

## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 11<sup>th</sup> April 2022 at 7.00PM**

### **PF/26     PRESENT**

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

### **PF/27     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/28     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/29     APOLOGIES**

Apologies for absence were received from Councillors Garner and Lyle.

### **PF/30     DECLARATIONS OF INTEREST**

#### **Disclosable Pecuniary Interests**

None declared.

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

None declared.

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

None declared.

**PF/31 PUBLIC OPEN SESSION (15 minutes)**

Councillor Parry attend remotely as a member of the public.

**PF/32 UNITARY COUNCILLORS SESSION**

Unitary Councillor Parry, Ludlow South attend remotely but made no comment.

**PF/33 MINUTES**

**RESOLVED (Unanimous) PA/SO**

That the minutes of the Policy and Finance Committee meeting held on 28<sup>th</sup> February 2022, be approved as a correct record and signed by the Chairman.

**PF/34 ITEMS TO ACTION**

**RESOLVED (Unanimous) PA/RP**

That the items to action from the Policy and Finance Committee meeting held on the 28<sup>th</sup> February 2022, be noted.

**PF/35 FINANCE INFORMATION**

**a) Cash Book – Payments and Income – January & February 2022**

**RESOLVED (Unanimous) TG/PA**

That the Cash Book Payments and Income for January and February 2022, be received.

**PF/36 b) Reconciliation – January & February 2022**

**RESOLVED (Unanimous) PA/GG**

That the Cash Book Reconciliation for January and February 2022, be received.

**PF/37 c) Barclaycard Statement – December 2021 & January 2022**

**RESOLVED (Unanimous) PA/TG**

That the Barclaycard Statement for December 2021 and January 2022, be received.

**PF/38** **d) PayPal Payments, Income and Reconciliation – January & February 2022**

**RESOLVED (Unanimous) PA/SO**

That the PayPal Payments, Income and Reconciliation for January and February 2022, be received.

**PF/39** **e) Petty Cash Payments, Income and Reconciliation – January & February 2022**

**RESOLVED (Unanimous) SO/TG**

That the Petty Cash Payments, Income and Reconciliation for January and February 2022, be received.

**PF/40** **f) Public Sector Deposit Fund Payments, Income and Reconciliation – January & February 2022**

**RESOLVED (Unanimous) PA/TG**

That the Public Sector Deposit Fund Payments, Income and Reconciliation for January and February 2022, be received.

**PF/41** **g) Mayor's Charity Payments, Income and Reconciliation – January & February 2022**

**RESOLVED (Unanimous) TG/RP**

That the Mayor's Charity Payments, Income and Reconciliation for January and February 2022, be received.

**PF/42** **AGED DEBTORS**

**RESOLVED (Unanimous) PA/GG**

That the Aged Debtors report be received.

**PF/43** **POLICY REVIEW**

**RESOLVED (Unanimous) GG/TG**

That:-

- a) the detailed review process to be undertaken by the Town Clerk be approved
- b) it be noted that the following points will take place following the review by the Town Clerk:-

- i. To recommend that Full Council approve the list of existing policies;
- ii. To recommend that Full Council approve the monitoring process for Policy and Finance Committee for policies not approved at the Annual Meeting on a rotating three-year cycle so that policies remain relevant and up to date;
- iii. To note the information relating to the website, and that a full review will be undertaken when the Communications and Marketing Officer is appointed.

**PF/44 CO-OPTION POLICY**

**RECOMMENDED (Unanimous) GG/TG**

That the procedure and application form be approved for adoption by Full Council.

**PF/45 RESOLVED (Unanimous) GG/TG**

That Councillors will receive the Co-option applications prior to their presentation on the agenda to raise any concerns regarding eligibility in advance of the meeting for adoption by Council.

**PF/46 SHROPSHIRE COUNCIL STREET TRADING POLICY INFORMAL CONSULTATION**

The Town Clerk explained that Street Trading in Ludlow had been delegated to the Town Council since 2011, which provided an income stream of between £5,000-10,000 per year, the admin work necessary to manage this was divided between admin staff and the Market Officer.

**RESOLVED (Unanimous) GG/TG**

That the Council has no comment to make on the policy and supports the continued delegation of Street Trading authority to local councils.

**PF/47 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) GG/TG**

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

The meeting closed at 7.25pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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