



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
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Despatch date: 4th June 2013

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on
Monday 10th June 2013 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **Data Transparency**
- **Employee Handbook**
- **The Buttercross**

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. **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.
2. **Apologies**
3. **Declarations of Interests**
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal 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 Committee.
6. **Minutes** – To receive the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 15th APRIL 2013** (Open Session only)

	ITEM	Attachment	Page No
7.	RECOMMENDATIONS FROM SERVICES COMMITTEE To consider the recommendations from the Services Committee meeting held on the 3 rd June 2013	7	7
8.	STANDING ORDERS AND POLICY REVIEW WORKING GROUP		
a)	To receive the minutes of the meeting held on the 24 th April 2013	8a	11
b)	To consider the recommendations from the meeting held on the 24 th April 2013	8b	13
9.	CIVIC EVENTS WORKING GROUP To receive the minutes of the meeting held on the 16 th May 2013	9	15
10.	ANNUAL CORE BUDGET GRANT APPLICATION To consider an application for an Annual Core Budget Grant from Bridgnorth and South Shropshire Crucial Crew.	10	17
11.	DATA TRANSPARENCY To consider a report from the Town Clerk	11	25



12.	FINANCE INFORMATION		
	To receive:-		
a)	Payments – April 2013	12a	33
b)	Income – April 2013	12b	35
c)	Receive Barclay Card Statements	12c	39
13.	POLICIES		
	To review and readopt:-		
a)	Gritting Policy	13a	41
b)	Environmental Policy	13b	43
14.	EMPLOYEE HANDBOOK	14	47
	To receive the Employee Handbook produced by Peninsular and approve it for distribution to all staff		
15.	THE BUTTERCROSS	15	89
	To receive an update from the Town Clerk		
16.	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		
17.	CLOSED SESSION RECOMMENDATIONS FROM SERVICES COMMITTEE	17	91
	To consider the recommendations from the Services Committee meeting held on the 3 rd June 2013		
M e m b e r s h i p			
List of Members of the Policy & Finance Committee			
Councillors Draper (Chair); Perks (Vice-Chair); Ginger; Newbold; Parry; Smithers; Toop			
Notes			
The next Policy & Finance Committee meeting will be held on 29 th July 2013			