

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 3rd APRIL 2017** at **7.00PM**.

S/205 **PRESENT**

Chairman: Councillor R Jones

Councillors: Clarke, Ginger, Gill, Parry and Smithers.

Officers: Gina Wilding, Town Clerk
Sean Turgoose, DLF & Market Supervisor
Sarah Hughes, Finance Assistant
Helen Jones, Museum Assistant
Monty Lowe, Museum Assistant

S/206 **HEALTH & SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

The Chair also took this opportunity to thank the Town Clerk, Ludlow Town Council staff and members of the Committee for their support during her term as Chair of Services.

S/207 **APOLOGIES**

Apologies were received from Councillors Cobby, Draper, Kemp, Lyle, S. Newbold and J. Newbold

S/208 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

| <u>Councillor</u> | <u>Item</u> | <u>Reason</u> |
|-------------------|-------------|--------------------------|
| Councillor Parry | 8 | Chair of Ludlow in Bloom |

Conflicts of Interest

| <u>Councillor</u> | <u>Item</u> | <u>Reason</u> |
|-------------------|-------------|---------------|
| None. | | |

Personal Interests

| <u>Councillor</u> | <u>Item</u> | <u>Reason</u> |
|-------------------|-------------|---------------|
| None. | | |

S/209 PUBLIC OPEN SESSION

Mr Curl, Castle Square Ludlow

Mr Curl addressed members regarding item 9 of the agenda, street lighting in Castle Square, stating that he had been in conversation with Councillor Gill regarding the issue of light pollution through his daughter's bedroom window from the street lighting. He suggested the lights be put onto a timer and switched off during the night, or screening being installed around the lamps.

Audrey Curl, Castle Square Ludlow

Ms Curl supported her father's comments regarding the street lighting.

S/210 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

Councillor V Parry, Ludlow South attended the meeting and made no comment.

S/211 MINUTES

Open Session

RESOLVED (Unanimous) RJ/GG

That the open session minutes of the Services Committee meeting held on the 20th February 2017, be approved as a correct record and signed by the Chairman.

Closed Session

RESOLVED (Unanimous) MC/GG

That the closed session minutes of the Services Committee meeting held on the 20th February 2017, be approved as a correct record and signed by the Chairman.

S/212 ITEMS TO ACTION

RESOLVED (5:0:1) RJ/MC

To note the Items to Action.

Councillor Parry left the meeting at 7.10pm

S/213 LUDLOW IN BLOOM SCHOOL ART COMPETITION

The Town Clerk informed members that she had spoken to Councillor Parry prior to the meeting regarding details of the competition, which were tabled for members at the meeting. The timescale for free entry being proposed was second week in May until the end of June.

The Chair stated that free entry should be extended to all children during this period, although parents accompanying the children would have to pay to enter the museum.

RESOLVED (Unanimous) RJ/GG

- i) To permit free entry to Ludlow Museum at the Buttercross for all children from the second week in May until the end of June 2017.
- ii) School Art Competition certificates for 1st, 2nd and 3rd prize of each age group are issued.

Councillor Parry re-entered the meeting at 7.15pm

S/214 FRIENDS OF LUDLOW MUSEUM MEETING

RESOLVED (Unanimous) MC/JS

To note the update from the Friends of Ludlow Museum meeting held on Friday 27th January 2017.

S/215 LUDLOW MUSEUM AT THE BUTTERCROSS

The Chair thanked Museum Assistants Monty and Helen for attending the meeting, and invited them to give an update on day to day running of the museum.

Monty stated he felt the first 8 months since opening the new museum have been very successful, with footfall and social media both steadily increasing. He added that the temporary exhibit is bringing in a more diverse audience.

Helen added that she had taken over the management of the museum Trip Advisor from Shropshire Council, which was receiving good feedback from visitors.

Monty and Helen both agreed that they would like to see more children visiting the museum. Furthermore, they suggested that child friendly merchandise such as book marks, pencil sharpeners and keyrings might make good additions to the current merchandise.

Councillor Smithers suggested that 'Museum in a Box' which is run by Shropshire Archives in Shrewsbury should be booked for the period surrounding Remembrance Sunday in 2017.

The Committee and Chair thanked Monty and Helen for their hard work and dedication in supporting a vital tourism venue in Ludlow.

Members also has sight of Ludlow Destination Partnership Draft Action Plan. Councillor Clarke asked how the plan would be achieved and the Town Clerk explained that the next stage was to set the priorities and allocate responsibilities with the group and amongst key individuals in the town.

RESOLVED (Unanimous) GG/RJ

- i) To note the current statistics for Ludlow Museum at the Buttercross
- ii) To approve the organisation of the first Viewing & Attribution Evening, and drafting of a quarterly programme for 2017 / 18.
- iii) To approve organisation the first evening lecture, and drafting of a programme of lectures for 2017 /18.
- iv) To approve a draft programme of quarterly temporary exhibitions that include the current exhibition.
- v) To approve voluntary opening the museum on additional day(s) – dates to be agreed – and subsequent reporting back to Committee.
- vi) To vire £50 from contingencies to create a Buttercross Events code for refreshments / out of pocket expenses.
- vii) To approve in principle, subject to securing external funding, the development of a business and merchandising plan with sector specific business consultants.
- viii) To bring a report back to committee in 6 months' time, when a full year's overview of Ludlow Museum at the Buttercross' progress can be assessed.

S/216 STREET LIGHTING

Councillor Ginger asked how many of the Market Square street lights were under the control of Ludlow Town Council, to which the Town Clerk responded that we maintain 13 street lights.

Councillor Gill added that the issue of lighting remaining on all night was an issue throughout the town.

Councillors agreed that public lighting was important for public safety and crime prevention.

RESOLVED (Unanimous) RJ/GG

- i) That no action is taken until the lighting review currently being undertaken by Shropshire Council is completed.
- ii) To write to the residents informing them of the decision, and define the number and location of the street lights under Town Council ownership.

S/217 CASTLE GARDENS FOUNTAIN

Councillors remarked on the vast improvement that the works had made upon both the Fountain and Canon in Castle Gardens, at no cost to the Town Council.

The Town Clerk informed members that she had received a request from the Civic Society to repaint the railings surrounding the canon, which members agreed would further improve the appearance of the gardens.

RESOLVED (Unanimous) RJ/GG

To thank the Civic Society for their excellent workmanship in refurbishing the Fountain and cleaning the Cannon, and formally approve the repainting of the railings surrounding the Cannon.

S/218 BENCHES & TOWN MEMORIAL

RESOLVED (Unanimous) RJ/MC

That the update from Councillor Perks be noted.

The meeting closed at 7.40pm

Chairman

Date

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