

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 13th JUNE 2016** at **7.00PM**

PF/01 PRESENT

Chairman: Councillor Cobley

Councillors: Gill, Lyle, Parry, Sheward, Smithers

Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Officer

PF/02 HEALTH & SAFETY

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

PF/03 APOLOGIES

Apologies for absence were received from Councillors Clarke, Draper, Ginger, R. Jones, Kemp and J. Newbold.

PF/04 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None Declared

Declaration of Conflicts of Interest
None Declared

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A. Cobley	13	Friend of the Infant School Chair of Governors and youngest daughter attends the school
V. Parry	9	Ludlow in Bloom

PF/05 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/06 UNITARY COUNCILLORS SESSION

Unitary Councillor Parry, Ludlow South explained to the Committee the current Shropshire Council Community Infrastructure Levy (“CIL”) policy. This included 5% of the fund being used to administer the scheme, 15% paid down to the local parish/town council and the remaining 80% being retained by Shropshire Council for strategic and local infrastructure. Councillor Smithers stated that he understood the Town Council could veto Shropshire Council spending decisions on the CIL monies in Ludlow.

PF/07 MINUTES**RESOLVED (Unanimous) JS/AC**

That the minutes of the Policy and Finance Committee meeting held on 11th April 2016, subject to the deletion of the words “at a” at minute PF/121, be approved as a correct record and signed by the Chairman.

PF/08 ITEMS TO ACTION**RESOLVED (Unanimous) JS/CS**

That the Items to Action be noted.

PF/09 FINANCIAL INFORMATION

Councillor Lyle queried the Public Works Loan Board repayments, the Town Clerk stated that the loan would be repaid in September 2020 and was originally taken out to cover the cost of several different projects including the setting up of the Direct Labour Force and the installation of the play area at Wheeler Road.

RESOLVED (Unanimous) AC/JS

That the Payments and Income Report, Bank Reconciliation, Barclaycard Statements, Paypal and Mayors Charity Report for March 2016, be received.

PF/10 4th QUARTER – INCOME & EXPENDITURE REPORT & EXCEPTIONS REPORT**RESOLVED (Unanimous) AC/JS**

That the Income and Expenditure report and Exceptions report be received.

PF/11 **POLICIES****a) Castle Gardens Policy**

The Town Clerk stated that the deleted line related the annual planting scheme and therefore no longer applied as the beds were now planted with perennial plants.

Councillor Gill asked if the condition of the chain fence surrounding the gardens could be discussed at a future meeting. The Town Clerk said that she would refer the matters to Services Committee and that there had been discussions with English Heritage regarding this issue.

RECOMMENDED (Unanimous) JS/AC

That the Castle Garden Policy as amended, be adopted.

PF/12 **b) Environmental Policy**

Councillor Lyle asked about the environmental management system, the Town Clerk stated that the system would be developed with Ellis Whittam on their next visit. Councillor Parry asked how often the environmental control training was made available to staff. The Town Clerk said that the training was available through the e-learning system and therefore was accessible to staff at all times.

RECOMMENDED (Unanimous) JS/TG

That the Environmental Policy be adopted.

PF/13 **NATIONAL SALARY AWARD 2016/2018**

Councillor Smithers informed Members that staff contracts stated that salaries would be in line with the National Joint Council salary scales.

RECOMMENDED (Unanimous) JS/TG

That the National Salary Award 2016/18 be adopted.

PF/14 **STAFF AND COUNCILLOR EXPENSES**

Councillor Sheward asked if there were any mileage rates available for electric cars, Councillor Gill added that the Council may wish to consider a bicycle use allowance as well in line with the Council environmental objectives.

RECOMMENDED (Unanimous) JS/CS

That the Staff and Councillor Expenses, as set out in the SLCC advice note be adopted.

PF/15 PROPOSED ACADEMY STATUS

Councillor Sheward wished to say that Shropshire Council did have a very good record with schools and that he felt it was sad that the situation had come to this as staff worked very hard to provide a high standard of education.

RESOLVED (Unanimous) AC/JS

That the Town Clerk write a letter to the school to say that Members have considered the proposal and feel that it makes sense in the present climate.

PF/16 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (Unanimous) AC/JS

That the public be excluded and the meeting continue in closed session.

The meeting closed at 7.47pm

Chairman

Date

N.B. Closed Session Minutes will be issued.