



## 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: 9<sup>th</sup> September 2015**

### **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 14<sup>th</sup> September 2015 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **First Quarter Income & Expenditure**
- **Policy Review**
- **Health and Safety**

*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**  
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
  - 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 13<sup>th</sup> JULY 2015** (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 13<sup>th</sup> July 2015

	<b>ITEM</b>	<b>Attachment</b>	<b>Page No</b>
<b>8.</b>	<b>FINANCE INFORMATION</b> To receive:-		
a)	Payments – June & July 2015	<b>8a</b>	15
b)	Income – June & July 2015	<b>8b</b>	23
c)	First Quarter Income & Expenditure	<b>8c</b>	33
d)	First Quarter Exceptions Report	<b>8d</b>	41
e)	Receive Barclay Card Statements	<b>8e</b>	45
f)	Reconciliation for June & July 2015	<b>8f</b>	47
<b>9.</b>	<b>POLICIES</b> To consider for adoption:-	<b>9</b>	
a)	Pension Policy	<b>9a</b>	49
b)	Entertainment & Events Permits Protocol	<b>9b</b>	107



<b>10. HEALTH &amp; SAFETY</b>	<b>10</b>	109
To adopt the Staff Health & Safety Handbook		
<b>11. HM TREASURY CONSULTATION</b>	<b>11</b>	169
To note consultation		
<b>12. MARKET ELECTRIC</b>	<b>12</b>	189
To consider a report on electricity usage trends and expenditure over a four year period		
<b>13. BUDGET TIMELINE</b>	<b>13</b>	191
To note the draft timeline for the 2015/16 Budget setting process.		

### **M e m b e r s h i p**

List of Members of the Policy & Finance Committee

Cllrs Cobley (Chairman); J. Newbold (Vice Chairman); Clarke; Draper; Gill; Ginger;  
Jones; Kemp; Lyle; Parry; Sheward; Smithers

### **Notes**

The next Policy & Finance Committee meeting will be held on 26<sup>th</sup> October 2015