

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,
Mill Street, Ludlow, SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 6th May 2022

COUNCIL

You are summoned to attend the Annual General meeting of Ludlow Town Council to be held at The Methodist Church, Broad Street, Ludlow, on Wednesday 11th May 2022 at 7.00pm

Gina Wilding

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Town Clerk

Key Agenda Items:

- Election of Mayor 2022-2023
- Election of Deputy Mayor 2022-2023
- 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 2022-2023** – To receive nominations and elect the Mayor. Voting will be by a show of hands as stated in Standing Orders including all nominations that are seconded until the successful candidate is elected by majority vote.

2. **Welcome from the Mayor and essential housekeeping information.**

In the event of a fire alarm, please leave in an orderly fashion by the main Exit at the front of the building. In the unlikely event that this route is blocked, please leave through the Fire Exit behind me, and through the side entrance. (For those upstairs there are Fire Exits at the front and at the back) Please assemble on the pavement outside, away from the front of the building.

For fire safety purposes, all attendees of this meeting were asked to give their name upon entry.

3. **ELECTION OF DEPUTY MAYOR 2022-2023** – To receive nominations and elect the Deputy Mayor. Voting will be by a show of hands 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 councillors' apologies.

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.

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.



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 7th MARCH 2022**.
11. **Items to Action** –
To note the items to action sheet from **MONDAY 7TH MARCH 2022**.

ITEM	Attachment
12. COUNCIL MEETING CALENDAR	
a) To adopt the Council/Committee calendar dates for 2022/23.	12a
b) To adopt the Meeting Protocol.	12b
13. SERVICES COMMITTEE MEMBERSHIP	
a) To adopt the Terms of Reference for Services Committee.	13a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Services Committee from the new Services Committee Members.	No papers
14. REPRESENTATIONAL COMMITTEE MEMBERSHIP	
a) To adopt the amended Terms of Reference for Representational Committee. The awarding of Small Project Support Grants in accordance with Council Powers Section 137 (LGA 1972) and agreed criteria will revert to Full Council.	14a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Representational Committee from the new Representational Committee Members.	No Papers
15. POLICY & FINANCE COMMITTEE MEMBERSHIP	
a) To adopt the amended Terms of Reference for Policy & Finance Committee. The committee will undertake duties relating to GDPR	15a
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	15d
16. 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.	16a
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
17.	APPOINTMENT OF SUB-COMMITTEES AND TASK & FINISH GROUPS	
a)	That at its first meeting Policy and Finance drafts the terms of reference for a Climate Action Sub-Committee for approval by council prior to the commencement of the activities of the sub-committee.	No papers
b)	To form a budget Task & Finish Group and approve membership, to commence 2023 / 24 in budget setting activities with the Town Clerk in July 2022.	No papers
18.	SCHEME OF DELEGATION	
	To adopt the Council's Scheme of Delegation.	18
19.	STANDING ORDERS	
	To adopt the Council's Standing Orders.	19
20.	FINANCIAL REGULATIONS	
	To adopt the council's Financial Regulations.	20
21.	COUNCIL'S LAND AND ASSETS	
	To adopt the asset register.	21
22.	RISK ASSESSMENTS	
a)	To readopt the Council's Risk Assessments.	22a
b)	To consider a report.	22b
23.	INSURANCE	
	To adopt insurance cover in respect of all insured risks.	23
24.	MEMBERSHIP OF OTHER ORGANISATIONS & PROFESSIONAL BODIES	
a)	To adopt the Policy on Council Representation on Outside organisations.	24a
b)	To review and appoint Councillor representatives on Outside Organisations.	24b
c)	To approve the Council's continued Membership of Professional Bodies.	24c
25.	FREEDOM OF INFORMATION	
a)	To adopt the Council's Freedom of Information Policy	25a
b)	To adopt the Model Publication Scheme.	25b
26.	PRESS PROTOCOL	
	To adopt the Council's Press Protocol.	26

27. GENERAL DATA PROTECTION REGULATIONS (GDPR)		
To adopt the GDPR polices, privacy notices and documentation		27
28. EMPLOYEE HANDBOOK		
To adopt the updated Employee Handbook.		28
29. MAYOR'S ALLOWANCE		
To approve a Mayor's annual allowance of £3,280.00 in 2022-23.		No papers
30. MARKET PARKING		
To receive letters regarding Market parking and consider a report.		30
31. PROJECT SUPPORT GRANT APPLICATIONS		
a) To note the Project Support Grant Criteria		31a
b) To consider the application from Crucial Crew.		31b
32. COMMITTEE RECOMMENDATIONS		
a) To consider the open recommendations from Policy & Finance Committee 11 th April 2022.		32a
b) To consider the confidential Recommendations from Policy & Finance Committee 11 th April 2022.		32b
33. COMMITTEES & WORKING GROUP MINUTES		
To receive the minutes of:		
a) Policy & Finance Committee 28 th February and 11 th April 2022.		33a
b) Services Committee 13 th April 2022.		33b
c) Representational Committee 9 th March, 6 th April 2022.		33c
d) Staffing Committee 9 th February, 15 th March, 26 th April 2022.		33d
34. 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.		
35. CIVIC NOMINATIONS		
a) To approve clarification for the civic nomination criteria.		35a
b) To approve Civic Awards for 2022.		35b



M e m b e r s h i p

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

The date of the next Council meeting is the 20th June 2022