

## LUDLOW TOWN COUNCIL

Tuesday 16<sup>th</sup> June 2009

You are summoned to attend a Meeting of Ludlow Town Council which will be held at The Bishop Mascall Centre, Lower Galdeford, Ludlow, SY8 1RZ, on

**Monday 22<sup>nd</sup> June 2009 at 7.00pm** at which your attendance is required.

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**TO: MEMBERS OF LUDLOW TOWN COUNCIL:** Councillors Taylor-Smith (Town Mayor), Davies (Deputy Town Mayor), Aitken, Callender, Glaze, Hunt, Jackson, McCormack, Mitchell, Newbold, Pope, Pound, Smithers and Wilcox

### AGENDA

1. **APOLOGIES** – To receive any apologies for absence.
2. **PERSONAL AND PREJUDICIAL INTERESTS** – To receive any specific declarations of interest.
3. **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.
4. **COUNCILLOR GRAEME KIDD**  
The Council must declare the position vacant under the Local Government Act 1972 following Councillor Kidd's death.  
  
A Vacancy must be declared and advertised.
5. **MINUTES** – To approve the minutes of the Town Council meetings held on 27<sup>th</sup> April and 13<sup>th</sup> May 2009
6. **SERVICES COMMITTEE** – To receive the minutes of the Services Committee meetings held on 18<sup>th</sup> May and 8<sup>th</sup> June 2009
7. **SERVICES RECOMMENDATIONS TO COUNCIL** – To consider amending the meeting start time of the Markets Sub-Committee. Currently it meets at 5.30pm.
8. **REPRESENTATIONAL COMMITTEE** – To receive the minutes of the Representational Committee meetings held on 21<sup>st</sup> April, 19<sup>th</sup> May and 9<sup>th</sup> June 2009
9. **REPRESENTATIONAL RECOMMENDATIONS TO COUNCIL** – To consider the following recommendations for the Parking & Highways Advisory Committee:

- a) That the amended terms of reference to be adopted. Please see attached Terms of reference at enclosure 9.
- b) Highways & Parking Advisory Committee becomes a sub-committee of, and reports back to, Representational Committee
- c) Membership to include outside bodies representing a wide cross section of Ludlow. Each invited outside body would have one identified voting member, although up to three members per group would be able to attend
- d) Town Councillor membership should be limited to three. It was expected that membership would be from Representational Committee, although not necessarily exclusively
- e) Meetings would take place on a 'as need arises' basis
- f) Web – Site Sub-Committee would use the Buttercross Bulletin and website as appropriate to get public feedback on issues

10. **MARKET REFURBISHMENT** – To receive a brief oral update report on the Open Market Consultation Meeting held on Wednesday 10<sup>th</sup> June 2009 and the feedback received in advance of the close of consultation date of 5<sup>th</sup> July 2009.

11. **TO REVIEW THE APPOINTMENT OF MEMBERS ON COMMITTEES**

**(This will require Standing Orders to be waived)**

A table will be provided with all Members' names and Committees/Sub-Committees for use for this purpose, should Members be minded to make changes.

- a) **Policy & Finance Committee** – To also appoint one member to fill the current vacancy.
- b) **Services Committee** – To also appoint one member to fill the current vacancy.
- c) **Representational Committee**
  - (i) To formally appoint Councillor Jackson to the Committee
  - (ii) To formally appoint Councillor McCormack to fill one current vacancy and appoint another

12. **POLICY & FINANCE COMMITTEE** – To receive the minutes of the Policy & Finance Committee meetings held on 18<sup>th</sup> May 2009 and 15<sup>th</sup> June 2009 **(to follow)**

12 (a) **POLICY & FINANCE RECOMMENDATIONS TO COUNCIL** – To consider the following recommendations made by the Committee:

- a) That Council establishes a new Sub-Committee of the Policy and Finance Committee with 5 Members to consider the drafting of a new Town Plan and development within the town to be known as the 'Ludlow Town Development Sub-Committee'.
- b) That a protocol for dealing with Civic Funerals be produced for approval.

**13. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES – To appoint representatives to stand on the following outside bodies:**

| <b>Organisation</b>               | <b>Representative</b>  | <b>Committee</b>                                  |
|-----------------------------------|------------------------|---|
| Ludlow Area Local Joint Committee | Councillor John Aitkin | Chosen by Policy & Finance Committee 15 June 2009 |
| Friends of Whitcliffe Common      | Vacancy                | Services  |
| Pride of Place                    | Vacancy                | Services  |
| Access Group                      | Vacancy                | Services  |
| Development Trust                 | 2 Vacancies            | Policy & Finance                                  |
| Pride of Place                    | Vacancy                | Services  |

There may be further representatives required in the future for Ludlow Business Guild and Ludlow 21.

**14. ANNUAL TOWN MEETING – To consider the feedback from the public at the Annual Town Meeting and feedback from residents regarding the following:-**

- a) A professional 'Cemetery Plan' for the new Cemetery extension
- b) Revision of the Ludlow Town Plan and the establishment of a Sub – Committee to draft a new plan for 2010 – 2015 to be known as the Ludlow Town Development Sub-Committee with 5 Members to be chosen from the members of the Policy and Finance Committee.
- c) The continuation of the 'Mayfair' in Ludlow
- d) Extending the remit of the Web-Site Sub-Committee to include Council publicity
- e) That future important Ceremonies such as Mayor Making do not conflict with other key dates for other organisations within the Town.

**15. STANDING ORDERS – To note that the new Town Clerk will review and reconcile them with the 2005 Financial Regulations.**

**16. 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.

**17. FINANCIAL REPORTS**

**AUDITOR REPORT (DRAFT)** - To Consider the Draft Auditor's report and the year ending 2008/2009 accounts grant approval for this is to be sent as drafted to the External Auditor.

**18 Draft Accounts**

(Reports made available at the Accounts Sub-Committee will be tabled at the meeting).

**Confidential minutes appended here**

**19. STAFF EMERGENCY CALL OUT/ON CALL ALLOWANCES**

**20. MARKET OFFICER POST – To ratify the decision made by the Interview Panel.**

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Town Clerk