

LUDLOW TOWN COUNCIL

A G E N D A

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

Contact: Gina Wilding

Ludlow Town Council, The Guildhall,

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Despatch date: 8th May 2026

COUNCIL

You are summoned to attend the Annual meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 13th May 2026 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2026-2027
- Election of Deputy Mayor 2026-2027
- Committee Structure & Meeting Calendar
- Internal Controls
- Civic Nominations

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. **HEALTH AND SAFETY**

Councillors and members of the public are to note that the fire exit can be found to the left 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 broadcast 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. **ELECTION OF MAYOR 2026-2027**

The retiring mayor will welcome everyone to the meeting and invite nominations for the mayor to be proposed and seconded. Voting on all nominations will be by a paper ballot as stated in Standing Orders in successive rounds until the successful candidate is elected by a majority vote.

The new mayor shall sign an acceptance of office and chair the meeting.

5. **ELECTION OF DEPUTY MAYOR 2026-2027**

To receive nominations and elect the Deputy Mayor. Voting will be by a paper ballot as stated in Standing Orders including all nominations that are seconded until the successful candidate is elected by majority vote.



6. **APOLOGIES**

To receive apologies from Councillors.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

7. **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) (nb. this does not preclude any later declarations).)

8. **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 s1 extended by the LG Act 972 s100.

9. **LUDLOW POLICE UPDATE**

To receive an update from Ludlow's Safer Neighbourhood Team.

10. **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

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

11. **MINUTES**

To approve as a correct record the open and closed minutes of the **COUNCIL** meeting on **Monday 20th April 2026**. LGA 1972 Sch 12 para 41(1). [11](#)

12. **ITEMS TO ACTION**

To note the Items to Action from **Monday 20th April 2026**. [12](#)

ITEM	Attachment
13. <u>MEETING CALENDAR</u> To adopt the Council/Committee calendar dates for 2026/27.	13
14. <u>COMMITTEE STRUCTURE</u>	
a) To adopt the Committee Structure of Services Committee, Representational Committee, Staffing Committee, Policy & Finance Committee and Task and Finish Groups.	14a
b) To adopt the Meeting Protocol.	14b

15. SERVICES COMMITTEE MEMBERSHIP

- | | | |
|----|---|---------------------|
| a) | To adopt the Terms of Reference for Services Committee. | 15a |
| b) | To nominate and elect the Committee Membership. | No papers |
| c) | Election of Chair for Services Committee (from the new Services Committee Members). | No papers |

16. REPRESENTATIONAL COMMITTEE

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|----|---|---------------------|
| a) | To adopt the Terms of Reference for Representational Committee. | 16a |
| b) | To nominate and elect the Committee Membership. | No papers |
| c) | Election of Chair for Representational Committee (from the new Representational Committee Members). | No papers |

17. STAFFING COMMITTEE MEMBERSHIP

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|----|--|---------------------|
| a) | To adopt the Terms of Reference for Staffing Committee.
There will be three timetabled meetings per annum to facilitate statutory updates and HR training for committee members, and ad-hoc meetings as required. | 17a |
| b) | To nominate and elect the Committee Membership. | No papers |
| c) | Election of Chair for Staffing Committee (from the new Staffing Committee Members). | No papers |

18. POLICY & FINANCE COMMITTEE MEMBERSHIP

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|----|--|---------------------|
| a) | To adopt the Terms of Reference for Policy & Finance Committee. | 18a |
| b) | To nominate and elect the Members of Policy and Finance Committee <i>Please note: Terms of Reference state that membership should include the Mayor, Deputy Mayor and Chair of Services and Representational Committees.</i> | No papers |
| c) | Election of Chair for Policy and Finance Committee (from the new Policy and Finance Committee Members). | No papers |
| d) | To agree the Council's Authorised Signatories for payments. | 18d |
| e) | To approve the Council's active direct debits. | 18e |

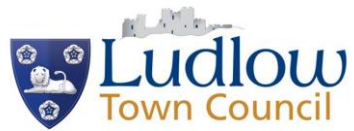
19. APPOINTMENT OF TASK AND FINISH GROUPS

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|----|--|---|
| a) | To re-form a Climate Action Task and Finish Group with existing membership. To adopt the Terms of Reference of the Climate Action Task and Finish Group. | 19
19a |
| b) | To re-form a Budget Task and Finish Group with existing membership. To adopt the Terms of Reference of the Budget Task and Finish Group. To commence 2026 / 27 budget setting activities with the Town Clerk / Responsible Financial Officer in July 2026. | 19b |
| c) | To re-form a Town Centre Planting Task and Finish Group with existing membership. To adopt the Terms of Reference of the Town Centre Planting Task and Finish Group. | 19c |
| d) | To re-form a Communications Task and Finish Group with | 19d |

	existing membership. To adopt the Terms of Reference of the Communications Task and Finish Group.	
e)	To re-form a Churchyard Walls Task and Finish Group with existing membership. To adopt the Terms of Reference of the Churchyard Walls Task and Finish Group.	19e
f)	To consider re-forming or disbanding a Residential Rental Task and Finish Group.	No papers
g)	To re-form an Insurance Task and Finish Group with existing membership.	No papers
h)	To re-form an Efficiency Review Task and Finish Group with existing membership. To adopt the Terms of Reference of the Efficiency Review Task and Finish Group.	19h
i)	To re-form and agree membership for a Christmas Lights Task and Finish Group.	No papers
20.	<u>STANDING ORDERS</u>	
	To note that the Council's Standing Orders were amended and adopted on 20 th April 2026.	20
21.	<u>FINANCIAL REGULATIONS</u>	
	To adopt the Council's Financial Regulations.	21
22.	<u>COUNCIL'S LAND AND ASSETS</u>	
	To consider a report and to adopt the asset register.	22
23.	<u>SCHEME OF DELEGATION</u>	
	To adopt the Council's Scheme of Delegation.	23
24.	<u>INTERNAL CONTROLS</u>	
a)	To adopt the Council's Internal Controls Policy.	24a
b)	To adopt the Risk Management Policy.	24b
c)	To adopt the Council's Risk Assessments and Emergency Plans.	24c
25.	<u>COMPLAINTS POLICIES</u>	
a)	To adopt the Council's Complaints Policy.	25a
b)	To adopt the Vexatious Complainants Policy.	25b
26.	<u>INSURANCE</u>	
a)	To adopt insurance cover in respect of all insured risks and to note the insurance revaluation of buildings.	26a
b)	To adopt vehicle insurance cover.	26b
27.	<u>MEMBERSHIP OF OTHER ORGANISATIONS AND PROFESSIONAL BODIES</u>	
a)	To adopt the Council Representation on Outside Bodies Policy.	27a
b)	To receive annual reports from Councillor Representatives on Outside Bodies for 2025/26.	27b
c)	To review and appoint Councillor representatives on Outside	27c



	Organisations for 2026/27.	
d)	To approve the Council's continued Membership of Professional Bodies.	27d
28.	<u>FREEDOM OF INFORMATION</u>	
a)	To adopt the Council's Freedom of Information Policy.	28a
b)	To adopt the Model Publication Scheme.	28b
29.	<u>IT POLICY</u>	
	To note that Policy & Finance Committee deferred consideration of the policy.	No papers
30.	<u>PRESS PROTOCOL</u>	
	To adopt the Council's Press Protocol within the Communications Policy.	30
31.	<u>DATA PROTECTION REGULATIONS</u>	
	To adopt the Data Protection Policy.	31
32.	<u>MAYOR'S ALLOWANCE</u>	
	To approve a mayor's annual allowance of £3,280.00 in 2026/27.	No papers
33.	<u>COMMITTEE MINUTES</u>	
	To receive the minutes of Representational Committee on 21 st April 2026.	33
34.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>	
	The Chair 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
35.	<u>CIVIC NOMINATIONS</u>	
a)	To note the civic nomination criteria.	35a
b)	To approve Civic Awards for 2026.	35b



M e m b e r s h i p

Councillors Addis, Childs, Cowell, Gill, Ginger, Harris, Hepworth, Lyle, Maxwell-Muller, Owen, Parry, Scott-Bell, Tapley, Taylor and Ward.

The date of the next Council meeting is Monday 22nd June 2026