

## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 15<sup>th</sup> February 2021 at 7.00PM**

### **PF/01     PRESENT**

Chairman:                   Councillor Cobley

Councillors:               Gill (7.08pm), Garner, Ginger, O'Neill (7.04pm), Parry, Sheward

Officers:                   Gina Wilding, Town Clerk  
                                Lucy Jones, Senior Finance Officer

### **PF/02     VIRTUAL MEETING WELCOME**

The Chairman, Councillor Adrian Cobley welcomed everyone present to the virtual Policy and Finance Committee meeting, introduced the Councillors present, and explained that:-

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

### **PF/03     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/04**    **ELECTION OF VICE CHAIRMAN**

Councillor Parry nominated Councillor Sheward, this was seconded by Councillor Cobley.

**RESOLVED (Unanimous) VP/AC**

That Councillor Sheward be elected Vice Chairman for the Policy and Finance Committee for 2020 / 21.

**PF/05**    **APOLOGIES**

Apologies for absence were received from Councillors Lyle, Perks and Pote.

**PF/06**    **DECLARATIONS OF INTEREST****Disclosable Pecuniary Interests**

None declared

**Declaration of Conflicts of Interest**

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	10 & 11	Ludlow in Bloom

**Declarations of Personal Interest**

None declared

**PF/07**    **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**PF/08**    **UNITARY COUNCILLORS SESSION**

Unitary Councillor Viv Parry, Ludlow South, was present at the meeting, but did not have any comments to make.

**PF/09**    **MINUTES****RESOLVED (6:0:1) AC/CS**

That the minutes of the Policy and Finance Committee meeting held on 2<sup>nd</sup> March 2020, be approved as a correct record and signed by the Chairman.

**PF/10**    **ITEMS TO ACTION****RESOLVED (Unanimous) AC/CS**

That the items to action be noted.

**PF/11**     **FINANCE INFORMATION**

a) **Cash Book – Payments and Income – January 2021**

**RESOLVED** (Unanimous) AC/CS

That the Cash Book Payments and Income for January 2021, be received.

**PF/12**     b) **Reconciliation – January 2021**

**RESOLVED** (Unanimous) AC/GG

That the Cash Book Reconciliation for January 2021, be received.

**PF/13**     c) **Barclaycard Statement – January 2021**

**RESOLVED** (Unanimous) AC/CS

That the Barclaycard Statement for January 2021, be received.

**PF/14**     d) **PayPal Payments, Income and Reconciliation – January 2021**

**RESOLVED** (Unanimous) AC/CS

That the PayPal Payments, Income and Reconciliation for January 2021, be received.

**PF/15**     e) **Mayor’s Charity Payments, Income and Reconciliation – January 2021**

**RESOLVED** (Unanimous) AC/CS

That the Mayor’s Charity Payments, Income and Reconciliation for January 2021, be received.

**PF/16**     f) **Petty Cash Payments, Income and Reconciliation – January 2021**

**RESOLVED** (Unanimous) AC/CS

That the Petty Cash Payments, Income and Reconciliation for January 2021, be received.

**PF/17 g) Public Sector Deposit Fund Payments, Income and Reconciliation – January 2021**

**RESOLVED (Unanimous) AC/CS**

That the Public Sector Deposit Fund Payments, Income and Reconciliation for January 2021, be received.

**PF/18 3<sup>RD</sup> QUARTER INCOME AND EXPENDITURE**

**a) Income and Expenditure Report – October to December 2020**

Councillor Ginger stated that this report illustrated the significant deficit faced by Ludlow Town Council in the financial 2020/21, and that the losses of income would continue in the next financial year 2021/22. The Town Council had set a prudent budget, but overall losses were not yet predictable.

**RESOLVED (Unanimous) AC/GG**

To approve the 3<sup>rd</sup> Quarter Income and Expenditure Report.

**PF/19 b) Exceptions Report – October to December 2020**

**RESOLVED (Unanimous) AC/CS**

To approve the 3<sup>rd</sup> Quarter Exceptions Report.

**PF/20 POLICY REVIEW**

**Children and Vulnerable Adults Protection Policy**

**RESOLVED (Unanimous) AC/CS**

That the Children and Vulnerable Adults Protection Policy is reviewed in relation to Shropshire Council's policy and amended to:

- a) identify a designated safeguarding lead at the Town Council;
- b) included a short and specific procedure to ensure all relevant information was recorded during the reporting of an incident;
- c) include contact details of appropriate people outside of the Town Council so that an incident could be escalated, if necessary;
- d) include a more detailed process to address the specific situation of vulnerable adults;
- e) include a more detailed process to address how incidents will be investigated; and
- f) The amended policy is brought back to Policy and Finance Committee.
- g)

**PF/21    CIVIC VISITS**

**RESOLVED (Unanimous) AC/CS**

That the Civic Visits undertaken by the Mayor, from January to March 2020, be noted.

**PF/22    WEST MERCIA ENERGY**

**RESOLVED (Unanimous) AC/CS**

That the West Mercia Energy price reduction, be noted.

The meeting closed at 7.33pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. No Closed Session Minutes will be issued for this meeting.