

## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 28<sup>th</sup> February 2022 at 7.00PM**

### **PF/01     PRESENT**

Chairman:                   Councillor Adams  
Councillors:               Ginger, O'Neill, Pote  
Officers:                    Gina Wilding, Town Clerk  
                                  Lucy Jones, Senior Finance Officer

### **PF/02     WELCOME**

The Chairman welcomed everyone to the Policy and Finance Committee meeting, and requested that in the event of a fire alarm, everyone was to leave in an orderly fashion by the main exit at the front of the building. In the unlikely event that this route is blocked, to leave through the rear fire exit, and through the side entrance. For the public upstairs, fire exits could be found at the front and at the back. The assembly point is outside on the pavement away from the front of the building.

### **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     APOLOGIES**

Apologies for absence were received from Councillors Boddington, Garner, Gill, Lyle, Parry.

### **PF/05     DECLARATIONS OF INTEREST**

#### **Disclosable Pecuniary Interests**

None declared

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

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Pote		Mayor's Charity

**Declarations of Personal Interest**

None declared

**PF/06 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**PF/07 UNITARY COUNCILLORS SESSION**

There were no Unitary Councillors present.

**PF/08 MINUTES**

**RESOLVED (Unanimous) RP/GG**

That the minutes of the Policy and Finance Committee meeting held on 15<sup>th</sup> February 2021, be approved as a correct record and signed by the Chairman.

**PF/09 ITEMS TO ACTION**

**RESOLVED (Unanimous) PA/SO**

That the items to action from the Policy and Finance Committee meeting held on the 17<sup>th</sup> January 2022, be noted.

**PF/10 FINANCE INFORMATION**

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

**RESOLVED (Unanimous) PA/RP**

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

**PF/11 b) Reconciliation – December 2021**

**RESOLVED (Unanimous) PA/RP**

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

**PF/12 c) Barclaycard Statement – November 2021**

**RESOLVED (Unanimous) PA/GG**

That the Barclaycard Statement for November 2021, be received.

**PF/13 d) PayPal Payments, Income and Reconciliation – December 2021**

**RESOLVED (Unanimous) PA/GG**

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

**PF/14 e) Petty Cash Payments, Income and Reconciliation – December 2021**

**RESOLVED (Unanimous) PA/GG**

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

**PF/15 f) Public Sector Deposit Fund Payments, Income and Reconciliation – December 2021**

**RESOLVED (Unanimous) PA/GG**

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

**PF/16 g) Mayor's Charity Payments, Income and Reconciliation –December 2021**

**RESOLVED (Unanimous) PA/SO**

That the Mayor's Charity Payments, Income and Reconciliation for December 2021, be received.

**PF/17 AGED DEBTORS**

**a) Aged Debtors Report**

**RESOLVED (Unanimous) PA/SO**

That the Aged Debtors report be received.

**PF/18 b) Aged Debtors Explanation**

**RESOLVED (Unanimous) PA/SO**

That the Aged Debtors Explanation be received.

**PF/19**     **3<sup>RD</sup> QUARTER FINANCIAL INFORMATION**

**a) Income and Expenditure Report – October to December 2021**

**RESOLVED (Unanimous) RP/PA**

That the 3<sup>rd</sup> Quarter Income and Expenditure Report be received.

**PF/20**     **b) Exceptions Report – October to December 2021**

**RESOLVED (Unanimous) PA/GG**

That the 3<sup>rd</sup> Quarter Exceptions Report be received.

**PF/21**     **SHROPSHIRE COUNTY PENSION FUND**

**RESOLVED (Unanimous) PA/GG**

That the Shropshire County Pension Fund update be noted.

**PF/22**     **PAYMENT SERVICE DIRECTIVE 2**

**RESOLVED (Unanimous) PA/GG**

That the Payment Services Directive 2 and internal Council processes be noted.

**PF/23**     **POLICIES**

**a) Policies List for Renewal and Drafting**

**RESOLVED (Unanimous) PA/GG**

That a list of policies for updating and drafting be submitted to the next Policy and Finance Committee meeting.

**PF/24**     **b) Policy Adoption Schedule**

The Town Clerk explained that policies were reviewed on a 3 year rolling cycle, which has lapsed due to the pandemic and short staffing. The proposed schedule will start the process of updating all Council policies.

**RESOLVED (Unanimous) RP/GG**

That a prioritised schedule of policies for update and renewal with a process explanation be presented to the next Policy and Finance Committee meeting.

**PF/25      OFCOM CONSULTATION – REVIEW OF POSTAL REGULATIONS**

Councillor Ginger noted that this consultation refers to the postal service not Post Office counters, he asked that the current issues faced by the town relating the the Post Office be brought to another meeting.

**RESOLVED (Unanimous) PA/GG**

That the Council does not submit any comment to the consultation.

The meeting closed at 7.19pm.

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Chairman

\_\_\_\_\_  
Date

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