

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 1st SEPTEMBER 2025** at **7.00PM**

PF/67 PRESENT

Chair: Councillor R. Owen
Councillors: Childs; Cowell; Ginger; Hepworth; Lyle; Maxwell-Muller;
and Taylor.
Officers: Gina Wilding, Town Clerk
Lucy Jones, Senior Finance Assistant

PF/68 ABSENT

Councillors Gill, Parry and Scott-Bell were absent.

PF/69 WELCOME

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

PF/70 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/71 MEETING PROTOCOL

The Chair reminded Members of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above

Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

PF/72 APOLOGIES

Apologies for absence were received from Councillor Gill and Scott-Bell.

PF/73 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/74 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present at the meeting.

PF/75 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/76 MINUTES

RESOLVED KC/IMM (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 21st July 2025, be approved as a correct record, and signed by the Chair.

PF/77 ITEMS TO ACTION

RESOLVED RO/DL (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 21st July 2025, be noted.

PF/78 FINANCE INFORMATION

RESOLVED RO/IMM (Unanimous)

That the Cash Book Payments, Income and 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 Cash Book Payments, Income and Reconciliation and Electric Vehicle Charging Payments, Income and Reconciliation for June and July 2025, be received.

PF/79 AGED DEBTORS

RECOMMENDED GG/KC (Unanimous)

That invoice number 1139 for 30p owed by Craven Arms Memorials be written off.

PF/80 RESOLVED GG/KC (Unanimous)

To write a letter to Futuresound requesting payment of outstanding invoice, and that in future years the Council invoices and receives full payment and a returnable £500.00 damage deposit in advance of the commencement of the event.

PF/81 RESOLVED GG/KC (Unanimous)

That the outstanding invoices relating to the Cemetery be pursued for payment including interest payable to be made within 30 days.

PF/82 RESOLVED RO/KC (Unanimous)

That:-

- a) the Debtors report be received.
- b) the Debtors Explanation Report be received.

PF/83 1ST QUARTER INCOME AND EXPENDITURE

a) Income and Expenditure Report

RESOLVED RO/MT (Unanimous)

That the 1st Quarter Income and Expenditure Report, be noted.

PF/84 b) Exceptions Report

RESOLVED RO/MT (Unanimous)

That the 1st Quarter Exceptions Report be received.

PF/85 ASSERTION 10

RESOLVED RO/KC (Unanimous)

That:-

- a) the requirements to comply with Assertion 10 be noted.
- b) the following activities and workload to ensure compliance be approved:
 - To source and deliver GDPR training for Councillors (budget 101/4009).
 - Review all websites to ensure systems and processes maintain compliance with:
 - The Transparency Code for Smaller Authorities,
 - The Accessibility Regulations (Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018),
 - Accounts and Audit Regulations,
 - Web Content Accessibility Guidelines 2.2AA and
 - the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
 - Develop an IT Policy to ensure full compliance.

PF/86 POLICY REVIEW

a) Information and Data Protection Policy

RECOMMENDED RO/DL (Unanimous)

That the Information and Data Protection Policy, as amended to state that the policy will be reviewed “annually” instead of “periodically”, be adopted.

PF/87 b) Data Transparency Policy

RECOMMENDED RO/MT (Unanimous)

That Data Transparency Policy be amended in include the publication of the quarterly income and expenditure reports and the earmarked reserves on the Council's website.

PF/88 RECOMMENDED RO/DL (Unanimous)

That the Data Transparency Policy, as amended, be adopted.

PF/89 c) Hedgerow Policy

RESOLVED DL/KC (Unanimous)

That consideration of the Hedgerow Policy be deferred to the next Policy and Finance Committee meeting and a list/map of the Council's hedgerows be included in the policy.

PF/90 d) Data Breach Policy

Councillor Hepworth left the meeting at 7:57pm

Councillor Hepworth rejoined the meeting at 7:59pm

RECOMMENDED RO/IMM (Unanimous)

That the Data Breach Policy, as amended to state that it replaces the Data Breach Policy adopted on the 17th June 2019, be adopted.

PF/91 e) Freedom of Information Policy

RECOMMENDED RO/KC (Unanimous)

That the Freedom of Information Policy, as amended to state that the policy will be reviewed annually, be adopted.

PF/92 BUTTERCROSS NON-DOMESTIC RATES

RESOLVED RO/MT (Unanimous)

That:-

- a) the new Buttercross ratable value of £1 and savings of £29,402.75 be noted.
- b) the savings of £29,402.75 made be placed in an earmarked reserve for Non-Domestic Rates.

PF/93 RESIDENTIAL RENTAL

RECOMMENDED GG/IMM (5:2:1)

That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.

PF/94 RESOLVED RO/KC (Unanimous)

That a Residential Rental Task and Finish Group be set up.

PF/95 RESOLVED RO/KC (Unanimous)

That the membership of the Residential Rental Task and Finish Working Group be made up of Councillors Childs, Ginger, Hepworth and Owen.

PF/96 LANARK VISIT

RESOLVED GG/KC (Unanimous)

To approve written notification to Ludlow's Town Crier of the committee's acceptance of the invitation from Lanark, South Lanarkshire, Scotland to welcome Ludlow's Town Crier, and that the visit will take place at no cost to Ludlow Town Council.

PF/97 CLIMATE ACTION TASK AND FINISH GROUP

RESOLVED KC/IMM (7:0:1)

That:-

- a) the minutes of the Climate Action Task and Finish Group meeting held on the 21st August 2025 be received.
- b) the Climate Action Task and Finish Group recommendation, to spend £45.00 for a large scale (A0) professionally printed map of the parish or Ludlow to be annotated with the existing green areas to help bring the idea of nature corridors to life for residents to increase participation in planting insect friendly plants be approved.

PF/98 STANDING ORDERS

RESOLVED RO/JH (6:1:1)

That Standing Orders be suspended.

PF/99 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED RO/JH (6:0:2)

That the Council's CCLA and Barclays bank account interest rates from 2023 to present be brought to the next Policy and Finance Committee meeting.

PF/100 STANDING ORDERS

RESOLVED RO/DL (Unanimous)

That Standing Order be reinstated.

PF/101 RESOLVED RO/KC (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statements for June and July 2025, be noted.

The meeting closed at 8.55pm

Chair

Date

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