



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 12<sup>th</sup> SEPTEMBER 2016** at **7.00PM**

### PF/35 PRESENT

Chairman: Councillor Cobley

Councillors: Clarke, Gill, R. Jones, Lyle, Parry, Sheward, Smithers

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

### PF/36 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/37 APOLOGIES

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

### PF/38 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	14 Shropshire Housing Group	Son in Law works for West Mercia Police Works for Rockspring Centre - SLA
V. Parry		Ludlow in Bloom

### PF/39 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public present.

**PF/40 UNITARY COUNCILLORS SESSION**

Unitary Councillor Parry, Ludlow South, informed the Committee that the new Police Commissioner for the West Midlands had this week spoken at a meeting of SALC. Where he stated that he wanted to see more police on the streets and was looking to supply officers with new kits (including laptops and mobile phones) which would allow them to work from local stations rather than returning to the main area police station. She added that he had also said he would be willing to attend a Council meeting to discuss local policing with Members.

Unitary Councillor Parry went on to say that a presentation had also been made by Jake Berriman from Shropshire Housing Group on the difficulties being caused in regards to community housing by the current doubt over affordable housing and the knock on effect of right to buy on housing stocks particularly in rural areas.

She added that the next SALC Clerks meeting would be held on the 29<sup>th</sup> September 2016 and all Councillors were welcome to attend.

**PF/41 MINUTES****RESOLVED (Unanimous) AC/JS**

That the open and closed session minutes of the Policy and Finance Committee meeting held on 18<sup>th</sup> July 2016, be approved as a correct record and signed by the Chairman.

**PF/42 ITEMS TO ACTION****RESOLVED (Unanimous) AC/RJ**

That the Items to Action be noted.

**PF/43 FINANCIAL INFORMATION****RESOLVED (Unanimous) AC/RJ**

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

**PF/44 1<sup>st</sup> QUARTER INCOME & EXPENDITURE**

Councillor Clarke commented on the Vans Service and Repair code and how it may be necessary to increase this code as the vehicles were being kept longer. The Town Clerk stated that this could be referred to the Budget Working Group for consideration.

**RESOLVED (Unanimous) AC/MC**

That the 1<sup>st</sup> Quarter Income and Expenditure and Exceptions report be received.

**PF/45 CIVIC VISITS**

Councillor Cobley stated that this report was a useful reminder of the hard work of both the Mayor and Deputy Mayor.

**RESOLVED (Unanimous) JS/RJ**

That the Civic Events attended by the Mayor of Ludlow from May to August and the Deputy Mayor's support through attending Civic Events be noted

**PF/46 POLICIES**

Councillor Parry expressed her concern for the Toilet Cleaning staff who work alone as they can encounter some angry and abusive people. The Town Clerk stated that all lone working staff including the Toilet Cleaner were issued with mobile phones and had access to a secure area in which to retreat should they encounter any issues. Councillor Clarke added that such policies were about managing the risk in a reasonably practicable manner.

**RECOMMENDED (Unanimous) AC/MC**

That the amended Lone Worker Policy be adopted.

**PF/47 PAPERLESS AGENDAS**

The Town Clerk stated that ten Councillors had expressed an interest in a Council loaned IT tablet, but that in order to be flexible in the future the Council would need to purchase fifteen tablets. She added that the 7 inch tablets were the more cost effective option.

Councillor Parry suggested that as Shropshire Council were renewing their Councillors' tablets, they may be willing to sell the old ones to the Town Council. Councillor Gill said that considering the low cost of the new tablets, second-hand ones would not be cost effective as they would not come with support or a guarantee.

Councillor Sheward asked if moving to paperless agendas would reduce the Council's print costs if we are tied into a contract. The Town Clerk stated that the current photocopier contract ran until May 2018, which gave Council time to establish the new paperless system and then renegotiate the contract on the terms of the new usage which will be greatly reduced.

**RECOMMENDED (Unanimous) AC/RJ**

That fifteen 7" tablets are purchased for loan to Councillors.

**PF/48**     **CALENDAR OF EVENTS**

Councillor Parry stated that she supported the regular small increase in fees which should not be a burden to advertisers as opposed to freezing fees for numerous years and then making a very large increase that could discourage customers.

**RESOLVED (Unanimous) TG/JS**

That:-

- i) The 5% fee increase be approved.
- ii) The Calendar of Events has a break-even budget
- iii) The current level of regional distribution be maintained; plus local print distribution and distribution online via local websites including festivals and social media.
- iv) Partnership working to increase the online presence of the leaflet via festivals and other local websites and increased presence on social media be encouraged

**PF/49**     **SAFER WEST MERCIA PLAN****RESOLVED (Unanimous) JS/AC**

That:-

- i) Councillors make individual representations in response to the consultation.
- ii) Ludlow Town Council invites the Police Commissioner to attend a future Council or Policy & Finance Committee meeting to discuss the plan and local policing matters.

**PF/50**     **BANK CHARGES****RESOLVED (Unanimous) RJ/AC**

That the Bank Charges report be noted.

**PF/51**     **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/DL**

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

The meeting closed at 8.05pm

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Chairman

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Date

N.B. Closed Session Minutes will be issued.