

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: 19th May 2021

COUNCIL

You are summoned to attend the Annual Meeting of Ludlow Town Council to be held at The Methodist Church, Broad Street, Ludlow SY8 1NH on Monday 24th May 2021 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2021- 2022
- Election of Deputy Mayor 2021- 2022
- Membership of Committees
- Adoption of policies
- Consider nominations for 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. **Health and Safety** – The Mayor will advise the locations of the fire exits, and the fire he fire assembly point.

For fire safety purposes, all attendees of this meeting were asked to give their name upon entry, and seat themselves in the area assigned to them.

2. **ELECTION OF MAYOR 2021- 2022** – To receive verbal nominations and elect the Mayor.
3. **ELECTION OF DEPUTY MAYOR 2021-2022** – To receive verbal nominations and elect the Deputy Mayor.
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. **Minutes** – To approve as a correct record and sign the minutes of **COUNCIL** minutes of **MONDAY 26th APRIL 2021**.
9. **Items to Action** –
To note the items to action sheet from the previous Council Meetings held on the 26th APRIL 2021.



ITEM	Attachment
10. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) AND INTERNAL AUDITOR'S REPORT	
a) To adopt the completed and signed Internal Auditor's section.	10a
b) To approve the Annual Return Governance Statement in accordance with the Accounts and Audit Regulations.	10b
c) To approve the Annual Return Statement of Accounts 2020-21.	10c
11. COUNCIL MEETING CALENDAR	
a) To adopt the Council/Committee calendar dates for 2021/22.	11a
b) To adopt the in-person Meeting Protocol.	11b
12. SERVICES COMMITTEE MEMBERSHIP	
a) To adopt the Terms of Reference for Services Committee.	12a
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
13. REPRESENTATIONAL COMMITTEE	
a) To adopt the Terms of Reference for Representational Committee.	13a
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
14. POLICY & FINANCE COMMITTEE	
a) To adopt the Terms of Reference for Policy & Finance Committee. The committee will undertake duties relating to GDPR	14a
b) To nominate and elect the Members of Policy and Finance Committee <i>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	14d
15. STAFFING COMMITTEE	
a) To adopt the amended Terms of Reference for Staffing Committee. There will be three timetabled meetings per annum. To facilitate HR training for committee members	15a
b) To nominate and elect the Committee Membership.	No Papers
c) Election of Chairman for Staffing and Appeals Committee from the new Staffing and Appeals Committee Members.	No Papers
16. TOWN COUNCIL'S POLICIES	
To adopt the following Town Council Policies:-	
a) Scheme of Delegation	16a

b)	Standing Orders	16b
c)	Financial Regulations	16c
d)	Freedom of Information Policy	16d
e)	Model Publication Scheme	16e
f)	Press Protocol	16f
g)	GDPR polices, privacy notices and documentation	16g
17.	COUNCIL'S LAND AND ASSETS	
	To adopt the asset register.	17
18.	RISK ASSESSMENTS	
	To readopt the Council's Risk Assessments, and note that the format of the risk assessments is subject to review during 2021 / 22.	18
19.	INSURANCE	
	To adopt insurance cover in respect of all insured risks.	19
20.	MEMBERSHIP OF OTHER ORGANISATIONS & PROFESSIONAL BODIES	
	To approve the Council's continued Membership of Professional Bodies.	20
21.	CO-OPTION OF COUNCILLORS FOR CLEE VIEW AND HAYTON WARDS	
a)	To approve a Co-options meeting on Wednesday 16 th June 2021.	No papers
b)	To note the Application form, Skills Audit and poster	21b
22.	COMMITTEES MINUTES	
	To receive the minutes of Representational Committee 23 rd April 2021.	22
23.	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.	
24.	CIVIC NOMINATIONS	
a)	To note the Criteria.	24a
b)	To consider nominations for Civic Awards.	24b
c)	To approve the event process	24c



M e m b e r s h i p

Councillors Gill (Town Mayor); Pote (Deputy Mayor); Boddington; Garner; Ginger; Jones; Lyle; Parry; O'Neill, Perks; Pote; and Tapley.

The date of the next Council meeting is Wednesday 16th June 2021