

# **Policy and Finance Committee – 17<sup>th</sup> January 2022**

## **Delegated Authority Actions**

In the interests of transparency, the Council has created a temporary process to retain all the elements of good governance including publically accessible meetings, and Councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

### **PRESENT**

Councillors: Adams (Chair); Boddington; Garner; Ginger; Lyle; O'Neill; Parry (arrived at 7.09pm); Perks; Pote  
Apologies: Councillor Gill  
Staff: Gina Wilding, Town Clerk; Lucy Jones, Senior Finance Officer

### **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None declared.

#### Conflicts of Interest

Councillor Pote – Mayor's Civic Visits  
Mayor's Charity  
Councillor Lyle - Ludlow 21 director

#### Personal Interests

Councillor Perks – Item 9a – Believe more information is needed, accrued town walls expenses  
Item 11& 16 – Review internal audit process  
Item 18 – Family use the business  
Councillor Garner - Item 9 – Mayor's Charity set up through Shropshire Youth

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#### **PUBLIC OPEN SESSION (15 minutes)**

There were no member of the public or press present.

#### **LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

Unitary Councillor Boddington, Ludlow North, was present but made no comment.

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<b>Delegated Authority No.</b>	<b><u>Recommendation</u></b>	<b>Action</b>	<b>Staff</b>	<b>Status</b>	<b>Date</b>
<b>DA/PF/17/01/2 2/60</b>	<b><u>MINUTES</u></b>  <b><u>RECOMMENDED (Unanimous) PA/GG</u></b> That the Delegated Authority Notes from the 6 <sup>th</sup> December 2021 be noted.	None			
<b>DA/PF/17/01/2 2/61</b>	<b><u>ITEMS TO ACTION</u></b>  <b><u>RECOMMENDED (Unanimous) PA/VP</u></b> That the Delegated Authority Actions from the 6 <sup>th</sup> December 2021 be noted.	None			
<b>DA/PF/17/01/2 2/62</b>  <b>Councillor Parry entered the meeting at 7:09pm</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>a) Cash Book Payments and Income</u></b>  <b><u>RECOMMENDED (7:0:2) PA/RP</u></b> That the Cash Book Payments and Income for November 2021, be received.	None			

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<b>DA/PF/17/01/2 2/63</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>b) Cash Book Reconciliation</u></b>  <b><u>RECOMMENDED (Unanimous) RP/EG</u></b> That the Cash Book Reconciliation for November 2021, be received.	None			
<b>DA/PF/17/01/2 2/64</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>c) Barclaycard Statement</u></b>  <b><u>RECOMMENDED (Unanimous) GP/EG</u></b> That the Barclaycard Statement for October 2021, be received.	None			
<b>DA/PF/17/01/2 2/65</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>d) Paypal Payments, Income and Reconciliation</u></b>  <b><u>RECOMMENDED (Unanimous) PA/GP</u></b> That the Paypal Payments, Income and Reconciliation for November 2021, be received.	None			

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<b>DA/PF/17/01/2 2/66</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>e) Petty Cash Payments, Income and Reconciliation</u></b>  <b><u>RECOMMENDED (Unanimous) DL/EG</u></b> That the Petty Cash Payments, Income and Reconciliation for November 2021, be received.	None			
<b>DA/PF/17/01/2 2/67</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>f) Public Sector Deposit Fund Payments, Income and Reconciliation</u></b>  <b><u>RECOMMENDED (Unanimous) EG/DL</u></b> That the Public Sector Deposit Fund Payments, Income and Reconciliation for November 2021, be received.	None			
<b>DA/PF/17/01/2 2/68</b>	<b><u>FINANCE INFORMATION</u></b>  <b><u>g) Mayor's Charity Account Payments, Income and Reconciliation</u></b>  <b><u>RECOMMENDED (Unanimous) GP/SO</u></b> That the Mayor's Charity Account Payments, Income and Reconciliation for October and November 2021, be received.	None			

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<b>DA/PF/17/01/2 2/69</b>	<b><u>AGED DEBTORS REPORT</u></b>  <b><u>RECOMMENDED (Unanimous) PA/GG</u></b> That the Aged Debtors report be received.	None			
<b>DA/PF/17/01/2 2/70</b>	<b><u>DEBT RECOVERY POLICY</u></b>  <b><u>RECOMMENDED (Unanimous) PA/RP</u></b> That the Debt Recovery Policy be adopted as amended.	To Full Council	NB		
<b>DA/PF/17/01/2 2/71</b>	<b><u>CALENDAR OF EVENTS DEBTORS</u></b>  <b><u>RECOMMENDED (Unanimous) GG/GP</u></b>  That no refunds are made in regard to the 2020 Calendar of Events and payment be chased for the outstanding invoices.	Chase invoice payment	LJ		
<b>DA/PF/17/01/2 2/72</b>	<b><u>INTERIM INTERNAL AUDIT</u></b>  <b><u>RECOMMENDED (8:0:1) GG/PA</u></b>  That the Bank Statements signing off process be adopted and the fidelity insurance update be noted.	Sign off 2021/22 bank statements	LJ		

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<b>DA/PF/17/01/2 2/73</b>	<b><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></b>  <b><u>RECOMMENDED (Unanimous) PA/GG</u></b>  That the bequest be accepted and a letter of thanks sent.	Write a letter	LJ/GW		
<b>DA/PF/17/01/2 2/74 Councillor O'Neill left the meeting at 7:32pm</b>	<b><u>MAYOR'S CIVIC VISITS</u></b>  <b><u>RECOMMENDED (Unanimous) PA/EG</u></b>  That the Mayor's Civic Visits be noted.	None			
<b>DA/PF/17/01/2 2/75</b>	<b><u>DEPUTY MAYOR'S CIVIC VISITS</u></b>  <b><u>RECOMMENDED (Unanimous) PA/GP</u></b>  That the Deputy Mayor's Civic Visits be noted.	None			
<b>DA/PF/17/01/2 2/76 Councillor O'Neill rejoined the meeting at 7:34pm</b>	<b><u>PROCUREMENT RULES</u></b>  <b><u>RECOMMENDED (Unanimous) GP/EG</u></b>  That the update be noted.	None			

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<b>DA/PF/17/01/2 2/77</b>	<b><u>REFERENDUM PRINCIPLES</u></b>  <b><u>RECOMMENDED (8:0:1) PA/EG</u></b>  That the update be noted.	None			
<b>DA/PF/17/01/2 2/78</b>	<b><u>EXTERNAL AUDIT</u></b>  <b><u>RECOMMENDED (8:0:1) GG/PA</u></b>  That the update be noted.	None			
<b>DA/PF/17/01/2 2/79</b>	<b><u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u></b>  <b><u>RECOMMENDED (Unanimous) PA/DL</u></b>  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.	None			



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<b>DA/PF/17/01/2 2/80</b>	<b><u>BUTTERCROSS COMMERCIAL LEASE</u></b>  <b><u>RECOMMENDED (Unanimous) DL/GG</u></b>  That the rent review be undertaken prior to the terms of the Lease being considered. That rents reviews be sought from two local suppliers and the Valuation Office Agency.	Undertake rent reviews	LJ/GW		
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The meeting closed at 19.51pm