

LUDLOW TOWN COUNCIL

A G E N D A

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

Contact: Gina Wilding
Ludlow Town Council, The Guildhall,
Mill Street, Ludlow, SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 17th June 2014

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at
The Guildhall, Mill Street, Ludlow, on
Monday 23rd June 2014 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **Good Working Practices**
- **Internal Audit Report**
- **Annual Return**
- **Financial Regulations**
- **Standing Orders**
- **Buttercross**

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. **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 approve as a correct record and sign the minutes of the **COUNCIL MEETINGS** held on **19th FEBRUARY 2014**
7. **Items to Action** – To note the items to action sheet from the previous Council Meeting held on 14th May 2014.

ITEM	Attachment	Page No
8.		
GOOD WORKING PRACTICES		
a) To approve the wording of the public notice	8a	29
b) Meeting Protocol	8b	55
c) Press Protocol	8c	63
d) To note the Council closed session minutes	8d	67
28 th February 2013		
17 th April 2013		
30 th May 2013		
13 th June 2013		
10 th July 2013		
23 rd July 2013		
14 th October 2013		
25 th October 2013		
4 th December 2013		
27 th January 2014		
9.		
POLICY AND FINANCE COMMITTEE		
a) To receive the minutes of the Policy and Finance Committee meeting held on the 9 th June 2014	9a	105
b) To consider the recommendations from the Policy and Finance Committee meeting held on the 9 th June 2014	9b	111

10.	REPRESENTATIONAL COMMITTEE		
	To receive the minutes of the Representational Committee meetings held on the:-		
a)	7 th May 2014	10a	113
b)	4 th June 2014	10b	119
11.	SERVICES COMMITTEE		
a)	To receive the minutes of the Services Committee meeting held on the 2 nd June 2014	11a	123
b)	To consider the recommendations from the Services Committee meeting held on the 2 nd June 2014	11b	129
12.	STAFFING & APPEALS COMMITTEE		
a)	To receive the minutes of the Staffing and Appeals Committee meeting held on the 17 th June 2014	12a	131
b)	To consider the recommendations from the Staffing and Appeals Committee meeting held on the 17 th June 2014	12b	135
13.	CIVIC EVENTS WORKING GROUP		
	To consider the recommendations from the Civic Events Working Group meeting held on the 12 th June 2014	13	143
14.	INTERNAL AUDIT REPORT	14	145
	To consider and comment on the Internal Auditors report		
15.	ANNUAL RETURN	15	153
	To approve the Annual Return for release to the External Auditor		
16.	FINANCIAL REGULATIONS	16	161
	To consider and adopt the revised regulations		
17.	STANDING ORDERS	17	199
	To consider and adopt the revised regulations		
18.	BUTTERCROSS		
a)	Market Town Revitalisation Programme Funding	18a	241
b)	Update on work	18b	247
19.	INDEPENDENT'S DAY	19	253
	To consider a request		
20.	REQUEST FOR USE OF FACILITIES		
a)	Linney Riverside Park	20a	257
b)	Wheeler Road Playing Field - Circus	20b	261
21.	CEMETERY MATTERS	21	263
	To consider a request regarding the position of a headstone		



22. 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.

23. POLICY & FINANCE COMMITTEE	23	267
To consider the closed session recommendations from the Policy and Finance Committee meeting held on the 9 th June 2014		
24. REPRESENTATIONAL COMMITTEE	24	269
To consider the closed session recommendations from the Representational Committee meeting held on the 7 th May 2014		
25. GUILDHALL CLOCK	25	273
To receive a report		
26. BUTTERCROSS FINANCIAL UPDATE	26	277
To consider the projects updated working costs/budget		

M e m b e r s h i p

Councillors Draper (Town Mayor); Kemp (Deputy Mayor); Cobley; Gill; Ginger; Holcombe; Jones; Lyle; Mold; J. Newbold; S. Newbold; Parry; Perks; Smithers; Sheward

The next Council meeting will be held on the 28th July 2014