

LUDLOW TOWN COUNCIL A G E N D A

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

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Despatch date: 27th August 2013

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at
The Guildhall, Mill Street, Ludlow, on
Monday 2nd September 2013 at 7.00pm



Gina Wilding
Town Clerk

Key Agenda Items:

- **Boxing club**
- **Assembly rooms**
- **SAMDev**
- **Third Quarter Workload**

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** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, 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.
2. **Apologies**
3. **Declarations of Interests**
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **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.
5. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk as required.
6. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
7. **Minutes** – To approve as a correct record and sign the minutes of the **COUNCIL MEETINGS** held on:-
 - a) **8th July 2013** (Open and Closed Session)
 - b) **10th July 2013** (Open and Closed Session)
 - c) **23rd July 2013** (Open and Closed Session)
8. **Funeral of Dave Lewis, Parade Marshall** – The Mayor will announce that the funeral will be held on Saturday 14th September 2013 at 12 noon, Service at St Johns followed the by burial at Henley Road Cemetery. The Mayor will then lead the Council in a one minute silence of remembrance.

	ITEM	Attachment	Page No
9.	LUDLOW ASSEMBLY ROOMS SERVICE LEVEL AGREEMENT		
a)	To receive a presentation from Kate Howe, CEO Ludlow Assembly Rooms	9a	23
b)	To consider a Service Level Agreement with Ludlow Assembly Rooms from 2014 onwards	9b	27
10.	BOXING CLUB		
a)	To receive a presentation from Colin Richards	No papers	
b)	To note the minutes of a LABC Committee meeting held on the 25 th July 2013	10b	35



c)	To consider joint working with LABC to arrange the Boxing Club opening ceremony	No papers	
11.	POLICY & FINANCE COMMITTEE		
a)	To receive the minutes of the Policy and Finance Committee meeting held on the 29 th July 2013 (Draft)	11a	39
b)	Consider the recommendations from the Policy and Finance Committee meeting held on the 29 th July 2013	11b	47
12.	REPRESENTATIONAL COMMITTEE		
a)	To receive the minutes of the Representational Committee meeting held on the 3 rd July 2013	12a	55
b)	To receive the minutes of the Representational Committee meeting held on the 31 st July 2013 (Draft)	12b	59
13.	SERVICES COMMITTEE		
a)	To receive the minutes of the Services Committee meeting held on the 22 nd July 2013 (Draft)	13a	63
b)	Consider the recommendations from the Services Committee meeting held on the 22 nd July 2013	13b	71
14.	CHRISTMAS LIGHTS WORKING GROUP		
a)	To receive the minutes of the Christmas Lights Working Group meeting held on the 21 st August 2013 (Draft)	14a	73
b)	Consider the recommendations from the Christmas Lights Working Group meeting held on the 21 st August 2013	14b	75
15.	COMMITTEE MEMBERSHIP	15	77
	To reconsider the Committee Membership and allow the two new Councillors to choose which Committees and Working Groups they would like to sit on.		
16.	NATIONAL SALARY AWARD	16	79
	To note the 2013/14 National Salary Award		
17.	SAMDEV	No papers	
	To reply to the Revised Preferred Options Questionnaire		
18.	3rd QUARTER WORKLOAD	18	81
	To consider a report from the Town Clerk in relation to the Council workload from October to December 2013		
19.	ID BADGES	19	85
	To consider a report from the Town Clerk on the provision of name/ID badges for all Councillors		
20.	STAFFING AND APPEALS SUB-COMMITTEE		
a)	To consider changing the Staffing and Appeal Sub-Committee into a full Committee	No papers	

b)	To adopt the Staffing and Appeals Committee Terms of Reference	20b	91
21.	ONSHORE WIND DEVELOPMENT To note a letter from Philip Dunne MP	21	95
22.	EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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	
23.	CLOSED SESSION RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE Consider the closed session recommendations from the Policy and Finance Committee meeting held on the 10 th June 2013	23	107
24.	CLOSED SESSION RECOMMENDATIONS FROM SERVICES COMMITTEE Consider the closed session recommendations from the Policy and Finance Committee meeting held on the 10 th June 2013	24	109
25.	STAFFING AND APPEALS COMMITTEE To ratify the recommendations from the Staffing and Appeals Sub-Committee Interview Panel meeting on the 14 th August 2013	25	111
26.	BOXING CLUB LEASE To agree the terms of the Boxing Club Lease	26	113

M e m b e r s h i p

Councillors Smithers (Town Mayor); Draper (Deputy Mayor); Cobley; Ginger; Holcombe; Jones; Kemp; Lyle; Mold; J. Newbold; S. Newbold; Parry; Perks; Sheward; Toop

The next Council meeting will be held on the 14th October 2013