



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 9th September 2014

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 15th September 2014 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **1st Quarter Accounts**
- **Electronic Payments System**
- **HR & H&S Advice Service**

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 approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 14th JULY 2014** (Open and Closed Session)
7. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on 14th July 2014.

ITEM	Attachment	Page No
8. FINANCE INFORMATION To receive:-		
a) Payments – June and July 2014	8a	13
b) Income – June and July 2014	8b	21
c) Receive Barclay Card Statements	8c	33
d) Bank Reconciliation – June and July 2014	8d	35
9. 1st QUARTER ACCOUNTS		
a) 1 st Quarter Income and Expenditure Report	9a	39
b) Exceptions Report	9b	47
10. POLICIES & LEGISLATION To consider for adoption and note:-		
a) Debt Recovery Policy (Review and readopt)	10a	51
b) Managing Attendance Policy (Review and readopt)	10b	53
c) Model Publication Scheme (Review and readopt)	10c	71
d) Health and Safety Policy (Review and readopt)	10d	79



<p>11. BOXING CLUB FINANCES To receive a financial report on the Boxing Club project from start to current position</p> <p>12. PUBLIC SPACE PROTECTION ORDERS To note the new orders</p> <p>13. POLLING PLACES REVIEW 2014 To note Ludlow Town Council's previous response and to consider the new polling place to replace the library</p> <p>14. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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</p> <p>15. ELECTRONIC PAYMENT SYSTEM To consider a report regarding the system, set up and procedure for electronic payments</p> <p>16. HR & H&S ADVICE SERVICE To consider service provision quotes from two suppliers recommended by SLCC as council specific</p>	<p>11</p> <p>12</p> <p>13</p> <p>No papers</p> <p>15</p> <p>16</p>	<p>95</p> <p>109</p> <p>113</p> <p></p> <p>123</p> <p>141</p>
<p>M e m b e r s h i p</p> <p>List of Members of the Policy & Finance Committee</p> <p>Councillors Holcombe (Chair); Draper (Vice Chairman); Copley; Gill; Ginger; Kemp; Lyle; Mold; Parry; Sheward; Smithers</p>		
<p>Notes</p> <p>The next Policy & Finance Committee meeting will be held on 3rd November 2014</p>		