



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 30<sup>th</sup> SEPTEMBER 2013** at **7.00PM**

### **PF/44     PRESENT**

Chairman:                      Councillor Draper

Councillors:                 Cobley; Ginger; Kemp; Parry; Sheward; Smithers;

Officers:                      Gina Wilding, Town Clerk  
Lucy Jones, Finance Secretary

Also in Attendance:        Kate Howe, CEO Ludlow Assembly Rooms  
Joanna Leyton, Funding Development Officer, St  
Laurence's Church

### **PF/45     HEALTH & SAFETY**

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### **PF/46     APOLOGIES**

Apologies for absence were received from Councillor Holcombe and Perks.

### **PF/47     DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None declared.

#### Declaration of Conflicts of Interest

None declared.

#### Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V Parry	Ludlow in Bloom Ludlow Assembly Rooms	Member
A Cobley	Ludlow Assembly Rooms	
J Smithers	War Memorial	Member of the Royal British Legion

**PF/48 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**PF/49 UNITARY COUNCILLORS SESSION**

Unitary Councillor Parry, Ludlow South, stated SALC membership fees would be going up £10.00 next year. She said that Shropshire Council's Cabinet would be considering future funding of SALC shortly and should funding be withdrawn the organisation would have to close.

**PF/50 MINUTES**

**RESOLVED (6:0:1) JS/AC**

That the minutes of the Policy and Finance Committee meeting held on 29<sup>th</sup> July 2013, be approved as a correct record and signed by the Chairman.

**PF/51 AGENDA ORDER**

**RESOLVED (unanimous) PD/JS**

That the Agenda order be amended in order to receive the presentation on the Ludlow Consortium next.

**PF/52 LUDLOW CONSORTIUM**

Kate Howe and Joanne Leyton made a presentation to the Council on the Ludlow Consortium and answered Members questions.

Kate Howe stated that the Consortium had put in a bid to the Arts Council for £313,000 for the provision of three new officers to bring about the aims of the Consortium. She added that this new funding stream was highly competitive but that local backing of 10% match funding could improve the bids chances, she asked that Ludlow Town Council consider contributing to the match funding.

**RECOMMENDED (unanimous) PD/JS**

That Ludlow Town Council agree to become one of the Lead Applicants for the Ludlow Consortium.

**PF/53 RECOMMENDED (unanimous) JS/PD**

That Ludlow Town Council agrees in principal to provide some match funding to the Ludlow Consortium, the sum to be considered by Council at a future date.

**PF/54 CIVIC EVENTS WORKING GROUP**

**RESOLVED (unanimous) JS/PD**

That the minutes of the Civic Events Working Group 19<sup>th</sup> September 2013, be received.

**PF/55 RECOMMENDATIONS FROM SERVICES COMMITTEE**

**Request to Plant a Bed Up in the Fairtrade Logo**

**That the request for the circular bed in Castle Gardens nearest to the Castle to be planted in the Fairtrade logo for 2014 be granted.**

Councillor Ginger stated that should the Council pay in full for the planting of the logo it would set a precedent and incur significant costs to the Council.

**RECOMMENDED (6:1:0) JS/GG**

That:-

- i) the request for the circular bed in Castle Gardens nearest to the Castle to be planted in the Fairtrade logo for 2014 be granted.
- ii) the Direct Labour Force carry out the planting.
- iii) the Ludlow Town Council will pay for the plants required up to the usual cost of planting the bed, any excess expenditure to be met by the organisation.
- iv) a Policy be drawn up to regularise this issue.

**PF/56 December Tinsel Tuesday Markets**

That:-

- i) the Chamber of Commerce organise Tinsel Tuesday Markets on 3,10,17 December 2013 with the same support from the town council as in 2012, namely half price rent and a £400 contribution towards advertising;
- ii) the NMTF (Ludlow) Branch be asked to present a proposal and outline framework in early 2014 to facilitate joint working with the Chamber for Tinsel Tuesday Market in 2014.

**Amenity Areas - Teenage Shelter**

**That the teenage shelter not be removed.**

**Request for Play Equipment at Weyman Road**

**That the request is denied and the area remains a grassed play area.**

### Cemetery Matters

That:-

- i) the Cemetery Car park gates be closed at 6pm in the winter and 9pm in the summer months;
- ii) a letter be sent to Mr & Mrs Roberts informing them of the decision;
- iii) the Town Clerk be authorised to arrange closure of the gates;
- iv) appropriate signage is displayed.

### Cemetery Information Board

That:-

- i) the Type 2 wooded information board is used;
- ii) the quotation from Signrite be accepted.

### RECOMMENDED (unanimous) PD/JS

#### December Tinsel Tuesday Markets

That:-

- i) the Chamber of Commerce organise Tinsel Tuesday Markets on 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> December 2013 with the same support from the Town Council as in 2012, namely half price rent and a £400 contribution towards advertising;
- ii) the NMTF (Ludlow) Branch be asked to present a proposal and outline framework in early 2014 to facilitate joint working with the Chamber for Tinsel Tuesday Market in 2014.
- iii) the dates of the Tinsel Tuesday Markets in 2014 be agreed as the 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> December and be included in the Ludlow Calendar of Events.

#### Amenity Areas - Teenage Shelter

That the teenage shelter not be removed.

#### Request for Play Equipment at Weyman Road

That the request is denied and the area remains a grassed play area.

### Cemetery Matters

That:-

- i) the Cemetery Car park gates be closed at 6pm in the winter and 9pm in the summer months;
- ii) a letter be sent to Mr and Mrs Roberts informing them of the decision;
- iii) the Town Clerk be authorised to arrange closure of the gates;
- iv) appropriate signage is displayed.

### Cemetery Information Board

That:-

- i) the Type 2 wooded information board is used;

- ii) the quotation from Signrite be accepted.

**PF/57 That:-**

- i) the base the teenage shelter is stood on is removed, the area levelled and seeded;
- ii) a notice is placed in the shelter advising users that the shelter is under review and if it is misused it will be removed.
- iii) the situation of the shelter be reviewed 6 months after remedial work is completed.

Councillor Parry stated that the teen shelter base breaking up around the edges and the loose pieces are being used for vandalism.

Councillor Ginger expressed his concerns that should the base be removed the shelter may subside or even topple over leaving the Council liable for any damage or injuries caused.

**RECOMMENDED (5:2:0) PD/JS**

That:-

- i) the loose concrete and brick base should be removed only leaving a concrete base for the shelter to stand on and the surrounding area be levelled and seeded;
- ii) a notice be erected advising users that the shelter is under review and if it is misused during the subsequent 6 months it will be removed.
- iii) the situation of the shelter be reviewed 6 months.
- iv) the Town Clerk continues to investigate the shelters ownerships issues.

**PF/58 FINANCIAL INFORMATION**

**a) Payments Report – July and August 2013**

**RESOLVED (unanimous) JS/PD**

That the Payments reports for July and August 2013 be noted.

**PF/59 b) Income Report – July and August 2013**

**RESOLVED (unanimous) PD/JS**

That the Income reports for July and August 2013 be noted.

**PF/60 c) Barclaycard Statement – July and August 2013**

Councillor Parry asked if the Council should be purchasing items from companies who do not pay tax within the UK. Councillor Ginger stated that the

Council could not boycott individual companies without judging the ethic of every Council supplier in the future.

**RESOLVED (unanimous) JS/PD**

That the Barclaycard Statements for July and August 2013 be noted.

**PF/61 POLICIES**

**a) Lone Worker Policy**

**RECOMMENDED (unanimous) JS/PD**

That subject to the substitution of the word "Blackberry" for "mobile phone" at clause 3.2, Lone Worker Policy be adopted.

**PF/62 b) Vehicle Policy**

**RECOMMENDED (unanimous) PD/JS**

That the Vehicle Policy, subject to the addition of clauses prohibiting smoking within the vehicles and the use of Mobile phone whilst driving unless using a hands-free kit, be adopted.

**PF/63 c) Retention and Destruction Policy**

**RECOMMENDED (unanimous) JS/PD**

That the Retention and Destruction Policy be adopted.

**PF/64 WAR MEMORIAL**

Councillor Sheward suggested that instead of costly inflexible bollards the Council could consider using planters to prevent vehicles accessing the Square.

The Town Clerk advised that Shropshire Council had agreed to repair the current damage to the War Memorial plinth but that she had not yet entered into discussions with regards to bollards in the area.

**RECOMMENDED (unanimous) JS/VP**

That:-

- i) Ludlow Town Council purchase planters to be placed on the War Memorial Square 1 metre in from the curb, at a distance that prevent vehicles passing between them.

- ii) Ludlow in Bloom be asked to manage and maintain the planting of the tubs.
- iii) Shropshire Council be asked to contribute to the cost of the planters.

**PF/65     EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved 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.

**RESOLVED (unanimous) PD/JS**

That the public be excluded and the meeting continue in closed session.

The meeting closed at 8.45pm

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Chairman

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.