

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 10th JUNE 2024** at 7.00PM

PF/01 PRESENT

Chair: Councillor S. Waite
Councillors: Garner; B Waite; Urka
Officers: Gina Wilding, Town Clerk
 Lucy Jones, Senior Finance Assistant

PF/02 ABSENT

Councillor Gill, Ginger and Thompson were absent.

PF/03 WELCOME

The Chair of the Committee, Councillor S Waite, welcomed everyone to the Policy and Finance Committee meeting and advised on essential housekeeping information.

PF/04 ELECTION OF VICE-CHAIR OF POLICY AND FINANCE COMMITTEE

There were no nominations for Vice-Chair of Policy and Finance Committee.

RESOLVED EG/BW (Unanimous)

That the election of Vice-Chair of Policy and Finance Committee be deferred to the next meeting.

PF/05 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

PF/06 APOLOGIES

Apologies for absence were received from Councillors Gill who is on holiday; Ginger, who is attending to a family matter; and Thompson, who is on holiday.

PF/07 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/08 **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

PF/09 **UNITARY COUNCILLORS' SESSION**

There were no Unitary Councillors present.

PF/10 **MINUTES**

RESOLVED SW/EG (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 15th of April 2024, be approved as a correct record, and signed by the Chair.

PF/11 **ITEMS TO ACTION**

RESOLVED SW/BW (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 15th of April 2024, be noted.

PF/12 **FINANCE INFORMATION**

a) **Cash Book – Payments & Income**

RESOLVED SW/EG (Unanimous)

That the Cash Book Payments and Income for March and April 2024; be received.

PF/13 b) Cash Book – Reconciliation

RESOLVED SW/AU (Unanimous)

That the Cash Book Reconciliation for March and April 2024; be received.

PF/14 c) Barclaycard

RESOLVED SW/BW (Unanimous)

That the Barclaycard Payments, Income and Reconciliation for March and April 2024; be received.

PF/15 d) PayPal

RESOLVED SW/EG (Unanimous)

That the PayPal Payments, Income and Reconciliation for March and April 2024; be received.

PF/16 e) Petty Cash

RESOLVED SW/EG (Unanimous)

That the Petty Cash Payments, Income and Reconciliation for March and April 2024; be received.

PF/17 f) Public Sector Deposit Fund

RESOLVED SW/EG (Unanimous)

That the Public Sector Deposit Fund Payments, Income and Reconciliation for March and April 2024; be received.

PF/18 g) Income

RESOLVED SW/EG (Unanimous)

That the Income Payments, Income and Reconciliation for March and April 2024; be received.

PF/19 h) Electric Vehicle Charging

RESOLVED SW/AU (Unanimous)

That the Electric Vehicle Charging Payments, Income and Reconciliation for March and April 2024; be received.

PF/20 AGED DEBTORS

a) Current and Aged Debtors

RESOLVED SW/BW (Unanimous)

That the Current and Aged Debtors list and report be received.

PF/21 b) Debtors Report

RESOLVED SW/BW (Unanimous)

That the Current and Aged Debtors list and report be received.

PF/22 POLICY REVIEW

New NALC Model Financial Regulations

RECOMMENDED SW/BW (Unanimous)

That the new NALC Model Financial Regulations be adopted.

PF/23 Biodiversity Policy

RECOMMENDED EG/BW (Unanimous)

That the Biodiversity Policy, subject to the addition of “noticeboards” in the Reporting section of the Action Plan, be adopted.

PF/24 Statement on Duties Related to Biodiversity

RECOMMENDED SW/AU (Unanimous)

That the Statement on Duties Related to Biodiversity be adopted.

PF/25 Statement on Duties Related to Crime and Disorder

RECOMMENDED SW/EG (Unanimous)

That the Statement on Duties Related to Crime and Disorder be adopted.

PF/26 Appraisal Policy

RECOMMENDED EG/BW (Unanimous)

That the Appraisal Policy and Appraisal Form be adopted.

PF/27 Staff Induction Policy

RECOMMENDED SW/EG (Unanimous)

That the Staff Induction Policy and Induction Checklist be adopted.

PF/28 Councillor Induction Policy

RECOMMENDED SW/EG (Unanimous)

That the Councillor Induction Policy and Induction Checklist, subject to the amendment of “May” to “July” in paragraph 4.5, be adopted.

PF/29 4th QUARTER INCOME AND EXPENDITURE

Income and Expenditure Report

RESOLVED SW/EG (Unanimous)

That the 4th Quarter Income and Expenditure Report 2023/24 be noted.

PF/30 Exceptions Report

RESOLVED SW/EG (Unanimous)

That the 4th Quarter Exceptions Report 2023/24 be approved.

PF/31 BUTTERCROSS MUSEUM BUSINESS RATES

RECOMMENDED SW/EG (Unanimous)

That the Council engage the services of Goodman Nash to challenge the rateable value of the Buttercross.

PF/32 CLIMATE ACTION SUB-COMMITTEE

RESOLVED EG/AU (Unanimous)

That inquorate minutes of the meeting of the Climate Action Sub-Committee held on the 30th May 2024 be received.

PF/33 WEST MERCIA ENERGY

RESOLVED SW/EG (Unanimous)

That the West Mercia Energy update be noted.

The meeting closed at 8:00pm

Chair

Date

N.B. Closed Session Minutes will NOT be issued for this meeting.