

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: 24th June 2021

COUNCIL

You are summoned to attend the Meeting of Ludlow Town Council to be held
at The Methodist Church, Broad Street, Ludlow SY8 1NH
On Tuesday 29th June 2021 at 7pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- *Co-options*

THOSE ATTENDING MUST WEAR A FACE COVERING

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** - 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, and seat themselves in the area assigned to them.

- 2. 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.

- 3. Apologies**
To receive councillors' apologies.

- 4. 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.

- 5. 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.
- 6. Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address their comments and questions the Council.
- 7. Minutes**
To approve the Chairman to sign as a correct record the minutes of **COUNCIL** minutes of **WEDNESDAY 16th JUNE 2021**.

- 8. Items to Action**
To note the items to action sheet from the previous Council Meetings held on the 16th June 2021.



ITEM	Attachment
9. CO-OPTIONS	
a) To note that one candidate who stood for co-option on 16 th June 2021 is ineligible under section 80(1)(d) of the Local Government Act 1972.	No papers
b) To proceed under the legal advice that the previous co-option process was flawed because of the ineligible candidate, and should be gone through again.	No papers
c) To adopt the Covid-19 Secure co-option process	9c
d) To note the Completed Application Forms	9d
e) To follow the Covid-19 Secure co-option process for the three vacancies.	No papers
10. MEMBERSHIP	
<i>To Suspend Standing Orders</i>	
To consider Committee Membership for the co-opted Councillors.	10
<i>To Re-instate Standing Orders</i>	

M e m b e r s h i p

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

The date of the next Council meeting is Monday 12th July 2021

MINUTES – FULL COUNCIL

16th JUNE 2021



MINUTES

Minutes of a meeting of the **COUNCIL** held at Ludlow Methodist Church, Broad Street, Ludlow, on **WEDNESDAY 16th JUNE 2021** at **7.00 PM**.

FC/045 **PRESENT**

Chairman: Councillor Pote

Councillors: Adams; Boddington; Garner; Gill; Ginger; Jones; Lyle; O'Neill; Parry; Perks; and Tapley.

Officers: Gina Wilding, Town Clerk
 Naomi Brotherton, Senior Admin Assistant

FC/046 **HEALTH AND SAFETY**

The Mayor welcomed everyone to the Full Council meeting, and requested that in the event of a fire alarm, everyone was to leave in an orderly fashion by the main exit at the front of the building. In the unlikely event that this route is blocked, to leave through the rear fire exit, and through the side entrance. For the public upstairs, fire exits could be found at the front and at the back. The assembly point is outside on the pavement away from the front of the building.

FC/047 **RECORDING OF MEETINGS**

The Mayor notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting 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 asked that they make this known at this point in the meeting.

FC/048 **APOLOGIES**

No apologies were received.

FC/049 DECLARATIONS OF INTERESTDisclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Chair – Ludlow in Bloom
Cllr Perks	8	SC/125-SC/136 abstaining on vote

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Adams	9c	Knows one candidate
Cllr Boddington	9c	Knows four candidates
Cllr Garner	9c	Knows at least one candidate
Cllr Ginger	9c	Knows at least one candidate
Cllr Jones	9c	Knows two candidates
Cllr Lyle	9c	Knows two candidates
Cllr O'Neill	9c	Knows one of the candidates
Cllr Perks	9c	Knows three of the candidates
Cllr Pote	9c	Knows three of the candidates

FC/050 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

FC/051 UNITARY COUNCILLORS SESSION

Cllr Viv Parry, Ludlow South – Councillor Parry reported that SALC had issued a bulletin encouraging Mayors and Deputy Mayors to become involved in the 2022 national tree planting initiative to celebrate the Queen's platinum jubilee.

She added that Council had resolved to plant a tree on Sidney Road Town Green to commemorate those who lost their lives to COVID-19 but that this was only one tree.

Cllr Andy Boddington, Ludlow North – was present, but had no update at this time.

FC/052 MINUTES – FULL COUNCIL 24th MAY 2021**RESOLVED (unanimous) PA/TG**

To approve the open and closed minutes of Full Council held on Monday 24th May 2021 as a correct record.

FC/053 ITEMS TO ACTION – 24th MAY 2021**RESOLVED (11:0:1) RP/TG**

That the Items to Action be noted.

FC/054 CO-OPTIONS PROCESS

The Mayor welcomed the co-option candidates to the meeting.

He read the co-option procedure, and explained the majority voting process to the councillors present.

The Mayor emphasised that to comply with COVID-19 it would need to be a ballot with a show of hands, rather than the traditional paper ballot, as staff would not be able to walk around distributing or collecting paper ballots.

He stated that candidates had indicated on their co-option application which wards they wished to stand for but could before a ballot state additional preferences if they wished.

FC/055 CANDIDATE PRESENTATIONS & CO-OPTIONS

The candidates, namely Miss L Angell-Thorpe, Dr D Crampton-Thompson, Mr J Durnall, Mr J Smithers and Mrs B Waite, were invited to speak for three minutes each.

CLEE VIEW WARD – VACANCY 1

The candidates to be include for Clee View vacancy 1 were named as:

Miss L Angell-Thorpe, Dr D Crampton-Thompson, Mr J Durnall, Mr J Smithers and Mrs B Waite

<u>Clee View 1 – Round 1</u>	<u>No of Votes</u>
Miss L Angell-Thorpe	Three
Dr D Crampton-Thompson	Four
Mr J Durnall	None
Mr J Smithers	One
Mrs B Waite	Four

Mr Durnall had the lowest amount of votes and was excluded from the round two.

<u>Clee View 1 – Round 2</u>	<u>No of Votes</u>
Miss L Angell-Thorpe	Three
Dr D Crampton-Thompson	Three
Mr J Smithers	One
Mrs B Waite	Five

With the lowest amount of votes Mr Smithers was excluded from round three.

<u>Clee View 1 – Round 3</u>	<u>No of Votes</u>
Miss L Angell-Thorpe	Four
Dr D Crampton-Thompson	Three
Mrs B Waite	Five

With the lowest amount of votes Dr Crampton-Thompson was excluded from the round four.

<u>Clee View 1 – Round 4</u>	<u>No of Votes</u>
Miss L Angell-Thorpe	Five
Mrs B Waite	Seven

Mrs B Waite was co-opted as Councillor for Clee View Ward Vacancy 1.

CLEE VIEW WARD – VACANCY 2

<u>Clee View 2 – Round 1</u>	<u>No of Votes</u>
Miss L Angell-Thorpe	Six

Dr D Crampton-Thompson	Six (Casting vote)
Mr J Durnall	Zero
Mr J Smithers	Zero

The Mayor used his casting vote for Dr D Crampton-Thompson was co-opted as Councillor for Clee View Ward Vacancy 2.

HAYTON WARD

The remaining three candidates confirmed they wished to stand for Hayton Ward.

<u>Hayton – Round 1</u>	<u>No of Votes</u>
Miss L Angell-Thorpe	Ten
Mr J Durnall	Zero
Mr J Smithers	Two

Miss Angell-Thorpe was co-opted as Councillor for Hayton Ward.

The Mayor thanked all the candidates for standing for co-option and congratulated the new Councillors to office. He invited those unsuccessful to stand again for the new term, or in the event a vacancy should arise.

FC/056 DECLARATION OF ACCEPTANCE OF OFFICE

The three co-opted Councillors signed the Declaration of Acceptance of Office which was witnessed and countersigned by the Town Clerk.

FC/057 COMMITTEE MEMBERSHIP FOR THE NEW CO-OPTED COUNCILLORS

The Mayor invited Chairs to give a short outline of the work of their Committees.

He then invited the newly co-opted Councillors to become members.

RESOLVED (unanimous) RJ/GP

That the newly co-opted Councillors become Members of the following Committees:-

Representational Committee – Cllrs Angell-Thorpe, Crampton-Thompson and Waite

Services Committee – Cllrs Angell-Thorpe and Waite
Staffing Committee – Cllr Waite

FC/058 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (14:1:0) GG/PA

That the Ludlow Area Advisory Committee (LCAAC) Representatives are the Chair and Vice-Chair (when elected) of the Representational Committee.

FC/059 RESOLVED (11:4:0) TG/RP

That with the exception of the LCAAC (above) there is one Council Representative per organisation/body.

FC/060 RESOLVED (unanimous) EG/GG

That a decision is deferred until organisations have confirmed they still require a Town Council Representative at their meetings.

FC/061 ANNUAL TOWN RESIDENTS MEETING – CHANGE OF DATE

RESOLVED (unanimous) RP/SO

That the date of the Annual Town Residents Meeting is changed from the 21st June to the 28th June 2021.

FC/062 COMMITTEE MINUTES - REPRESENTATIONAL COMMITTEE – 28th MAY 2021

RESOLVED (12:0:3) GG/RJ

That the minutes of the Representational Committee meeting held on the 28th May 2021, be received.

The meeting closed at 8:06 pm.

Town Mayor

Date

NB Closed session minutes will NOT be issued.

ITEMS TO ACTION

Council 16th June 2021

Items to Action

Min No.	Resolution	Action	Status	Date
10/01/18				
FC/296	<u>LOCAL SERVICES</u> <u>RESOLVED</u> (unanimous) TG/GG That subject to satisfactory information being received from Shropshire Council and adequate time permitted to enable the Town Council to complete their due diligence, and subject to final approval of the contract by Full Council, to approve the Heads of Terms with a view to agreeing a contract for the acquisition of the freehold and maintenance obligations of the 11 recreation areas from Shropshire Council.	Letter to SC. Final Contract to come back to FC for approval.	Complete Pending	23/01/18
17/09/18				
FC/160	<u>RESOLVED</u> (unanimous) GP/VP That a report explaining how the MUI & DAART Working Group would like to expand its remit and is brought to a future Full Council meeting for consideration.	Report to come back to FC from the MUI & DAART WKG Group.	Pending	
08/05/19				
FC/13	<u>RESOLVED</u> (unanimous) TG/CS That:-			

Council 16th June 2021

Items to Action

	<p>i) The necessary approvals from Historic England for a wall mounted post box be installed at a suitable height for wheelchairs users are sought. The Town Clerk recommended that that the Services Committee Officer undertake this task. (previous reference: FC/150 GUILDHALL ACCESS)</p> <p>ii) A meeting is arranged with the LJC Parish Councils and the focus for a referendum is included in the meeting. There was no allocation of staffing resource, or date set. (Previous reference: FC/63 LOCAL SERVICES)</p> <p>iii) Subject to funds being available, that the full EU LEADER BID application is circulated to all members before submission. There was no allocation of staffing to compile the application. (Previous reference: FC/279 EU LEADER BID)</p>	<p>To be delegated to an Officer.</p> <p>To establish if funding available.</p>	<p>Pending</p> <p>Pending</p> <p>Pending</p>	
17/06/19				
FC/100	<p><u>RESOLVED (unanimous) TF/GG</u></p> <p>That the recommendations from the Services Committee Meeting on the 3rd June 2019 be approved;</p> <p><u>CASTLE GARDENS</u></p> <p>i) To establish the ownership and the maintenance liability for the small retaining wall surrounding Castle Gardens.</p> <p>ii) If the Town Council has maintenance liability, to seek quotes for remedial works.</p>	<p>Land Registry Search to be made. Advice being sought from Conservation</p>	<p>Complete</p> <p>Ongoing</p>	<p>18/06/19</p>

Council 16th June 2021

Items to Action

	<p>iii) To note that the advice of the Conservation Officer would not remove the spores from the wooden carriage of the cannon.</p> <p>iv) To agree that the spores are detrimental to the health of the wooden structure and arrange for the wooden plinth under the cannon to be carefully pressure washed to remove the spores.</p>	<p>Officer and Highways SC.</p> <p>Arrange pressure washing of the cannon.</p>	Pending	
29/07/19				
FC/125	<p><u>1ST FLOOR GUILDHALL</u></p> <p><u>RESOLVED</u> (unanimous) JS/NP</p> <p>That:-</p> <p>i) the remaining funds of £1,500 from the Mayor's Allowance from 2018-19 be used towards the refurbishment of the first floor of the Guildhall;</p> <p>ii) the listed building consent for the Chamber is renewed;</p> <p>iii) Quotations for works to the Chamber, and works to the first floor of the Guildhall, as described in the report, are sought and brought back to Council for approval.</p>	<p>Building consent application sent.</p> <p>Quotations sought.</p>	<p>Complete</p> <p>Pending</p>	09/12/19
FC/132	<p><u>COMMITTEE RECOMMENDATIONS – SERVICES</u></p> <p><u>COMMITTEE 15th JULY 2019</u></p> <p><u>RESOLVED</u> (unanimous) NP/JS</p> <p>That the recommendations from the Services Committee Meeting on the 15th July 2019 be approved;</p>			

Council 16th June 2021

Items to Action

	<p><u>NIGHT MARKETS</u></p> <p>That the Working Group's consultation and recommendations to Services Committee actively consider the potential impact that Night Markets could have on existing businesses within the Town.</p>	<p>Consultation with local organisations. Delayed due to COVID-19</p>		
FC/142	<p><u>SOLICITOR</u></p> <p><u>RESOLVED</u> (unanimous) DL/TM</p> <p>i) That legal advice is obtained from the solicitor at Geldards on a temporary basis;</p> <p>ii) A quotation is sought from the Solicitor at Wilkin Chapman and brought back to a future Full Council meeting, and the situation is reviewed.</p>	<p>Temporary legal advice sought.</p> <p>Quotation from Wilkin Chapman sought.</p>	<p>Complete</p> <p>Pending</p>	<p>28/09/19</p>

Council 16th June 2021

Items to Action

27/01/20				
FC/276	<p><u>PARKING, CASTLE SQUARE</u></p> <p>RESOLVED (8:2:1) VP/RP FOR: AC, EG, DL, RN, SO, VP, GP, RP AGAINST: MC, GG ABSTENTIONS: JS</p> <p>That an informal meeting is arranged between Town Council and Shropshire Council Officers to facilitate discussion of the parking issues on Events Square, Market Square and Post Office Square.</p>	<p>Meeting to be arranged.</p> <p>Ongoing FC agreed to continue after elections 6th May.</p>	<p>Pending Partly complete. Parking order active on Events Square</p>	
09/03/20				
FC/319	<p><u>CHAINS AND POSTS – MARKET SQUARE</u></p> <p>RESOLVED (unanimous) CS/RP</p> <p>To further research the posts and chains proposal for the Market Square and consult with the Market Traders.</p>	<p>Further research to be undertaken and consultation.</p> <p>Delayed due to COVID-19</p>	<p>Pending</p>	
FC/322	<p><u>INTERNAL AUDITORS REPORT</u></p> <p>RESOLVED (14:0:1) GG/CS</p>			

Council 16th June 2021

Items to Action

	That the Internal Auditors Report is adopted and an Action Plan is created and reviewed by the Policy & Finance Committee.	Auditors Report adopted. And Action Plan to Cttees.	Complete Pending	10/03/20

Council 16th June 2021

Items to Action

FC/340	<p><u>SERGEANT AT ARMS</u></p> <p><u>RESOLVED</u> (unanimous) GG/RJ</p> <p>That the quotation for the plaque for the retired Sergeant at Arms be approved and a formal presentation is made at Mayor Making.</p>	<p>Plaque to be ordered. Received 22/6/20</p> <p>Invite to Sergeant at Arms to receive. Order stalled due to COVID-19. Mayor Making 2020 cancelled. Date for presentation to be deferred to Annual May Council 2021.</p>	<p>Complete</p> <p>Pending</p>	<p>15/6/20</p>
06/07/20				
FC/28	<p><u>THE LINNEY RIVERSIDE PARK</u></p> <p><u>RESOLVED</u> (8:0:2) RP/CS</p>		<p>Pending</p>	

Council 16th June 2021

Items to Action

	<p>i) That Ludlow Town Council make like for like repairs the damaged fencing between Linney Recreation Area, and the Rugby Club site.</p> <p>ii) That the work to be completed by the Direct Labour Force.</p>	DLF to repair fence.		
03/08/20				
FC/43	<p><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></p> <p><u>RESOLVED</u> (unanimous) TG/EG</p> <p>That staff create detailed costings including staffing options for the Ludlow Museum at the Buttercross.</p>	Costings options prepared. To back to future FC meeting.	Ongoing	
05/10/20				
FC/124	<p><u>RECOMMENDATIONS FROM THE MARCHES ENERGY AGENCY</u></p> <p><u>RESOLVED</u> (unanimous) PA/EG</p> <p>That the cost/benefit and utility of the recommendations are explored and the resulting options are prioritised.</p>	Marches Energy to be approached.	Pending	
25/01/21				
FC/219	<p><u>RISK ASSESSMENTS</u></p>			

Council 16th June 2021

Items to Action

	<u>RESOLVED</u> (10:1:1) GG/TG i) To adopt the Risk Assessments ii) To review and update the format of all Risk Assessments in line with the format of the Buttercross Risk Assessments within a 12 -18 month period.	RA to be reviewed within 12-18 months (Jan -July 2022).	Pending	
22/02/21				
FC/242	<u>TOWN GREEN, SIDNEY ROAD</u> <u>RESOLVED</u> (unanimous) GG/PA To plant a single oak tree on the small area of the Town Green (to the right of the larger area) in commemoration of those who lost their lives during the 2020/21 pandemic. The tree should be protected by a hand forge enclosure, and a permanent commemorative plaque installed. The tree would be registered on the Heart of England in Bloom national map as part of the Roots of Remembrance project.	Tree to be planted.	Pending	
22/03/21				
FC/290	<u>COMMITTEE RECOMMENDATIONS FROM SERVICES COMMITTEE 15TH MARCH 2021</u> <u>RESOLVED</u> (unanimous) MC/EG			

Council 16th June 2021

Items to Action

	<p>That the recommendations from the Services Committee 15th March 2021 be approved.</p> <p><u>ELECTRIC VEHICLES</u></p> <p>That Council approves the initiation of a scoping report for the introduction of Electric Work Vehicles.</p>	Initial scoping undertaken	Pending	
26/04/21				
FC/334	<p><u>COUNCILLOR IT</u></p> <p><u>RESOLVED</u> (unanimous) TG/GG</p> <p>That further investigations of the functionality the Samsung tablet including if there is a split screen function are made, and the findings are reported back to Council.</p>	More information to come back to Council.	Pending	
FC/336	<p><u>STAFFING STRUCTURE REVIEW</u></p> <p><u>RESOLVED</u> (6:0:5) TG/EG</p> <p>To approve:-</p> <ul style="list-style-type: none"> i) Recruitment for the 12hr per week Finance Role SCP 5-8. ii) Recruitment for the 19.5hr per week Reception Role SCP 1-4 	<p>Draft Recruitment packs to go next available Staffing Cttee.</p> <p>Funds to be carried fwd.</p>	<p>Next Staffing Cttee</p> <p>Complete</p>	29/04/21

Council 16th June 2021

Items to Action

	<p>iii) The carrying forward of £51,349.00 unspent 2020 / 21 salaries budget into 2021 / 22.</p> <p>iv) Recruitment for 37hr per week Marketing, Communications and Committee Role SCP 13-17.</p> <p>v) Creation of work spaces upstairs at the Guildhall to facilitate the above appointments</p> <p>vi) Further exploration of a Projects and Assets role by a Staffing Task & Finish Group.</p> <p>vii) Further exploration of an additional admin apprentice role by a Staffing Task & Finish Group.</p> <p>viii) Further exploration LCRS risk assessment software, which is used by many local councils including Shrewsbury for RA management by a Staffing Task & Finish Group.</p>	<p>As per i)</p> <p>Further investigation required.</p> <p>To go to next Staffing Cttee.</p> <p>Staffing T&F to discuss.</p> <p>Staffing T&F to discuss.</p>	<p>Pending</p> <p>Next Staffing Cttee</p>	
24/05/21				
FC/010	<p><u>MINUTES – FULL COUNCIL 26th APRIL 2021</u></p> <p><u>RESOLVED (11:0:1) RJ/GP</u></p> <p>To approve the open minutes of Full Council held on Monday 26th April 2021, and that a query had been raised about the closed session minutes, and this was being reviewed.</p>	<p>Open minutes published on website.</p> <p>Closed minutes to be reviewed.</p>	<p>Complete</p> <p>Pending</p>	<p>25/05/21</p>

Council 16th June 2021

Items to Action

FC/034	<p><u>RISK ASSESSMENTS</u></p> <p><u>RESOLVED</u> (11:1:0) RP/VP</p> <p>That the Town Council's Risk Assessments is approved, and it is noted that the format of the risk assessments is subject to review during 2021-22.</p>	RA's to be reviewed 2021.	Pending	
FC/039	<p><u>CO-OPTION PROCESS</u></p> <p><u>RESOLVED</u> (unanimous) TG/GP</p> <p>That the Co-option process is reviewed at a forthcoming meeting.</p>	To be reviewed at a forthcoming meeting.	Pending	
16/06/21				
FC/060	<p><u>REPRESENTATIVES ON OUTSIDE BODIES</u></p> <p><u>RESOLVED</u> (unanimous) EG/GG</p> <p>That a decision is deferred until organisations have confirmed they still require a Town Council Representative at their meetings.</p>	<p>Organisations to be contacted for clarification.</p> <p>Item diarised to come back to next FC.</p>	<p>Pending</p> <p>Complete</p>	17/06/21

Council 16th June 2021

Items to Action

FC/061	<p><u>ANNUAL TOWN RESIDENTS MEETING – CHANGE OF DATE</u></p> <p><u>RESOLVED</u> (unanimous) RP/SO</p> <p>That the date of the Annual Town Residents Meeting is changed from the 21st June to the 28th June 2021.</p>	<p>Committee Officer informed.</p> <p>Calendar to be updated and circulated to all Cllrs and staff.</p>	<p>Complete</p> <p>Pending</p>	<p>17/06/21</p>
--------	--	---	--------------------------------	-----------------

COVID-19 SECURE CO-OPTION PROCESS



Co-option Meeting Procedure

Updated for Covid-19 Secure Working

May 2021

1 BACKGROUND

- 1.1 The process for co-option must be open and transparent.

Covid-19 measures mean that there will be no passing of papers or staff walking round. Once everyone is in the building everyone will remain in their seat – unless there is an emergency - until the meeting is concluded.

- 1.2 All eligible applicants shall be invited to attend the co-option meeting, and notified of the date of the meeting and the co-option process by letter. Candidates will be asked to nominate which wards in which they wish to be co-opted, and given the option to confirm or amend their choices at the meeting.
- 1.3 All councillors will receive copies of the candidate applications with the co-option meeting agenda.

2 PRE BALLOT

- 2.1 Applicants to make a brief verbal presentation to members outlining their relevant skills and experience. Each applicant will be allocated three minutes.
- 2.2 Applicants may stand in all wards, or just one ward.
- 2.3 There will be a ballot for each vacancy. The ballot will be by a show of hands of the councillors present.

3 BALLOT

The ballot process may take up to an hour to complete and everyone's co-operation is very much appreciated.

3.1 Ballot Process

- To be co-opted an applicant must achieve a clear majority of councillors present. If a councillor is present, the councillor must vote. The number of votes in each round must add up to the number of councillors present – otherwise the round will be declared void.
- At the beginning of each ballot, the number of councillors present will be counted and confirmed by two people not voting. This number will be inserted at the top of the ballot sheet.

- All applicants self-nominated for the ward will be called in alphabetical order.
- When the applicant name is called councillors will vote by raising their hand and this will be counted and recorded on the ballot sheet. These numbers will be called out, and agreed by two people present and not voting. The agreed number will be entered into the ballot sheet.
- At the end of each round the votes will be totalled. If the number of votes matches the number of councillors present, the applicant with the least number of votes will be struck off, and the next round of voting will begin.
- If the number of votes does not tally with the number of councillors present, no applicant will be struck off instead the whole round will be struck off and a new round will be called.

The Mayor has a casting vote if there is a tie

CO-OPTIONS APPLICATIONS

DENISE CRAMPTON-THOMPSON



TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	Denise Mary Crampton-Thompson Dr
Address	Sunniva, Bromfield Road, Ludlow
Post Code	SY8 1DR
Tel Home	01584875017
Mobile	
Email	sunniva.dt@btinternet.com
Insert cross before preferred Ward	<div style="display: flex; justify-content: space-around; width: 100%;"> Hayton Clee View X </div>

FURTHER INFORMATION	
Occupation	Retired
Hobbies	Natural History Ramblers Foreign Travel Theatre Gardening Crosswords/Sudoku/Killer/word games
Membership of any societies and organisations	Director, Shropshire Car Club. Chair, Ludlow21 Sustainable Transport Group. Joint Chair/Secretary Shropshire Wildlife Trust, Ludlow Branch. Walk Leader, South Shropshire Ramblers Association. Committee member, In and Out of Ludlow Forum. Committee member Ludlow Green Festival. Committee member, Shrewsbury Friends of the Earth. Friend and volunteer Steward, Ludlow Food Festival. Friend and volunteer, Ludlow Assembly Rooms.

	Friend and volunteer, Ludlow Choral Society. Member, Ludlow21. Member, Ludlow Residents Association Member of WWF, Woodlands Trust, British Hedgehog Society, British Horse Society, Greenpeace.
--	--

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm on Tuesday 8th June 2021

ELIGIBILITY

**A person is qualified to be elected and to be a councillor if they are:
A British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), they are 18 years of age or over.**

In addition, the person must meet at least **one** of the following criteria:-

(1) On the relevant day and thereafter, they continue to be on the electoral register for the parish, or

(2) During the whole of the twelve months before that day, they have owned or tenanted land or premises in the parish, or

(3) During the whole of the twelve months before that day, their principal or only place of work has been in the parish, or

(4) During the whole of the twelve months before that day, they have resided in the parish or within 4.8 kilometres of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

DISQUALIFICATION

CERTAIN PEOPLE CAN NOT STAND INCLUDING PAID OFFICERS OF THE COUNCIL

Are you the subject of an interim bankruptcy restrictions order; a bankruptcy restrictions order; an interim debt relief restrictions order; debt relief restrictions order made by a court in England or Wales?

NO

Have you been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day

NO

Have you been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations)?

NO

Are you disqualified from standing for election to a local authority following a decision of the First-tier Tribunal

NO

I declare I am a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), I am 18 years of age or over and I meet the required criteria



SIGNED:

DATE: 03.06.2021

Co-option Skills Audit 2021

Please rate your skills and expertise using the following scale:

- | | |
|--|-------------------------------|
| 1 – Highly competent and able to lead others | 3 – Basic knowledge/expertise |
| 2 – Significant skills/expertise | 4 – No knowledge/experience |

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience	X			
Collaborative partnerships		X		
Community involvement	X			
Corporate and strategic management		X		
Business planning		X		
Marketing			X	
Entrepreneurial skills		X		
Performance Management		X		
Financial	1	2	3	4
Finance and financial planning			X	
Economic planning			X	
Estates/property				X
Risk management		X		
Council Services	1	2	3	4
Reviewing service delivery		X		
Planning	1	2	3	4
Planning Committee Experience		X		
Understanding of material planning considerations			X	
Personnel / human resources		X		
Specific skills	1	2	3	4
Chairing	X			
Change management	X			
Equality and diversity		X		
Local authority / public sector experience	X			
Voluntary sector	X			
Communication skills	X			
Project Management	X			
Information Technology		X		
Law			X	
Professional expertise please give details				
<p>After my PhD, I spent 10 years working for the Medical Research Council in London as a Senior Scientific Officer where over the years:</p> <ul style="list-style-type: none"> • I managed the studentships and Fellowships we awarded, from the selection process through to the end of their tenure. • Acted as Secretary to the MRC Neurosciences Board, accompanying the Board members on site visits, managing conferences etc. • Latterly in Human Resources, I oversaw the management of the technical staff working in MRC units, particularly in relation to grievance procedures. <p>After I married, I changed career and retrained in IT, moved to Bristol and spent the next 23 years working for BAE SYSTEMS - initially as a business analyst in Airbus Filton but then as Head of IT Strategy for the Company, based in</p>				

Co-option Skills Audit 2021

Farnborough. The last was an extensive role combining definition of IT requirements for the Company, business planning and liaison/collaboration with the IT Managers of each business section across the UK and working with French, German and Spanish colleagues in Toulouse, France.

I took early retirement at 53 in order to pursue my environmental and community interests and over the next 10 years was active in a number of fields in South Gloucestershire including:

- Coordinator for South Gloucestershire Friends of the Earth.
- Chair of the management committee of SYPHA (Southwold Young People's Housing Association) - a local association providing housing for at risk young people.
- Governor of St Edmunds Academy in Yate, where I also set up and ran a mentoring course for year 7 pupils.
- Committee member of the Winterbourne Barn Trust – established to restore, and make commercially available, a local medieval barn.
- Committee member of the Chipping Sodbury Theatre Club.
- Committee member of the South West branch of the British Horse Society.

I also took a two year Certificate in Archeology course at Bristol University where I studied the Mesolithic and Neolithic periods in the UK.

My growing interest in sustainable living eventually led me to build my own ecohome here in Ludlow where I have lived for the last 10 years. My interests now, and for the foreseeable future, are focussed on the work which needs to be done to combat the enormous challenges we all face as a result of Climate Change.

Please identify skills training that would be of interest to you?

I am not sure what additional skills I need to be a good town councillor but I am always willing to learn.

Name: Denise Crampton-Thompson Date: 03.06.2021

JAMES DURNALL

15 JUN 2021



TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	JAMES ANTHONY DURNALL
Address	DUNNING HOUSE 57 GRAVEL HILL LUDLOW SY8 1QS
Post Code	SY8 1QS
Tel Home	
Mobile	07875 606 566
Email	jamesdurnall77@gmail.com
Insert cross before preferred Ward	Hayton X Clee View

FURTHER INFORMATION	
Occupation	NHS FIT TESTER KEY ACCOUNT MANAGER
Hobbies	KAYAKING WALKING CAMPING + CARAVANING COOKING GARDENING
Membership of any societies and organisations	

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm on Tuesday 8th June 2021

ELIGIABILITY

A person is qualified to be elected and to be a councillor if they are:
A British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), they are 18 years of age or over.

In addition, the person must meet at least **one** of the following criteria:-

- (1) On the relevant day and thereafter, they continue to be on the electoral register for the parish, or
- (2) During the whole of the twelve months before that day, they have owned or tenanted land or premises in the parish, or
- (3) During the whole of the twelve months before that day, their principal or only place of work has been in the parish, or
- (4) During the whole of the twelve months before that day, they have resided in the parish or within 4.8 kilometres of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

DISQUALIFICATION

CERTAIN PEOPLE CAN NOT STAND INCLUDING PAID OFFICERS OF THE COUNCIL

Are you the subject of an interim bankruptcy restrictions order; a bankruptcy restrictions order; an interim debt relief restrictions order; debt relief restrictions order made by a court in England or Wales?

YES

NO

Have you been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day

YES

NO

Have you been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations)?

YES

NO

Are you disqualified from standing for election to a local authority following a decision of the First-tier Tribunal

YES

NO

I declare I am a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), I am 18 years of age or over and I meet the required criteria

SIGNED:

A handwritten signature in black ink, appearing to be 'Gina Wilding', written over a horizontal line.

DATE: 7th June 2021

Co-option Skills Audit 2021

Please rate your skills and expertise using the following scale:

- 1 – Highly competent and able to lead others 3 – Basic knowledge/expertise
 2 – Significant skills/expertise 4 – No knowledge/experience

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience		✓		
Collaborative partnerships		✓		
Community involvement		✓		
Corporate and strategic management		✓		
Business planning		✓		
Marketing		✓		
Entrepreneurial skills		✓		
Performance Management		✓		
Financial	1	2	3	4
Finance and financial planning		✓		
Economic planning		✓		
Estates/property		✓		
Risk management		✓		
Council Services	1	2	3	4
Reviewing service delivery			✓	
Planning	1	2	3	4
Planning Committee Experience		✓		
Understanding of material planning considerations		✓		
Personnel / human resources		✓		
Specific skills	1	2	3	4
Chairing			✓	
Change management		✓		
Equality and diversity		✓		
Local authority / public sector experience		✓		
Voluntary sector			✓	
Communication skills		✓		
Project Management		✓		

Co-option Skills Audit 2021

Information Technology		✓		
Law			✓	
Professional expertise please give details				
<p>20 years experience in both Healthcare and veterinary services.</p>				
Please identify skills training that would be of interest to you?				
<p>Planning Law Service Delivery</p>				

Name: AB.....
 Date: 7/6/2021.....

JAMES SMITHERS



Ludlow

Town Council

TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Ms/Miss/Ms/Other)	JAMES MATTHEW SMITHERS
Address	3 Guy THORNCROFT COURT TOLLCATE ROAD LUDLOW
Post Code	SY8 1TL
Tel Home	01584 873049
Mobile	07483240011
Email	J.M. SMITHERS @ BT INTERNET. COM
Insert cross before preferred Ward	Hayton <input type="checkbox"/> Clee View <input checked="" type="checkbox"/>

FURTHER INFORMATION	
Occupation	RETIRED
Hobbies	GARDENING, FAMILY HISTORY
Membership of any societies and organisations	SECRETARY LUDLOW CASTLE LODGE RAOS TREASURER OF LUDLOW AREA YOUTH PARTNERSHIP TRUSTEE OF SOUTH SHROPSHIRE YOUTH FORUM

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm on Tuesday 8th June 2021

ELIGIBILITY

A person is qualified to be elected and to be a councillor if they are:
A British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), they are 18 years of age or over.

In addition, the person must meet at least one of the following criteria:-

- (1) On the relevant day and thereafter, they continue to be on the electoral register for the parish, or
 - (2) During the whole of the twelve months before that day, they have owned or tenanted land or premises in the parish, or
 - (3) During the whole of the twelve months before that day, their principal or only place of work has been in the parish, or
 - (4) During the whole of the twelve months before that day, they have resided in the parish or within 4.8 kilometres of it.
- Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

DISQUALIFICATION

CERTAIN PEOPLE CAN NOT STAND INCLUDING PAID OFFICERS OF THE COUNCIL

Are you the subject of an interim bankruptcy restrictions order; a bankruptcy restrictions order; an interim debt relief restrictions order; debt relief restrictions order made by a court in England or Wales?

YES

NO

Have you been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day

YES

NO

Have you been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations)?

YES

NO

Are you disqualified from standing for election to a local authority following a decision of the First-tier Tribunal

YES

NO

I declare I am a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), I am 18 years of age or over and I meet the required criteria

SIGNED:

DATE:

Gina Wilding, Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow
Tel: 01584 871970 E-mail: townclerk@ludlow.gov.uk

Co-option Skills Audit 2021

Please rate your skills and expertise using the following scale:

- 1 – Highly competent and able to lead others 3 – Basic knowledge/expertise
 2 – Significant skills/expertise 4 – No knowledge/experience

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience		X		
Collaborative partnerships		X		
Community involvement	X			
Corporate and strategic management		X		
Business planning		X		
Marketing		X		
Entrepreneurial skills		X		
Performance Management		X		
Financial	1	2	3	4
Finance and financial planning		X		
Economic planning		X		
Estates/property		X		
Risk management		X		
Council Services	1	2	3	4
Reviewing service delivery	X			
Planning	1	2	3	4
Planning Committee Experience		X		
Understanding of material planning considerations		X		
Personnel / human resources		X		
Specific skills	1	2	3	4
Chairing		X		
Change management		X		
Equality and diversity		X		
Local authority / public sector experience	X			
Voluntary sector		X		
Communication skills		X		
Project Management		X		
Information Technology		X		
Law		X		

Professional expertise please give details
 HAVE ATTENDED A NUMBER OF COURSES DURING MY 18 YEARS ON THE COUNCIL TO INCLUDE STUDYING FOR THE CILEA QUALIFICATION

Please identify skills training that would be of interest to you?
 PUBLIC FINANCE FOR CILEA TO HELP MY FULL UNDERSTANDING.

Name: J.M. SMITHERS
 SKILLS AUDIT FOR COUNCILLORS 2021

Date: 24/05/21

BEVERLEY WAITE

TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS				
Full Name (Mr/Mrs/Miss/Ms/Other)	Mrs Beverley Waite			
Address	Southside Livesey Avenue Ludlow			
Post Code	SY8 1HN			
Tel Home	01584872350			
Mobile	07917638989			
Email	Bev.waite@gmail.com			
Insert cross before preferred Ward	<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 10px;">Hayton</td> <td style="padding: 0 10px;">Clee View</td> <td style="padding: 0 10px;"><input checked="" type="checkbox"/></td> </tr> </table>	Hayton	Clee View	<input checked="" type="checkbox"/>
Hayton	Clee View	<input checked="" type="checkbox"/>		

FURTHER INFORMATION	
Occupation	Company Director
Hobbies	Walking my dogs, music, the theatre, studying (I was a teacher until last year so I enjoy continuing to studying)
Membership of any societies and organisations	

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm on Tuesday 8th June 2021

ELIGIABILITY

A person is qualified to be elected and to be a councillor if they are:

A British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), they are 18 years of age or over.

In addition, the person must meet at least **one** of the following criteria:-

(1) On the relevant day and thereafter, they continue to be on the electoral register for the parish, or

(2) During the whole of the twelve months before that day, they have owned or tenanted land or premises in the parish, or

(3) During the whole of the twelve months before that day, their principal or only place of work has been in the parish, or

(4) During the whole of the twelve months before that day, they have resided in the parish or within 4.8 kilometres of it.

Except for qualification (1), these qualifications then continue for the full term of office, until the next ordinary elections.

DISQUALIFICATION

CERTAIN PEOPLE CAN NOT STAND INCLUDING PAID OFFICERS OF THE COUNCIL

Are you the subject of an interim bankruptcy restrictions order; a bankruptcy restrictions order; an interim debt relief restrictions order; debt relief restrictions order made by a court in England or Wales?

YES

NO

Have you been sentenced to a term of imprisonment of three months or more (including a suspended sentence), without the option of a fine, during the five years before polling day

YES

NO

Have you been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations)?

YES

NO

Are you disqualified from standing for election to a local authority following a decision of the First-tier Tribunal

YES

NO

I declare I am a British, Commonwealth, Irish or European Union citizen and on the relevant day (that is, the day of nomination or election), I am 18 years of age or over and I meet the required criteria

SIGNED:



DATE: 25/5/2001

Co-option Skills Audit 2021

Please rate your skills and expertise using the following scale:

- 1 – Highly competent and able to lead others 3 – Basic knowledge/expertise
 2 – Significant skills/expertise 4 – No knowledge/experience

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience	x			
Collaborative partnerships	x			
Community involvement		x		
Corporate and strategic management	x			
Business planning	x			
Marketing		x		
Entrepreneurial skills	x			
Performance Management	x			
Financial	1	2	3	4
Finance and financial planning		x		
Economic planning		x		
Estates/property			x	
Risk management		x		
Council Services	1	2	3	4
Reviewing service delivery			x	
Planning	1	2	3	4
Planning Committee Experience			x	
Understanding of material planning considerations			x	
Personnel / human resources	x			
Specific skills	1	2	3	4
Chairing	x			
Change management	x			
Equality and diversity	x			
Local authority / public sector experience			x	
Voluntary sector			x	
Communication skills	x			
Project Management	x			
Information Technology	x			
Law			x	
Professional expertise please give details				
I was the Assistant Director of Education in a private school for 10 years which included dealing with staff, planning, students, developing new strategies and new courses. I was also exams officer which meant dealing with external bodies and deadlines.				
Please identify skills training that would be of interest to you?				
I would be interested in learning about planning regulations				

Name:



Date:

25/5/2021

COMMITTEE MEMBERSHIP

Committee Membership 2021/22 - adopted Full Council 24th May 2021

	Services	Rep	P&F	Staffing
Adams			C	
Boddington				
Garner				
Gill				
Ginger		C		
Jones				
Lyle				C
O'Neill				
Parry				
Perks	C			
Pote				
Tapley				