

LUDLOW TOWN COUNCIL A G E N D A

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

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Despatch date: 4th May 2023

COUNCIL

You are summoned to attend the Annual General meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 10th May 2023 at 7.00pm

Gina Wilding

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Town Clerk

Key Agenda Items:

- Election of Mayor 2023-2024
- Election of Deputy Mayor 2023-2024
- Membership of Committees
- Adoption of key policies
- Civic Awards

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. **ELECTION OF MAYOR 2023-2024** – To receive nominations and elect the 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.

2. **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.

Council is asked to note that in the exercise of their functions they must take note of the following: Equal opportunities, Crime and Disorder, Health and Safety and Human Rights.

3. **ELECTION OF DEPUTY MAYOR 2023-2024** – 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.
4. **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.

5. **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.

6. **Declarations of Interests**

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.



7. **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.
8. **Ludlow Police Update** – Ludlow Police are invited to address their comments and updates to the Council.
9. **Ludlow’s Unitary Councillors Question and Answer Session** – Ludlow’s Unitary Councillors are invited to address any questions to the Committee.
10. **Minutes** – To approve as a correct record the open and closed minutes of **COUNCIL** minutes of **MONDAY 13th MARCH 2023**. LGA 1972 Sch 12 para 41(1)
11. **Items to Action** –
To note the items to action sheet from **MONDAY 13TH MARCH 2023**.

ITEM	Attachment
12. QUESTIONS FROM THE ANNUAL TOWN RESIDENTS MEETING To consider the questions from the Annual Town Residents Meeting 24 th April 2023.	12
13. COUNCIL MEETING CALENDAR a) To adopt the Council/Committee calendar dates for 2023/24. b) To adopt the Meeting Protocol.	13a 13b
14. INTERNAL AUDITOR To adopt the Internal Auditors letter of engagement.	14
15. SERVICES COMMITTEE MEMBERSHIP a) To adopt the Terms of Reference for Services Committee. b) To nominate and elect the Committee Membership. c) Election of Chairman for Services Committee from the new Services Committee Members.	15a No papers No papers
16. REPRESENTATIONAL COMMITTEE MEMBERSHIP a) To adopt the amended Terms of Reference for Representational Committee. b) To nominate and elect the Committee Membership. c) Election of Chairman for Representational Committee from the new Representational Committee Members.	16a No papers No Papers
17. POLICY & FINANCE COMMITTEE MEMBERSHIP a) To adopt the amended Terms of Reference for Policy & Finance Committee. The committee will undertake duties relating to	17a

	GDPR	
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 Chairmen of Services and Representational Committees.</i>	No Papers
c)	Election of Chairman 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	17d
18.	STAFFING COMMITTEE MEMBERSHIP	
a)	To adopt the Terms of Reference for Staffing Committee. There will be three timetabled meetings per annum. To facilitate HR training for committee members.	18a
b)	To nominate and elect the Committee Membership.	No Papers
c)	Election of Chairman for Staffing Committee from the new Staffing Committee Members.	No Papers
19.	APPOINTMENT OF SUB-COMMITTEES AND TASK & FINISH GROUPS	
a)	To adopt the Terms of Reference of the Climate Action Sub-Committee.	19a
b)	To form a Climate Action Sub-Committee from the Policy & Finance Members.	
c)	To form a Budget Task & Finish Group and approve membership, to commence 2024 / 25 in budget setting activities with the Town Clerk in August 2023.	No papers
20.	SCHEME OF DELEGATION	
	To adopt the Council's Scheme of Delegation.	20
21.	STANDING ORDERS	
	To adopt the Council's Standing Orders.	21
22.	FINANCIAL REGULATIONS	
	To adopt the council's Financial Regulations.	22
23.	COUNCIL'S LAND AND ASSETS	
	To adopt the asset register.	23
24.	RISK ASSESSMENTS	
	To readopt the Council's Risk Assessments.	24
25.	COMPLAINTS POLICIES	
a)	To adopt the Council's Complaints Policy.	25a
b)	To adopt the Vexatious Complainants Policy	25b
26.	INSURANCE	
	To adopt insurance cover in respect of all insured risks.	26



27.	MEMBERSHIP OF OTHER ORGANISATIONS & PROFESSIONAL BODIES	
a)	To adopt the Policy on Council Representation on Outside organisations.	27a
b)	To review and appoint Councillor representatives on Outside Organisations.	27b
c)	To approve the Council's continued Membership of Professional Bodies.	27c
28.	FREEDOM OF INFORMATION	
a)	To adopt the Council's Freedom of Information Policy	28a
b)	To adopt the Model Publication Scheme.	28b
29.	PRESS PROTOCOL	
	To adopt the Council's Press Protocol.	29
30.	DATA PROTECTION REGULATIONS UK	
	To adopt the Data Protection polices, privacy notices and documentation.	30
31.	MAYOR'S ALLOWANCE	
	To approve a Mayor's annual allowance of £3,280.00 in 2023-24.	No papers
32.	PROJECT SUPPORT GRANT APPLICATIONS	
a)	To note the Project Support Grant Criteria	32a
b)	To consider the applications from	32b
i)	Ludlow Fringe Festival	32bi
ii)	Ludlow Assembly Rooms	32bii
33.	COMMITTEE RECOMMENDATIONS	
	To consider the recommendations from Services Committee 12 TH April 2023.	33
34.	COMMITTEES MINUTES	
	To receive the minutes of:	
a)	Policy & Finance Committee 27 th February and 17 th April 2023.	34a
b)	Services Committee 12 th April 2023.	34b
c)	Representational Committee 4 th April 2023.	34c
d)	Staffing Committee 4 th April 2023.	33d
35.	EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	No papers
	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.

36. CIVIC NOMINATIONS

- a) To note the civic nomination criteria.
- b) To approve Civic Awards for 2023.

36a

36b

M e m b e r s h i p

Councillors Ginger (Town Mayor); B Waite (Deputy Mayor); Adams; Childs; Garner; Ginger; Jones; Lyle; O'Neill, Parry; Pote; Tapley; Thompson and S. Waite.

The date of the next Council meeting is the 19th June 2023