

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 6th JUNE 2016** at **7.00PM**.

S/01 **PRESENT**

Chairman: Councillor R Jones

Councillors: Coble, Draper, Gill, Lyle and Smithers.

Officers: Gina Wilding, Town Clerk
Sean Turgoose, DLF & Market Supervisor
Tony Caton, Market Officer
Sarah Hughes, Finance Assistant

Also
in attendance: Cllr M Jones
Cllr V Parry (arrived 7.05pm)

S/02 **HEALTH & SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

S/03 **APOLOGIES**

Apologies were received from Councillors Clarke, Ginger, Kemp, S Newbold and J Newbold

S/04 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None

Conflicts of Interest

None

Personal Interests

Councillor	Item	Reason
Councillor Lyle	15	Has a connection with Ludlow 21 and knows the person sourcing the plants.

S/05 PUBLIC OPEN SESSION

There were no members of the public present.

S/06 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

There were no unitary councillors present.

S/07 MINUTES – 4th APRIL 2016

RESOLVED (5:0:1)

JS/DL

That the minutes of the Services Committee meeting held on the 4th April 2016, be approved as a correct record and signed by the Chairman.

Councillor Parry entered the meeting at 7.05pm

S/08 ITEMS TO ACTION

RESOLVED (unanimous)

JS/PD

That the Items to Action be noted.

S/09 MARKET ELECTRIC

RESOLVED (unanimous)

PD/RJ

To receive the Market electric monitoring of usage for March 2016.

S/10 VAN REPLACEMENT

RECOMMENDED (unanimous)

RJ/TG

- i) That due to the current period of uncertainty regarding service cuts from Shropshire Council, the current Vauxhall van lease is extended beyond the term of the lease.
- ii) The Peugeot is retained.
- ii) That options are reviewed by Services Committee in September 2016.

S/11 **WHEELER ROAD PLAYAREA RESURFACING**

RESOLVED (unanimous)
RJ/PD

To note the report.

S/12 **PEACE MEMORIAL**

RESOLVED (unanimous)
RJ/AC

To note the update

S/13 **CEMETERY HOUSE**

Councillor Smithers commented that from personal experience a written agreement provides clarity for both parties on the ownership of any installations to the property.

RESOLVED (Unanimous)
TG/RJ

That:

- i) The request to replace the bath and works to install a shower over the bath at Cemetery House is approved
- ii) The costs of the fixtures and fitting and installation work is covered by the tenant.
- ii) A letter is written to the tenants of Cemetery House to confirm approval with the proviso that the work is undertaken by approved and qualified contractors and the new fitting and fixings are not removed from the property at the end of the tenancy.

S/14 **BENCHES**

The chairman thanked Councillor Perks for his work to the benches.

RESOLVED (Unanimous)
RJ/JS

That the report be noted.

S/15 **LUDLOW IN BLOOM (LIB)**

a) Minutes of 31st March & 13th April 2016

RESOLVED (unanimous)
AC/JS

- i) To note the Ludlow in Bloom minutes of 31st March & 13th April 2016.
- ii) To note that Cllr Perks would provide a specification for the proposed bench at Lower Corve Street
- iii) To note that Councillor Parry informed members that only two candidates have come forward with specifications for the Castle Street Sensory Garden. One candidate did not provide a fully specified quotation and could not be considered and the second contractor met all conditions and was awarded the contract. Work is due to commence work on Monday 13th June 2016.

S/16 **b) Specification for Castle St Car Park**

RESOLVED (unanimous)
RJ/AC

That the specification be noted.

S/17 **c) Sponsorship letter**

RESOLVED (unanimous)
RJ/JS

That the sponsorship letter be noted.

S/18 **d) Extra Market for Tuesday 20th September 2016**

RESOLVED (unanimous)
RJ/PD

That:

- i) An extra Market on Tuesday 20th September for the Heart of England in Bloom ceremony be approved
- ii) Traders are charged at Monday market rent

S/19 FAIRTRADE BED

The Chair thanked the Direct Labour Supervisor for the update.

RESOLVED (unanimous)
RJ/JS

To note the update from the Direct Labour Supervisor that more plants had been ordered and the bed should be completed this week with the exception of the bulbs which will be ready later in the year.

The meeting closed at 7.20pm

Chairman

Date

N.B. No Closed Session Minutes will be issued.