

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 20th JULY 2026** at **7.00PM**

PF/32 PRESENT

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

PF/33 ABSENT

Councillors Addis, Childs, Gill, Ginger, Harris, Hepworth, Lyle and Maxwell-Muller were absent.

PF/34 WELCOME

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

PF/35 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/36 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/37 APOLOGIES

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

PF/38 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/39 PUBLIC OPEN SESSION (15 minutes)

There were 2 members of the public present.

The owner of Bull Ring Farm Shop stated that he was in attendance to help progress his proposal for a mobile farm shop to serve the community of Ludlow, particularly the vulnerable residents who are unable to get to the town centre. He expressed his frustration at witnessing ice cream vans pulling up to locations around the town, in a similar manner to how he wished to trade, without Street Trading permission from the Town Council. The Town Clerk asked that Mr Evans forward any details/evidence of illegal street trading, as this can be prosecuted with up to a £1,000.00 fine.

PF/40 UNITARY COUNCILLORS' SESSION

Unitary Councillor Parry, Ludlow South, informed the Committee that Shropshire Council were offering grants for the installation of electric vehicle charging points, of £500.00 per point.

PF/41 MINUTES

The approval of minutes of 8th June 2026 was deferred after a query was raised.

PF/42 ITEMS TO ACTION

RESOLVED RO/KC (3:0:1)

That:-

- a) the items to action from the Policy and Finance Committee meeting held on the 8th June 2026, be approved.
- b) an update on the Town Wall scaffolding be circulated to Members.

PF/43 FINANCE INFORMATION

RESOLVED RO/MT (Unanimous)

That 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 May 2026, be received.

PF/44 AGED DEBTORS

RESOLVED RO/MT (Unanimous)

That the Debtors report and Debtors Explanation Report be received.

PF/45 POLICY REVIEW

a) Street Trading Policy

The Town Clerk set out the process for expanding the Consent Streets in Ludlow, including identifying specific pitches on those streets, seeking approval from Shropshire Council, consulting Shropshire Council Highways on the safety of those pitches and consulting local bodies as set out in the policy.

RECOMMENDED RO/MT (Unanimous)

That, in principle, the extension of the Street Trading Streets and identified pitches, as identified by the trader, be approved and the process of consultation with Shropshire Council and other local bodies, as set out in the Street Trading Policy be followed.

PF/46 b) Guildhall Fire Policy and Strategy

The Town Clerk explained that a fire drill was carried out at the Guildhall every six months and that the alarm and emergency lighting was tested every week. She added the Council's nominated employees had recently completed Fire Warden Training.

Councillor Cowell queried who the responsible person would be in the absence of the Town Clerk and Deputy Town Clerk.

RECOMMENDED RO/KC (Unanimous)

That the Guildhall Fire Policy and Strategy, subject to the inclusion of a nominated person in the absence of the Town Clerk and Deputy Town Clerk, be adopted.

PF/47 HMRC MILEAGE RATES

RESOLVED RO/MT (Unanimous)

That the updated HMRC Mileage Rates be noted.

PF/48 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED RO/KC (3:0:1)

That the CCLA Public Sector Deposit Fund Investment statements for May and June 2026, the Redemption Contract note and the Subscription Contract note, be noted.

PF/49 MAYOR AND DEPUTY MAYOR'S EVENTS

RESOLVED RO/KC (3:0:1)

That Mayor and Deputy Mayor's attendance of events from February to May 2026, be noted.

The meeting closed at 7.53pm

Chair

Date

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