

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: 17th June 2026

COUNCIL

You are summoned to attend the meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Monday 22nd June 2026 at 7.00pm

Gina Wilding

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Town Clerk

Key Agenda Items:

- ANNUAL GOVERNANCE AND ACCOUNTING RETURN 2025/26
- INTERNAL AUDITOR'S REPORT
- SHROPSHIRE COUNCIL PARTNERSHIP WORKING
- CO-OPTION

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.
7. **LUDLOW POLICE UPDATE**
To receive an update from the Safer Neighbourhood Team.
8. **LUDLOW'S UNITARY COUNCILLORS SESSION**
Ludlow's Unitary Councillors are invited to provide updates on Unitary Council matters related to Ludlow.
9. **SHROPSHIRE GOOD FOOD PARTNERSHIP**
a) To receive a presentation from Daphne DuCros, Shropshire Good Food Partnership.
b) To approve the request for Ludlow to be a pilot town and to participate in shaping the project locally.
10. **MINUTES**
To approve the open and closed session minutes of Council on 13th May 2026 as a correct record of the meeting (LGA 1972 Sch 12 para 41(1)). [10](#)
11. **ITEMS TO ACTION**
To note the items to action from Council on 13th May 2026. [11](#)

ITEM	Attachment
12. <u>INTERNAL AUDIT</u>	
a) To adopt the signed Annual Internal Audit Report 2025/26.	12a
b) To receive the year end audit letter from the internal auditor.	12b
c) To adopt the year end internal audit observations.	12c
d) To note the restated asset register figure of £670,551.27.	No papers
13. <u>ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2025/26</u>	
a) To note the explanation of the 2025 Box 8 figure.	13a
b) To approve the Annual Return Governance Statement 2025/26 in accordance with the Accounts and Audit Regulations. To note that the explanation for Assertion 10 is that the Town Council is in the process of approving an Information Technology Policy, and anticipates this will be completed in July 2026.	13b
c) To approve the Annual Return Statement of Accounts 2025/26 in accordance with the Accounts and Audit Regulations.	13c
d) To approve the dates for the period for the exercise of public rights.	13d

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| 14. | <u>ENGLISH DEVOLUTION AND COMMUNITY EMPOWERMENT ACT 2026</u> | |
| | To note the core messages for town and parish councils. | <u>14</u> |
| 15. | <u>SHROPSHIRE COUNCIL PARTNERSHIP WORKING</u> | |
| | To consider the request from Shropshire Council. | <u>15</u> |
| 16. | <u>LARGE VEHICLE ACCESS</u> | |
| | To consider approaching Shropshire Council for advice on access restrictions for large vehicles. | <u>16</u> |
| 17. | <u>HELENA LANE DAY CENTRE</u> | |
| a) | To support the 38 Degrees petition to save Helena Lane Day Centre. | <u>17a</u> |
| b) | To approve writing to Shropshire Council to express the Town Council's concerns regarding the closure of Helena Lane Day Centre. | No papers |
| 18. | <u>LUDLOW FAIRTRADE TOWN GROUP</u> | |
| | To approve support for Ludlow Fairtrade Town Group's Community Status for the next three years. | <u>18</u> |
| 19. | <u>PROJECT SUPPORT GRANTS</u> | |
| | To consider a Project Support Grant application from Lingen Davies Cancer Support. | <u>19</u> |
| 20. | <u>PROJECTS UPDATE</u> | |
| | To receive an update on core projects. | <u>20</u> |
| 21. | <u>CO-OPTION – CLEE VIEW AND GALLOWS BANK WARDS</u> | |
| a) | To receive the co-option timetable. | <u>21a</u> |
| b) | To note the co-option procedure, advert and application forms. | <u>21b</u> |
| 22. | <u>LUDLOW LIBRARY</u> | |
| | To consider the request for funding from Shropshire Council. | <u>22</u> |
| 23. | <u>COMMITTEE AND TASK & FINISH GROUP MEMBERSHIP</u> | |
| a) | To approve Committee and Task & Finish Group membership for Councillor Ginger, Councillor Hepworth and Councillor Parry. | <u>23a</u> |
| b) | To approve the creation of a Neighbourhood Plan Task & Finish Group. | No papers |
| c) | To approve membership for a Neighbourhood Plan Task & Finish Group. | No papers |
| d) | To approve the Terms of Reference. | <u>23d</u> |
| 24. | <u>REPRESENTATIVES ON OUTSIDE BODIES</u> | |
| | To consider filling the existing vacancies, and to approve a councillor requested exchange of representative for Job Charlton Trust Almshouses, Elizabeth Massey Almshouses and Hosyer-Foxe Almshouses. | <u>24</u> |
| 25. | <u>STREET TRADING</u> | |



	To consider a report.	25
26.	<u>LUDLOW WAR MEMORIAL FUND</u> To approve the request from the Ludlow War Memorial Fund group.	26
27.	<u>COMMITTEE RECOMMENDATIONS</u> To approve recommendations from Representational Committee on 24 th March 2026 and Policy and Finance Committee on 8 th June 2026.	27
28.	<u>COMMITTEE MINUTES</u> To receive the minutes of:	28
a)	Policy & Finance Committee on 13 th April 2026.	
b)	Representational Committee on 19 th May 2026.	
c)	Policy & Finance Committee on 8 th June 2026.	
d)	Services Committee on 10 th June 2026.	
29.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> 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
30.	<u>SCREEN FOR CHAMBER</u> To consider a report and approve the purchase of a screen and camera.	30
31.	<u>LEGAL SERVICES</u> To consider a report.	31
32.	<u>CONSERVATION SURVEYS OF LISTED BUILDINGS</u> To approve a quotation.	32
33.	<u>VEHICLE QUOTES</u> To consider a report and approve a vehicle lease.	33
34.	<u>CCTV</u> To approve a quote for maintenance of the CCTV system.	34
35.	<u>CHURCHYARD WALLS</u> To consider a report.	35

M e m b e r s h i p

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

The date of the next Council meeting is 27th July 2026