

LUDLOW TOWN COUNCIL

To: All Members of the Council, Unitary Councillors, Press

Contact: Councillor Diane Lyle

Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ

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Despatch date: 2nd October 2026

STATUTORY NOTICE CALLING AN EXTRAORDINARY MEETING

NOTICE IS HEREBY GIVEN that, in accordance with Schedule 12, Paragraph 9 (1) of the Local Government Act 1972 and the Standing Orders of Ludlow Town Council, I, Councillor Diane Lyle, in my capacity as Town Mayor, hereby call an Extraordinary Meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, SY8 1AZ on

THURSDAY 8TH OCTOBER 2026 at 7.00pm

for the purpose of transacting the business specified in the agenda below.



Councillor Diane Lyle
Mayor of Ludlow

As the business to be transacted involves confidential staffing matters, this notice is issued directly by me as Town Mayor. Members are reminded of their statutory duties regarding confidentiality.

Key Agenda Items:

- *STAFFING AND EMPLOYMENT MATTERS*

The public may speak at this meeting

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 MAYOR AND HEALTH & SAFETY INFORMATION**

Councillors and members of the public are to note that the fire exits can be found to the rear of the building 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 session 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 receive Councillor's apologies.

5. **DECLARATIONS OF INTEREST**

To receive declarations of interests for:

- 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. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)

- 6. 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. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.

Item No.	ITEM	Attachment
7.	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
8.	STAFFING AND EMPLOYMENT MATTERS	
a)	To receive a report from the Mayor and Chair of the Staffing Committee regarding outstanding correspondence concerning an employment matter.	To follow
b)	To consider and vote on a formal resolution to ratify and authorise ongoing enquiries and questions issued to the Proper Officer.	
c)	To delegate to the Staffing Committee of the Council authority for any necessary steps including the potential appointment of an independent external party to review matters raised.	

M e m b e r s h i p

Councillors Lyle (Town Mayor), Addis (Deputy Mayor), Argent, Childs, Cowell, Eastaff, Gill, Ginger, Harris, Hepworth, Maxwell-Muller, Owen, Parry and Taylor.

The date of the next Council meeting is 26th October 2026

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