

## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 18<sup>th</sup> MARCH 2019** at **7.00PM**

### **PF/108 PRESENT**

Chairman: Councillor Cobley  
Councillors: Gill (7.03pm), Perks, Sheward, Smithers  
Officers: Gina Wilding, Town Clerk  
Lucy Jones, Senior Finance Assistant

### **PF109 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/110 RECORDING OF MEETINGS**

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

### **PF/111 APOLOGIES**

Apologies for absence were received from Councillors Clarke, Garner, Ginger, Mahalski and O'Neill.

### **PF/112 DECLARATIONS OF INTEREST**

#### **Disclosable Pecuniary Interests**

None declared

#### **Declaration of Conflicts of Interest**

None declared

#### **Declarations of Personal Interest**

None declared

Councillor Gill entered the meeting at 7.03pm

**PF/113 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**PF/114 UNITARY COUNCILLORS SESSION**

There were no Unitary Councillors present.

**PF/115 MINUTES**

**RESOLVED (Unanimous) AC/TG**

That the minutes of the Policy and Finance Committee meeting held on 11<sup>th</sup> February 2019, be approved as a correct record and signed by the Chairman.

**PF/116 ITEMS TO ACTION**

The Chairman thanked staff for actioning the items from previous meetings.

**RESOLVED (Unanimous) AC/GP**

That the items to action be noted.

**PF/117 FINANCE INFORMATION**

**RESOLVED (Unanimous) AC/JS**

That the Cash Book Income and Expenditure report, Reconciliation and Barclaycard Statements, PayPal Payments, Income and Reconciliation; and Mayor's Charity Payments, Income and Reconciliation for February 2019, be received.

**PF/118 POLICIES**

**Health and Safety Policy and Handbook**

The Chairman read out comments submitted by Councillor Clarke, who could not be present at the meeting, he recommended that the Section 8 Monitoring of Health and Safety by the Ground Maintenance Manger be completed weekly, not monthly. Councillor Clarke also suggested the implementation of the Pre Use Check Sheet for ground maintenance equipment, if not already in place.

Councillor Perks noted that the documentation regularly referred to the "Board" rather than the "Council", he stated that this needed to be amended. The Committee agreed that they were disappointed that Ellis Whittam were still using incorrect terms. Councillor Perks added that he would like to see the

Biannual Monitoring come back to Services Committee following a period of implementation.

Councillor Sheward and Gill commented on the documents poor grammar and punctuation, which meant that it was not an easy document to read. Councillor Gill added that the Committee needed to ensure all aspects of Council duties was covered by the policy, but rely on Ellis Whittam as experts in the field for Health and Safety advice

**RECOMMENDED (4:0:1) GP/AC**

That:-

- a) Reference to the "Board" be amended to the "Council" throughout the documents.
- b) The Health and Safety Inspection form for the Administration in Section 8 of the Health and Safety Policy be amended so that it is completed weekly.
- c) A Pre Use Check Sheet be created for grounds maintenance equipment.
- d) The Bi Annual Council Monitoring be undertaken by Services Committee following an initial 6 month implementation period.
- e) The amended Health and Safety Policy and Handbook be adopted.

**PF/119 WME PRICE UPDATE**

**RESOLVED (Unanimous) AC/TG**

That the WME price update be noted.

**PF/120 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/TG**

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

The meeting closed at 7.29pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued for this meeting.