



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 18th JULY 2016** at **7.00PM**

PF/19 **PRESENT**

Chairman: Councillor Cobley

Councillors: Clarke, Gill, Kemp, Lyle, Parry, Sheward, Smithers

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

PF/20 **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/21 **APOLOGIES**

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

PF/22 **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>
J. Smithers	8	Travel Expenses

PF/23 **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

PF/24 UNITARY COUNCILLORS SESSION

Unitary Councillor Parry, Ludlow South informed Members that Shropshire Council were meeting on Thursday and she would report back to the next Ludlow Town Council meeting.

PF/25 MINUTES**RESOLVED (Unanimous) JS/AC**

That the minutes of the Policy and Finance Committee meeting held on 13th June 2016, be approved as a correct record and signed by the Chairman.

PF/26 ITEMS TO ACTION**RESOLVED (Unanimous) JS/MC**

That the Items to Action be noted.

PF/27 FINANCIAL INFORMATION

Councillor Lyle queried the Council's subscriptions to SALC and NABMA and what services the Council receives from these bodies. The Town Clerk stated that SALC offered support and advice which was sector specific including legal advice as well as discounted rates for Councillor and staff training. She said that NABMA was the official national body for Market authorities and offered training, advice and networking as well as recognition through their annual awards and conference which was held in Ludlow this year.

RESOLVED (Unanimous) JS/TG

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

PF/28 POLICIES

Councillor Clarke referred to the suggested additions to the policy that he had submitted which he felt were pertinent. He added that in order to protect the Council staff should sign such policies to say that they have been read.

RECOMMENDED (Unanimous) JS/AC

That:-

- a) the Lone Worker Policy be referred to Ellis Whittam for their comments on the suggested additions.
- b) the policy, as approved by Ellis Whittam, be referred to Council for consideration and adoption.

PF/29 THE INSURANCE ACT 2015

RESOLVED (Unanimous) AC/JS

That the Insurance Act 2015 update be noted.

PF/30 VIREMENT

RECOMMENDED (Unanimous) JS/TG

That a virement of £2,500 from code 501/4800 to 402/4550 be approved.

PF/31 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/PK

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

The meeting closed at 7.50pm

Chairman

Date

N.B. Closed Session Minutes will be issued.