

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 9th SEPTEMBER 2019** at **7.00PM**

PF/38 PRESENT

Chairman: Councillor Cobley
Councillors: Clarke, Gill, Ginger, Lyle, Mahalski, O'Neill, Parry, Pote, Sheward
Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Officer

PF/39 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/40 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/41 APOLOGIES

Apologies for absence were received from Councillors Garner and Perks.

PF/42 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	9	Ludlow in Bloom

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Cobley	16	Have recommended service provider to family
Councillor O'Neill	16	Shareholder

PF/43 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/44 UNITARY COUNCILLORS SESSION

Unitary Councillor Viv Parry, Ludlow South, informed the Committee that she had been informed by Shropshire Council Planning Department that the access to the Foldgate development from the A49 needed to be changed as the incline was too severe and would need to be levelled out. In order to undertake these works, the necessary construction traffic would be using the narrow Foldgate Lane access to the site next to the Co-Op Service Station. This will take 6 months and screeding/matting will be put down on the lane to try to minimise the impact on residents and the surface of the lane.

Councillor Ginger asked the Town Clerk how the Town Council should challenge this decision, as not using Foldgate Lane was one of the specific stipulations of the planning permission. The Town Clerk stated that she would look into the matter.

Councillor Sheward asked if a construction method statement was in place which included times and days of operation. Unitary Councillor Parry stated that she had been informed that the works would be undertaken between 8am and 5.30pm weekdays and 8am to 12noon on a Saturday, no construction would take place on a Sunday.

Unitary Councillor Parry went on to say that an application would be going to the next planning committee for a Service Station at the Salwey Arms, despite numerous traffic issues in the area. Also that the LJC/Place Plans issue had been delayed due to Shropshire Council staffing issues, but that SALC is going to put in a formal request for clarification on this issue.

PF/45 MINUTES**RESOLVED (9:0:1) AC/SO**

That the minutes of the Policy and Finance Committee meeting held on 22nd July 2019, be approved as a correct record and signed by the Chairman.

PF/46 ITEMS TO ACTION

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

RESOLVED (Unanimous) AC/TG

That the items to action be noted.

PF/47 **FINANCE INFORMATION**

RESOLVED (Unanimous) AC/TG

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

PF/48 **BT PAYPHONE REMOVAL**

RESOLVED (Unanimous) AC/GG

That the letter from Shropshire Council regarding the forthcoming consultation on BT Payphone Removal be noted.

PF/49 **LUDLOW FOOD BANK HALF YEARLY REPORT**

RESOLVED (Unanimous) GG/AC

That:-

- a) the half year report from Ludlow Food Bank be received.
- b) a letter be sent to Ludlow Food Bank to thank them for the information and their good work.

PF/50 **BUDGET SETTING TIMETABLE**

RESOLVED (Unanimous) AC/MC

That the Budget Setting Timetable be received.

PF/51 **POLICY – COMMUNITY ENGAGEMENT STRATEGY**

RECOMMENDED (9:1:0) GG/AC

That the Community Engagement Strategy be readopted.

PF/52 **GENERAL DATA PROTECTION REGULATIONS (GDPR)**

ICO GDPR Toolkit

The Town Clerk explained that the toolkit was sector specific and included answers to questions submitted by other Town Council.

RECOMMENDED (5:4:1) AC/TG

That the ICO GDPR Toolkit be adopted.

PF/53 Councillor's Email Addresses

Members discussed current issues with the new email addresses and possible assistance and solutions available, reasoning for changing to a Ludlow.gov.uk address and up coming training on the GDPR matter.

The Town Clerk suggested that any decision on this issue be made after the training.

RESOLVED (Unanimous) AC/MC

That the update on Councillor's email addresses be received.

PF/54 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/GG

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

The meeting closed at 7.58pm.

Chairman

Date

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