



**PF/170 PUBLIC OPEN SESSION (15 minutes)**

There was one member of the public present.

A resident of Ludford asked the Committee if the Council had made provision to pay for the repair of the town wall. The Town Clerk stated that she would reply to this question in writing after the meeting.

**PF/171 UNITARY COUNCILLORS' SESSION**

There were no Unitary Councillors present.

**PF/172 MINUTES**

**RESOLVED SW/BW (Unanimous)**

That the minutes of the Policy and Finance Committee meeting held on the 13<sup>th</sup> January 2025, be approved as a correct record, and signed by the Chair.

**PF/173 ITEMS TO ACTION**

**RESOLVED SW/EG (Unanimous)**

That the items to action from the Policy and Finance Committee meeting held on the 13<sup>th</sup> January 2025, be noted.

**PF/174 FINANCE INFORMATION**

**a) Payments & Income**

**RESOLVED SW/EG (Unanimous)**

That the Cash Book Payments and Income for December 2024 be received.

**PF/175 b) Payments & Income Reconciliation**

**RESOLVED SW/EG (Unanimous)**

That the Cash Book Reconciliation for December 2024 be received.

**PF/176 c) Barclaycard**

**RESOLVED SW/EG (Unanimous)**

That the Barclaycard Payments, Income and Reconciliation for December 2024 be received.

**PF/177 d) PayPal**

**RESOLVED SW/BW (Unanimous)**

That the PayPal Payments, Income and Reconciliation for December 2024 be received.

**PF/178 e) Petty Cash**

**RESOLVED SW/EG (Unanimous)**

That the Petty Cash Payments, Income and Reconciliation December 2024 be received.

**PF/179 f) Pubic Sector Deposit Fund**

**RESOLVED SW/EG (Unanimous)**

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

**PF/180 g) Income**

**RESOLVED SW/EG (Unanimous)**

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

**PF/181 h) Electric Vehicle Charging**

**RESOLVED SW/EG (Unanimous)**

That the Electric Vehicle Charging Payments, Income and Reconciliation for December 2024 be received.

**PF/182 AGED DEBTORS**

**RESOLVED SW/EG (Unanimous)**

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

**PF/183 THIRD QUARTER INCOME AND EXPENDITURE 2024/25**

**a) Income and Expenditure Report**

**RESOLVED SW/EG (Unanimous)**

That the Third Quarter Income and Expenditure Report 2024/25, be noted.

**PF/184 b) Exceptions Report**

**RESOLVED SW/BW (Unanimous)**

That the Third Quarter Exceptions Report 2024/25, be approved.

**PF/185 POLICY REVIEW**

**a) Investment Policy**

The Town Clerk explained that the policy had been updated to reflect the Council's recent investment decision.

**RECOMMENDED SW/EG (Unanimous)**

That the Investment Policy, as amended, be adopted.

**PF/186 b) Policy for Handling of Fundraising Bucket Collection and Static Fundraising Tins for the Mayor's Charity**

**RECOMMENDED SW/EG (Unanimous)**

That the Policy for Handling of Fundraising Bucket Collection and Static Fundraising Tins for the Mayor's Charity, subject to the inclusion of the following paragraph at 4.1.4 "The amount is to be verified by a separate member of staff to the collector prior to banking.", be adopted.

**PF/187 CLIMATE ACTION TASK AND FINISH GROUP**

**a) Minutes**

**RESOLVED EG/BW (Unanimous)**

That the minutes of the Climate Action Task and Finish Group meeting held on the 13<sup>th</sup> February 2025 be received.

**PF/188 b) Task and Finish Group Recommendations****RECOMMENDED SW/EG (Unanimous)**

That the recommendations from the Climate Action Task and Finish Group meeting held on the 13<sup>th</sup> of February 2025, be approved as follows: -

- a) £168 is spent from budget 101/4062 on purchasing two medium (90L) blister recycling boxes to be purchased from ReFactory and donated to Ludlow Cancer Support Group for their community initiative. That the remaining budget in 101/4062 be carried forward into the next financial year.
- b) Ludlow Town Council apply for a stall (free of charge) at the 2025 Green Festival.

**PF/189 INFORMATION COMMISSIONERS OFFICE (ICO) FEES****RESOLVED SW/BW (Unanimous)**

That the increased annual fee of £78 be noted.

**PF/190 ALLSTAR CHARGE PASS****RECOMMENDED SW/EG (Unanimous)**

That the Council apply for an Allstar Chargepass fuel account (Electric, Diesel and Petrol) with two cards.

**PF/191 GOOD COUNCILLORS GUIDE****RESOLVED SW/BW (Unanimous)**

That the NALC Good Councillors Guide to Finance 2025, be noted.

**PF/192 BUDGETS****a) Combining of Budgets****RECOMMENDED SW/EG (Unanimous)**

That the Subscriptions and Publications (101/4023), and Licence Fees (101/4054) budgets be amalgamated into budget 101/4023 – Subscription and Licence Fees.

**PF/193 b) Transaction Fees Cost Centre****RECOMMENDED BW/SW (Unanimous)**

That a new cost centre (104) Transaction Fees be created and the following codes be moved from their current cost centre to:-

<b>Old Code</b>	<b>New Code</b>
101/4058 – Bank Charges	104/4058
119/4523 – Buttercross Card Payment Fees	104/4523
201/4327 – PayPal Commission Charge	104/4327
201/4524 – Market Card Payment Fees	104/4524
411/4075 – Linney Parking Meter Fees	104/4075
New code – Guildhall Card Payment Fees	New code

**PF/194 INTERNAL AUDIT AND YEAR END****RESOLVED SW/EG (Unanimous)**

That the Internal Audit date of the 15<sup>th</sup> May 2025 and Year End date of 22<sup>nd</sup> May 2025, be noted.

**PF/195 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT****RESOLVED SW/EG (Unanimous)**

That the CCLA Public Sector Deposit Fund Investment statement for December 2024 be noted.

**PF/196 CIVIC EVENTS****RESOLVED SW/EG (Unanimous)**

That the civic events attended by the Mayor and Deputy Mayor from November 2024 to January 2025 be noted.

The meeting closed at 7.40 pm

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 Chair

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 Date

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