



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 13th July 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 18th July 2016 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **Insurance**
- **Income & Expenditure Information**
- **Lone Worker Policy**

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 13th June 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 13th June 2016

ITEM	Attachment	Page No
8. FINANCE INFORMATION		
To receive:-		
a) Payments – April and May 2016	8a	15
b) Income – April and May 2016	8b	23
c) Reconciliation – April and May 2016	8c	33
d) Barclaycard Statement – April and May 2016	8d	35
e) Paypal – Payments, Income & Reconciliation – April and May 2016	8e	37
f) Mayors Charity – Payment, Income & Reconciliation May 2016	8f	45
9. POLICIES	9	49
To review and adopt the Lone Worker Policy		



10.	THE INSURANCE ACT 2015 To note the update	10	55
11.	VIREMENT To approve a virement between budgets	11	59
12.	EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman will move 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.	No papers	
13.	INSURANCE To consider the quotations.	13	63
14.	RESIDENTIAL RENT REVIEW To consider a review process	14	109
15.	GAS CONTRACT To consider the price comparison	15	117
M e m b e r s h i p			
List of Members of the Policy & Finance Committee			
Councillors Cobley (Chairman); Gill (Vice Chairman); Clarke; Draper; Ginger; R. Jones; Kemp; Lyle; J. Newbold; Parry; Sheward; Smithers			
Notes			
The next Policy & Finance Committee meeting will be held on 12 th September 2016			