

# MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 24<sup>th</sup> NOVEMBER 2025** at **7.00PM**

**PF/132    PRESENT**

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

**PF/133    ABSENT**

Councillors Childs, Gill and Ginger, were absent.

**PF/134    WELCOME**

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

**PF/135    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/136    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/137    APOLOGIES**

Apologies for absence were received from Councillors Gill and Ginger.

**PF/138    DECLARATIONS OF INTEREST**

**Disclosable Pecuniary Interests**

None declared.

**Declaration of Conflicts of Interest**

None declared.

**Declarations of Personal Interest**

None declared.

**PF/139    PUBLIC OPEN SESSION (15 minutes)**

There was one member of the public present at the meeting.

A member of the public complimented the Committee on the new audio set up which had improved the rooms sound quality, queried the figure released through a Freedom of Information request regarding legal costs related to the churchyard wall, if they were the costs to date or up to the original FOI request date of November 2024.

He also drew Members attention to trip hazards on Broad Street. The Town Clerk advised that this fell under Shropshire Council as the Highway Authority.

**PF/140    UNITARY COUNCILLORS' SESSION**

Unitary Councillor Parry, Ludlow South, stated that she had spoken to Shropshire Council regarding the fly tipping in Castle Street car park. She added that Ludford Parish Council were currently submitting requests to Shropshire Council for new street furniture and that Ludlow may wish to do the same.

**PF/141    MINUTES**

**RESOLVED RO/KC (Unanimous)**

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

**PF/142    ITEMS TO ACTION**

**RESOLVED RO/KC (Unanimous)**

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

**PF/143    INTERNAL AUDITOR**

The Council's Internal Auditor, Kevin Rose, spoke to the Committee about the work that he does, his experience and the challenges that are being faced by town and parish Council's across the country. He commented on the SAPPP and CIPFA Consultation and the increased audit workload related to Assertion 10.

**PF/144    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 September 2025; be received.

**PF/145    CLOSE CASHBOOKS**

**RESOLVED RO/KC (Unanimous)**

That:-

- a) the PayPal Cashbook be closed; and
- b) the Electric Vehicle Cashbook be closed.

**PF/146    AGED DEBTORS**

**RESOLVED RO/KC (Unanimous)**

That the Debtors report be received.

**PF/147    AGED DEBTORS**

**RESOLVED RO/MM (Unanimous)**

That the Debtors Explanation Report be received.

**PF/148    POLICY REVIEW – CORPORATE GOVERNANCE POLICY**

**RECOMMENDED RO/KC (Unanimous)**

That the review of the Corporate Governance Policy be deferred to the next meeting.

**PF/149    CLIMATE ACTION TASK AND FINISH GROUP**

**a) Minutes**

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

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

**PF/150    b) Recommendations**

**RECOMMENDED RO/KC (Unanimous)**

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

Changes/actions relating to the CAP.

To consider the following statement to be forwarded to prospective contractors when obtaining quotes:

It is important to Ludlow Town Council that prospective contractors consider the following aspects of their work to be efficient and less harmful to the environment.

- Conserve natural resources through careful planning, and efficient use of resources, water and raw materials.
- Minimisation of waste through source reduction, reuse and recycling.
- Handling and disposal of waste through safe and environmentally sustainable methods.

We would like contractors to have an aspirational 'zero to landfill' policy to ensure as much waste as possible is diverted from landfill. With the ultimate goal of achieving Zero Waste to Landfill through prevention, reduction, reuse and recycling.

**PF/151    PLANTING TASK AND FINISH GROUP**

**a) Minutes**

**RESOLVED RO/MT (7:0:1)**

That the minutes of the Planting Task and Finish Group meeting held on the 30<sup>th</sup> October 2025 be received.

**PF/152    b) Recommendations**

Councillor Taylor introduced the recommendations and explained that the Group planned to concentrate on the Town centre planters in the short term. Councillor Parry stated that if Ludlow wanted to enter the In Bloom competition in the future they would need to expand beyond the town centre as town wide displays were a specific element of the competition criteria.

**RECOMMENDED RO/MT (7:0:1)**

That the recommendation of the Planting Task and Finish Group meeting held on the 30<sup>th</sup> October 2025 be approved:-

- a) Purchase of a plastic planter in black to trial on Bromfield slip road at a cost of £399 + £72 delivery (from Amberol – self watering planter PRM-0P)
- b) Removal of 29 boxes from various locations in Ludlow (as detailed: 19 Old Street, 4 Corve Street, 2 Broad Street, 2 Bromfield slip road, two Mill Street). This is to remove boxes which are in poor condition, are not being maintained or that there are simply too many planters in a single location. Local residents will be notified of the changes.
- c) All plants that can be saved will be used in other LTC locations.
- d) Planters that can be salvaged will be repaired for use elsewhere and also made more 'sustainable' with liners etc.
- e) Purchase tags to number/identify remaining planters £31.64 (including delivery and tax)
- f) Agree with the suggestion of a single business sponsorship category that will be within the £20-£30 per annum cost bracket – no income for LTC, simply to cover costs of a plaque etc.
- g) Approve that cordaline plants are removed from planters and offered to local residents free of charge.
- h) To approve the purchase of a box ball shrub
- i) To approve the purchase of 6 lavender plants, 6 hebe plants, weed suppressing matting and bark for the Old Street flower beds – work to be undertaken over winter.

**PF/153    BUDGET TASK AND FINISH GROUP****RESOLVED RO/MT (7:0:1)**

That the minutes of the Budget Task and Finish Group meetings held on the 13<sup>th</sup> October 2025, be received.

**PF/154    2<sup>nd</sup> QUARTER INCOME AND EXPENDITURE****a) Income and Expenditure Report****RESOLVED RO/MT (Unanimous)**

That the 2<sup>nd</sup> Quarter Income and Expenditure Report, be noted.

**PF/155    b) Exceptions Report**

**RESOLVED RO/MT (Unanimous)**

That the 2<sup>nd</sup> Quarter Exceptions Report, be approved.

**PF/156    INTERNAL AUDIT**

**a) Internal Auditor's Observations Recommendations**

**RECOMMENDED RO/MT (Unanimous)**

That the Internal Auditor's observations and proposed actions be approved.

**PF/157    b) Internal Auditor's Letter and Summary of Tests**

**RECOMMENDED RO/MT (Unanimous)**

That the Internal Auditor's cover letter and summary of test, be noted.

**PF/158    DATA USE AND ACCESS ACT 2025 (DUAA)**

**RESOLVED RO/MT (Unanimous)**

That the Data Use and Access Act 2025 (DUAA), be noted

**PF/159    SAPPP AND CIPFA LAUNCH JOINT CONSULTATION ON PROPER PRACTICES FOR SMALLER AUTHORITIES**

**RESOLVED RO/KC (Unanimous)**

That authority be delegated to the Town Clerk to reply to the consultation, with the input of the Policy and Finance Committee Chair.

**PF/160    CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**

**a) Statement**

**RESOLVED RO/MT (Unanimous)**

That the CCLA Public Sector Deposit Fund Investment statements for October 2025, be noted.

**PF/161    b) Sell Shares Funds Transfer**

**RESOLVED RO/KC (7:0:1)**

That the CCLA Public Sector Deposit Fund Sell Shares Funds Transfer, be noted.

**PF/162    BARCLAYS BANK**

**RESOLVED RO/DL (Unanimous)**

That Barclays Bank month end balances be noted.

**PF/163    CASH FLOW MANAGEMENT**

**RESOLVED RO/KC (Unanimous)**

That the amount kept in the Barclays Bank account at any one time be reduced from £150,000.00 to £90,000.00, with the released funds being placed in the CCLA Public Sector Deposit Fund account earning a higher rate of interest.

**PF/164    MAYOR AND DEPUTY MAYOR EVENTS**

**RESOLVED RO/DL (Unanimous)**

That the Mayor and Deputy Mayor's event attendance from August to October 2025, be noted.

The meeting closed at 8.33pm

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Chair

\_\_\_\_\_  
Date

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