standing Orders	21a	77
b)	Financial Regulations	21b	113
22.	REPRESENTATIVES ON OUTSIDE BODIES Choose Members to represent the Town Council on outside organisations and arrangements for reporting back	22	125
23.	COUNCIL'S LAND AND ASSETS Review of inventory of land and assets including buildings and office equipment.	23	127
24.	INSURANCE Review and confirmation of arrangements for insurance cover in respect of all insured risks.	24	129
25.	MEMBERSHIP OF OTHER BODIES Review of the Council's and/or employees' memberships of other bodies.	25	135
26.	COMPLAINTS PROCEDURE Review and adopt the Council's complaints procedure.	26	137
27.	FREEDOM OF INFORMATION Review and adopt the Council's procedure for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.	27	139
28.	PRESS PROTOCOL Review and adopt the Council's policy for dealing with the press/media.	28	143
29.	COUNCIL CALENDAR To consider and agree the Council/Committee calendar dates for 2013/14	29	147



30.	EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	No papers
	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.	
31.	CIVIC AWARDS	31
	To receive nominations for Civic awards 2013	149

M e m b e r s h i p

Councillors Pound (Town Mayor); Parry (Deputy Mayor); Draper; Ginger; Newbold;
Perks; Phillips; Smithers; Toop

The date of the next Council meeting is to be agreed