LUDLOW TOWN COUNCIL

A G E N D A

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 25th November 2026

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in The Guildhall, Mill Street, Ludlow SY8 1AZ on Monday 30th November 2026 at 7.00pm



Councillor D Lyle
Mayor of Ludlow

K e y A g e n d a I t e m s:

- **FINANCIAL INFORMATION**
- **POLICY REVIEW**

The public may speak at this meeting.

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

1. Welcome from the Chairman and essential housekeeping information.

Councillors and members of the public are to note that the fire exits can be found to the rear of the building, right outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. Recording of Meetings

Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media is permitted during public sessions of Council meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. Meeting Protocol

Members are reminded 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.

4. Apologies

To note apologies for absence from members of the Committee.

5. Declarations of Interests

To receive the declarations of interests from Members of the Committee.

a) Disclosable Pecuniary Interest
b) Declaration of conflicts of Interest
c) Declarations of personal interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

6. Election of Vice-Chair
To receive nominations and elect a Vice Chair.

7. Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

8. Ludlow's Unitary Councillors Session – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

9. Minutes
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 19th October 2026.**

10. Items to Action
To consider the items to action sheet from the previous Policy and Finance Committee Meeting held on **19th October 2026. (Councillors please note that questions requiring a response at the meeting must be submitted by end of day on Thursday 26th November 2026).**

Item No.	ITEM	Attachment
11.	**FINANCE INFORMATION** **Councillors please note that questions requiring a response at the meeting must be submitted by end of day on Thursday 26th November 2026.** To receive:-	
a)	Cash Book – Payments and Income for September 2026.	11a
b)	Reconciliation for September 2026.	11b
c)	Barclaycard - Payments, Income & Reconciliation for September 2026.	11c
d)	Petty Cash – Payments, Income & Reconciliation for September 2026.	11d
e)	Public Sector Deposit Fund – Payments, Income & Reconciliation for September 2026.	11e
f)	Income - Payments, Income & Reconciliation for September 2026.	11f
g)	Mayor's Charity Account - Payments, Income & Reconciliation for September 2026.	11g
12.	**DEBTORS**	
a)	To receive a report of debtors.	12a
b)	To consider an explanation report on debtors.	12b
13.	**INTERNAL AUDIT** To consider the Interim Internal Audit observations.	13
14.	**2nd QUARTER INCOME AND EXPENDITURE**	
a)	To receive the 2nd Quarter Income and Expenditure report	14a
b)	To approve the 2nd Quarter Exceptions Report	14b

15.	**POLICY REVIEW** To review and approve the	
a)	Committee Terms of Reference to ensure that they are inline with Standing Orders and - Recommendation from Full Council 14th September 2026 (FC/232)	**TOR Services** **TOR Rep** **TOR P&F** **TOR Staffing**
b)	Flag Flying Policy - Recommendation from Services Committee 22nd July 2026 (S26/052)	**15b**
16.	**NEW PROJECTS** To consider a report on Live Streaming and Recording Town Council Meetings (Prior resolutions relating to the item)	**16**
17.	**CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**	
a)	To note the October 2026 statement.	**17a**
b)	To note the Redemption contract notes.	**17b**
18.	**WEST MERCIA ENERGY**	
a)	To note the newsletter	**18a**
b)	To consider the Renewable energy premium plus costing	**18b**
19.	**BUDGET TASK AND FINISH GROUP** To receive the meeting notes of the Budget Task and Finish Group meeting held:-	
a)	15th October 2026	**19a**
b)	12th November 2026	**19b**
20.	**NEXT MEETING** To invite Committee Members to propose reports, which they will be responsible for preparing and submitting in compliance with the relevant timescales and requirements of Standing Orders.	**No papers.**
21.	**EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted	**No papers**
22.	**PHOTOCOPIER** To consider a report on procuring a new photocopier/contract.	**22** **Appendix A** **Appendix B**

MEMBERSHIP

Members of the Policy & Finance Committee

Councillors Taylor (Chair); Addis; Argent; Childs; Cowell; Eastaff; Gill; Ginger; Harris; Hepworth; Lyle; Owen; Parry.

Notes
The next Policy & Finance Committee meeting will be held on the 18th January 2027

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