



## 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: 21<sup>st</sup> October 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 26<sup>th</sup> October 2015 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **Second Quarter Income & Expenditure**
- **Budget Considerations and Recommendations**
- **Internal Auditors Report**

*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 14<sup>th</sup> SEPTEMBER 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 14<sup>th</sup> September 2015

	<b>ITEM</b>	<b>Attachment</b>	<b>Page No</b>
<b>8.</b>	<b>FINANCE INFORMATION</b> To receive:-		
a)	Payments – August & September 2015	<b>8a</b>	15
b)	Income – August & September 2015	<b>8b</b>	21
c)	Second Quarter Income & Expenditure	<b>8c</b>	33
d)	Second Quarter Exceptions Report	<b>8d</b>	43
e)	Receive Barclay Card Statements	<b>8e</b>	45
f)	Reconciliation for August & September 2015	<b>8f</b>	47
<b>9.</b>	<b>POLICIES</b> To consider for adoption:-	<b>9</b>	
a)	Protocol on Communications	<b>9a</b>	49
b)	Protocol on Bullying & Harassment	<b>9b</b>	53



<b>10.</b>	<b>CONSULTATIONS</b>	<b>10</b>	
<b>a)</b>	Shropshire Health & Wellbeing	<b>10a</b>	59
<b>b)</b>	Gambling	<b>10b</b>	91
<b>c)</b>	Homelessness Strategy	<b>10c</b>	97
<b>11.</b>	<b>MARKETS BETWEEN CHRISTMAS AND NEW YEAR</b>	<b>11</b>	131
	To consider a request for rent reduction		
<b>12.</b>	<b>QUARTERLY ELECTRICITY METER READS</b>	<b>12</b>	133
	To note meter readings in the report		
<b>13.</b>	<b>2016/17 BUDGET WORKING GROUP</b>	<b>13</b>	135
	To note the minutes and consider the recommendations, consultation and press release		
<b>14.</b>	<b>INTERNAL AUDITORS REPORT</b>	<b>14</b>	143
	To note the internal auditors interim report and daily rent collection sheet		

### 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 30<sup>th</sup> November 2015