

LUDLOW TOWN COUNCIL A G E N D A

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

Contact: Gina Wilding
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Despatch date: 25th November 2020

EXTRAORDINARY COUNCIL

You are summoned to attend a meeting of Ludlow Town Council on
Monday 30th November 2020 at 7.00pm

VIA Zoom

Link: <https://us02web.zoom.us/j/82516964423>

Meeting ID: 825 1696 4423

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Draft Review Report
- Social Distancing Road Closure
- Parking Charges at the Linney Riverside Park

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. **WELCOME**

To receive a welcome from Chairman of Council, the Mayor, Councillor Tim Gill.

'Welcome to the Full Council virtual meeting.

There are a few housekeeping things to note.

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

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 turn off their camera and access to the meeting via audio only.

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. The maximum time allotted per person is three minutes.
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 as a correct record and to sign the minutes of FULL COUNCIL of **MONDAY 2nd NOVEMBER 2020**.
8. **Items to Action**
To note the items to action sheet from the previous Council Meetings held on the **2nd NOVEMBER 2020**.

| | ITEM | Attachment |
|-----|---|-------------------|
| 9. | SOCIAL DISTANCING ROAD CLOSURE To consider that King St in Ludlow will be closed for social distancing purposes every Friday and Saturday between 10am and 3pm each day. Access for pedestrians and cyclists will be maintained. This Temporary Order will commence on 4th December 2020. The end date is 28th February 2021 however, that date may change in accordance with Government guidance. | No papers |
| 10. | PARKING CHARGES AT THE LINNEY RIVERSIDE CAR PARK To consider parking charges at the Linney Riverside Car Park during the period of 3 rd December to 17 th January 2020. | 10 |
| 11. | 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 |
| 12. | DRAFT REVIEW REPORT To consider the reports | 12 |



M e m b e r s h i p

Councillors Gill (Town Mayor); Pote (Deputy Mayor); Adams; Clarke; Cobley; Garner; Ginger; Jones; Lyle; Naysmith; Parry; O'Neill, Perks; Sheward; and Smithers.

The date of the next Council meeting is the 7th December 2020

MINUTES



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 2nd NOVEMBER 2020** at **7.00 PM**.

FC/138 PRESENT

Chairman: Councillor Pote (up to item 10), Cllr Tim Gill (7:35 pm from item 11)

Councillors: Adams; Clarke; Copley Garner; Ginger; Lyle; Naysmith; O'Neill; Parry; Pote; and Sheward.

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

FC/139 VIRTUAL MEETING WELCOME

Deputy Mayor Councillor Robin Pote welcomed everyone to the virtual Full Council meeting, introduced the Councillors present, and explained that:

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

FC/140 RECORDING OF MEETINGS

The Deputy 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 asks that they turn off their camera and access the meeting via audio only.

FC/141 APOLOGIES

Apologies were received from Councillors Perks.

FC/142 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

There were none received

Conflicts of Interest

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--------------------------|
| Cllr Parry | | Chair of Ludlow in Bloom |

Personal Interests

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--|
| Cllr Adams | 12 | Member of Ludlow 21 Sustainable Transport Group |
| Cllr Cobley | 18 | Close family friends works for Hope House |
| Cllr Garner | 9 | Chair of Youth Charity |
| | 12 | Owns an electric vehicle |
| | 13 | Owner of a holiday let |
| Cllr Lyle | 12 | Board member of Ludlow 21 and knows members of the group |
| Cllr Parry | 10 | Purchases trophies for Ludlow in Bloom from business |
| Cllr Pote | 12 | Member of Ludlow 21 Sustainable Transport Group |
| Cllr Ginger | 10 | Shop owner |

FC/143 PUBLIC OPEN SESSION (15 minutes)

There were three members of the public present via Zoom.

Chair of Ludlow 21 Sustainable Transport Group – The Chair from Ludlow Sustainable Transport group explained that in the public session of the last FC meeting she had introduced the prospect of a public consultation to assess the requirement for on-street EV chargers in Ludlow. The proposal had been approved at the Representational meeting on 14th October and was now awaiting a formal decision from Council.

She emphasised that, although on-street EV chargers may sound futuristic, things are moving very fast in the electric car market now and the Government was moving aggressively to eliminate fossil fuelled cars through its 'Road to Zero' strategy. The lack of EV chargers she stated was a key factor in preventing

people from buying an electric car but on-street chargers formed an important part of the jigsaw.

She reported that by going ahead with the consultation Ludlow could be a little in front of the curve in Shropshire. The grant money she said was available, along with Government support, and Ludlow had a good business case. In the event that the consultation proved positive, the grant application process could be started before Christmas.

She urged Council to make this happen and show that Ludlow was taking the initiative on a project that could go a long way towards reducing greenhouse gas emissions.

FC/144 UNITARY COUNCILLORS SESSION

Councillor V Parry, Ludlow South – Councillor Parry informed Council that it had been reported in the press that she had been in contact with the Police and Crime Commissioner, and local Police, Inspector Roberts and Sergeant Kelly, regarding the anti-social driving by youths during the evening hours. An occurrence had also happened in the day time and further anti-social behaviour surrounding alcohol and drugs had been witnessed in local car parks, and she had received numerous complaints from residents.

She reported the Eco Park was regularly being used as a race track and a visit would corroborate this as the scree surface had been significantly scuffed up. There was little point she said, in work being done to the Eco Park car park until the anti-social behaviour had been addressed.

Councillor A Boddington, Ludlow North – Councillor Boddington thanked the Town Council for its prompt statement on the Market remaining open during the second lockdown, due to commence on Thursday 5th November.

FC/145 MINUTES – FULL COUNCIL 5th OCTOBER 2020

RESOLVED (10:0:1) RP/GG

That the open and closed minutes of Full Council on Monday 5th October 2020 be approved as a correct record by the Chairman.

FC/146 ITEMS TO ACTION – 5th OCTOBER 2020

RESOLVED (unanimous) RP/PA

That the Items to Action be noted.

FC/147 YOUTH ACTIVITIES IN LUDLOW

The Early Help Change Programme Manager from Shropshire Council informed Council that she had been in touch recently with the Parish and Town Council's throughout the County. She highlighted that papers had been taken to

Shropshire Council's Cabinet on the 20th January 2020 for a new design for Youth Provision. Previously Shropshire Council had been responsible for commissioning similar open access youth clubs in the county for ages 12-15 years.

The Early Help Change Programme Manager explained that working in Children's Services she had seen an increase in demand for help for vulnerable young people in Shropshire. Following a consultation in 2019 Shropshire Council had employed Youth Workers to target those coming into Youth Services and those not taking advantage of the Youth Clubs.

She advised that the Youth Clubs were highly valued but it was clear that it was not meeting the needs of the more vulnerable young people. A paper had therefore gone to Cabinet for youth support to employ Youth Workers, and funding for open access youth provision from Parish and Town Councils.

Covid arrived and the funding for the open access youth clubs had been extended for a further year. Detached Youth Workers have been recruited and staff had been working since the 1st April 2020.

A reminder had been sent to all Parish and Town Council's whether they would consider funding youth open access youth clubs. She advised Council that the Youth Club at Galdeford opened one night a week and the funding would cease for this at the end of March 2021. She commented that the Town Council was invited to consider whether to continue this service.

She confirmed that the Youth team worked across the county with the staff working with partners such as the Police to identify where to focus the detached workers from April 2020.

Following a question from a Member the Early Help Change Programme Manager confirmed that the youth club at the Methodist Church was separate to the youth provision from Shropshire Council and this groups funding was from various sources.

Another Member confirmed that funding was received from the Town Council for the Methodist church youth group for craft afternoons. She also confirmed that during lockdown separately funded outreach on the streets was provided from 6pm-8.30/9pm by South Shropshire Youth Forum.

FC/148 COMMERCIAL PROPERTY RENT

RESOLVED (11:0:1) RP/GG

That

- i) the request for a rent free period from the period of April to June is declined;
- ii) the request for a 50% reduction in rent from July to September is declined;
- iii) full payment for the period April to September is made to the Town Council by the end of March 2021.

7.35pm the Mayor Councillor Gill entered the meeting and chaired the remainder of the meeting.

FC/149 BUDGET SETTING 2021 /22

RESOLVED (unanimous) TG/GG

- i) To adopt the budget setting timetable;
- ii) To adopt the following recommendations:
 - To safeguard local services
 - To be mindful of the detrimental economic impact of Covid-19 when setting the precept
 - To set a sustainable budget for 2021 / 22
 - To set a reasonable and workable timetable to facilitate the projects delayed in 2020 / 21
 - To set a three year budget trajectory for financial sustainability and resilience
- iii) To approve the draft consultation with the inclusion of financial information relating to the second lockdown;

FC/150 LUDLOW 21 SUSTAINABLE TRANSPORT GROUP AND DRAFT CONSULTATION FOR EV CHARGING POINTS

RESOLVED (11:0:1) GG/DL

That:-

- i) Shropshire Council is approached to establish a working relationship regarding the provision of road side EV charging points, and to establish the local consultation criteria and documentation.
- ii) That the draft consultation is approved.

FC/151 LOCAL ECONOMIC GROWTH STRATEGY – TOURISM

RESOLVED (unanimous) TG/EG

That the draft local economic growth strategy for tourism is approved with the following additions;

- i) Description of tourism offer for children and young families in Ludlow.
- ii) Inclusion of technology such as the hologram apps at St Laurence's that bring Ludlow's ancient heritage to life in a way that appeals to everyone, and especially younger people
- iii) Listing the festivals to show their diversity more diversity and appeal for families and children;

FC/152 COMMUNICATIONS

RESOLVED (11:0:1) TG/VP

That the report be noted.

FC/153 CHRISTMAS GIVING

RESOLVED (unanimous) GG/TG

That subject to agreement with delivery partners, the £300 budget normally used for gifts for Santa's grotto is used to purchase £5.00 boxes chocolates and sweeties to be distributed to families in need.

FC/154 GOVERNMENT CONSULTATION – NATIONAL PAVEMENT PARKING

RESOLVED (11:0:1) TG/RP

That the Town Council responds in support of option three:

Option 3 would in effect extend the existing London-wide pavement parking prohibition. This option would require changes to primary legislation to prohibit pavement parking by default, except at locations where local authorities decide to allow it. This could be done as a general default prohibition across England, or defined in certain circumstances (for example urban areas), as informed by this consultation.

The existing London pavement parking prohibition allows for London councils to introduce exemptions by passing administrative resolutions (for example for narrow streets where pavement parking is essential to ensure traffic flows and to prevent vehicle displacement where there is nowhere else to park).

Local authorities would be expected to decide where pavement parking remained necessary and to introduce the necessary exemptions and to place traffic signs and bay markings to indicate where pavement parking is permitted. The bay could be placed completely on the pavement where there is sufficient width.

FC/155 COUNCIL CALENDAR

RESOLVED (unanimous) TG/JGG

That the Council Calendar for January 2021 to July 2021 be approved.

FC/156 PROJECT SUPPORT GRANT APPLICATION – HOPE HOUSE

RESOLVED (7:4:1) GG/MC

That the Project Support Grant Application of £250 for Hope House be approved.

FC/157 LUDLOW MUSEUM AT THE BUTTERCROSS

RESOLVED (unanimous) TG/AC

To note that a recovery grant £5,460.00 has been received from the West Midlands Museum Development Service.

FC/158 MARKET TOWN SUPPORT FUND

RESOLVED (unanimous) TG/GG

That the interim update be noted.

FC/159 PROJECT SUPPORT GRANT FEEDBACK – DEFIB4YOU

RESOLVED (7:0:5) GG/TG

To note the feedback and thank Defib4you

FC/160 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) TG/CS

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.

The meeting closed at 8:13 pm

Town Mayor

Date

NB Closed session minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 2nd NOVEMBER 2020** at **7:00PM**

FC/161 **H&S AND HR QUOTATIONS**

RESOLVED (unanimous) **TG/CS**

To approve Ellis Whittam HR and H&S consultant services for a three years contract at the cost of £3,300 per year.

The meeting closed at 8.13 pm

Town Mayor

Date

ITEMS TO ACTION

Council 2nd November 2020

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 2nd November 2020

Items to Action

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|-----------------|--|---|--|-----------------|
| | <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 2nd November 2020

Items to Action

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|-----------------|--|--|--------------------------------|----------|
| | <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 2nd November 2020

Items to Action

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|-----------------|---|--|----|--|----------|
| | <u>NIGHT MARKETS</u> | | | | |
| 27/01/20 | | | | | |
| FC/276 | <p><u>PARKING, CASTLE SQUARE</u></p> <p><u>RESOLVED</u> (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> | Meeting to be arranged. | GW | Pending Partly complete. Parking order active on Events Square | |
| 09/03/20 | | | | | |
| FC/319 | <p><u>CHAINS AND POSTS – MARKET SQUARE</u></p> <p><u>RESOLVED</u> (unanimous) CS/RP</p> <p>To further research the posts and chains proposal for the Market Square and consult with the Market Traders.</p> | Further research to be undertaken and consultation. Delayed due to COVID-19 | GW | Pending | |
| FC/322 | <p><u>INTERNAL AUDITORS REPORT</u></p> <p><u>RESOLVED</u> (14:0:1) GG/CS</p> | Auditors Report adopted. And | GW | Complete | 10/03/20 |

Council 2nd November 2020

Items to Action

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|--|--|------------------------|----|---------|--|
| | That the Internal Auditors Report is adopted and an Action Plan is created and reviewed by the Policy & Finance Committee. | Action Plan to Cttees. | GW | Pending | |
| | | | | | |

Council 2nd November 2020

Items to Action

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|----------|--|---|-----|-------------------------|---------|
| 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.</p> | NRB | Complete Pending | 15/6/20 |
| 06/07/20 | | | | | |
| FC/28 | <p><u>THE LINNEY RIVERSIDE PARK</u></p> <p><u>RESOLVED</u> (8:0:2) RP/CS</p> <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> | <p>DLF to repair fence.</p> | ST | Pending | |
| 03/08/20 | | | | | |

Council 2nd November 2020

Items to Action

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|-------|--|---|---|--|---|
| FC/33 | <p><u>MARKET TOWN SUPPORT FUND</u></p> <p><u>RESOLVED</u> (unanimous) GG/DL</p> <p>That:</p> <p>i) the outline plan for Ludlow be approved and be submitted to Shropshire Council;</p> <p>ii) the actions for Ludlow Visitor Welcome be approved, including the Love Ludlow branding, and initial designs required to create the signage/ marketing materials for the town to encourage responsible actions to keep people safe in Ludlow. That there will be no commitment for expenditure until the funding is approved by Shropshire Council;</p> <p>iii) the business confidence survey in August and in October be approved, and the website analytics once the funding has been approved by Shropshire Council;</p> <p>iv) the development of the Love Ludlow visitor orientation panels be approved, and that further details are presented to Council in September;</p> <p>v) That Council receives further detail regarding the Attracting Visitors to Ludlow second phase.</p> | <p>Ongoing discussions with partner orgs.</p> <p>Spending plan to SC.</p> <p>Interim Feedback to SC</p> <p>FC to receive update 5/10/20</p> | <p>GW</p> <p>GW</p> <p>GW</p> <p>GW</p> | <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Pending</p> <p>Complete</p> <p>Complete</p> | <p>05/08/20</p> <p>14/08/20</p> <p>23/10/20</p> <p></p> <p>05/10/20</p> <p>05/10/20</p> |
| FC/43 | <p><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></p> | | | | |

Council 2nd November 2020

Items to Action

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|----------|---|--|-------|----------------|--|
| | <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. | KA/PB | Ongoing | |
| FC/58 | <p><u>REVIEW OF THE GUILDHALL</u></p> <p><u>RESOLVED</u> (8:0:1)</p> <p>That the partial use of the Guildhall is reviewed again a month after the installation of the new telephone system or the next available Council meeting.</p> | Review to take place after phones installed. | GW | Ongoing Review | |
| 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. | GW | Pending | |
| FC/132 | <p><u>SERVICES COMMITTEE RECOMMENDATIONS 21ST SEPTEMBER 2020</u></p> <p><u>RESOLVED</u> (5:0:7) MC/TG</p> | | | | |

Council 2nd November 2020

Items to Action

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|-----------------|---|---|---------------------|--------------------------------|-----------------|
| | <p>That the recommendations from the Services Committee on the 21st September 2020 be approved.</p> <p><u>TREE MANAGEMENT POLICY</u></p> <p>i) That the Tree Management Policy is adopted; ii) That the tender specification is approved.</p> | <p>Policy to copied to digital folder and hard copy to DLF. Tenders to be invited</p> | <p>KA</p> <p>KA</p> | <p>Complete</p> <p>Pending</p> | <p>07/10/20</p> |
| 02/11/20 | | | | | |
| FC/148 | <p><u>COMMERCIAL PROPERTY RENT</u></p> <p><u>RESOLVED</u> (11:0:1) RP/GG</p> <p>That:-</p> <p>i) the request for a rent free period from the period of April to June is declined;</p> <p>ii) the request for a 50% reduction in rent from July to September is declined;</p> <p>iii) full payment for the period April to September is made to the Town Council by the end of March 2021.</p> | <p>Letter to tenant</p> | <p>GW</p> | <p>Complete</p> | <p>18/11/20</p> |
| FC/149 | <p><u>BUDGET SETTING 2021 /22</u></p> <p><u>RESOLVED</u> (unanimous) TG/GG</p> <p>i) To adopt the budget setting timetable;</p> | <p>Time table adopted.</p> | <p>GW</p> | <p>Complete</p> | <p>02/11/20</p> |

Council 2nd November 2020

Items to Action

| | | | | | |
|---------------|--|---------------------------------------|-----------|-----------------|------------------|
| | <p>ii) To adopt the following recommendations:</p> <ul style="list-style-type: none"> • To safeguard local services • To be mindful of the detrimental economic impact of Covid-19 when setting the precept • To set a sustainable budget for 2021 / 22 • To set a reasonable and workable timetable to facilitate the projects delayed in 2020 / 21 • To set a three year budget trajectory for financial sustainability and resilience <p>iii) To approve the draft consultation with the inclusion of financial information relating to the second lockdown;</p> | <p>Recommendations adopted.</p> | <p>GW</p> | <p>Complete</p> | <p>02/11/20</p> |
| | | <p>Draft consultation adopted.</p> | <p>GW</p> | <p>Complete</p> | <p>02/11/20</p> |
| FC/150 | <p><u>LUDLOW 21 SUSTAINABLE TRANSPORT GROUP AND DRAFT CONSULTATION FOR EV CHARGING POINTS</u></p> <p><u>RESOLVED (11:0:1) GG/DL</u></p> <p>That:-</p> <p>i) Shropshire Council is approached to establish a working relationship regarding the provision of road side EV charging points, and to establish the local consultation criteria and documentation.</p> <p>ii) That the draft consultation is approved.</p> | <p>SC approached.</p> | <p>GW</p> | <p>Complete</p> | <p>2/11/2020</p> |
| | | <p>Consultation to be advertised.</p> | <p>KA</p> | <p>Complete</p> | <p>10/11/20</p> |
| FC/151 | <p><u>LOCAL ECONOMIC GROWTH STRATEGY – TOURISM</u></p> <p><u>RESOLVED (unanimous) TG/EG</u></p> <p>That the draft local economic growth strategy for tourism is approved with the following additions;</p> | | | | |

Council 2nd November 2020

Items to Action

| | | | | | |
|---------------|--|---|---------------------|---------------------------------|---------------------------------|
| | <p>i) Description of tourism offer for children and young families in Ludlow.</p> <p>ii) Inclusion of technology such as the hologram apps at St Laurence's that bring Ludlow's ancient heritage to life in a way that appeals to everyone, and especially younger people</p> <p>iii) Listing the festivals to show their diversity more diversity and appeal for families and children;</p> | <p>Additions made to Tourism strategy.</p> <p>Submitted to SC.</p> | <p>GW</p> <p>GW</p> | <p>Complete</p> <p>Complete</p> | <p>09/11/20</p> <p>09/11/20</p> |
| FC/153 | <p><u>CHRISTMAS GIVING</u></p> <p><u>RESOLVED</u> (unanimous) GG/TG</p> <p>That subject to agreement with delivery partners, the £300 budget normally used for gifts for Santa's grotto is used to purchase £5.00 boxes chocolates and sweeties to be distributed to families in need.</p> | <p>Agreement with partners.</p> <p>Boxes of sweets purchased and delivered to partners.</p> | <p>GW</p> <p>GW</p> | <p>Complete</p> <p>Pending</p> | <p>09/11/20</p> |
| FC/154 | <p><u>GOVERNMENT CONSULTATION – NATIONAL PAVEMENT PARKING</u></p> <p><u>RESOLVED</u> (11:0:1) TG/RP</p> <p>That the Town Council responds with option three of a national restriction of no pavement parking.</p> | <p>Consultation responded to.</p> | <p>GW</p> | <p>Complete</p> | <p>18/11/20</p> |
| FC/155 | <p><u>COUNCIL CALENDAR</u></p> <p><u>RESOLVED</u> (unanimous) TG/JGG</p> | <p>Calendar distributed to Cllrs and Staff.</p> | <p>NRB</p> | <p>Complete</p> | <p>09/11/20</p> |

Council 2nd November 2020

Items to Action

| | | | | | |
|---------------|--|--|-----------------------|---------------------------------|---------------------------------|
| | That the Council Calendar for January 2021 to July 2021 be approved. | | | | |
| FC/156 | <p><u>PROJECT SUPPORT GRANT APPLICATION – HOPE HOUSE</u></p> <p><u>RESOLVED</u> (7:4:1) GG/MC</p> <p>That the Project Support Grant Application of £250 for Hope House be approved.</p> | <p>Paperwork to Finance Assistant.</p> <p>Letter to applicant.</p> | <p>NRB</p> <p>NRB</p> | <p>Complete</p> <p>Complete</p> | <p>09/11/20</p> <p>18/11/20</p> |
| Fc/159 | <p><u>PROJECT SUPPORT GRANT FEEDBACK – DEFIB4YOU</u></p> <p><u>RESOLVED</u> (7:0:5) GG/TG</p> <p>To note the feedback and thank Defib4you</p> | <p>Letter to organisation.</p> | <p>NRB</p> | <p>Complete</p> | <p>18/11/20</p> |
| FC/161 | <p><u>H&S AND HR QUOTATIONS</u></p> <p><u>RESOLVED</u> (unanimous) TG/CS</p> <p>To approve Ellis Whittam HR and H&S consultant services for a three years contract at the cost of 3,300 per year.</p> | <p>Email to EW to approve quote.</p> <p>Unsuccessful letters to other companies.</p> | <p>GW</p> <p>NRB</p> | <p>Complete</p> <p>Complete</p> | <p>09/11/20</p> <p>18/11/20</p> |

Item 10

**PARKING CHARGES AT THE LINNEY RIVERSIDE CAR
PARK**

| A/c Code | | 1075 Linney Park Car Park Meter | | | Annual Budget | 9,500 | |
|------------------------------------|------------|---------------------------------|----------|-------------------------------|---------------------|--------|----------|
| Centre | | 411 Linney Riverside Park | | | Committed | 0 | |
| Month | Date | Reference | Source | Transaction Detail | Debit | Credit | |
| Opening Balance | | | | | | 0.00 | |
| 3 | 10/06/2020 | | Cashbook | Linney Parking Meter 10/06/20 | | 31.67 | |
| 3 | 15/06/2020 | | Cashbook | Linney Parking Meter 15/06/20 | | 35.83 | |
| 3 | 22/06/2020 | | Cashbook | Linney Parking Meter 22/06/20 | | 73.33 | |
| 4 | 29/06/2020 | | Cashbook | Linney Parking Meter 29/06/20 | | 156.75 | |
| 4 | 06/07/2020 | | Cashbook | Linney Parking Meter 06/07/20 | | 78.42 | |
| 4 | 08/07/2020 | | Cashbook | Linney Parking Meter 06/07/20 | | 23.33 | |
| 4 | 13/07/2020 | | Cashbook | Linney Parking Meter 13/07/20 | | 135.17 | |
| 4 | 15/07/2020 | | Cashbook | Linney Parking Meter 15/07/20 | | 33.33 | |
| 4 | 20/07/2020 | | Cashbook | Linney Parking Meter 20/07/20 | | 145.83 | |
| 4 | 22/07/2020 | | Cashbook | Linney Parking Meter 22/07/20 | | 69.17 | |
| 4 | 27/07/2020 | | Cashbook | Linney Parking Meter 27/07/20 | | 194.25 | |
| 4 | 29/07/2020 | | Cashbook | Linney Parking Meter 29/07/20 | | 58.42 | |
| 5 | 03/08/2020 | | Cashbook | Linney Parking Meter 03/08/20 | | 197.58 | |
| 5 | 03/08/2020 | | Cashbook | Linney Parking Meter 03/08/20 | | 197.58 | |
| 5 | 03/08/2020 | | Cashbook | Linney Parking Meter 03/08/20 | 197.58 | | |
| 5 | 05/08/2020 | | Cashbook | Linney Parking Meter 05/08/20 | | 73.50 | |
| 5 | 05/08/2020 | | Cashbook | Linney Parking Meter 05/08/20 | | 73.50 | |
| 5 | 05/08/2020 | | Cashbook | Linney Parking Meter 05/08/20 | 73.50 | | |
| 5 | 10/08/2020 | | Cashbook | Linney Parking Meter 10/08/20 | | 241.00 | |
| 5 | 12/08/2020 | | Cashbook | Linney Parking Meter 12/08/20 | | 85.92 | |
| 5 | 17/08/2020 | | Cashbook | Linney Parking Meter 17/08/20 | | 199.25 | |
| 5 | 21/08/2020 | | Cashbook | Linney Parking Meter 21/08/20 | | 130.92 | |
| 5 | 24/08/2020 | | Cashbook | Linney Parking Meter 24/08/20 | | 101.67 | |
| 5 | 26/08/2020 | | Cashbook | Linney Parking Meter 26/08/20 | | 51.67 | |
| 6 | 01/09/2020 | | Cashbook | Linney Parking Meter 01/09/20 | | 245.42 | |
| 6 | 03/09/2020 | | Cashbook | Linney Parking Meter 03/09/20 | | 47.50 | |
| 6 | 07/09/2020 | | Cashbook | Linney Parking Meter 07/09/20 | | 111.75 | |
| 6 | 09/09/2020 | | Cashbook | Linney Parking Meter 09/09/20 | | 53.33 | |
| 6 | 10/09/2020 | | Cashbook | Linney Parking Meter 10/09/20 | | 75.92 | |
| Account Linney Park Car Park Meter | | | | | Account Totals | 271.08 | 2,922.01 |
| Centre Linney Riverside Park | | | | | Net Balance Month 8 | | 2,650.93 |

Please note: Actual income last year - £8433.00