



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 22nd February 2017

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 27th February 2017 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **3rd Quarter Income & Expenditure Report**
- **3rd Quarter Exceptions Report**
- **Election**
- **Fairtrade**

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 16th January 2017** (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 16th January 2017

ITEM	Attachment	Page No.
8. FINANCE INFORMATION		
To receive:-		
a) Payments – December 2016	8a	13
b) Income – December 2016	8b	17
c) Reconciliation – December 2016	8c	23
d) Barclaycard Statement – December 2016	8d	25
e) Paypal – Payments, Income & Reconciliation – December 2016	8e	27
f) Mayor’s Charity – Payment, Income & Reconciliation – December 2016	8f	31
9. 3rd QUARTER INCOME & EXPENDITURE		
a) Income & Expenditure Report – October to December 2016	9a	35
b) Exceptions Report – October to December 2016	9b	45



10. POLICIES	To review and re-adopt:-		
a)	Customer Care Policy	10a	49
b)	Child & Vulnerable Adults Protection Policy	10b	53
11. FAIRTRADE STREERING GROUP REPORT		11	65
a)	To consider recommending re-adoption of Ludlow's Fairtrade Status to Full Council		
b)	To consider recommending the adoption of actions to be undertaken by Ludlow Town Council		
12. ELECTION INFORMATION		12	69
a)	To note the election information provided by Shropshire Council		
b)	To promote the election timetable and supporting information on Ludlow Town Council website and via social media - Ludlow Town Council Facebook page @LudlowTC (Ludlow Town Council), @LudlowMarket, @TheButterX (Ludlow Museum at the Buttercross)		
M e m b e r s h i p			
List of Members of the Policy & Finance Committee			
Councillors Cobleby (Chairman); Gill (Vice Chairman); Clarke; Draper; Ginger; R. Jones; Kemp; Lyle; J. Newbold; Parry; Perks; Sheward; Smithers			
Notes			
The next Policy & Finance Committee meeting will be held on 10 th April 2017			