



# MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 27<sup>th</sup> FEBRUARY 2017** at **7.00PM**

**PF/91**    **PRESENT**

- Chairman:                      Councillor Cobley
  
- Councillors:                 Clarke, Draper, Gill, Ginger, Jones, Lyle, Parry, Perks, Sheward, Smithers
  
- Officers:                     Gina Wilding, Town Clerk  
                                   Lucy Jones, Senior Finance Assistant

**PF/92**    **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/93**    **APOLOGIES**

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

**PF/94**    **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None Declared

<u>Declaration of Conflicts of Interest</u>		
<u>Member</u>	<u>Item</u>	<u>Reason</u>
V Parry		Chair of Ludlow in Bloom

<u>Declarations of Personal Interest</u>		
<u>Member</u>	<u>Item</u>	<u>Reason</u>
P. Draper	8f	Mayor's Charity
G. Perks	9	Street Furniture Maintenance
C. Sheward	12	Standing for election as a Unitary Councillor

**PF/95**    **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**PF/96 UNITARY COUNCILLORS SESSION**

Unitary Councillor Parry, Ludlow South, stated that the Ludlow Assembly Rooms ("LAR") would be losing their funding from Shropshire Council and she was therefore endeavouring, as the Ludlow Town Council representative at LAR to arrange a meeting to discuss the future. She added that LAR would make a presentation on their work to the new Council.

Unitary Councillor Parry went on to say that Ludlow could become a dementia friendly town and a meeting would be held on the 7<sup>th</sup> March 2017 at 5.30pm in the Women's Centre for people to come and talk about their experiences with dementia and loneliness.

**PF/97 MINUTES****RESOLVED (9:0:2) AC/GG**

That the open session minutes of the Policy and Finance Committee meeting held on 16<sup>th</sup> January 2017, subject to the deletion of the personal interest "mortgage with connecting bank", be approved as a correct record and signed by the Chairman.

**PF/98 ITEMS TO ACTION****RESOLVED (10:0:1) RJ/AC**

That the Items to Action be noted.

**PF/99 FINANCIAL INFORMATION****RESOLVED (Unanimous) AC/MC**

That the Payment, Income, Reconciliation, Barclaycard, Paypal and Mayor's Charity report for December 2016, be received.

**PF/100 3<sup>rd</sup> QUARTER INCOME & EXPENDITURE**

Members discussed the 3<sup>rd</sup> Quarter reports.

**RESOLVED (Unanimous) AC/MC**

That the Income and Expenditure and Exceptions report for the 3<sup>rd</sup> Quarter, be received.

**PF/101 POLICIES**

**Customer Care Policy**

**RECOMMENDED (Unanimous) AC/RJ**

That the Customer Care Policy be adopted subject to comments from Ellis Whittam.

**PF/102 Child & Vulnerable Adult Protection Policy**

**RESOLVED (Unanimous) AC/RJ**

That the item be deferred to the next Policy and Finance Committee once comments from Ellis Whittam are available.

**PF/103 FAIRTRADE STEERING GROUP**

**RECOMMENDED (Unanimous) GG/PD**

That Ludlow Town Council formally renews its commitment to and support for Fair Trade in Ludlow and Ludlow as a Fair Trade Town.

**PF/104 RECOMMENDED (Unanimous) RJ/AC**

That:-

- i) the Council annually nominates a Councillor to act as representative on the Ludlow Fair Trade Town Steering Group.
- ii) the Council displays its commitment and support prominently on the Ludlow Town Council website to make it clear that Ludlow is a Fair Trade Town.
- iii) Where appropriate the Council uses Fair Trade products at its events and when the Town Council has any promotional events it liaises with the Fair Trade Steering Group for it to provide fairly traded refreshments.
- iv) Representatives of Ludlow Town Council continue to work with the Fairtrade Steering Group to generate ideas for how the town can celebrate the 15<sup>th</sup> anniversary in 2018, including a larger scale Mayor's reception and also investigating the scope for signage to include the Town's Fair Trade status.

**PF/105 ELECTION INFORMATION**

**RESOLVED (Unanimous) AC/RJ**

That the election information provided by Shropshire Council, be noted.

**PF/106 RESOLVED (Unanimous) AC/PD**

That the election timetable be promoted on the Councils website and via social media.

The meeting closed at 7.52pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. No Closed Session Minutes will be issued.