



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 3rd MARCH 2014** at 7.00PM

PF/90 PRESENT

Chairman: Councillor Draper

Councillors: Cobley; Ginger; Holcombe; Parry; Perks; Sheward;
Smithers;

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

PF/91 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/92 APOLOGIES

Apologies for absence were received from Councillor Kemp and Mold.

PF/93 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>
A. Cobley	Youth Services	Works at the Rockspring Centre
	Twinning Sub-Committee	Member of a Twinning Group
	Boxing Club	SSHA
P. Draper	Youth Services	Family members use the service
V. Parry	Youth Services	South Shropshire Youth Forum
	Twinning	Member of a Twinning Group
	Banner Policy	Ludlow in Bloom have a banner
	Civic Regalia	Worshiper at St Laurences

G. Perks	Youth Services	Attended public meeting at Youth Centre
J. Smithers	Civic Regalia	Worshiper at St Laurences
	Youth Services	Attended public meeting at Youth Centre
C. Sheward	Teme Weirs Trust	Received communication on the matter
	Teme Weirs Trust	Discussed the matter with other members
	Internal Auditor	Knows the Internal Auditor

PF/94 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/95 UNITARY COUNCILLORS SESSION

Unitary Councillor Parry, Ludlow South, informed Members that due to the sale of Shropshire Council buildings, there would no longer be a polling station at Smithfield Car Park. She stated that she had expressed her views to Shropshire Council that the library was not an effective alternative due to its location and that she was concerned that such a change would discourage voters.

RESOLVED (unanimous) GG/JS

That the Town Clerk write a letter to Shropshire Council requesting their rational for changing the poling station site and to state the feedback had been received from the public that the Library was not an appropriate alternative for the ward.

PF/96 MINUTES

a) Open Session

Councillor Perks queried the wording of minute PF/86.

RESOLVED (7:1:0) NH/VP

That minute PF/86 be approved without amendment.

PF/97 RESOLVED (7:0:1) PD/VP

That the minutes of the Policy and Finance Committee meeting held on 20th January 2014, subject to the insertion of the words "until such time as the Council has reviewed it's policies and procedures" at minute PF/68, be approved as a correct record and signed by the Chairman.

PF/98 b) Closed Session

RESOLVED (unanimous) NH/JS

That the closed session minutes of the Policy and Finance Committee meeting held on 20th January 2014, be approved as a correct record and signed by the Chairman.

PF/99 RECOMMENDATIONS FROM SERVICES COMMITTEE

Cemetery

That:-

- i) the revised fees be adopted;**
- ii) the Exclusive Rights of Burial is increased from 60 years to 80 years;**
- iii) the new process for extension of Exclusive Rights of Burial be adopted.**

RECOMMENDED (unanimous) VP/GG

That:-

- i) the revised fees be adopted;**
- ii) the Exclusive Rights of Burial is increased from 60 years to 80 years;**
- iii) the new process for extension of Exclusive Rights of Burial be adopted.**

PF/100 TWINNING SUB-COMMITTEE

RESOLVED (unanimous) JS/GP

That the minutes and notes of the Twinning Sub-Committee meeting held on 29th January 2014, be received.

PF/101 FINANCIAL INFORMATION

a) Payments – January 2014

RESOLVED (unanimous) JS/GG

That the Payments Report for January 2014 be noted.

PF/102 b) Income – January 2014

RESOLVED (unanimous) PD/JS

That the Income Report for January 2014 be noted.

PF/103 c) Barclaycard Statement – January 2014

RESOLVED (unanimous) PD/JS

That the Barclaycard Statements for January 2014 be noted.

PF/104 POLICIES & LEGISLATION

a) Internet Use Policy

RECOMMENDED (unanimous) PD/JS

That the Internet Use Policy be adopted.

PF/105 b) Policy on Advertising

RECOMMENDED (unanimous) JS/GG

That the Policy on Advertising be adopted.

PF/106 c) Banner Policy

Councillor Ginger stated that the fee should reflect the true cost to the Council including equipment hire, staff time etc..

The Town Clerk explained that banners were erected for the festivals free of charge as in kind support.

Councillor Sheward stated that for health and safety purposes it was preferable for the Council to continue erecting banners, as the Council has the correct equipment and fully trained staff. He added that in the past individuals had erected banners on ladders which was a danger to themselves and the public.

RESOLVED (unanimous) GP/VP

That:-

- i) the words “should” in paragraph 2.3 be changed to “must”.
- ii) the Banner Policy be supported in principle, except for the fee.
- iii) the Town Clerk present an amended report to the next Policy and Finance Committee on the costs of erecting a banner, including last years costs and when the Town Council took over this responsibility.

PF/107 d) Code of Recommended Practice on Local Authority Publicity**RESOLVED (unanimous) JS/PD**

That the Code of Recommended Practice on Local Authority Publicity be noted.

PF/108 e) Audit and Accountability Act**RESOLVED (unanimous) JS/PD**

That the Audit and Accountability Act press release be noted.

PF/109 SHROPSHIRE COUNCIL YOUTH SERVICES

Councillor Sheward pointed out that the savings being made by Shropshire Council per session were very small and disproportionate to the impact of the loss of the services.

Councillor Perks stated that none of the Youth Board pilot areas mentioned in the consultation document were comparable to Ludlow. Councillor Draper said that he was disappointed that Shropshire Council's consultation was again setting out a timetable of action, also at the lack of publicity in regards the consultation as the Town Clerk had only come across it on twitter and had not been directly informed by Shropshire Council.

RESOLVED (7:0:1) GG/JS

That:-

- i) Ludlow Town Council prepare a press release on Town Council youth services.
- ii) a link to the consultation be placed on the Town Council Website.
- ii) the Town Clerk write a letter to Shropshire Council raising the Town Council's concerns that there had been not direct communication on the matter, even though Town Councils are identified as partner organisations in the document; that the four Youth Board pilot areas are not comparable to Ludlow, that youth services help to support the future of Ludlow and cuts will diminish the community.

PF/110 INTERNAL AUDIT**a) Audit Process****RESOLVED (unanimous) PD/JS**

That the audit process be noted.

PF/111 b) Date for Year End with RBS**RESOLVED (unanimous) JS/GP**

That the date of the Year End with RBS be noted.

PF/112 c) Appointment of Internal Auditor

Councillor Perks asked if this appointment went out to tender each year. The Town Clerk stated that it was usual practice to retain an Internal Auditor for a number of years. She added that quotes had been sought 4 years ago and a different auditor was used in 2010.

RECOMMENDED (unanimous) NH/GP

That:-

- i) Mr R Goodall be appointed as the Town Council's Internal Auditor for 2013/14.
- ii) the Council go out to tender for the 2014/15 Internal Audit.

PF/113 CIVIC REGALIA

Councillor Perks suggested that the Council needed to have an open discussion with the church.

Councillor Ginger stated that there was no reason to display the town silver in the church. The town silver is civic property. He suggested that the Council could display the silver in the Guildhall or Buttercross Heritage Interpretation Centre.

Councillor Perks added that Oswestry Town Council had made a film with the help of local young people to showcase Oswestry town silver.

RECOMMENDED (unanimous) GG/VP

That:-

- a) the request from St Laurences church to display the town silver be refused.
- b) the Town Clerk report on the practicality of displaying the town silver at Ludlow Town Council premises.

PF/114 AUTHORISED SIGNATORIES

Councillor Ginger said that he believed the current policy of two signatories for every payment safeguarded both Members and Staff. The Town Clerk agreed and explained that these changes to legislation would bring Parish and Town Councils into the 21st century and allow the use of electronic payments and printed cheques but safeguards should not be diminished. Councillor Holcombe

agreed that printed cheques and electronic payments were usual in larger organisations.

RESOLVED (7:0:1) GP/JS

That the advice be noted.

PF/115 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 8.50pm

Chairman

Date

N.B. Closed Session Minutes will be issued.