

SERVICES COMMITTEE

6th January 2009

You are summoned to attend the meeting of the Services Committee on **Monday 12th January 2009 at 7.00pm** in the Bishop Mascall Centre, Lower Galdeford, Ludlow.

TO: MEMBERS OF THE SERVICES COMMITTEE: Councillors Pound (Chair), Bradley (Vice-Chair), Callender, Glaze, Kidd, Mitchell, Newbold, Pope, Smithers and Taylor-Smith

AGENDA

1. **APOLOGIES FOR ABSENCE** – To receive any apologies for absence.
2. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest.
3. **PUBLIC OPEN SESSION** – Members of the public are invited to make representations on any matter relating to the work of the Committee.
4. **MINUTES** – To agree the minutes of the Services Committee meeting held on 17th November 2008 (pg 5)
5. **ITEMS TO ACTION UPDATE** – To note the following update from November:

Minute	Action	Status
S82/08 a) Performance Report	To present a comprehensive report to illustrate the actual costs of the market to include staff time and projections for accurate budget preparations	On-going as part of the budget preparation
S82/08 b) Cardboard Recycling	To consider as part of the overall waste management in the Market Review	Market review
S82/08 c) Market Mobile Units	To consider funding for the improved appearance of the mobile units as part of the Market Review To consider the issues of parking on the Square as part of the Market Review	Market review – Chris New has supplied a brief for consideration at the Policy & Finance Committee
S83/08 a) Amenity Area & Property Report	To advertise the post to lock and unlock the Cemetery gates at weekends and on summer evenings To adopt and action the Priority List	On-going Budget preparation
S83/08 b) DLF Activity	To construct a document to illustrate	On-going –

Report	the overall operation of the DLF and associated staff costs for running the Town Council services To prepare a comparison with potential costs of contractors and other external works as part of a review process	Advice may be sought from external resources, such as SSDC
S85/08 d) Flower Beds	To build up with top soil and manure before planting completed by third week of May 2009	Manure compound under construction
S85/08 f) Castle Gardens	To place this item on the next Services agenda	Please find below

6. LUDLOW MARKET

a) **Performance Report** – To note that a comprehensive report to illustrate the actual costs of the market, as detailed above, to include staff time and projections is in progress.

b) **Markets Sub-Committee** – To approve the notes of the meeting held on 8th December 2008 and to consider the following issues raised (pg 9):

(i) **Events Calendar 2009** – To consider allowing the Market Traders Association hire of the Market Square on approximately 5 free Sundays during 2009 for their own markets. Committee are required to consider the rent, if applicable

(ii) **August Markets** – To consider holding 4 additional Craft & Country Markets on Tuesdays in August

(iii) **Provision of Back Sheets** – To consider supplying back and end sheets to traders. Previously, the Council purchased and provided the sheets at an approximate cost of £70 each to traders, but most were mislaid. It is suggested that a hire or purchase system should be put in place should the Council agree to provide the sheets again

c) **Biffa Waste Collection** – To review the current waste collection service for the Market and discuss the concerns of the location of the bins in Castle Street Car Park. The current cost of emptying the bins is £320.00 per week.

d) **Rotary Tree of Light** – To feedback on the 2008 Rotary Tree of Light. An email has been received from the Ludlow Rotary Club expressing thanks for the support received and a request to learn the Council's reactions to the Tree and the various activities that took place in the Events Square.

7. AMENITIES

a) **DLF Activity Report** – To note the attached report of the Community Services Officer (pg 11)

b) **Work Mobile Telephones** – To discuss the continued provision and costs of mobile 'phones for use by members of staff. It has been suggested that walkie-talkies would be more appropriate however this is not considered feasible for the following reasons:

- Some members of staff are on call outside working hours
- Calls are made to and received from contractors and suppliers
- Traders need to be able to contact the market assistant
- Satisfactory communication between members of staff
- Required in the Lone Worker Policy

As part of the proposed new telephone system for the office, mobile 'phone contracts will be reviewed for a more cost effective service. A report will be made to the Policy & Finance Committee accordingly.

c) Ludlow in Bloom

- Report of Meeting** – To receive the report of the meeting held on 9th December 2008 (pg 13)
- Flower Beds** – To consider the attached comments made by the Ludlow in Bloom Committee (pg 19)

d) Lifebuoy Pilot Scheme – To consider the establishment of a Pilot Scheme. Councillor Taylor-Smith will report further at the meeting. Please see the attached funding application made to the Local Joint Committee and details of the proposed equipment (pg 21)

e) Toilet Facility in Wheeler Road – To consider investigating the feasibility of making an external access to the existing toilets in the Guide Hut.

f) Castle Gardens – To discuss the use of Castle Gardens by charities and local organisations in order to support and promote their events.

g) Fishmore View – To consider the removal of the steps to the wildlife area and planting up the slope. Please see the attached letter received from I. R. Morris (pg 25)

8. CEMETERY

a) Cemetery Fees – To consider coming in line with the standard rate of fees adopted in Shropshire. Figures will be tabled at the meeting

b) Cemetery Chapel – To discuss extending the remit of the Christmas Lights Working Group to install more appropriate Christmas Lights in the Chapel. The Lights are greatly appreciated by members of the public.

9. PRIORITY LIST

a) Professional Services from SSDC – To note that Mark Povey, SSDC, has been asked to assist and advise on items detailed on the Priority List.

b) Priority List – To approve in principle the attached Priority List and to consider the following (pg 27):



- (i) **Linney Park** – The opening of Linney Park in 2009 and the associated costs and works required such as replacement of jetty, resurfacing of car park and installation of parking meter
- (ii) **Fishmore View** – The removal or repair of the concrete slab

10. BUDGET PREPARATIONS

- a) **Budget Codes** – To consider the attached draft 2009/10 budget codes pertinent to the Services Committee and to make recommendations to the Policy & Finance Committee (pg 29)
- b) **Christmas Lights** – To consider the budget allocation for the Lights in 2009. Please see the attached costings for 2008 (pg 41)

11. REPORTS FROM OUTSIDE ORGANISATIONS – To receive reports from any of the following organisations:

- a) **Friends of Whitcliffe Common** – Councillor Kidd
- b) **Town Walls Trust** – Councillor Kidd
- c) **Pride of Place** – Councillor Davies

Linda Thomas
Town Clerk