

# MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 13<sup>th</sup> OCTOBER 2025** at **7.00PM**

**PF/102    PRESENT**

Chair: Councillor R. Owen  
Councillors: Childs; Cowell; Hepworth; Parry; Scott Bell; Taylor.  
Officers: Gina Wilding, Town Clerk  
Lucy Jones, Senior Finance Assistant

**PF/103    ABSENT**

Councillors Gill, Ginger, Lyle and Scott-Bell were absent.

**PF/104    WELCOME**

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

**PF/105    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/106    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/107    APOLOGIES**

Apologies for absence were received from Councillors Gill, Ginger, Lyle and Maxwell-Muller.

**PF/108    DECLARATIONS OF INTEREST**

**Disclosable Pecuniary Interests**

None declared.

**Declaration of Conflicts of Interest**

None declared.

**Declarations of Personal Interest**

None declared.

**PF/109    PUBLIC OPEN SESSION (15 minutes)**

There were two members of the public present at the meeting.

**PF/110    UNITARY COUNCILLORS' SESSION**

Unitary Councillor Parry, Ludlow South informed the Committee about the Shropshire Council Town and Parish Task Group which was set up to make recommendations on devolution to town and parish Councils. She stated that Church Stretton and Shrewsbury Town Council's have made representations to the group and that Ludlow needs to make its voice heard on what they want for the future of the town.

**PF/111    MINUTES**

**RESOLVED RO/MT (Unanimous)**

That the minutes of the Policy and Finance Committee meeting held on the 1<sup>st</sup> September 2025, be approved as a correct record, and signed by the Chair.

**PF/112    ITEMS TO ACTION**

Following a request from the Chair, the Town Clerk gave an update on the town CCTV. She stated that the electrical works in the church tower were completed

on the 6<sup>th</sup> October 2025 and that the full installation and connection of the CCTV phase 2 cameras would be completed on the 22<sup>nd</sup> and 23<sup>rd</sup> October 2025, increasing the town CCTV coverage by 13 cameras.

**RESOLVED RO/KC (Unanimous)**

That a report be presented to Full Council on the history of the CCTV project, to include details of the selection of the contractor, costings, payment schedule, Police contribution and accounting and any other important correspondence.

**PF/113    RESOLVED KC/VP (Unanimous)**

That a report be presented to Full Council upon receipt of the surveyor's report relating to the sub-station scaffolding next to the churchyard wall.

**PF/114    RESOLVED RO/KC (Unanimous)**

That the items to action from the Policy and Finance Committee meeting held on the 1<sup>st</sup> September 2025, be noted.

**PF/115    FINANCE INFORMATION**

**RESOLVED RO/KC (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 August 2025; and Mayor's Charity Account Payments, Income and Reconciliation and Mayor's Charity Account Income Payments, Income and Reconciliation for July and August 2025; be received.

**PF/116    AGED DEBTORS**

**RESOLVED RO/KC (Unanimous)**

That the Debtors report be received.

**PF/117    AGED DEBTORS**

**RESOLVED RO/KC (Unanimous)**

That the Debtors Explanation Report be received.

**PF/118    POLICY REVIEW**

**a)   Recruitment and Selection Policy**

**RECOMMENDED RO/ISB (6:0:1)**

That the Recruitment and Selection Policy, be adopted.

**PF/119    b)   Sexual Harassment Policy, Risk Assessment and Action Plan**

**RESOLVED ISB/RO (Unanimous)**

That the Sexual Harassment Risk Assessment be referred to Staffing Committee to be reviewed and updated.

**PF/120    RECOMMENDED RO/MT (Unanimous)**

That the Sexual Harassment Policy and Action Plan, be re-adopted.

**PF/121    c)   Hedgerow Policy**

**RECOMMENDED RO/ISB (Unanimous)**

That Hedgerow Policy, be adopted.

**PF/122    CLIMATE ACTION TASK AND FINISH GROUP**

**a)   Minutes – 2<sup>nd</sup> October 2025**

**RESOLVED RP/MT (6:0:1)**

That the minutes of the Climate Action Task and Finish Group meeting held on the 2<sup>nd</sup> October 2025 be received.

**PF/123    b)   Recommendations – 2<sup>nd</sup> October 2025**

Councillor Cowell advised that the Local Nature Recovery Strategy was to aid Shropshire Council in identifying green spaces in Ludlow and that the Climate Action Task and Finish Group aim to hold a public meeting to consult the public on how green spaces are managed and utilised.

**RESOLVED RP/MT (5:0:2)**

That the recommendation of the Climate Action Task and Finish Group meeting held on the 2<sup>nd</sup> October 2025 be approved:-

- **Local Nature Recovery Strategy (LNRS)**

- To note the purpose of the LNRS which is to identify opportunities for creating and restoring habitats beyond existing hotspots, and look at how the county can be best connected for nature.
- To note the three responsibilities for Town & Parish Councils: 1) Consider biodiversity in their area, 2) Agree policies and objectives to support them, 3) Act to deliver the objectives
- To agree that Town Councils are ideally placed to identify local biodiversity opportunities and threats, mobilise community action, and act as a trusted intermediary between residents and higher tier authorities.
- Actions we are building on include Restoring Shropshire Verges Project and CPRE's hedgerow heroes.
- Ludlow Town Council is taking lots of proactive action to improve habitats and hotspots within its area, along with promoting actions that residents / businesses can undertake themselves.
- To respond to the consultation as above and to comment on the interactive mapping with the addition/enlarging of the following sites:  
 Castle Gardens  
 Wigley Field allotments  
 Garden of Rest, St Laurences  
 Fishmore View amenity area  
 Gallows Bank  
 Housman amenity area  
 Steventon play area  
 Sheet Road verges  
 Sidney Road town green  
 Eco Park  
 Ballard Close amenity area  
 Wheeler Road recreation area  
 School playing fields  
 Weyman Road community orchard site  
 Dodmore Lane bridleway  
 Hopton Close amenity area  
 Parys Road play/amenity area

- **Climate Action Plan (CAP)**

- Changes/actions relating to the CAP.
- **Action 4** - To check whether this has been completed.
- **Action 6** - To check whether this has been completed.
- **Action 10** - To check on progress.
- **Action 11** - To prepare for P & F meeting in November.
- **Action 20** - To chase Shropshire Council for a response
- **Action 23** - To chase Shropshire Council for a response in preparation for the 2026 grass cutting season.
- **Action 26** - To begin plans for a public meeting following the completion of a green Parish map.
- **Action 29** - Feedback regarding the St Johns Gardeners to go to Services.
- **Action 30** - To set a schedule in place with the Communications & Marketing Officer.

- **Action 32** - This is being done as and when appropriate by the Town Clerk & Deputy Town Clerk.
- **Action 34** - Not yet begun but will look at this for next Spring.
- **Action 35** - Will generate a list of warm hubs (by confirming with community groups) and will publicise on our website and social media.

**PF/124    BUDGET TASK AND FINISH GROUP**

**RESOLVED RO/MT (Unanimous)**

That the minutes of the Budget Task and Finish Group meetings held on the 7<sup>th</sup> and 14<sup>th</sup> August 2025, be received.

**PF/125    STAFFING EFFICIENCY REVIEW**

**RESOLVED RO/MT (6:0:1)**

That the draft Term of Reference for the Efficiency Review recommended to Full Council by Staffing Committee, be noted.

**PF/126    EXTERNAL AUDIT**

**RESOLVED RO/MT (Unanimous)**

That it be noted that the audit is unconcluded subject to a review and that the information provided by the External Auditor has been published on the Council's website as required.

**PF/127    CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**

**a) Cash Flow Management Procedure**

Councillor Parry left the meeting at 8.25pm

**RESOLVED RO/KC (Unanimous)**

That the Cash Flow Management Procedure be approved.

**PF/128    b) Statements**

**RESOLVED RO/MT (Unanimous)**

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

**PF/129 c) Subscription Contract Note**

**RESOLVED RO/MT (Unanimous)**

That the CCLA Public Sector Deposit Fund Investment Subscription Contract Note, be noted.

**PF/130 d) Redemption Contract Note**

**RESOLVED RO/KC (Unanimous)**

That the CCLA Public Sector Deposit Fund Investment Redemption Contract Note, be noted.

**PF/131 e) Interest Rates**

**RESOLVED RO/KC (Unanimous)**

That the CCLA Public Sector Deposit Fund and Barclays Bank interest rates, be noted.

The meeting closed at 8.32pm

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Chair

\_\_\_\_\_  
Date

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