

LUDLOW TOWN COUNCIL

A G E N D A

To: All Members of the Council, Unitary Councillors, Press

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Despatch date: 4th May 2017

COUNCIL

You are summoned to attend the Annual General meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 10th May 2017 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2017-2018
- Election of Deputy Mayor 2017-2018
- Membership of Committees
- Civic Awards

The public may speak at this meeting

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. **ELECTION OF MAYOR 2017-2018** – To receive nominations and elect the Mayor. There will be paper ballots including all nominations that are seconded until the successful candidate is elected by majority vote.
2. **ELECTION OF DEPUTY MAYOR 2017-2018** – To receive nominations and elect the Deputy Mayor. There will be paper ballots including all nominations that are seconded until the successful candidate is elected by majority vote.
3. **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.
4. **Apologies**
5. **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
6. **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.
7. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
8. **Minutes** – To approve as a correct record and sign the minutes of the open and closed session **COUNCIL** minutes of **MONDAY 13TH MARCH 2017**.
9. **Items to Action** – To note the items to action sheet from the previous Council Meetings held on **13th MARCH 2017**.

ITEM	Attachment	Page No
10. COUNCIL MEETING CALENDAR		
a) To adopt the Council/Committee calendar dates for 2017/18.	10a	27
b) To adopt the Meeting Protocol.	10b	31
11. SERVICES COMMITTEE MEMBERSHIP		
a) To adopt the Terms of Reference for Services Committee.	11a	35
b) To nominate and elect the Committee Membership.	No papers	
c) Election of Chairman for Services Committee (From the new Services Committee Members).	No papers	



d)	Election of Vice-Chairman for Services Committee.	No papers	
12.	REPRESENTATIONAL COMMITTEE MEMBERSHIP		
a)	To adopt the Terms of Reference for Representational Committee.	12a	39
		No papers	
b)	To nominate and elect the Committee Membership.		
c)	Election of Chairman for Representational Committee (From the new Representational Committee Members).	No Papers	
d)	Election of Vice-Chairman for Representational Committee (From the new Representational Committee Members).	No papers	
13.	POLICY & FINANCE COMMITTEE MEMBERSHIP		
a)	To adopt the Terms of Reference for Policy & Finance Committee.	13a	43
b)	To nominate and elect the Members of Policy and Finance Committee <i>Please note: Terms of Reference state that membership should include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees.</i>	No Papers	
c)	Election of Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members).	No Papers	
d)	Election of Vice-Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members).	No papers	
e)	To agree the Council's Authorised Signatories for payments	13e	47
14.	STAFFING AND APPEALS COMMITTEE MEMBERSHIP		
a)	To adopt the Terms of Reference for Staffing and Appeals Committee.	14a	49
		No Papers	
b)	To nominate and elect the Committee Membership.		
c)	Election of Chairman for Staffing and Appeals Committee (From the new Representational Committee Members).	No Papers	
d)	Election of Vice-Chairman for Staffing and Appeals Committee (From the new Representational Committee Members).	No papers	
15.	APPOINTMENT OF SUB-COMMITTEES & WORKING GROUPS		
a)	To appoint Sub-Committees and Working Groups.	No papers	
b)	To appointment membership of Sub-Committees and Working Groups.	15b	53
16.	SCHEME OF DELEGATION		
	To adopt the Council's Scheme of Delegation.	16	55
17.	STANDING ORDERS & FINANCIAL REGULATIONS		
	To adopt:		
a)	Standing Orders.	17a	59
b)	Financial Regulations.	17b	101



18. COUNCIL'S LAND AND ASSETS		
To adopt the asset register.	18	123
19. INSURANCE		
a) To adopt PF/117 RECOMMEND (unanimous)	19a	127
To approve the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel.		
b) To adopt insurance cover in respect of all insured risks.	19b	129
20. RISK ASSESSMENTS		
Review and adopt the Council's risk assessments	20	141
21. MEMBERSHIP OF OTHER BODIES		
a) To review and appoint Councillor representatives on other bodies.	21a	171
b) To adopt the Council's continued Membership of Professional Bodies.	21b	172
22. FREEDOM OF INFORMATION		
a) To adopt the Council's Freedom of Information Policy	22a	173
b) To adopt the Model Publication Scheme.	22b	176
23. PRESS PROTOCOL		
To adopt the Council's Press Protocol.	23	183
24. ANNUAL TOWN RESIDENTS MEETING & COMMITTEES		
To receive the minutes of:		
a) The Annual Town Residents meeting on MONDAY 24th APRIL 2017 . <i>Questions from the meeting will be consider at Council on 19 June 2017.</i>	24a	186
b) Policy & Finance Committee 10 th April 2017.	24b	196
c) Services Committee 3 rd April 2017.	24c	200
d) Representational Committee 8 th March and 5 th April 2017.	24d	205
25. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960		
The Chairman will move 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.	No papers	
26 CIVIC AWARDS		
To approve Civic Awards for 2017	To be tabled	



M e m b e r s h i p

Councillors elected on 4th May 2017 as notified by Shropshire Council Elections

The date of the next Council meeting is the 19th June 2017