Ludlow Town Council

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 8th JUNE 2026** at **7.00PM**

PF/01 **PRESENT**

Chair:	Councillor R. Owen
Councillors:	Cowell; Maxwell-Muller; Taylor
Officers:	Lucy Jones, Senior Finance Assistant

PF/02 **ABSENT**

Councillors Addis, Childs, Gill, Harris, and Lyle were absent.

PF/03 **WELCOME**

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

PF/04 **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/05 **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/06 **APOLOGIES**

Apologies for absence were received from Councillors Gill and Lyle.

PF/07 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests
None declared.

Declaration of Conflicts of Interest
None declared.

Declarations of Personal Interest

Councillor Cowell	Item 7 & 13a	Knows speaker/Street Trading Applicant

PF/08 **ELECTION OF VICE-CHAIR**

RESOLVED RO/KC (Unanimous)

That Councillor Taylor be elected as Vice-Chair of Policy and Finance Committee for 2026-27.

PF/08 **PUBLIC OPEN SESSION (15 minutes)**

There were 2 members of the public present.

James Evans, Bull Ring Farm Shop – Mr Evans explained his proposal for a mobile farm shop to serve the residents of Ludlow and the surrounding area. He stated that since opening the Bull Ring shop he had received outstanding community support but that the location did face issues with access and lack of parking. He also recognised the difficulties some for residents encountered with shopping regularly particularly the elderly and vulnerable residents.

Mr Evans proposed a mobile farm shop that would run 3 days a week, stopping for around 30 minutes at each location. He said that he had previously approached the Town Council with this scheme but had made no progress, he hoped that the Council would see the potential benefits to the community and support this endeavour.

PF/09 **UNITARY COUNCILLORS' SESSION**

There were no Unitary Councillors present.

PF/10 MINUTES

RESOLVED RO/KC (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 13th April 2026, be approved as a correct record, and signed by the Chair.

PF/11 ITEMS TO ACTION

RESOLVED RO/MT (Unanimous)

That resolution PF/248 in the Items to Action is an urgent matter and that is be undertaken as soon as possible.

PF/12 ITEMS TO ACTION

RESOLVED RO/KC (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 13th April 2026, be approved.

PF/13 FINANCE INFORMATION

RESOLVED RO/MT (Unanimous)

That:-

a) the Cash Book Payments, Income and Reconciliation; Barclaycard 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; Mayor’s Charity Payments, Income and Reconciliation for March and April 2026; and the and Mayor’s Charity Income Payment, Income and Reconciliation for March 2026, be received.
b) the closure of the Mayor’s Chairty Income cashbook be noted.

PF/14 AGED DEBTORS

a) Debtors Report

RESOLVED RO/MT (Unanimous)

That the Debtors report and Debtors Explanation Report be received.

PF/15 POLICY REVIEW

a) Street Trading Policy

Councillor Cowell expressed her support for the proposed mobile farm shop, this was echoed by the rest of the Committee. Councillor Cowell went on to say that the Council had the opportunity to be innovative and support local businesses and residents including the most vulnerable.

RECOMMENDED KC/IMM (Unanimous)

That the Street Trading Policy be amended to include "3.11 Consents and Licences may also be issued to mobile traders who sell goods and move from location to location without causing obstruction, nuisance or annoyance".

PF/16 RECOMMENDED RO/KC (Unanimous)

That the Street Trading Policy, as amended, be adopted.

PF/17 b) Internal Controls Policy

RECOMMENDED KC/RO (Unanimous)

That the Internal Controls Policy, as amended, be adopted.

PF/18 c) Risk Management Policy

RECOMMENDED RO/KC (Unanimous)

That the Risk Management Policy, as amended, be adopted.

PF/19 INTERNAL AUDIT YEAREND

RESOLVED RO/KC (Unanimous)

That the Fixed Asset Register be considered by the Budget Task and Finish Group.

PF/20 RESOLVED MT/RO (Unanimous)

That the Internal Auditor be asked to join the next meeting of the Budget Task and Finish Group to review the negative response from the Internal Audit.

PF/21 **RESOLVED RO/KC (Unanimous)**

That the Internal Audit observations and supporting documents have been reviewed and noted.

PF/22 **4th QUARTER INCOME AND EXPENDITURE**

Councillor Taylor left the meeting at 8.30pm

a) Income and Expenditure Report

RESOLVED RO/KC (Unanimous)

That the 4th Quarter Income and Expenditure Report be noted.

PF/23 **b) Exceptions Report**

RESOLVED RO/KC (Unanimous)

That the 4th Quarter Exceptions report be approved.

PF/24 **CARRIED FORWARDS – 2025/26 to 2026/27**

RESOLVED RO/KC (Unanimous)

That the list of budget funds carried forward from the 2025/26 financial year to 2026/27 be approved.

PF/25 **EARMARKED RESERVES**

a) Earmarked Reserves Movement 2025/26

RESOLVED RO/KC (Unanimous)

That the Earmarked Reserves movement in 2025/26, be noted.

Councillor Taylor rejoined the meeting at 8.33pm

PF/26 **b) Earmarked Reserves Opening Balances 2026/27**

RESOLVED MT/KC (Unanimous)

That the Earmarked Reserves Balances for 2026/27, be approved, subject to the Budget Task and Finish Group continuing its work to bring all funds in line with the Earmarked Reserves Policy.

PF27 **c) Release of Earmarked Reserve Funds**

RESOLVED RO/KC (Unanimous)

That the remaining funds in Earmarked Reserve 329 be released to the General Fund following the successful completion of the project.

PF28 **CHURCHYARD WALL UPDATES**

RESOLVED MT/RO (Unanimous)

That:-
a) the updates regarding the churchyard wall scaffolding and ballast bags be noted.
b) the advice of the Chair of the Town Walls Trust be sought in relation to the drafting of a specification for netting on the wall.

PF/29 **BUDGET TASK AND FINISH GROUP**

RESOLVED MT/RO (Unanimous)

That the minutes of the Budget Task and Finish Group meetings held on the 1st May 2026, be received.

PF/30 **CLIMATE ACTION TASK AND FINISH GROUP**

RESOLVED MM/RO (Unanimous)

That the minutes of the Climate Action Task and Finish Group meeting held on the 21st May 2026, be received.

PF/31 **CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**

RESOLVED RO/MM (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statements for March and April 2026 and the Redemption Contract note, be noted.

The meeting closed at 8.45pm

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Chair Date

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