



MINUTES

Minutes of a meeting of the **COUNCIL** held at Ludlow Methodist Church, Broad Street, Ludlow, on **MONDAY 24th MAY 2021** at **7.00 PM**.

FC/001 **PRESENT**

Retiring Chairman: Councillor Gill
Elected Chairman: Councillor Pote

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

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

FC/002 **HEALTH AND SAFETY**

The Mayor welcomed everyone to the Annual 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/003 **ELECTION OF MAYOR 2021-22**

Councillor Ginger nominated Councillor Pote. This was seconded by Councillor Jones.

No further nominations were received.

RESOLVED (unanimous) GG/RJ

That Councillor Pote is elected as Mayor for 2021-22.

Councillor Pote signed his Acceptance of Office and chaired the meeting.

FC/004 The Mayor elect thanked all Councillors from his unanimous election as Mayor for 2021-22. He stated that he would endeavor to live up to the role and develop a good relationship with his fellow Councillors and staff. He paid tribute to his predecessor, Councillor Gill adding that he had only known him as Mayor, and had gladly learned from his example, witnessing him freely giving up his time in service of the Town through a time where it had been difficult globally and personally for Councillor Gill. He asked everyone to join him in a round of

applause for Councillor Gill in recognition of the considerable work he had put in during his time as Mayor. *(There was a round of applause).*

FC/005 ELECTION OF DEPUTY MAYOR 2021-22

Councillor Ginger nominated Councillor Parry. This was seconded by Councillor Jones.

There were no further nominations.

RESOLVED (unanimous) GG/RJ

That Councillor Parry be elected at Deputy Mayor for 2021-22.

Councillor Parry signed her Acceptance of Office.

FC/006 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/007 APOLOGIES

No apologies were received.

FC/008 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Garner	24b	Operational position with Hands Together Ludlow
Cllr Lyle	24b	Known one nominee and is on the Residents Association
Cllr Parry	24b	Knows two of the nominees. Is on the Residents Association Is Chair for Ludlow in Bloom Committee

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Perks	24b	Knows two of the nominees.

Cllr Pote 24b Knows two of the nominees.

FC/009 PUBLIC OPEN SESSION (15 minutes)

There were three members of the public present.

Councillor T Huffer, Ludlow East – Councillor Huffer reported to Council that the Ludlow BEAM project had successfully provided mental health support to young people in Ludlow throughout the pandemic, but it had ceased at the end of February 2021 due to lack of funds. The original initiative had been in collaboration with the Children’s Society and after review Ludlow Youth Partnership were considering some more cost effective local options. A similar initiative in Oswestry was run by Shropshire Youth Association (SYA) and this would be investigated as an option for Ludlow.

Councillor Huffer asked whether it would be possible for a presentation on Ludlow Youth to go onto the next Agenda.

FC/010 MINUTES – FULL COUNCIL 26th APRIL 2021

RESOLVED (11:0:1) RJ/GP

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.

FC/011 ITEMS TO ACTION – 26th APRIL 2021

RESOLVED (unanimous) RJ/GP

That the Items to Action be noted.

FC/012 INTERNAL AUDITORS SECTION OF THE ANNUAL RETURN

RESOLVED (11:0:1) RP/TG

That the Internal Auditor Section of the 2020 / 21 Annual Return (AGAR) be approved.

FC/013 ANNUAL RETURN GOVERNANCE STATEMENT – SECTION 1

RESOLVED (11:0:1) RP/TG

That in accordance with the Audit and Accounts Regulations the Annual Governance Statement be approved.

FC/014 ANNUAL RETURN ACCOUNTING STATEMENT – SECTION 2

RESOLVED (11:0:1) RP/TG

That in accordance with the Audit and Accounts Regulations the Annual Accounting Statement be approved.

FC/015 COUNCIL MEETING CALENDAR 2021-22

RESOLVED (unanimous) DL/VP

That with the addition of a Full Council Meeting on the 12th July 2021, the Council Calendar 2021-22 be approved.

FC/016 IN PERSON MEETING PROTOCOL

RESOLVED (10:0:2) RP/PA

That subject to amendments to remove any gender reference in relation to the Mayor, the In-Person Meeting Protocol be approved.

FC/017 SERVICES COMMITTEE – TERMS OF REFERENCE

RESOLVED (unanimous) RP/RJ

That the 2021-22 Terms of Reference for Services Committee are adopted.

FC/018 SERVICES COMMITTEE MEMBERSHIP AND CHAIR 2021-22

RESOLVED (unanimous) TG/GG

- i) That the 2021-22 membership of Services Committee is Councillors Boddington, Garner, Gill, Ginger, Jones, Lyle, O'Neill, Parry, Perks and Pote;
- ii) That Councillor Perks is elected Chair of Services Committee.

FC/019 REPRESENTATIONAL COMMITTEE – TERMS OF REFERENCE

RESOLVED (unanimous) RP/RJ

That the 2021-22 Terms of Reference for Representational Committee are adopted.

FC/020 REPRESENTATIONAL COMMITTEE MEMBERSHIP AND CHAIR 2021-22

RESOLVED (unanimous) GG/DL

- i) That the 2021-22 membership of Representational Committee is Councillors Adams, Gill, Ginger, Jones, Lyle, O'Neill, Parry, Pote and Tapley;
- ii) That Councillor Ginger is elected Chair of Representational Committee.

FC/021 POLICY & FINANCE COMMITTEE MEMBERSHIP 2020-21

RESOLVED (11:0:1) GP/RJ

That the 2021-22 Terms of Reference for Policy & Finance Committee are adopted.

FC/022 CHAIR OF POLICY & FINANCE COMMITTEE 2021-22

RESOLVED (unanimous) DL/GG

- i) That the 2021-22 membership of Policy & Finance Committee is Councillors Adams, Boddington, Garner, Gill, Ginger, O'Neill, Parry, Perks and Pote.
- ii) That Councillor Adams is elected the Chair of Policy & Finance Committee for 2021-22.

FC/023 AUTHORISED SIGNATORIES

RESOLVED (unanimous) RP/TG

That Councillors Adams, Gill, Ginger, Lyle, Parry and Pote are approved as the Town Council's authorised signatories.

FC/024 STAFFING COMMITTEE – TERMS OF REFERENCE

RESOLVED (9:0:3) RP/TG

That the 2021-22 Terms of Reference for Staffing Committee be approved.

FC/025 STAFFING COMMITTEE MEMBERSHIP AND CHAIR

RESOLVED (7:0:1) GP/RJ

- i) That the 2021-22 membership of Staffing Committee is Councillors Boddington, Garner, Gill, Ginger, Jones, Lyle, Perks and Pote;
- ii) That Councillor Lyle is elected Chair of Staffing Committee.

FC/026 SCHEME OF DELEGATION

RESOLVED (11:0:1) RP/GG

That the Town Council's Scheme of Delegation is approved and adopted for 2021-22.

FC/027 STANDING ORDERS

RESOLVED (9:0:3) RP/TG

That Standing Orders be approved and adopted for 2021-22.

FC/028 FINANCIAL REGULATIONS

RESOLVED (unanimous) RP/PA

That the Financial Regulations are approved and adopted for 2021-22.

FC/029 FREEDOM OF INFORMATION POLICY

RESOLVED (11:0:1) RP/SO

That the Freedom of Information Policy is approved for 2021-22.

FC/030 MODEL PUBLICATION SCHEME

RESOLVED (unanimous) RP/TG

That the Model Publication Scheme is approved for 2021-22.

FC/031 PRESS PROTOCOL

RESOLVED (9:1:2) RP/RJ

That the Press Protocol is approved for 2021-22.

FC/032 GDPR POLICES, PRIVACY NOTICES AND DOCUMENTATION

RESOLVED (unanimous) RP/GP

That the GDPR Policies, Privacy Notices and documentation are approved for 2021-22.

FC/033 COUNCIL'S LAND AND ASSETS

RESOLVED (unanimous) RP/PA

That the Council's Asset Register for 2021-22 is approved.

FC/034 RISK ASSESSMENTS

RESOLVED (11:1:0) RP/VP

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.

FC/035 INSURANCE

RESOLVED (unanimous) RP/VP

That insurance cover is adopted in respect of all insured risks for 2021-22.

FC/036 MEMBERSHIP OF OTHER ORGANISATIONS & PROFESSIONAL BODIES

RESOLVED (unanimous) RP/VP

That the Council's continued Membership of Professional Bodies is approved for 2021-22.

FC/037 CO-OPTION OF COUNCILLORS FOR CLEE VIEW AND HAYTON WARDS

RESOLVED (unanimous) RP/GP

That a Full Council meeting for Co-options is approved for Wednesday 16th June 2021.

FC/038 CO-OPTIONS APPLICATION PACK

RESOLVED (9:2:1) RP/VP

That the Co-options application pack is noted.

FC/039 CO-OPTION PROCESS

RESOLVED (unanimous) TG/GP

That the Co-option process is reviewed at a forthcoming meeting.

FC/040 COMMITTEE MINUTES - REPRESENTATIONAL COMMITTEE – 23rd APRIL 2021

RESOLVED (8:0:4) PA/VP

That the minutes of the Representational Committee meeting held on the 23rd April 2021, be received.

FC/041 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) RP/RJ

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.

8.15pm Councillors Jones and Boddington left the meeting

The meeting closed at 8:25 pm.

Town Mayor

Date

NB Closed session minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at the Methodist Church, Broad Street, Ludlow on **MONDAY 24th MAY 2021** at **7:00PM**

FC/042 **CIVIC NOMINATION CRITERIA**

RESOLVED (unanimous) **GG/GP**

That the Civic Nomination Criteria be noted.

FC/043 **CIVIC NOMINATIONS**

RESOLVED (unanimous) **GG/GP**

To approve Civic Awards for all 14 nominees for their voluntary work in the community.

FC/044 **EVENT PROCESS**

RESOLVED (unanimous) **RP/GP**

That the Event Process for Civic Awards for 2021-22 be approved.

The meeting closed at 8.25 pm

Town Mayor

Date