MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 7th SEPTEMBER 2026** at **7.00PM**

PF/50 PRESENT

Chair:	Councillor M. Taylor
Councillors:	Cowell; Eastaff; Maxwell-Muller; Owen
Officers:	Kate Adams, Deputy Town Clerk Lucy Jones, Senior Finance Assistant

PF/51 ABSENT

Councillors Addis, Childs, Gill, Ginger, Harris, Hepworth, Lyle and Parry were absent.

PF/52 WELCOME

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

PF/53 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/54 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/55 APOLOGIES

Apologies for absence were received from Councillors Addis and Lyle.

PF/56 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None declared.

Declaration of Conflicts of Interest
None declared.

Declarations of Personal Interest
None declared.

PF/57 ELECTION OF VICE CHAIR

RESOLVED MT/KC (Unanimous)

That election of Vice-Chair be deferred to the next meeting.

PF/58 PUBLIC OPEN SESSION (15 minutes)

There were no member of the public or press present at the meeting.

PF/59 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present at the meeting.

PF/60 MINUTES

RESOLVED RO/KC (3:0:2)

That the minutes of the Policy and Finance Committee meeting held on the 8th June 2026 and 20th July 2026, be approved as a correct record, and signed by the Chair.

PF/61 ITEMS TO ACTION

RESOLVED MT/KC (Unanimous)

That:-
a) the items to action from the Policy and Finance Committee meeting held on the 20th July 2026, be approved.
b) an update be made to the next Committee meeting on the progress of the Town Wall scaffolding netting and the Street Trading extension.

PF/62 FINANCE INFORMATION

RESOLVED MT/SE (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; for June 2026, be received.

PF/63 AGED DEBTORS

RESOLVED MT/IMM (Unanimous)

That the Debtors report and Debtors Explanation Report be received.

PF/64 POLICY PROCESSING

Councillor Eastaff disagreed with the proposed procedure, she stated that NALC provided many model policies that are regularly reviewed and updated in line with legislation. This would reduce some of the administrative burden on the Council to create and ensure policies are legally compliant. She suggested that the policies should be looked at as a whole, to first eliminate and amalgamate before reviewing individual policies.

RESOLVED SE/RO (Unanimous)

That:-
a) the Policy Processing procedure is not adopted.
b) The policy list and all policy document be circulated to Committee members.
c) The Policy review process be brought back to the next Committee meeting.

PF/65 POLICY REVIEW

IT Policy

RESOLVED SE/KC (Unanimous)

That:-
a) the IT policy is not adopted.
b) the NALC model IT Policy be brought to the next Committee meeting for consideration.

PF/66 1ST QUARTER INCOME AND EXPENDITURE

RESOLVED MT/SE (Unanimous)

That:-
a) the 1st Quarter Income and Expenditure Report be noted.
b) the 1st Quarter Exceptions report be approved.

PF/67 RESOLVED MT/KC (Unanimous)

That a report be presented to the next Committee meeting on the photocopier rental costs and possible alternatives.

PF/68 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED MT/RO (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statement for July 2026, and the Redemption Contract note, be noted.

PF/69 NEXT MEETING

a) Standing Items

RESOLVED MT/KC (Unanimous)

That following standing agenda items for the next meeting be noted:-
- Finance Information
- Debtors
- Policy Review
- CCLA
- Mayor's Events

PF/70 **b) <u>Proposed Reports</u>**

<u>RESOLVED</u> SE/IMM (Unanimous)

That the following items be considered at the next Policy and Finance Committee meeting:-

a) NALC IT Policy
b) Policy Review Procedure
c) Photocopier Rental Contract
d) NALC Information and Data Protection Policy.

PF/71 **<u>RESOLVED</u> MT/RO (Unanimous)**

That a list of budgets set/effected by Policy and Finance Committee be circulated to Committee members for consideration, to make recommendations to the Budget Working Group.

The meeting closed at 8.03pm

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Chair Date

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