

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 5th June 2023** at **7.00PM**

PF/01 PRESENT

Chair: Councillor Ginger
Councillors: Garner, Parry, B. Waite, S. Waite
Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Officer

PF/02 WELCOME

The Town Clerk welcomed everyone to the Policy and Finance Committee meeting and advised the Members present that the Chair Councillor Adams had resigned from the Council.

PF/03 ELECTION OF TEMPORARY CHAIR

RESOLVED (Unanimous) VP/SW

That Councillor Ginger be elected temporary Chairman of Policy and Finance Committee for this meeting.

PF/04 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/05 APOLOGIES

Apologies for absence were received from Councillors Childs, Gill and Lyle.

PF/06 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

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

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 Parry, Ludlow South was present at the meeting but made no comment.

PF/09 MINUTES

RESOLVED (Unanimous) GG/BW

That the minutes of the Policy and Finance Committee meeting held on 17th April 2023, be approved as a correct record, and signed by the Chairman.

PF/10 ITEMS TO ACTION

RESOLVED (Unanimous) GG/EG

That the items to action from the Policy and Finance Committee meeting held on 17th April 2023, be noted.

PF/11 FINANCE INFORMATION

The Town Clerk advised the Committee that the Year End had been moved to the 9th June 2023.

RESOLVED (Unanimous) GG/BW

That:-

- a) the Cash Book Payments and Income; Reconciliation; Barclaycard Payments, Income and Reconciliation; PayPal Payments, Income and Reconciliation; Petty Cash Payments, Income and Reconciliation; Public Sector Deposit Fund Payments, Income and Reconciliation; Income Cashbook Payments, Income and Reconciliation; Mayor's Charity Payments, Income and Reconciliation; and Mayor's Charity Income Payments, Income and Reconciliation for March 2023, be received.
- b) it be noted that the Year End will take place on the 9th June 2023 and the Year End Income and Expenditure Report and Exceptions Report will be presented to the July meeting of Policy and Finance Committee

PF/12 AGED DEBTORS

RESOLVED (Unanimous) EG/GG

That:-

- a) the Aged Debtors report be received
- b) the Aged Debtors report be presented to the next Committee in different formats for Members to choose the most appropriate.

PF/13 VAT RETURN

RESOLVED (Unanimous) GG/BW

That the HMRC update on VAT Return late penalties, be noted.

PF/14 CARD PAYMENTS

RESOLVED (Unanimous) GG/EG

That:-

- a) a SumUp account linked to the Town Council's bank account be set up to enable contactless sales at Ludlow Museum At the Buttercross.
- b) the purchase of £79.00 + VAT of a SumUp Solo standalone touchscreen terminal, be approved.

PF/15 GRAVE DIGGING

RESOLVED (Unanimous) GG/EG

That the explanation of the grave digging costs situation in 2022/23, and the action taken to change the situation in 2023/24, be noted.

PF/16 MARKET TRADER PARKING PERMITS

RESOLVED (Unanimous) GG/EG

That the differences between income and expenditure in the Market Trader Parking Permits scheme, be noted.

PF/17 INVESTMENT UPDATE

RESOLVED (Unanimous) GG/SW

That the update from the CCLA on the Public Sector Deposit Fund, be noted.

PF/18 **LINNEY RIVERSIDE PARK**

The Town Clerk explained that due to the short time until the proposed event, Policy and Finance Committee could use its powers, as per the Terms of Reference to make a decision for the full Council.

RESOLVED (4:0:1) EG/SW

That subject to providing proof of insurance and the understanding that the Linney Riverside Park is a public open space and will not be cordoned off for the sole use of the event, the Ludlow Fly Tying Club be given permission to use the Linney Riverside Park to hold a training event on the 24th June 2023.

PF/19 **COMMUNITY ASSET**

The Town Clerk clarified that this nomination did not create an obligation for the Town Council.

RESOLVED (Unanimous) GG/EG

That Ludlow Town Council support the nomination of Ludlow Football Club as an asset of community value.

PF/20 **POLICY REVIEW****a) Policy Numbering****RESOLVED (Unanimous) GG/EG**

That the policy categorising and indexing system be adopted and applied to all Council Policies.

PF/21 **b) Internal Controls Policy****RECOMMENDED (4:0:1) GG/SW**

That the Internal Controls Policy be adopted.

PF/22 **c) Risk Management Policy****RECOMMENDED (Unanimous) EG/GG**

That the Risk Management Policy be adopted.

PF/23 d) Market Regulations

Councillors discussed the removal of reference to the Market Traders Committee and the legislation relevant to the policy.

RESOLVED (Unanimous) GG/EG

That:-

- a) the Market Regulations be referred to Services Committee for their input before coming back to Policy and Finance Committee.
- b) all Councillor submit their comments on the Market Regulations before it is presented to Services Committee.

PF/24 e) Market Stall Allocation Procedure

RECOMMENDED (Unanimous) GG/BW

That the Market Stall Allocation Procedure be adopted.

PF/25 f) Market Compliance Procedure

RECOMMENDED (Unanimous) BW/GG

That the Market Compliance Procedure, subject to including notifying Services Committee for Stage 3 Very Serious matters, be adopted.

PF/26 g) Market Complaints Process

RECOMMENDED (Unanimous) BW/GG

That the Markets Complaints Process, subject to including notifying Services Committee at Stage 2 Formal (4.2), be adopted.

PF/27 h) Castle Gardens Policy

RECOMMENDED (Unanimous) GG/VP

That the Castle Gardens Policy be adopted.

PF/28 i) Memorial Safety Policy

It was suggested that a generic cemeteries email address be set up for use on all cemetery paperwork.

RECOMMENDED (Unanimous) BW/EG

That the Memorial Safety Policy, subject to removal of reference to the topple tester in paragraph 4.7, be adopted.

PF/29 j) Cemetery Rules and Regulations

RECOMMENDED (Unanimous) GG/VP

That the Cemetery Rules and Regulation be adopted.

PF/30 CLIMATE ACTION SUB-COMMITTEE

RESOLVED (Unanimous) GG/BW

That the minutes of the Climate Action Sub-Committee meeting held on the 18th May 2023, be received.

PF/31 WEST MERCIA ENERGY

RESOLVED (Unanimous) GG/VP

That the West Mercia Energy capped prices for 2023/24, be noted.

The meeting closed at 8.04pm.

Chair

Date

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