



## 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: 6<sup>th</sup> April 2016**

### **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 11<sup>th</sup> April 2016 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **Policies**
- **Pensions**
- **Paperless Agendas**

***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 29<sup>th</sup> February 2016** (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 29<sup>th</sup> February 2016

| <b>ITEM</b>  | <b>Attachment</b> | <b>Page No</b> |
|--|-------------------|----------------|
| <b>8. FINANCE INFORMATION</b>                                      |                   |                |
| To receive:-   |                   |                |
| a) Payments – February 2016  | <b>8a</b>         | 15             |
| b) Income – February 2016  | <b>8b</b>         | 17             |
| c) Reconciliation – February 2016                                  | <b>8c</b>         | 21             |
| d) Barclaycard Statement – February 2016                           | <b>8d</b>         | 23             |
| e) Paypal – Payments, Income & Reconciliation February 2016        | <b>8e</b>         | 25             |
| f) Mayors Charity – Payment, Income & Reconciliation February 2016 | <b>8f</b>         | 29             |
| <b>9. POLICIES</b>   |                   |                |
| To recommend adoption of:-   |                   |                |
| a) Data Protection Policy  | <b>9a</b>         | 33             |
| To recommend amendments and re-adoption of:-                       |                   |                |
| b) Recruitment & Selection Policy                                  | <b>9b</b>         | 39             |



|  |  |            |    |
|--|--|------------|----|
| c)   | Vehicle Replacement & Machinery Maintenance                | <b>9c</b>  | 45 |
| d)   | Member Officer Protocol                                    | <b>9d</b>  | 47 |
| e)   | Whistle Blowing Policy                                     | <b>9e</b>  | 51 |
| f)   | Twinning Protocol  | <b>9f</b>  | 55 |
| <b>10.</b>   | <b>PENSION SCHEME</b>                                      |            |    |
| a)   | To note the pensions contributions bandings update         | <b>10a</b> | 59 |
| b)   | To note the correspondence from the Pensions Regulator     | <b>10b</b> | 63 |
| <b>11.</b>   | <b>PAPERLESS AGENDAS</b>                                   | <b>11</b>  | 65 |
|  | To consider a report on paperless agendas                  |            |    |
| <b>12.</b>   | <b>POST 16 EDUCATION TRANSPORT ASSISTANCE CONSULTATION</b> | <b>12</b>  | 69 |
|  | To consider a reply to the consultation                    |            |    |
| <b>M e m b e r s h i p</b>   |  |            |    |
| List of Members of the Policy & Finance Committee  |  |            |    |
| Councillors Cobley (Chairman); J. Newbold (Vice Chairman); Clarke; Draper; Gill; Ginger; Jones; Kemp; Lyle; Parry; Sheward; Smithers |  |            |    |
| <b>Notes</b>   |  |            |    |
| The next Policy & Finance Committee meeting will be held on 13 <sup>th</sup> June 2016   |  |            |    |