



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: 15th April 2026

COUNCIL

You are summoned to attend the meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Monday 20th April 2026 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Civic Awards
- Future Focus Consultation
 - Projects

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 FROM THE MAYOR AND HEALTH & SAFETY INFORMATION**

Councillors and members of the public are to note that the fire exits can be found to the rear of the building and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. **RECORDING OF MEETINGS** – Under the Openness of Local Government Regulations 2014, recording and broadcasting 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. **MEETING PROTOCOL**

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

4. **APOLOGIES**

To receive Councillor's apologies.

5. **DECLARATIONS OF INTEREST**

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. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)



6. **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. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.
7. **LUDLOW POLICE UPDATE**
To receive an update from the Safer Neighbourhood Team.
8. **LUDLOW'S UNITARY COUNCILLORS SESSION**
Ludlow's Unitary Councillors are invited to provide updates on Unitary Council matters related to Ludlow.
9. **SEVERN TRENT**
To receive a presentation from Phil Mark, Community Flooding Officer for Shropshire.
10. **MINUTES**
To approve the open and closed session minutes of Council on 9th March 2026 as a correct record of the meetings (LGA 1972 Sch 12 para 41(1)).
11. **ITEMS TO ACTION**
- a) To consider the items to action from Council on 9th March 2026.
 - b) To reconsider the reporting process for completed actions for Council and each Committee.

	ITEM	Attachment
12.	<u>CCTV</u> To receive background information and a timeline of works relating to the CCTV project.	12
13.	<u>PROJECTS</u> To receive an update on the council's priority projects Market Parking, CCTV and the Churchyard Walls.	13
14.	<u>CIVIC AWARDS</u>	
a)	To consider a report.	14a
b)	To approve the criteria and the release of civic award nomination forms.	14b
15.	<u>FUTURE FOCUS</u> To consider a report with survey feedback and analysis.	15
16.	<u>CHRISTMAS LIGHTS</u> To consider a report regarding the cost, timetable, and process for renewing and improving the town centre Christmas lights.	16
17.	<u>AGE-FRIENDLY TOWNS</u> To consider a report.	17



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| 18. | <u>SHROPSHIRE COUNCIL BIN COLLECTIONS</u>
To consider recommendations to note the service failure and its impact on the town; to consider whether the Town Council should adopt a more proactive interim response in similar situations; to explore options for obtaining the necessary authority or license to undertake public waste collection where required; to note the response to a request for improved communication and service assurance from Shropshire Council; to consider development of a formal contingency plan for future service disruptions. | |
| 19. | <u>PROJECT SUPPORT GRANT</u>
To consider an application for project support funding from Ludlow French Twinning Association. | 19 |
| 20. | <u>LUDLOW LIBRARY</u>
To consider a request for funding from Shropshire Council. | 20 |
| 21. | <u>BOXING CLUB REQUEST</u>
To consider a request for small material changes to the building from the Boxing Club. | 21 |
| 22. | <u>CORE GRANT FEEDBACK</u>
To receive feedback for 2025/26 core grant funding, and note the organisations participating in the Annual Town Residents' Meeting. | 22 |
| 23. | <u>NEIGHBOURHOOD GOVERNANCE</u>
To approve the motion entitled Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance as stated in the Neighbourhood Governance Pack. | 23 |
| 24. | <u>MAY FAIR RIDE</u>
To approve the inclusion and location of an additional ride. | 24 |
| 25. | <u>SHAKESPEARE SHOUT DAY</u>
To consider taking part in the Shakespeare Shout event. | 25 |
| 26. | <u>COMMITTEE RECOMMENDATIONS</u> | |
| a) | To approve recommendations from Policy & Finance Committee on 2 nd March 2026 and 13 th April 2026. | 26a |
| b) | To approve recommendations from Services Committee on 8 th April 2026. | 26b |
| 27. | <u>COMMITTEE MINUTES</u>
To receive the minutes of: | |
| a) | Policy & Finance Committee on 2 nd March 2026. | 27a |
| b) | Representational Committee on 24 th March 2026. | 27b |
| c) | Staffing Committee on 26 th March 2026. | 27c |
| d) | Services Committee on 8 th April 2026. | 27d |



28.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> 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
29.	<u>SCREEN AND CAMERA FOR CHAMBER</u> To consider the report and approve the purchase of a screen and camera.	29
30.	<u>CHURCHYARD WALL</u> To consider the report.	30
31.	<u>CONSULTANT</u> To consider the report.	31

M e m b e r s h i p

Councillors Lyle (Town Mayor), Addis, Childs, Cowell (Deputy Mayor), Gill, Ginger, Harris, Hepworth, Maxwell-Muller, Owen, Parry, Scott-Bell, Tapley, Taylor and Ward.

The date of the next Council meeting is 13th May 2026



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 9TH MARCH 2026** at **7.00 PM**.

FC/384 PRESENT

Chair: Councillor Lyle

Councillors: Addis; Childs; Cowell; Ginger; Harris; Hepworth; Owen; Parry; Tapley; Taylor and Ward.

Officers: Gina Wilding, Town Clerk
Helen Jones, Senior Administrative Assistant

FC/385 HEALTH & SAFETY

The Mayor, Councillor Lyle, welcomed everyone to the Full Council meeting and made some health and safety announcements.

FC/386 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.

FC/387 MEETING PROTOCOL

The Mayor reminded Members of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above

Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

FC/388 APOLOGIES

Apologies were received from Councillors Gill, Maxwell-Muller and Scott-Bell.

FC/389 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Ward	21	Is the Treasurer of the Croquet Club.

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Tapley	31	Is a member of the Baptist church and proposed the item.

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Ginger	15	SSYF was his charity during his Mayoral term.
Harris	15	Recommended applicant approach council for support.
Owen	29	Knows the Chair of Ludlow Town Walls Trust.
Cowell	29	Is a member of the choir at St Laurence's Church. Knows the Chair of Ludlow Town Walls Trust.
Parry	15	Knows the applicant.
	29	Worships at St Laurence Church. Knows the Chair of Ludlow Town Walls Trust.
	31	Has worked with Working Together Charity.
Hepworth	17	Professional link to Estate Agent.
	29	Knows the Chair of Ludlow Town Walls Trust.
Childs	29	Knows the Chair of Ludlow Town Walls Trust.
Lyle	16	Knows the applicant.
	17	Has employed the Estate Agent personally.
	18	Knows the volunteers.
	21	Knows the Treasurer.
	29	Knows the Chair of Ludlow Town Walls Trust.
	31	Involved with Working Together Charity at Rockspring Centre.

FC/390 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public in attendance.

A resident of Ludlow spoke on behalf of the Sustainable Transport Group, urging the Council to publicise Ludlow's park and ride bus service. They cited the town's demographics, tourism needs, and quality of life, noting that greater awareness could reduce unnecessary vehicle use and encourage greater use of the bus service.

A resident of Ludlow spoke on behalf of South Shropshire Youth Forum in support of a request for £1,500 funding to be held by the Forum and used for youth activities and services in Ludlow, directed by the young people involved. The speaker outlined the Forum's approach of consulting with local youth to identify activities they would like to see delivered, noting that additional information had been provided to the Council following an earlier request. The Council was asked to approve the funding to support this work.

FC/391 LUDLOW POLICE UPDATE

PC Waddicor provided an update on policing activity in Ludlow during February 2026. Continued focus was reported on local priorities of speeding, antisocial behaviour (ASB) and drug-related harm, with increased community engagement and reporting noted. Speed monitoring was carried out on Overton Road as part of Operation Aurora and the national "Fatal 4" campaign, with 50 vehicles checked (average speed 25mph; highest 37mph). Under Operation Conyay, proactive patrols, intelligence-led stops and disruption of suspected drug supply routes were undertaken in response to community information. Officers also reported a series of criminal damage incidents believed to involve a group of youths; investigations are ongoing, with some individuals identified and interviewed, and partnership work continuing with schools, youth services and housing providers alongside targeted patrols.

FC/392 LUDLOW'S UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) gave an update regarding the resurfacing works on Sheet Road scheduled to take place later this month, there will now not be a complete road closure but rather controlled by a traffic light system. She confirmed that the 702 bus will still service that road, but the 722 will service Henley Road instead.

FC/393 MARKET PARKING

Simon D'Vali, Interim Executive Manager, Strategic Transport for Shropshire Council spoke to Council regarding the proposed Traffic Regulation Order (TRO) for Ludlow Market Square. Shropshire Council confirmed that while drawings exist, implementation of the TRO would require an estimated at

£8,000 payment by the Town Council. Shropshire Council advised that consultation with businesses / market traders would be necessary to ensure the TRO does not disrupt market operations and confirmed that any new restrictions would aim to prevent overnight and inappropriate parking during market trading hours. It was agreed that Simon D'Vali would visit the site with detailed drawings to review the proposed restrictions, and councillors are invited to attend.

FC/394 MINUTES

RESOLVED DL/KC (11:0:1)

That subject to the following amendment: on FC/348, Ludlow Unitary Councillor's Session, Cllr Parry informed Council that resurfacing works would be undertaken on Sheet Road as far as the pedestrian crossing next to Smithfield car park, rather than within the car park itself, as previously recorded, the open and closed session minutes of **Council** held on 26th January 2026 be approved as a correct record and signed by the Chair.

FC/395 ITEMS TO ACTION

RESOLVED DL/GG (11:0:1)

That the Items to Action be noted.

FC/396 MARKET PARKING

RESOLVED GG/DL (unanimous)

That a site visit is undertaken with the Interim Executive Manager, Strategic Transport, and the matter is brought back to a future Council meeting for further consideration.

FC/397 RESOLVED GG/SH (unanimous)

To further explore the proposal for Shropshire Council to implement yellow line no-parking restrictions on the entrance roadway to Castle Street car park to ascertain whether there will be any charge to Ludlow Town Council.

FC/398 HELENA LANE DAY CENTRE

Cllr Addis updated Council on a meeting to be held via Teams on Wednesday 18th March 2026, where further information regarding the proposed closure would be provided. Councillors were encouraged to attend the meeting and submit their individual responses to the consultation before the closing date of 26th March 2026.

FC/399 **RESOLVED MT/KC unanimous**

That the consultation process be promoted on our social media pages.

FC/400 **LAMP LIGHT OF PEACE**

RESOLVED GG/SH (unanimous)

That the inclusion of the Lamp Light of Peace within the Council's Remembrance Service, be approved.

FC/401 **SSYF FUNDING REQUEST**

RESOLVED DC/PA

That the funding request is declined at this time as it falls outside the Council's two funding streams, namely Core Grants and Project Support Grants.

That selected activities from the proposal may be incorporated into the Council's Youth Festival in the summer.

That it is recommended the South Shropshire Youth Forum submit a separate Project Support Grant application if additional funding is required.

FC/402 **CCTV**

RESOLVED DL/PA (unanimous)

That the update on the status of installed cameras and dates of installation of final cameras, be noted.

FC/403 **RESOLVED DL/PA (unanimous)**

That three quotes from local contractors be sought for the management and maintenance of the CCTV system, in line with the agreed technical specification, and that a historic timeline of the CCTV system to date be provided for reference.

FC/404 **CEMETERY HOUSE**

Named votes were requested by Cllr Ginger.

NOT CARRIED GG/SH (4:6:2)

For: GG/ VP/ SH/ MT

Against: DW/ JH/ RO/ AT/ KC/ DL

Abstain: DC/ PA

That the rent is increased from its current level by the rate of inflation and also to appoint Samuel Wood as the managing agent.

FC/405 RESOLVED RO/JH (6:4:2)

For: DW/ JH/ RO/ AT/ KC/ DL

Against: GG/ VP/ SH/ MT

Abstain: DC/ PA

That Samuel Wood be appointed as the managing agent for the property, and that in accordance with their email dated 27th January 2026, the managing agent is authorised to approach the tenant and negotiate a rent of between £950 and £1,100 per month. That all special conditions for the rent being set below market value shall be recorded in the lease.

Councillor Harris left the meeting at 7.46PM.

Councillor Harris returned to the meeting at 7.48PM.

FC/406 TOWN CENTRE PLANTERS

RESOLVED DL/KC (10:0:2)

That expenditure from EMR 364 (Town Centre Planters) be approved for the purchase of large, durable planters.

FC/407 LUDLOW PARK AND RIDE

RESOLVED DW/KC (9:0:3)

That the Council approves advertising the facility on the Council's website and promoting the scheme via the Council's social media.

FC/408 DUTY OF CANDOUR

RESOLVED DL/GG (unanimous)

That the Council notes the introduction of the Public Office (Accountability) Bill – also known as the Hillsborough Law – in the House of Commons on 16th September 2025, and acknowledges that the Bill, which is currently at the early stages of its passage through Parliament, aims to ensure that public bodies, including local councils, act with honesty and openness under statutory scrutiny.

FC/409 PROJECT SUPPORT GRANT

RESOLVED VP/SH (8:0:3)

That the application be declined as the project does not directly benefit many residents of Ludlow.

FC/410 COMMITTEE MEMBERSHIP

RESOLVED DL/JH (unanimous)

That Cllr Ward be approved as a member of the Policy & Finance Committee, Staffing Committee, Budget Task & Finish Group and Efficiency Review Task & Finish Group.

FC/411 MEETING EXTENSION

RESOLVED DL/KC (unanimous)

That the meeting be extended for 30 minutes.

FC/412 COMMITTEE RECOMMENDATIONS

RESOLVED SH/MT (unanimous)

That the following recommendations from the Representational Committee on 27th January 2026 be approved:

NEIGHBOURHOOD PLAN

That Full Council approve the setting up of a Task & Finish Group to explore the feasibility of possible options.

BUS SHELTER REFURBISHMENT

To approve quarterly cleaning of all eight town council owned bus shelters by the council's existing contractor.

FC/413 COMMITTEE MINUTES

RESOLVED KC/PA (unanimous)

That the minutes of the Services Committee meeting held on 14th January 2026 and 25th February 2026 be received.

FC/414 RESOLVED RO/MT (11:0:1)

That the minutes of the Policy & Finance Committee on 19th January 2026 be received.

FC/415 RESOLVED SH/KC (unanimous)

That the minutes of the Representational Committee on 27th January 2026 and 24th February 2026 be received.

FC/416 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED DL/KC (unanimous)

That 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, and the meeting continue in closed session.

The meeting closed at 9.43PM.

Town Mayor

Date

Closed session minutes will be issued for this meeting.

The meeting closed at 9.43PM.

Town Mayor

Date



CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 9TH MARCH 2026** at **7.00PM**.

FC/417 SMART SCREEN FOR CHAMBER MEETINGS

RESOLVED PA/DW (unanimous)

That alternative low specification options be investigated and reported back to Council for a decision.

Cllr Taylor left the meeting at 9.13PM.

Cllr Taylor returned to the meeting at 9.16PM.

FC/418 DLF EQUIPMENT AND STORAGE

RESOLVED GG/DW (unanimous)

That options including ex-demo vehicles be investigated more fully and reported back to Council for a decision.

FC/419 LEGAL ADVICE

RESOLVED RO/JH (unanimous)

That the Council's arrangements for provision of legal services are reviewed.

FC/420 RESOLVED RO/PA (10:0:2)

That the P&F Committee will, by such means as it considers appropriate, undertake an investigation of all records which it deems relevant relating to past legal advisory services and make recommendations to Full Council.

FC/421 MEETING EXTENSION

RESOLVED DL/KC (unanimous)

That the meeting be extended for 15 minutes.

FC/422 CHURCHYARD WALLS TASK & FINISH GROUP

RESOLVED MT/DL (unanimous)

To approve the joint press release with the PCC.

To approve monthly information sharing meetings with the PCC / TWT.

To approve that LTC and the PCC make a joint approach to Shropshire Council and include Ludlow's MP.

To note that the tender process is being conducted jointly with the PCC, with Chair of the TWT acting as procurement advisor and grant advisor.

That the Council procurement process is being conducted in accordance with the Council's Financial Regulations and Standing Orders.

The Council approves tenders to be invited from The Morton Partnership, Blackett-Ord Conservation, and Buro Happold.

That upon conclusion of the tender evaluation process, the Council will consider a tender evaluation report prepared by Chair of the TWT which assesses submissions against the pre-agreed criteria of price (40%), Stakeholder Compliance (40%), and Professional Competence (20%).

FC/423 MAYFAIR PRINCIPAL EVENT ORGANISER

RESOLVED PA/DL (unanimous)

To approve the addition of Mr. Danter as a principal event organiser (PEO) for the event.

To approve the following wording as an addendum to the contract 2025 – 2029: Gazebos are not permitted on the site of the May Fair. All stalls must be purpose-built to comply with the safety requirements including electrical certification.

To note the update on access.

To request more information regarding an additional ride.

FC/424 ROCKSPRING CENTRE

RESOLVED DL/KC (9:0:3)

That the request is declined.

The meeting closed at 9.43PM.

Town Mayor

Date

DRAFT

Item 11.

ITEMS TO ACTION

Full Council

Items to Action

<u>ONGOING</u>					
<u>FC Meeting</u> <u>29.07.2019</u>					
FC/125	<p><u>1ST FLOOR GUILDHALL</u> That: -</p> <ul style="list-style-type: none"> 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. ii) the listed building consent for the Chamber is renewed. 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>Building consent application sent.</p> <p>Quotations sought.</p>	<p>GW</p> <p>GW</p>	<p>Complete</p> <p>Pending</p>	<p>09/12/19</p>
<u>FC Meeting</u> <u>26.04.2021</u>					
FC/336	<p><u>STAFFING STRUCTURE REVIEW</u></p> <p>To approve: -</p> <ul style="list-style-type: none"> i) Creation of workspaces upstairs at the Guildhall to facilitate the proposed appointments. 	<p>Not being progressed.</p>	<p>GW</p>	<p>Complete</p>	<p>01/07/22</p>

Full Council

Items to Action

	government's Spring Statement on the High Street, and to approach Shropshire Council for the reinstatement of the Ludlow Future Partnership.	To contact Tracy Woods, SC.	GW	Nov 25 - Still awaiting response.	
<u>FC Meeting</u> <u>23.06.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status / Update</u>	<u>Date</u>
FC/112	<u>LISTED BUILDINGS CONDITION REPORT</u> That three contractors listed in the report are invited to submit a quotation.	Invite contractors to quote.	GW	Pending	
FC/129	<u>TOWN WALLS</u> To approve, without prejudice to Ludlow Town Council's position that it is not liable, a contribution of £1,500 for hiring an external contractor to reposition replacement bags of stone at the collapsed section of the Town Wall as a gesture of goodwill because of the H&S concerns.	To liaise with LTWT.	GW	Ongoing	
<u>FC Meeting</u> <u>1.12.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/294	<u>RESOLVED DL/KC (unanimous)</u>			Heating upgrade completed.	Feb 2026

Full Council

Items to Action

	That the Guildhall heating upgrade and repair of the kitchen window remains a priority project.		KA / HJ	Kitchen window ongoing.	
FC/313	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED MT/DL (unanimous)</u></p> <p>That the Task & Finish Group research an information page that compiles information already released on the website into a single page on the website, and publication is subject to approval by Full Council.</p>	T&F Group to create an information page for website.	GW / KP	Ongoing.	
<u>FC Meeting</u> <u>26.01.2026</u>					
FC/360	<p><u>PROJECT ACTION PLAN</u></p> <p><u>RESOLVED GG/PA (unanimous)</u></p> <p>That the three priority projects for January – March 2026 be the Market Parking, CCTV and Churchyard Walls.</p>	Project list updated with Priority Projects.	GW / KA / HJ	Projects are ongoing.	
<u>FC Meeting</u> <u>09.03.2026</u>					

Full Council

Items to Action

<p>FC/396</p>	<p><u>MARKET PARKING</u></p> <p><u>RESOLVED GG/DL (unanimous)</u></p> <p>That a site visit is undertaken with the Interim Executive Manager, Strategic Transport, and the matter is brought back to a future Council meeting for further consideration.</p>	<p>To arrange a meeting on site with Simon D'Vali.</p>	<p>GW</p>	<p>Ongoing. Site meeting took place 26.03.26. Simon D'Vali / SC to progress the TRO.</p>	
<p>FC/397</p>	<p><u>RESOLVED GG/SH (unanimous)</u></p> <p>To further explore the proposal for Shropshire Council to implement yellow line no-parking restrictions on the entrance roadway to Castle Street car park to ascertain whether there will be any charge to Ludlow Town Council.</p>	<p>To discuss with SC.</p>	<p>GW</p>	<p>Ongoing. Site meeting took place 26.03.26. Simon D'Vali / SC to progress.</p>	
<p>FC/403</p>	<p><u>CCTV</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p> <p>That three quotes from local contractors be sought for the management and maintenance of the CCTV system, in line with the agreed technical specification, and that a historic timeline of the CCTV system to date be provided for reference.</p>	<p>To seek three quotes from local suppliers.</p> <p>To create a timeline of the CCTV project.</p>	<p>KA</p> <p>GW</p>	<p>To return to FC 20.04.26.</p>	

Full Council

Items to Action

<p>FC/417</p>	<p><u>SMART SCREEN FOR CHAMBER MEETINGS</u></p> <p><u>RESOLVED PA/DW (unanimous)</u></p> <p>That alternative low specification options be investigated and reported back to Council for a decision.</p>	<p>To investigate options.</p>	<p>HJ</p>	<p>To return to FC 20.04.26.</p>	
<p>FC/418</p>	<p><u>DLF EQUIPMENT AND STORAGE</u></p> <p><u>RESOLVED GG/DW (unanimous)</u></p> <p>That options including ex-demo vehicles be investigated more fully and reported back to Council for a decision.</p>	<p>To investigate options.</p>	<p>KA</p>	<p>To return to FC 20.04.26.</p>	
<p>FC/423</p>	<p><u>MAYFAIR PRINCIPAL EVENT ORGANISER</u></p> <p><u>RESOLVED PA/DL (unanimous)</u></p> <p>To approve the addition of Mr. Danter as a principal event organiser (PEO) for the event.</p> <p>To approve the following wording as an addendum to the contract 2025 – 2029: Gazebos are not permitted on the site of the May Fair. All stalls must be purpose-built to comply with the</p>	<p>To add a third PEO.</p> <p>To create the addendum.</p>	<p>GW</p> <p>GW</p>	<p>Complete</p> <p>Complete</p>	<p>Mar 2026</p> <p>Mar 2026</p>

Full Council

Items to Action

	<p>safety requirements including electrical certification.</p> <p>To note the update on access.</p> <p>To request more information regarding an additional ride.</p>			To return to FC 20.04.26.	
COMPLETED					
<u>FC Meeting</u> <u>11.05.2022</u>					
FC/50	<p><u>MARKET PARKING</u></p> <p>To escalate the item to action for prompt consideration in six months.</p>	To follow up with SC monthly.	GW / HJ	Is a priority project Jan-Mar 2026.	Feb 2026
<u>FC Meeting</u> <u>01.08.2022</u>					
FC/122	<p><u>MARKET PARKING</u></p> <p>That once the parking order is enacted, its effect will be monitored by market traders and the Town Council.</p>	To be monitored.	GW		Feb 2026
FC/123	<p><u>MARKET PARKING</u></p> <p>That if after a period of six months, the Town Council deems the parking order to have been ineffective, at its next meeting Ludlow Town Council will approve consultation with the</p>	To be diarised when parking order in force.	GW		Feb 2026

Full Council

Items to Action

	Conservation Officer for approval of the design of the bollards to be installed on the Market Square.				
<u>FC Meeting</u> <u>31.07.2023</u>					
FC/133	<u>INSURANCE</u> That: i) the renewal questionnaire for the Town Council's insurance is approved. ii) the civic regalia is revalued.	Questionnaire to be returned to insurance company. Civic regalia to be revalued. Specification delegated	GW GW	Complete Complete	Aug 2023 July 2025
<u>FC Meeting</u> <u>29.07.2024</u>					
FC/191	<u>COMMITTEE RECOMMENDATIONS – REP</u> To approve the recommendations from Representational Committee on 27 th August 2024: <ul style="list-style-type: none"> That a task and finish group is set up to explore the stages of creating a Neighbourhood Plan and design codes, and that all Councillors are eligible to join. 	Put on to Representational Committee agenda for consideration.	GW	Complete – being considered by Representational Committee	November 2025

Full Council

Items to Action

	<ul style="list-style-type: none"> To approve the refurbishing of the Mill Street bus shelter in the next financial year, and quotes are obtained to enable an appropriate budget to be set. 		KA	Complete	June 2025
FC/192	To approve membership of the Neighbourhood Plan Task and Finish Group as Councillors Ginger, Harris, Miller, Parry, Tapley and S Waite.	Meeting with Shropshire Council being organised for members of Representational Committee to inform this new council and to progress item.	GW	Complete – being considered by Representational Committee	Dec 2025
<u>FC Meeting</u> <u>20.01.2025</u>					
FC/298	<p><u>WHEELER ROAD RECREATION AREA</u></p> <p>To support in principle the request from Ludlow Rugby Club to use Wheeler Road Recreation Area as a temporary training ground, subject to approval from a successor of the original grantee.</p>	<p>To locate and write to original grantee.</p> <p>Oct 2025 – letter sent with formal request to trustee. 5yr consent received.</p>	GW / HJ	Complete	Nov 2025

Full Council

Items to Action

<u>FC Meeting</u> <u>14.04.2025</u>					
FC/375	<u>INTERNATIONAL DAY OF PEACE</u> To approve in principle the request from Ludlow Quakers for a service at Ludlow Peace Memorial in September, subject to the recommendations of the Ludlow Royal British Legion.	To contact RBL for their input/permission on behalf of the Quakers.	GW / HJ	Complete	June 2025
<u>FC Meeting</u> <u>23.06.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status / Update</u>	<u>Date</u>
FC/106	<u>ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2024/25</u> That the Annual Return Governance Statement 2024/25 in accordance with the Accounts and Audit Regulations be approved.	Send AGAR to external auditor.	GW	Complete	26/06/25
FC/108	That publishing the detailed Annual return Account document on the Council's website be approved.	On LTC website.	GW	Complete	26/06/25
FC/109	That the dates from Monday 30 th June to Friday 8 th August for the period for the exercise of public rights be approved.	On LTC website.	GW	Complete	26/06/25

Full Council

Items to Action

FC/110	<u>SHROPSHIRE COUNCIL'S NEW APPROACH TO PARTNERSHIP WITH TOWN AND PARISH COUNCILS</u> That Councillors will either send their responses to the survey into the Town Clerk or directly into Shropshire Council.	LTC response to be submitted.	GW	Complete	26/06/25
FC/113	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u> That the Annual Neighbourhood Fund Agreement be approved.	Return to Shropshire Council.	GW	Complete	July 2025
FC/114	<u>MARKET SQUARE PARKING</u> That the motion to urge Shropshire Council to promptly undertake a public consultation on a Traffic Regulation Order under the Road Traffic Regulation Act 1984 be approved.	To write to Shropshire Council and Portfolio holders.	GW / HJ	Complete	July 2025
FC/117	<u>LUDLOW CANCER SUPPORT GROUP</u> That the request for a statement of support from the Town Council be approved.	To write to LCSG to confirm support.	GW / HJ	Complete	July 2025
FC/121	<u>INCLUSIVE MEETINGS</u>	To approach specialist	HJ	Complete	Nov 2025

Full Council

Items to Action

	<p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That an investigation into amplification equipment and live streaming capabilities at the Guildhall be approved.</p>	companies to investigate the solutions they might be able to offer.		Complete	
FC/122	<p><u>RESOLVED PA/TG (unanimous)</u></p> <p>That the investigation into amplification equipment and live streaming capabilities in the Guildhall be added onto the Projects Action List.</p>	To update project list.	HJ		
FC/123	<p><u>PROJECTS</u></p> <p><u>RESOLVED DL/IMM (unanimous)</u></p> <p>That the top three priority projects for June – September 2025 be approved as CCTV, VJ Day, and the Shaping Lives Project.</p> <p>The next three priorities for October – December 2025 be considered at the July Council meeting.</p>		GW / KA / HJ / KP	Complete	August 2025
		To include on the July agenda.	GW	Complete	July 2025
FC/124	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p>			Complete	June 2025
			HJ / KP		

Full Council

Items to Action

	That Councillor Maxwell-Muller be approved onto the membership of Services Committee, Policy & Finance Committee, Staffing Committee, Climate Action Task & Finish Group and the Town Planters Working Group.	Update the committee matrix and the website.		Complete	June 2025
FC/127	<u>FRIENDS OF LUDLOW MUSEUM</u> <u>RESOLVED VP/SH (unanimous)</u> Councillor Parry is appointed the Town Council representative.	Notify the group.	HJ		
FC/128	<u>LUDLOW SUSTAINABLE TRANSPORT BUS GROUP</u> That the update from Ludlow Sustainable Transport Bus Group be noted, and actions referred to the Representational committee.	Refer actions to Rep Cttee for July meeting.	GW	Complete	July 2025
<u>FC Meeting</u> <u>28.07.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/141	<u>LUDLOW POLICE UPDATE</u> To submit the Police Crime Commissioner (PCC) survey as drafted by the Town Clerk.	To complete survey and return to PCC.	GW	Complete	August 2025

Full Council

Items to Action

FC/145	<u>VISIT SHROPSHIRE</u> To renew the Town Council's annual standard level membership at a cost of £1,500.00.	To renew membership.	GW	Complete	July 2025
FC/149	<u>PUBLIC PARTICIPATION</u> To allow public filming unless disruptive. To provide guidance on how to give notice and speak at meetings on the Council's website. That Members of the public who are not residents of Ludlow may speak during public open session at the discretion of the Chair, particularly where the matter directly relates to the town or Council responsibilities.	To update Standing Orders.	GW	Complete	Aug 2025
FC/150		To update website.	GW	Complete	Aug 2025
FC/152		To update Standing Orders.	GW	Complete	Aug 2025
FC/154	<u>ADOPTION OF CLUSTER MODEL FOR OUTDOOR SPACES PARTNERSHIP IN SHROPSHIRE</u>	To book a space at the conference.	HJ	Complete	Aug 2025

Full Council

Items to Action

	To note the cluster model and to approve Cllr Ian Maxwell-Muller to attend the Nature Recovery Conference on 3 rd October.				
FC/156	<u>CORE GRANTS</u> To approve the amendment of the criteria to read: Organisations must be prepared to attend Ludlow's Annual Town Residents Meeting to showcase their work and publicly recognise the support received from Ludlow Town Council, and to approve the release of the application form for core grant applications in 2026/ 27.	To update criteria.	GW	Complete	July 2025
		To update application form.	GW	Complete	July 2025
FC/160	<u>TOWN CRIER</u> Ludlow Town Council does not approve any sponsorship opportunities or hosting a competition in Ludlow.	To update Town Crier.	GW	Complete	July 2025
FC/162	<u>TOWN WALLS</u>	To arrange single agenda item meeting.	GW / HJ	Complete	July 2025

Full Council

Items to Action

	To note the correspondence and to change the Full Council meeting on 8 th Sept to have this as a single agenda item.				
FC/164	<p><u>SCAFFOLDING INSPECTION</u></p> <p>To defer consideration until the requested information is received from Longmynd Consultants Ltd.</p>	To bring to next meeting.	GW	Complete	Aug 2025
FC/165	<p><u>COMMITTEE MEMBERSHIP</u></p> <p>To approve the amendment of the membership of Policy & Finance Committee to reflect the resignation of Councillor Harris from the committee.</p>	To update matrix and website.	HJ	Complete	Aug 2025
FC/166	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p>To approve the following recommendations from Policy & Finance Committee on 21st July 2025:</p> <p>POLICY REVIEW</p> <p>Investment policy</p>	To update P & F Committee Officer.	GW	Complete	Aug 2025

Full Council

Items to Action

	<p>That the Council maintain a balance of £150,000.00 in the current account and all other funds to be vested in the CCLA Public Sector Deposit Fund.</p> <p>a) Communications Policies</p> <p>a) A Communication Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy and the terms of reference be approved.</p> <p>b) The Communications Policy Task and Finish Working Group membership is Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott-Bell</p> <p>CLIMATE ACTION TASK & FINISH GROUP</p> <p>That:-</p> <p>a) The minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received.</p> <p>b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:</p>			
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Full Council

Items to Action

	<ul style="list-style-type: none"> • That a meeting of the Ludlow Town Centre Task and Finish Group be organised in Sept and put together a seasonal planting and tub maintenance strategy for 2025/26 This forum will allow us to begin pulling ideas together for the provision and maintenance of planting throughout Ludlow. • That a volunteer group named St Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc, spades forks and trowels to be brought by the person or loaned by the DLF. • That the updates made to the Climate Action Plan as listed above be approved. 				
FC/173	<p><u>WORK EXPERIENCE</u></p> <p>To approve the request from a local college.</p>	To update college and make arrangements.	HJ	Complete, to commence Oct 2025.	Sept 2025
<u>FC Meeting</u> <u>03.09.2025</u>					

Full Council

Items to Action

FC/187	<u>INSURANCE RENEWAL</u> <u>RESOLVED MT/PA (unanimous)</u> That the Council's liability insurance be renewed with Hiscox at a cost of £16,101.09, and that the Task and Finish Group continue to meet to review the policy and bring any amendments back to Council for consideration.	To renew liability insurance.	GW / LJ	Complete	September 2025
FC/188	<u>RESOLVED MT/IMM (unanimous)</u> That the Council's listed buildings and civic regalia insurance be renewed with Ecclesiastical at a cost of £9,642.79, and that the Task and Finish Group continue to meet to review the policy and bring any amendments back to Council for consideration.	To renew listed buildings and civic regalia insurance.	GW / LJ	Complete	Sept 2025
FC/189	<u>RESOLVED MT/KC (unanimous)</u> To approve cyber insurance up to £1 million cover for a premium of £981.00 and a £2,500 excess for one year, and that the Task and Finish Group continue to meet to review the policy and bring any proposed amendments back to Council for consideration.	To arrange cyber insurance.	GW / LJ	Complete	Sept 2025

Full Council

Items to Action

FC/190	<p><u>RESOLVED MT/IMM (unanimous)</u></p> <p>That the Council's motor insurance be renewed for one year, and that the Task and Finish Group continue to meet to review the policy and bring any proposed amendments back to Council for consideration.</p>	To renew motor insurance.	GW / LJ	Complete	Sept 2025
FC/191	<p><u>RESOLVED RO/MT (unanimous)</u></p> <p>That alternative quotes be sought for revaluation of the council's properties.</p>	Alternative quotes to be sought.	GW	Complete. Jan 2026 - expenditure agreed. Date for site visits set for 26th Feb 2026.	Feb 2026
FC/193	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the membership of the Representational Committee be amended to reflect the resignation of Councillor Lyle, and that Councillor Parry be appointed to the Communications Strategy Task and Finish Working Group.</p>	To amend and update committee membership.	HJ	Complete	Sept 2025

Full Council

Items to Action

FC/194	<p><u>SCAFFOLD ASSESSMENT</u></p> <p><u>RESOLVED DL/TG (unanimous)</u></p> <p>That the £540.00 quotation from Longmynd Consultants Ltd to assess the scaffolding surrounding the substation be approved.</p>	Instruct Longmynd Consultants.	GW / HJ	Complete	Oct 2025
<u>FC Meeting</u> <u>08.09.2025</u>					
FC/204	<p><u>LEGAL ADVICE</u></p> <p>The council received advice from their barrister and solicitor relating to the collapsed section of wall at St Laurence's church, and agreed that a second meeting would be required to discuss the matter further.</p>	To hold further extraordinary council meeting.	GW	Complete	Sept 2025
<u>FC Meeting</u> <u>24.09.2025</u>					
FC/218	<p><u>CHURCHYARD AT ST LAURENCE CHURCH</u></p> <p><u>RESOLVED DL/KC (12:0:1)</u></p>	To arrange first meeting and formulate terms of reference.	GW	Complete	Sept 2025

Full Council

Items to Action

	That a Task & Finish Group be formed to facilitate the progression of discussions and defer all decision making to Full Council.				
FC/219	<u>RESOLVED MT/KC (unanimous)</u> That as a matter of urgency the solicitor be instructed to issue a response, including the council's willingness to enter into discussions, to the letter received on 6 th September 2025.	To instruct solicitor.	GW	Complete	Sept 2025
FC/220	<u>RESOLVED DL/KC (unanimous)</u> That membership of the Task & Finish Group is Councillors Childs, Ginger, Hepworth, Lyle, Owen, Scott-Bell. Tapley, and Taylor.	Matrix updated.	HJ	Complete	Sept 2025
FC/221	<u>RESOLVED PA/KC (unanimous)</u> That a public statement outlining the decisions made at the meeting be issued.	To issue statement.	GW	Complete	Sept 2025
<u>FC Meeting</u> 28.07.2025	<u>Item</u>	Action	Staff	Status/Update	Date
FC/146	<u>PROJECTS</u>				

Full Council

Items to Action

	<p>That there are only two priority projects for the period September to December 2025 and are as follows:</p> <ul style="list-style-type: none"> • Installation and functioning of CCTV throughout Ludlow. • Amplification equipment and live broadcasting capabilities in the Guildhall chamber 		KA	Installation taken place. Update provided to Services Committee.	Oct 2025
			HJ		Complete
FC/174	<p><u>GUILDHALL HEATING</u></p> <p>To approach Shropshire Council's Conservation Officer asking for their recommendations for heating to be installed in a Grade I listed building.</p>	Contact SC Conservation Officer.	HJ	Complete	Oct 2025
FC/175	<p><u>GUILDHALL AV</u></p> <p>To ask prospective suppliers to provide a demonstration in the Guildhall of how the equipment would work in the chamber before quotes are considered, or arrange for members to visit a comparable site to experience working equipment.</p>	Contact suppliers.	HJ	Complete	Oct 2025

Full Council

Items to Action

<u>FC Meeting</u> 20.10.2025	<u>Item</u>	Action	Staff	Status/Update	Date
FC/234	<p><u>SHROPSHIRE COUNCIL DEVOLUTION OF SERVICES</u></p> <p><u>RESOLVED KC/IMM (unanimous)</u></p> <p>That the Town Clerk be authorised to sign and return the Memorandum of Understanding with Shropshire Council.</p>	To sign and return the MOU.	GW	Complete	Oct 2025
FC/235	<p><u>RESOLVED KC/GG (unanimous)</u></p> <p>To inform Shropshire Council that subject to adequate funding from Shropshire Council, Ludlow Town Council are interested in discussing the following local services in Ludlow:</p> <ul style="list-style-type: none"> • Litter picking and street cleaning • Grounds maintenance and verge cutting • Public waste bin management • Graffiti and fly-posting removal • Highway weed control 	To contact Shropshire Council	GW	Complete	Nov 2025

Full Council

Items to Action

	<ul style="list-style-type: none"> • Support for public events • Maintenance of street furniture • Community clean-up support • Shropshire Council owned play areas in Ludlow (subject to confirmation from Shropshire Council that they have the legal ability to transfer the play areas to Ludlow Town Council) 				
FC/236	<p><u>RESOLVED GG/IMM (unanimous)</u></p> <p>To inform Shropshire Council that Ludlow Town Council does not at present consider itself able to support the following services, but is nonetheless concerned about the provision of the following services:</p> <ul style="list-style-type: none"> • Ludlow Library • Teme Leisure • Youth Services • Support for Ludlow Museum 	To contact Shropshire Council	GW	Complete	Nov 2025
FC/237	<p><u>RESOLVED KC/PA (unanimous)</u></p>				

Full Council

Items to Action

	That Ludlow Town Council shares its response to the government Town and Parish Neighborhood Governance consultation with Shropshire Council.	To share document with SC.	GW	Complete	Nov 2025
FC/238	<u>RESOLVED MT/KC (unanimous)</u> That a Task & Finish Group is not formed at this point, but the council contacts Shropshire Council / Claire Braddock to open discussions.	To contact Shropshire Council.	GW	Complete	Nov 2025
FC/240	<u>RESOLVED GG/IMM (10:0:1)</u> To approve the scope and objectives of this year's budget-setting process as the following: <ul style="list-style-type: none">• To support existing services• To support council projects• To support Ludlow during devolution of services from Shropshire Council To approve the budget setting premise of: <ul style="list-style-type: none">• Inflation: 3.6%• Interest Rate: 4%			Complete	Nov 2025

Full Council

Items to Action

	To approve the reorganisation of budget lines as identified in the T&F notes.		LJ	Complete	Nov 2025
	To approve the release of a consultation in December that discusses the range of options open to the council with as much information as is available.		GW	Complete – Report to go to Full Council Dec 2025.	Nov 2025
FC/241	<u>CORE GRANTS</u> <u>RESOLVED GG/TG (unanimous)</u> That a grant of £1,000.00 to South Shropshire Youth Forum in 2026/27 be approved.	To write to SSYF.	HJ	Complete	Nov 2025
FC/242	<u>RESOLVED GG/TG (unanimous)</u> That a grant of £1,050.00 to Ludlow Town Concert Band in 2026/27 be approved.	To write to Ludlow Town Concert Band.	HJ	Complete	Nov 2025
FC/243	<u>RESOLVED GG/VP (9:0:2)</u> That the original application from Ludlow Town FC was retrospective and therefore refused	To write to Ludlow Town FC.	HJ	Complete	Nov 2025

Full Council

Items to Action

	because it was outside of council's criteria. The council offered the opportunity for an amended application but were unable to accept the submitted application for a wholly different project.				
FC/244	<u>RESOLVED KC/IMM (unanimous)</u> That the grant of £5,000.00 to Ludlow Visitor Information Centre in 2026/27 be approved.	To write to Ludlow VIC.	HJ	Complete	Nov 2025
FC/245	<u>RESOLVED TG/GG (8:0:3)</u> That a grant of £1,000.00 to Pentabus Theatre in 2026/27 be approved.	To write to Pentabus Theatre.	HJ	Complete	Nov 2025
FC/246	<u>SAFER NEIGHBOURHOOD TEAM POLICING PRIORITIES</u> <u>RESOLVED KC/MT (unanimous)</u> That the agreed priorities for October 2025 to March 2026 are: <ol style="list-style-type: none"> 1. Drugs 2. Antisocial behaviour including driving 3. Commercial and domestic theft 	To return priorities to SNT.	HJ	Complete	Nov 2025

Full Council

Items to Action

<p>FC/248</p>	<p><u>SHROPSHIRE COUNCIL PARKING CHARGES CONSULTATION</u></p> <p><u>RESOLVED ISB/PA (unanimous)</u> To object to the proposed increases in parking charges because of the severe detrimental impact upon Ludlow, which is a small market town with a population of less than 11,000.</p> <p>To report these concerns to the press and public that the Council is actively opposing the new charges.</p>	<p>To contact Shropshire Council with LTC objection.</p> <p>To share objection with press and public.</p>	<p>GW</p> <p>GW / KP</p>	<p>Complete</p> <p>Complete</p>	<p>Oct 2025</p> <p>Oct 2025</p>
<p>FC/250</p>	<p><u>PROJECT UPDATES</u> That a follow up letter be sent to Shropshire Council asking for progress on the Market Square parking issue.</p>	<p>To progress with Shropshire Council.</p> <p>Feb 24 – update: draft consultation with legal department.</p> <p>April 24 – email and images sent to SC to inform of</p>	<p>GW / HJ</p>	<p>Complete</p>	<p>Mar 2026</p>

Full Council

Items to Action

		<p>cars left on market.</p> <p>July 2025 – letters sent to SC with council resolution.</p> <p>August 25 – letters sent to Heather Kidd and Rob Wilson.</p> <p>Nov 25 – letter sent to Rob Wilson.</p> <p>Dec 25 – email sent to Simon D’Vali at SC (Interim Executive Manager, Strategic Transport).</p> <p>Attended FC meeting 9.3.26.</p> <p>Mar 26 - Simon D’Vali attended site 26.03.26.</p>			
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Full Council

Items to Action

FC/254	<p><u>EFFICIENCY REVIEW</u></p> <p><u>RESOLVED</u> MT/JH (unanimous)</p> <p>That the Efficiency Review Task & Finish Group draft full terms of reference for approval, consider the timetable of action, assess the offer from LCC and report back to Full Council.</p>	Timetable first meeting to establish TOR, timetable and assess LCC offer.	GW	First meeting took place 15th January 2026.	Jan 2026
FC/255	<p><u>PROJECT SUPPORT GRANTS</u></p> <p><u>RESOLVED</u> KC/MT (unanimous)</p> <p>That a £750 grant to Ludlow Assembly Rooms be approved.</p>	To write to LAR and inform Finance Officer.	HJ		
FC/256	<p><u>RESOLVED</u> TG/AT (unanimous)</p> <p>That clarification be sought from Hope House Hospice of specific instances in which the grant funding would benefit individuals from Ludlow postcodes.</p>	To write to Hope House for additional information.	HJ	Complete	Nov 2025
		To return to Dec FC.		Complete	Dec 2025

Full Council

Items to Action

FC/257	<p><u>WHEELER ROAD PLAY AREA COVENANT</u></p> <p><u>RESOLVED TG/IMM (9:0:1)</u> That a formal request be sent to the covenant holder to allow the temporary use of the Recreation Area by Ludlow Rugby Club adults' team on two evenings per week.</p>	To send a formal request to covenant holder. Response received. Considered by Services Committee Nov 2025.	GW / HJ	Complete	Nov 2025
FC/258	<p><u>RESOLVED MT/IMM (9:0:1)</u></p> <p>That once the Christmas Lights installation is completed, the grass cutting at Wheeler Road recreation area becomes the top priority for the Direct Labour Force.</p>	To add to DLF work schedule.	KA / MH	Complete	Nov 2025
FC/260	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED KC/MT (9:0:1)</u> That the recommendations from Policy and Finance Committee on 1st September 2025 and 13th October 2025 be approved:</p>	To update Policy & Finance Committee Officer.	HJ	Complete	Nov 2025

Full Council

Items to Action

	<p><u>AGED DEBTORS</u> That invoice number 1139 for 30p owed by Craven Arms Memorials be written off.</p> <p><u>POLICY REVIEW</u></p> <p><u>Information and Data Protection Policy</u> That the Information and Data Protection Policy, as amended to state that the policy will be reviewed “annually” instead of “periodically”, be adopted.</p> <p><u>Data Transparency Policy</u> That Data Transparency Policy be amended in include the publication of the quarterly income and expenditure reports and the earmarked reserves on the Council’s website.</p> <p>That the Data Transparency Policy, as amended, be adopted.</p> <p><u>Data Breach Policy</u> That the Data Breach Policy, as amended to state that it replaces the Data Breach Policy adopted on the 17th June 2019, be adopted.</p>	<p>P&F Committee Officer to update policies folder and Communications Officer to update website.</p> <p>To communicate the agreed policies to staff in writing.</p>	<p>LJ</p> <p>KP</p> <p>LJ</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Nov 2025</p> <p>Nov 2025</p> <p>Nov 2025</p>
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Full Council

Items to Action

	<p><u>Freedom of Information Policy</u> That the Freedom of Information Policy, as amended to state that the policy will be reviewed annually, be adopted.</p> <p><u>RESIDENTIAL RENTAL</u> That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.</p> <p><u>POLICY REVIEW</u></p> <p><u>Recruitment and Selection Policy</u> That the Recruitment and Selection Policy, be adopted.</p> <p><u>Sexual Harassment Policy and Action Plan</u> That the Sexual Harassment Policy and Action Plan, be adopted.</p> <p><u>Hedgerow Policy</u> That the Hedgerow Policy, be adopted.</p>	<p>For P&F Committee Officer.</p> <p>Policies to be circulated to staff.</p>	<p>LJ</p> <p>LJ</p>	<p>Complete</p> <p>Complete</p>	<p>Nov 2025</p> <p>Nov 2025</p>
<p>FC/261</p>	<p><u>RESOLVED VP/ISB (unanimous)</u></p>				

Full Council

Items to Action

	<p>That the recommendations from Representational Committee on 9th September 2025 be approved:</p> <p><u>CORONATION AVENUE</u></p> <p>To recommend to Full Council that Shropshire Council are given a list of critical roads in Ludlow, which should not be closed, but if works are required they are open with 2-way traffic lights especially during the busiest times of year which are summer, Christmas and the festivals:</p> <ul style="list-style-type: none"> • Sheet Road • Henley Road • Dinham Bridge • Temeside • Bromfield Road • Coronation Avenue • Galdeford • Overton Road 	To write to SC.	HJ	Complete	Nov 2025
FC/268	<p><u>GUILDHALL HEATING</u></p> <p><u>RESOLVED</u> KC/TG (unanimous)</p>	To liaise with Grange Heating and Conservation	HJ	Complete Nov 2025 – C.O. visit taken place.	Jan 2026

Full Council

Items to Action

	That the quotation of £33,273.09 ex. VAT from Grange Heating be accepted, and the project in a Grade I Listed building progresses to the next stage, which is detailed sign off by the conservation officer.	Officer to progress the project.		To progress to next stage. Jan 2026 – works scheduled to start 21 st January 2026.	
FC/269	<u>CHAMBER AMPLIFICATION SYSTEM</u> <u>RESOLVED IMM/TG (unanimous)</u> That the quotation of £6,094.00 ex. VAT from Sound Induction Systems be accepted.	To progress the project with SIS.	HJ	Complete	Nov 2025
<u>FC Meeting</u> <u>1.12.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/284	<u>BUDGET TASK & FINISH GROUP UPDATE</u> <u>RESOLVED GG/MT (unanimous)</u> That the recommendations from the Budget Task & Finish Group, as listed in their notes from their meeting on 20 th November 2025, are given further consideration by Policy & Finance Committee before coming back to Full Council in January 2026.	To be considered by Policy & Finance in January then return to Full Council.	GW / LJ	Complete	Jan 2026

Full Council

Items to Action

FC/285	<p><u>RESOLVED DL/IMM (13:1:1)</u></p> <p>That, subject to the removal of the reference to a survey, the budget consultation statement be approved for release.</p>	To release statement.	GW / KP	Complete	Dec 2025
FC/286	<p><u>RESOLVED MT/IMM (unanimous)</u></p> <p>That all councillors provide their feedback on the draft survey to the Town Clerk within a 14-day period, so that the Clerk can redraft the survey for approval at Full Council in January 2026.</p>	To return to Full Council in January 2026.	GW	Complete	Dec 2025
FC/288	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/IMM (unanimous)</u></p> <p>That the improved Community Engagement Strategy, superseding the existing strategy from point 4 onwards, be adopted.</p>	To update the policy, circulate to staff and update on website.	KP	Complete	Dec 2025
FC/289	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p> <p>That the strapline 'Looking After Ludlow's Future' be approved, and that the Task & Finish group be tasked with developing an ambitious action plan to support this aspiration, with the plan to be submitted to Full Council for approval.</p>	T&F Group to progress and feed back to Full Council.	GW / KP	Complete	Dec 2025

Full Council

Items to Action

FC/290	<p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the Task & Finish group refocuses on the original remit to review council's communications policies and protocols to create a user-friendly suite of policies that strengthen the council's engagement with the community.</p>	T&F Group to review policies.	GW / KP	Complete	Dec 2025
FC/291	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the Communications Task & Finish group reports back to Full Council in April 2026.</p>	To return to Full Council in April 2026.	GW / KP	Complete	Dec 2025
FC/293	<p><u>PROJECTS</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p> <p>That the CCTV project remains a priority.</p>		KA	Priority project Jan-Mar 2026.	Feb 2026
FC/295	<p><u>RESOLVED DL/AT (unanimous)</u></p> <p>That the priority projects be reconsidered at the January 2026 council meeting.</p>	To return to Full Council in January 2026.	GW / HJ	Complete	Jan 2026
FC/298	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/TG (unanimous)</u></p>				

Full Council

Items to Action

	That the committee and Task & Finish Group membership be noted, with the addition of Councillor Lyle onto the Residential Rental Task & Finish Group, and the Efficiency Review Task & Finish Group.	To update matrix.	HJ	Complete	Dec 2025
FC/299	<p><u>PROJECT SUPPORT GRANT APPLICATIONS</u></p> <p><u>RESOLVED VP/JH (13:0:2)</u></p> <p>That a £750 grant to Ludlow Piano Festival be approved.</p>	To update Finance Officer and inform applicant.	HJ / LJ	Complete	Dec 2025
FC/300	<p><u>RESOLVED GG/AT (13:0:2)</u></p> <p>That, with regret, the application for £1,000 from Hope House Hospice be declined because it does not meet the Project Support Grant criteria.</p>	To write to Hope House.	GW / HJ	Complete	Dec 2025
FC/301	<p><u>WHEELER ROAD RECREATION AREA</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p> <p>That the positive conditional response received from the covenant holder, and the fact that the matter is being considered by the Services Committee, be noted.</p>	Letter sent to Rugby Club.	KA	Complete	Dec 2025
FC/302	<u>MAYOR'S SUNDAY</u>				

Full Council

Items to Action

	<p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the Mayor's Sunday service will take place on Sunday 28th June 2026.</p>	To update council calendars and make arrangements.	HJ	Complete	Dec 2025
FC/303	<p><u>COUNCILLOR DISPENSATION</u></p> <p><u>RESOLVED DL/SH (7:4:4)</u></p> <p>To grant a dispensation for the duration of the existing council term for Councillor Waite to participate and vote on all matters relating to the devolution of powers, and / or delivery of Shropshire Council services by Ludlow Town Council.</p>	To keep record of active dispensations.	HJ	Complete	Dec 2025
FC/304	<p><u>SCAFFOLDING</u></p> <p><u>RESOLVED DL/IMM (13:0:2)</u></p> <p>That the recommendations in the report be costed and considered by the Policy & Finance Committee in January 2026.</p>	For inclusion in the next P&F meeting.	GW / LJ	Complete	Dec 2025
FC/305	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED RO/IMM (14:0:1)</u></p> <p>That, subject to an amendment to the wording of a recommendation from the Climate Action Task</p>		HJ	Complete	Dec 2025

Full Council

Items to Action

	<p>& Finish Group on 30th October 2025, changing it to a recommendation from the Town Planters Task & Finish Group, the following recommendations from the Policy & Finance Committee on 24th November 2025 be approved:</p> <p>PF/150 b) <u>Recommendations</u></p> <p><u>RECOMMENDED RO/KC (Unanimous)</u></p> <p>That the recommendations of the Climate Action Task and Finish Group meeting held on the 13th November 2025 be approved:-</p> <p>Changes/actions relating to the CAP.</p> <p>To consider the following statement to be forwarded to prospective contractors when obtaining quotes:</p> <p>It is important to Ludlow Town Council that prospective contractors consider the following aspects of their work to be efficient and less harmful to the environment.</p>	<p>Update P&F committee officer.</p> <p>Changes to CAP.</p>	<p>KA</p>	<p>Complete</p>	<p>Dec 2025</p>
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Full Council

Items to Action

	<ul style="list-style-type: none">• Conserve natural resources through careful planning, and efficient use of resources, water and raw materials.• Minimisation of waste through source reduction, reuse and recycling.• Handling and disposal of waste through safe and environmentally sustainable methods. <p>We would like contactors to have an aspirational 'zero to landfill' policy to ensure as much waste as possible is diverted from landfill. With the ultimate goal of achieving Zero Waste to Landfill through prevention, reduction, reuse and recycling.</p> <p>PF/152 b) <u>Recommendations</u></p> <p><u>RECOMMENDED RO/MT (7:0:1)</u> That the recommendation of the Climate Action Task and Finish Group meeting held on the 30th October 2025 be approved:-</p> <p>a) Purchase of a plastic planter in black to trial on Bromfield slip road</p>	KA to progress actions.	KA	Complete	Dec 2025
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Full Council

Items to Action

	<p>at a cost of £399 + £72 delivery (from Amberol – self watering planter PRM-0P)</p> <ul style="list-style-type: none">b) Removal of 29 boxes from various locations in Ludlow (as detailed: 19 Old Street, 4 Corve Street, 2 Broad Street, 2 Bromfield slip road, two Mill Street). This is to remove boxes which are in poor condition, are not being maintained or that there are simply too many planters in a single location. Local residents will be notified of the changes.c) All plants that can be saved will be used in other LTC locations.d) Planters that can be salvaged will be repaired for use elsewhere and also made more 'sustainable' with liners etc.e) Purchase tags to number/identify remaining planters £31.64 (including delivery and tax)f) Agree with the suggestion of a single business sponsorship category that will be within the £20-£30 per annum cost bracket – no				
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Full Council

Items to Action

	<p>income for LTC, simply to cover costs of a plaque etc.</p> <p>g) Approve that cordaline plants are removed from planters and offered to local residents free of charge.</p> <p>h) To approve the purchase of a box ball shrub.</p> <p>i) To approve the purchase of 6 lavender plants, 6 hebe plants, weed suppressing matting and bark for the Old Street flower beds – work to be undertaken over winter.</p>				
FC/314	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED</u> MT/JH (unanimous)</p> <p>That permission be granted for the Town Walls Trust (TWT) to speak with the author of the structural engineering report, on the clear understanding that they are acting on behalf of the TWT, and not the Town Council.</p>	To contact TWT.	GW	Complete	Dec 2025
FC/315	<p><u>RESOLVED</u> MT/JH (unanimous)</p> <p>That a confidential non-binding without prejudice meeting is arranged between the PCC and all</p>		GW	Complete	Dec 2025

Full Council

Items to Action

	members of the Task & Finish Group.	Meeting took place in December 2025.		Complete	Jan 2026
FC/316	<u>RESOLVED MT/DL (unanimous)</u> The discussion from the meeting shall be reported back to the next full council meeting, and decision making will be undertaken by the whole council.	To return to next Full Council meeting.	GW		
<u>FC Meeting</u> <u>5.1.2026</u>	<u>Item</u>	Action	Staff	Status/Update	Date
FC/328	<u>MOTOR INSURANCE</u> <u>RESOLVED RO/ISB (unanimous)</u> That expenditure of £330.40 per year at current rates (pro-rated from the effective date until renewal) to add the under 25-year-old driver is approved.	To arrange insurance.	GW / HJ	Complete	Jan 2026
FC/329	<u>BUILDINGS REVALUATION FOR INSURANCE PURPOSES</u> <u>RESOLVED RO/JH (unanimous)</u>	Proceed with revaluation.	GW	Complete	Jan 2026

Full Council

Items to Action

	That expenditure of £4,750 plus VAT for the revaluation of all Council-owned buildings by Gallagher is approved.				
FC/332	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/ISB (unanimous)</u> For: DL/ PA/ DC/ KC/ SH/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p> <p>That Ludlow Town Council states its willingness to work with the PCC and SC to achieve a resolution without resorting to the Courts.</p>		GW	Complete	Jan 2026
FC/333	<p><u>RESOLVED DL/KC (9:2:0)</u> For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: SH/VP Abstain: None</p> <p>That Ludlow Town Council is willing to hold a discussion with the PCC at a without prejudice meeting with a view to agreeing percentage contributions from all parties and with SC for in</p>		GW	Complete	Jan 2026

Full Council

Items to Action

	kind percentage contributions.				
FC/334	<p><u>RESOLVED DL/KC (9:2:0)</u> For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: SH/VP Abstain: None</p> <p>That without prejudice and subject to agreement on the split of costs, Ludlow Town Council agrees to be the Responsible Body for maintenance to enable grant funding applications.</p>		GW	Complete	Jan 2026
FC/335	<p><u>RESOLVED DL/MT (10:0:2)</u> For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: None Abstain: SH/VP</p> <p>To delegate the drafting of the response to the Parochial Church Council's letter of 19th December 2025 to the Chair of the T&F group and the clerk, and that the draft is shared with Council by the end of the week.</p>		GW	Complete	Jan 2026
FC/336	<p><u>RESOLVED DL/KC (unanimous)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p>		GW	Complete	Jan 2026

Full Council

Items to Action

	That all future correspondence received from the Parochial Church Council or Shropshire Council, or the Ludlow Town Walls Trust, is not passed to Geldards prior to being seen and considered by the Churchyard Walls Task & Finish Group and Council.				
FC/337	<p><u>RESOLVED DL/KC (unanimous)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p> <p>That a meeting between the Churchyard Walls Task & Finish Group, the Parochial Church Council and Shropshire Council be arranged as soon as possible after the letter has been sent to the Parochial Church Council.</p>		GW	Complete	Jan 2026
FC/338	<p><u>RESOLVED DL/KC (7:0:2)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ MT Against: None Abstain: ISB/VP</p> <p>To be party to either a bilateral legal agreement with the PCC or preferably a trilateral agreement with the PCC and SC, with a view to protecting the legal position of our organisations and to protect all parties for the next 25 years.</p>		GW	Complete	Jan 2026

Full Council

Items to Action

FC/339	<p><u>RESOLVED JH/MT (unanimous)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: None Abstain: None</p> <p>That Ed Morton and/ or Colin Richards are permitted to hold discussions with Historic England, St. Laurence DAC, Shropshire Council, and any other necessary organisation for the purposes of initial scoping prior to the creation of a specification. An expenditure limit of £3,000.00 applies to this matter.</p>		GW	Complete	Jan 2026
<p><u>FC Meeting</u> <u>26.01.2026</u></p>					
FC/350	<p><u>ITEMS TO ACTION</u> Cllr Hepworth asked for a report on the timeline on the CCTV project.</p>	To produce a report. For March FC meeting.	GW / KA	Complete	March 2026
FC/351	<p><u>DISPENSATION</u></p> <p><u>RESOLVED DL/KC (unanimous)</u> To grant a dispensation for the duration of the existing council term for Councillor Parry to participate and vote on all matters relating to the devolution of powers, and / or delivery of</p>	To keep record of active dispensations.	GW / HJ	Complete	Jan 2026

Full Council

Items to Action

	Shropshire Council services by Ludlow Town Council.				
FC/357	<p><u>PROJECT SUPPORT GRANT</u></p> <p><u>RESOLVED TG/PA (unanimous)</u></p> <p>That the application is currently outside the criteria, and additional information, including full project details and an official quotation showing the total cost of the work, be sought from the Croquet Club, as well as evidence of a bank account in the name of the club, with confirmation of at least two signatories.</p>	<p>To seek additional information from the applicant and resubmit for next FC meeting.</p> <p>090326 – declined. Letter sent to Croquet Club.</p>	HJ	Complete	March 2026
FC/361	<p><u>SSYF REQUEST FOR FUNDING</u></p> <p><u>RESOLVED PA/DL (unanimous)</u></p> <p>That additional information be sought from the applicant regarding the event, including cost and proposed dates.</p>	<p>To contact applicant for additional information and resubmit to FC at the next meeting.</p> <p>090326 – declined. Letter sent to SSYF.</p>	GW / HJ	Complete	March 2026

Full Council

Items to Action

<p>FC/362</p>	<p><u>SHROPSHIRE'S DESTINATION MANAGEMENT PLAN 2026-2029</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p> <p>That the Council supports the draft Destination Management Plan (DMP) 2026 – 2029.</p>	<p>To complete the survey with Shropshire Council.</p>	<p>GW</p>	<p>Complete</p>	<p>Jan 2026</p>
<p>FC/363</p>	<p><u>LUDLOW – TOWN OF CULTURE 2028</u></p> <p><u>RESOLVED GG/VP (unanimous)</u></p> <p>That the Council submits an expression of interest to Shropshire Council for an application on behalf of Ludlow.</p>	<p>To submit an expression of interest with Shropshire Council.</p>	<p>GW / HJ</p>	<p>Complete</p>	<p>Jan 2026</p>
<p>FC/368</p>	<p><u>MEETING CALENDAR</u></p> <p><u>RESOLVED DL/GG (unanimous)</u></p> <p>That the following changes to meeting dates be approved: the Policy & Finance Committee meeting be moved from Monday 16th February 2026 to Monday 2nd March 2026; the Full Council meeting be moved from Monday 2nd March 2026 to Monday 9th March 2026; and the Annual Town Residents Meeting be moved from</p>	<p>To update calendar, make venue booking and inform committee officers.</p>	<p>HJ</p>	<p>Complete</p>	<p>Jan 2026</p>

Full Council

Items to Action

	Monday 30th March 2026 to Monday 1st June 2026.				
FC/369	<p><u>BUCKINGHAM PALACE GARDEN PARTY NOMINATION</u></p> <p><u>RESOLVED VP/IMM (unanimous)</u></p> <p>That Councillor Harris be nominated to attend the Buckingham Palace Garden Party on 12th May 2026.</p>	To submit the nomination for Cllr Harris.	HJ	Complete	Feb 2026
FC/370	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED RO/IMM (13:0:1)</u></p> <p>That the following recommendations from the Policy and Finance Committee on 19th January 2026 be approved:</p> <p>PF/180 <u>FINANCIAL REGULATIONS</u></p> <p><u>RECOMMENDED RO/MM (unanimous)</u></p> <p>That Financial Regulation 5.15 be amended to include the following bullet point:-</p> <ul style="list-style-type: none"> • “except that any commitment to incur expenditure on obtaining legal advice shall 	To amend regulation and re-publish on website.	LJ	Financial Regulations amended and re-	Feb 2026

Full Council

Items to Action

	<p>require consultation with the Chair of the Council (or Deputy Chair in the absence of the Chair) or of the Chair of the Policy and Finance Committee.”</p> <p>PF/183 <u>SHROPSHIRE COUNTY PENSION FUND</u></p> <p><u>RECOMMENDED MT/RO (unanimous)</u></p> <p>That the Actuarial Valuation Employers Contribution Rate of 16.8% for 2026/27, 2027/28 and 2028/29, be approved.</p>	<p>Financial Regulation 5.15 to be amended.</p> <p>To send signed acceptance of the valuation results to Shropshire Council.</p>	GW	<p>published on website.</p> <p>Complete</p>	<p>Jan 2026</p>
FC/375	<p><u>COMMUNICATIONS TASK & FINISH GROUP RESOLVED IMM/RO (unanimous)</u></p> <p>That the consultation document is approved.</p>	<p>Update Communications Officer.</p>	KP	Complete	Feb 2026
FC/376	<p><u>RESOLVED IMM/GG (unanimous)</u></p> <p>That the distribution cost of £300 plus VAT, and Quote 1 from the distributor for the printing of 7,000 colour copies (to be revised to 6,000 copies) at a cost of £408, be accepted.</p>	<p>Communications Officer to progress.</p>	KP	Complete	Feb 2026
FC/377	<p><u>RESOLVED GG/IMM (unanimous)</u></p>	<p>Communications Officer to progress.</p>	KP	Complete	Feb 2026

Full Council

Items to Action

	That the consultation closure date is one month after the date of release, which is 31 st March 2026.				
<u>FC Meeting</u> <u>09.03.2026</u>					
FC/398	<p><u>HELENA LANE DAY CENTRE</u></p> <p>Cllr Addis updated Council on a meeting to be held via Teams on Wednesday 18th March 2026, where further information regarding the proposed closure would be provided. Councillors were encouraged to attend the meeting and submit their individual responses to the consultation before the closing date of 26th March 2026.</p>	<p>SC to circulate details regarding Teams meeting, for cllrs to attend then submit feedback.</p> <p>To circulate on social media.</p>	<p>GW</p> <p>KP</p>	Complete	March 2026
FC/399	<p><u>HELENA LANE DAY CENTRE</u></p> <p><u>RESOLVED MT/KC unanimous)</u></p> <p>That the consultation process be promoted on our social media pages.</p>	<p>To share the consultation on our social media.</p>	<p>KP</p>	Complete	March 2026
FC/400	<p><u>LAMP LIGHT OF PEACE</u></p> <p><u>RESOLVED GG/SH (unanimous)</u></p>	<p>To order the lamp, flag and to include within the</p>	<p>GW / HJ</p>	Complete	April 2026

Full Council

Items to Action

	That the inclusion of the Lamp Light of Peace within the Council's Remembrance Service, be approved.	Remembrance Sunday Service.			
FC/401	<p><u>SSYF FUNDING REQUEST</u></p> <p><u>RESOLVED DC/PA</u></p> <p>That the funding request is declined at this time as it falls outside the Council's two funding streams, namely Core Grants and Project Support Grants.</p> <p>That selected activities from the proposal may be incorporated into the Council's Youth Festival in the summer.</p> <p>That it is recommended the South Shropshire Youth Forum submit a separate Project Support Grant application if additional funding is required.</p>	To write to SSYF with decision.	GW / HJ	Complete	March 2026
FC/405	<p><u>CEMETERY HOUSE</u></p> <p><u>RESOLVED RO/JH (6:4:2)</u></p> <p>For: DW/ JH/ RO/ AT/ KC/ DL</p>	To inform the tenant of the	GW	Complete	March 2026

Full Council

Items to Action

	<p>Against: GG/ VP/ SH/ MT Abstain: DC/ PA</p> <p>That Samuel Wood be appointed as the managing agent for the property, and that in accordance with their email dated 27th January 2026, the managing agent is authorised to approach the tenant and negotiate a rent of between £950 and £1,100 per month. That all special conditions for the rent being set below market value shall be recorded in the lease.</p>	changes and to instruct Samuel Wood.			
FC/406	<p><u>TOWN CENTRE PLANTERS</u></p> <p><u>RESOLVED DL/KC (10:0:2)</u></p> <p>That expenditure from EMR 364 (Town Centre Planters) be approved for the purchase of large, durable planters.</p>	For Finance Officer to progress.	LJ	Complete	March 2026
FC/407	<p><u>LUDLOW PARK AND RIDE</u></p> <p><u>RESOLVED DW/KC (9:0:3)</u></p>	To update website and social media.	KP	Complete	March 2026

Full Council

Items to Action

	That the Council approves advertising the facility on the Council's website and promoting the scheme via the Council's social media.				
FC/409	<p><u>PROJECT SUPPORT GRANT</u></p> <p><u>RESOLVED VP/SH (8:0:3)</u></p> <p>That the application be declined as the project does not directly benefit many residents of Ludlow.</p>	To write to the Croquet Club to inform them of decision.	GW / HJ	Complete	March 2026
FC/410	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/JH (unanimous)</u></p> <p>That Cllr Ward be approved as a member of the Policy & Finance Committee, Staffing Committee, Budget Task & Finish Group and Efficiency Review Task & Finish Group.</p>	To update matrix and website.	HJ	Complete	March 2026
FC/412	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED SH/MT (unanimous)</u></p>				

Full Council

Items to Action

	<p>That the following recommendations from the Representational Committee on 27th January 2026 be approved:</p> <p><u>NEIGHBOURHOOD PLAN</u></p> <p>That Full Council approve the setting up of a Task & Finish Group to explore the feasibility of possible options.</p> <p><u>BUS SHELTER REFURBISHMENT</u></p> <p>To approve quarterly cleaning of all eight town council owned bus shelters by the council's existing contractor.</p>	<p>For Representational Committee.</p> <p>For Finance Officer to progress.</p>	<p>CA</p> <p>LJ</p>	<p>Complete</p> <p>Complete</p>	<p>March 2026</p> <p>March 2026</p>
FC/419	<p><u>LEGAL ADVICE</u></p> <p><u>RESOLVED RO/JH (unanimous)</u></p> <p>That the Council's arrangements for provision of legal services are reviewed.</p>	<p>To progress as proposed by Cllr Owen. For P&F to progress.</p>	<p>GW</p>	<p>Complete</p>	<p>March 2026</p>
FC/420	<p><u>RESOLVED RO/PA (10:0:2)</u></p> <p>That the P&F Committee will, by such means as it considers appropriate, undertake an investigation</p>	<p>For P&F to progress.</p>	<p>GW</p>	<p>Complete</p>	<p>March 2026</p>

Full Council

Items to Action

	of all records which it deems relevant relating to past legal advisory services and make recommendations to Full Council.				
FC/422	<p><u>CHURCHYARD WALLS TASK & FINISH</u></p> <p><u>GROUP</u></p> <p><u>RESOLVED MT/DL (unanimous)</u></p> <p>To approve the joint press release with the PCC.</p> <p>To approve monthly information sharing meetings with the PCC / TWT.</p> <p>To approve that LTC and the PCC make a joint approach to Shropshire Council and include Ludlow's MP.</p> <p>To note that the tender process is being conducted jointly with the PCC, with Chair of the TWT acting as procurement advisor and grant advisor.</p> <p>That the Council procurement process is being conducted in accordance with the Council's</p>	To take to the monthly T&F meeting.	GW	Complete	Mar 2026

Full Council

Items to Action

	<p>Financial Regulations and Standing Orders.</p> <p>The Council approves tenders to be invited from The Morton Partnership, Blackett-Ord Conservation, and Buro Happold.</p> <p>That upon conclusion of the tender evaluation process, the Council will consider a tender evaluation report prepared by Chair of the TWT which assesses submissions against the pre-agreed criteria of price (40%), Stakeholder Compliance (40%), and Professional Competence (20%).</p>				
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Item 12.

CCTV

Timeline of CCTV Development in Ludlow

2003: Original CCTV system installed

- Ludlow's first town-wide CCTV system was introduced.
- Funding: South Shropshire District Council
- Operation: Maintained by Ludlow Town Council / Operated by West Mercia Police
- Hardware:
 - ~8 cameras in the town centre
 - Basic-resolution cameras using radio/Wi-Fi links
- Limitations:
 - Poor image quality
 - Limited coverage
 - Outdated technology

Summary: A first-generation analogue / digital hybrid system, later deemed insufficient.

2017–2020: Transition from outdated system to modern network

2017–2018: System decline

- The 2003 system became unreliable and ineffective.
- Key issues:
 - Poor-quality images (unsuitable as evidence)
 - Aging hardware and frequent faults
 - Limited coverage
- Decision emerged that replacement was necessary, not repair.

2018–2019: Review and funding strategy

- Ludlow Town Council reviewed the system and chose full replacement.
Established the financial basis for a large-scale upgrade.
Funding model established:
 - ~50% match funding from the Police & Crime Commissioner (PCC)
 - Additional funding from:
 - Town Council
 - Local organisations and businesses

2019: System redesign - Shift from maintaining CCTV → fully redesigning the system.

- Plans developed for a modern digital CCTV system.

Key design features:

- HD (high-definition) cameras
- Wireless (Wi-Fi) transmission network
- Expanded town-wide coverage

Planned hardware:

- Multi-camera columns (up to 4 cameras per pole)
- PTZ (pan-tilt-zoom) and fixed cameras
- Antennas and transmitters on buildings

2020: Phase I installation (major turning point)

Marks the start of Ludlow's modern CCTV network.

- First phase of the new CCTV system installed.

Phase I overview:

- 8 town centre cameras installed and operational

Locations include:

- Station Drive
- Upper Galdeford junction
- Tower Street
- Bull Ring
- King Street
- Broad Street
- Castle Square (fixed + PTZ)
- Event Square (fixed + PTZ)

Infrastructure:

- Radio transmitters installed at:
 - Springfield Close (link to police station)
 - Upper Galdeford
 - Buttercross rooftop
 - King Street

Hardware:

- HD digital cameras
- Mix of fixed and PTZ cameras
- Wireless transmission network

Funding:

- Town Council
- PCC (~50% match funding)
- Local contributions

2023–2024: Phase II expansion begins

Expansion introduces advanced surveillance technology (ANPR + 360° cameras).

- Second phase focused on expanding coverage beyond the town centre.

Phase II (partial installation):

- Cameras installed (mostly 360° and ANPR systems) at locations including:
 - Station Drive (near Aldi) – 360°
 - Corve Street – 360°
 - Whitbread Road – 360° + anti-vandal features
 - Bromfield Road – ANPR + overview
 - Henley Road – ANPR + overview
 - Sheet Road – ANPR + overview
 - Lower Broad Street – ANPR + overview
 - Event Square – ANPR + overview

Installation details:

- Cameras mainly mounted on streetlights (with council approval)
- System software still being updated

2025: Phase II ongoing

System is partially expanded but not fully complete.

- Further rollout continued, but Phase II was not finished.

Progress by late 2025:

- 9 of 13 Phase II cameras installed and operational
- Remaining cameras delayed due to:
 - Installation scheduling
 - Infrastructure requirements

March 2026: Final Phase II installations (near completion)

Planned final camera installations

- Scheduled between 16th–24th March 2026:
New sites: Each installation expected to take one day.
- Ludlow Library – PTZ camera
- Henley Road mini roundabout – fixed camera + link
- Fishmore Road mini roundabout – ANPR + overview

Current system status (2026)

Total system nearing full completion (~21 cameras total).

- Phase I: Fully complete (8 cameras)
- Phase II:
 - 9 cameras operational
 - 4 additional cameras being installed (March 2026)

2026: System performance and maintenance issues

Highlights need for regular maintenance and monitoring.

- Several cameras reported with faults:
 - No image or poor quality (e.g. dirty lenses, signal issues)

Examples of issues:

- Signal faults (resolved via radio link fixes)
- Moisture affecting image quality
- Power disconnection at one site
- Dirty lenses reducing evidential quality

2026: Maintenance and future management

Ensures CCTV remains fully operational and effective for policing.

- Current contractor only provides ad-hoc repairs
- Council plans to introduce a formal maintenance contract

Proposed maintenance includes:

- Fault call-outs within 5 working days
- Labour and repair costs covered
- Online system support
- Monthly image quality checks

Overall Development Summary

Stage	Key Change	Funding	Hardware
2003	First system	District council	~8 basic cameras
2017–20	Review & redesign	PCC + council	Plan for HD + wireless
2020	Phase I complete	PCC + council	8 HD cameras, PTZ, wireless
2023–24	Phase II begins	Council-led	360° + ANPR cameras
2025	Partial Phase II	Continued funding	9/13 cameras installed
2026	Near completion	Multi-source funding	~21 cameras, mixed types

Key Takeaways

- Ludlow’s CCTV evolved from a small analogue system → modern digital network
- 2017–2020 was the key transition period (failure → funding → redesign → installation)
- The system is built in two phases:
 - o Phase I: Town centre (complete)
 - o Phase II: Wider town (still finishing in 2026)
- New hardware includes:
 - o HD cameras
 - o PTZ (pan-tilt-zoom)
 - o 360° cameras
 - o ANPR (Automatic Number Plate Recognition)
- Ongoing challenge: maintenance and reliability

Item 13.

PROJECTS



REPORT

Ludlow Town Council

PROJECTS UPDATE

Report No. FC/26/14

**Full Council
20th April 2026**

1. **PURPOSE**

- 1.1 This report provides an update to Members on progress across three current projects: CCTV provision, the Market Parking Order, and Churchyard Wall works.

2. **EXECUTIVE SUMMARY**

Progress is being made across all three projects, with each now at a defined stage of development.

The CCTV project has moved into the procurement phase, with the agreed specification issued to approved contractors and quotations awaited.

Shropshire Council has confirmed that it will identify funding for the Traffic Regulation Order (TRO) required for the Market Parking project and will provide further detail in due course.

Work relating to the Churchyard Walls continues through partnership engagement, with a meeting scheduled with the local Member of Parliament and ongoing coordination between key stakeholders.

Overall, all projects are progressing, although each remains dependent on external input and timelines.

3. RECOMMENDATIONS

- 3.1 To note the updates on all three projects.
- 3.2 To continue to support officer engagement with external partners and stakeholders.
- 3.3 To receive further updates as projects progress and additional information becomes available.

4. CURRENT SITUATION

4.1 CCTV Project

The specification for the CCTV system has now been finalised and issued to approved contractors. Quotations are currently awaited.

This represents progression into the procurement stage, with the next step being evaluation of submissions and consideration of award.

4.2 Market Parking Order (Traffic Regulation Order)

Shropshire Council has confirmed that it will identify funding to progress the required Traffic Regulation Order (TRO).

Further information is expected in due course, including timescales and process for implementation.

4.3 Churchyard Walls

The Town Council continues to engage with relevant stakeholders regarding the condition and future of the churchyard walls.

- A meeting is scheduled with the Member of Parliament on 29 April.
- Monthly meetings are ongoing with the Parochial Church Council (PCC) and the Town Walls Trust.

This work remains collaborative, with a focus on identifying a sustainable and deliverable solution.

5. KEY ISSUES / RISKS

- **Dependency on external organisations:** Progress on all three projects relies on third parties (contractors, Shropshire Council, and partner organisations).
- **Timescale uncertainty:** Delivery timelines are not fully within the Town Council's control.
- **Financial uncertainty:** Final costs are not yet confirmed, particularly for CCTV and Churchyard Walls.
- **Reputational risk:** Delays or lack of visible progress may impact public perception.
- **Coordination risk:** Multi-agency working requires consistent communication and alignment.

6. OPTIONS APPRAISAL

Option 1: Continue current approach (recommended)

- Maintain progress through existing channels
- Continue engagement with partners
- Await further information before committing to next stages

Option 2: Seek to accelerate progress

- Increase officer input and escalation
- May improve timescales but limited influence over external parties

Option 3: Pause or reprioritise projects

- Reduce immediate resource demand
- Risk of delay and reputational impact

7. FINANCIAL / LEGAL IMPLICATIONS

Financial:

- CCTV: Costs subject to quotations currently awaited
- Market Parking TRO: Funding to be identified by Shropshire Council
- Churchyard Walls: Potential for significant future cost, not yet defined

Legal:

- CCTV procurement must comply with procurement rules and Council procedures
- TRO process is a statutory function led by Shropshire Council
- Churchyard Walls involve multi-party responsibilities and may require formal agreements depending on outcomes

8. NEXT STEPS

- **CCTV:**
 - Receive and evaluate quotations.
 - Report back to Services Committee or Council with recommendations.
- **Market Parking Order:**
 - Await further detail from Shropshire Council.
 - Review proposals and implications when received.
- **Churchyard Walls:**
 - Attend meeting with Member of Parliament on 29 April.
 - Continue monthly stakeholder meetings.
 - Progress development of a long-term solution.

Town Clerk
April 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Item 14.

CIVIC AWARDS



REPORT

Ludlow Town Council

CIVIC AWARDS 2026

Report No. FC/26/15

**Full Council
20th April 2026**

1. PURPOSE

- 1.1** This report sets out the timetable, nomination process, and criteria for the Ludlow Civic Awards 2026, and seeks approval for the application form and associated arrangements prior to public release.

2. EXECUTIVE SUMMARY

- 2.1** Subject to approval, the Civic Awards application form and criteria will be published on the Town Council website at www.ludlow.gov.uk and made available for public download.
- 2.2** The launch of the Civic Awards 2026 will be promoted via a press release and Council communications channels.
- 2.3** A schedule of previous award recipients is appended for information.
- 2.4** The closing date for nominations is **12 noon on 6 May 2026**.
- 2.5** Award decisions will be considered at the Annual Meeting in confidential session, with presentations made at Mayor Making on **27 May 2026**.

3. RECOMMENDATIONS

- 3.1 That Members approve the Civic Awards criteria and application form for publication.
- 3.2 That Members approve the proposed delivery approach set out in Options 1 and 3 of the Options Appraisal.
- 3.3 That the Council ensures transparency by publicly announcing award recipients and the general basis for their selection, thereby maintaining accountability and public confidence in the process.

4. CURRENT SITUATION

- 4.1 Ludlow Town Council operates an annual Civic Awards scheme to recognise individuals, groups, and organisations that have made a significant contribution to the community.
- 4.2 Nominations are invited publicly and considered by Members at the Annual Meeting, held in confidential session in accordance with established governance procedures.
- 4.3 Successful nominees are formally presented with their awards by the Mayor and Deputy Mayor at Mayor Making on **27 May 2026**.
- 4.4 The scheme is intended to promote civic pride, community engagement, and recognition of voluntary and civic contribution within the town.

5. KEY ISSUES / RISKS

- **Low level of nominations:** Risk that insufficient nominations are received if publicity is limited or engagement is low.
- **Awareness gap:** Residents and organisations may not be fully aware of the awards or how to participate.
- **Time constraints:** The nomination window (closing 6 May 2026) may limit submission opportunities if not adequately promoted.
-

- **Perception of bias:** If criteria are unclear or inconsistently applied, there is a risk of perceived unfairness or lack of transparency.
- **Administrative workload:** Reviewing nominations within a short timeframe ahead of the Annual Meeting may place pressure on officer and Member resources.

6. OPTIONS APPRAISAL

Option 1: Proceed with current arrangements (Recommended approach)

- Publish the application form and criteria as drafted
- Promote via press release, website, and standard Council communication channels

Advantages:

- Maintains continuity of an established annual process
- Provides sufficient time for nominations prior to decision-making
- Aligns with existing governance arrangements

Disadvantages:

- Limited promotional reach if not supplemented by wider engagement
- Risk of lower submission numbers

Option 2: Extend the nomination period

- Extend the closing date beyond 6 May 2026

Advantages:

- Increased opportunity for nominations
- Improved accessibility and participation

Disadvantages:

- Reduced time for assessment prior to Annual Meeting
- Potential impact on governance timetable and presentation arrangements

Option 3: Enhanced promotion and engagement (Recommended in conjunction with Option 1)

- Use social media, press engagement, community groups, and partner networks

Advantages:

- Increased awareness and participation
- More representative and diverse nominations
- Strengthens civic engagement

Disadvantages:

- Requires additional officer time and communications effort

Preferred approach: Options 1 and 3 combined

7. FINANCIAL / LEGAL IMPLICATIONS

Financial

- Costs are expected to be minimal and met from existing budgets.
- Potential minor costs include:
 - Printing of materials (if required)
 - Communications and publicity
 - Award presentation costs (certificates, framing, event arrangements)

Legal and Governance

- The process must ensure fairness, transparency, and consistency in decision-making.
- Although final decisions are made in confidential session, transparency is maintained through:
 - Published criteria
 - Standardised nomination process
 - Consistent evaluation of all submissions
 - Recorded decision-making and audit trail
- Any conflicts of interest must be declared and appropriately managed in accordance with Council procedures.
- The Council must comply with data protection legislation in handling personal data contained within nominations.

- Confidentiality is required during decision-making to protect personal information and enable open discussion; however, outcomes will be publicly announced to maintain accountability and public confidence.

8. NEXT STEPS

Subject to approval:

- Finalise and approve Civic Awards application form and criteria
- Publish documents on the Council website
- Issue press release announcing the launch of the 2026 awards
- Open nominations to the public
- Close nominations at **12 noon on 6 May 2026**
- Consider nominations at the Annual Meeting (confidential session) on **13 May 2026**
- Notify successful nominees
- Present awards at Mayor Making on **27 May 2026**

Town Clerk
April 2026

Implications

Wards Affected (All)

Financial (Budgeted expenditure)

Health & Safety (HASAWA 1974, Event Planning)

Law & Order (Unstated)

Environmental Implications (Unstated)



CIVIC AWARDS CRITERIA

There are **five** awards:

- for people over 18 – **Voluntary Work** Civic Award
- for people under 18 - Young Persons' **Voluntary Work** Civic Award
- Community Group – **Voluntary Work** Civic Award
- Public Bench Memorial Plaque for **Voluntary Work**
- **For Voluntary Work in support of Climate Action**

Criteria

1. Nominees should have:
 - a. Made a material contribution to the advancement, well being and welfare of the people of Ludlow: or
 - b. Demonstrated outstanding citizenship: or
 - c. Carried out unpaid work in the community for some time: or
 - d. Through their endeavours put Ludlow on the map: or
 - e. Through their contribution made Ludlow a better place to live.
2. No nominations will be put forward or initiated by Members or current staff.
3. Any nominations considered must have been proposed and seconded by residents within the Ludlow Parish Boundary and / or appear in the electoral register for Ludlow.
4. Members of the Council may in their private capacity nominate individuals.
5. No nomination be considered in respect of any sitting Town, Unitary Councillors or serving employees. However past Councillors and employees are eligible.
6. Each valid nomination be considered on its own merits and no firm criteria be specified.
7. Each nomination will need to be accompanied by a citation setting out the reasons why they have been nominated.
8. The Civic award will comprise of a framed A4 certificate on high quality paper and include the words "in recognition of outstanding service to the people of Ludlow on whose behalf Ludlow Town Council records its appreciation".
9. The Public Bench Memorial Plaque will be awarded in remembrance and / or celebration of a person who meets one or more of the five criteria. The metal plaque will measure 3" x 5" and be engraved with a short inscription to include the name of the person, their year of birth and death (if appropriate) and a short inscription of up to 15 words. Nominators may also indicate a preferred location for the plaque.

10. Nominations will be invited in March every year through the local press, posters, notice boards, website and social media.
11. All nominations must be received with all relevant accompaniments by the date on the form so that they can go onto the Full Council Agenda. Those received after that time and date will not be eligible for consideration.
12. Successful nominees will be notified in writing and invited to attend Mayor Making for presentation of the Civic Award.
13. The presentation of all Civic Awards will be made at the Mayor Making ceremony held every May and the Award will be presented by the newly elected Town Mayor.



A CIVIC AWARD/YOUNG PERSONS' CIVIC AWARD NOMINATION FORM 2025

Name of person/Group being nominated: _____

Address: _____

Email Address: _____ Telephone No. _____

Please ensure that either the email address or telephone number is provided as successful nominees will be contacted directly and invited to accept their award.

Award being nominated for (please tick ONE box below):

- Over 18 – **Voluntary Work** Civic Award
- Under 18 - Young Persons' **Voluntary Work** Civic Award
- Community Group - **Voluntary Work** Civic Award
- Public Bench Memorial Plaque **for Voluntary Work**
- For Voluntary Work in support of Climate Action**

Reason for nomination (please tick all boxes below which apply):

- Material contribution to the advancement, well-being and welfare of the people of Ludlow
- Demonstrated outstanding citizenship
- Carried out unpaid work in the community for some time
- Through their endeavours put Ludlow on the map, and / or
- Through their contribution made Ludlow a better place to live
- Voluntary community work during the Covid-19 pandemic
- Voluntary community work **in support of Climate Action**

I certify that the details given are correct, that I have not been influenced or canvassed in any way and that the person nominated has no knowledge of the present application and understand that all matters relating to the nomination are confidential and that should the present nomination fail, it may be re-submitted after next May.

PROPOSER:

Name: _____ Signature: _____

Address: _____ Tel: _____

Email Address: _____

SECONDER:

Name: _____ Signature: _____

Address: _____ Tel: _____

Email Address: _____

Please return to: Gina Wilding Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow SY8 1AZ Tel: 01584 871970 townclerk@ludlow.gov.uk by 12 noon Wednesday 30th April 2025.

The reason for the nomination is detailed below:

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Your information will be lawfully processed by the Council and will not be shared with any third parties without consent. To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.

Please return to: Gina Wilding Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow SY8 1AZ Tel: 01584 871970 townclerk@ludlow.gov.uk by 12 noon Wednesday 30th April 2025.

Please return to: Gina Wilding Town Clerk, Ludlow Town Council, The Guildhall, Mill Street, Ludlow SY8 1AZ Tel: 01584 871970 townclerk@ludlow.gov.uk by 12 noon Wednesday 30th April 2025.

Civic Award Winners

1989	William Hyde Esq.	2011	Esme Brown Jean Griffin Patricia Gormley Christine Hatt Philip Nash John Spittle	2017	Rosemary Wood Gerald Acton Dave Mulliner
	John Norton Esq MBE			2018	Denise Thompson Helen Hughes Peter Corfield Terence Round
1991	Harry Peachey Esq.				
1993	Mrs Mary Williams	2012	Ewart Carson Richard Geuter Margaret Price Derek Small Elsie Whiteley	2019	Peter & Kate Norman Gareth Thomas
	David Lloyd Esq. MBE			2021	Jo Blakeman Penelope Bridstrup Jane Cullen Sharon Dahn Richard Ellis June Emmerson Diane Garrini Hilary Grimm Margaret Jennings Mark Mantle Andrew Moody Cheryl Troy Eric Williams
1994	Cyril Martin Esq.	2013	Alan Walker Cath Walker Amanda Pope Colin Reeve David Davies		
	Miss Evelyn Wysall				
1995	Ivor Jones Esq.	2013	Lin Dalton Norman Wright David Lewis Rick Alexander		
	Mrs Muriel Harvey Howard Watkins Esq. Stanley Jones Esq.	2014	Marjorie Wait Julie Frost Vivienne Schwarz Margaret Edwards Jean Parker	2022	Ruth Davies
	John Morris Esq. Mrs Dorothy Jeffery			2023	Juliet Diamond Graeme Perks Benjamin Williams
1996	Stanley Jones Esq.	2015	Andrew Osborne Arnoud Roele Diane Edwards Joyce Brand Les Lumsden	2024	Jodie Deakin Jane Hughes Graham Hubbard
	Mrs Margaret Jones Miss Margaret Hamer			2025	Anita Bigsby Erica Garner Lesley Beiovley
1997	Mrs Dorothy Jeffery	2016	David Currant Gill George Jane Davies Maureen Daw Roger Furniss		
1998	Mrs Margaret Jones Miss Margaret Hamer				
	Norman Jeffries Rick Alexander Esq.				
1999	Rick Alexander Esq.				
	Donald Keyse Esq. Mrs Margaret McKay Mrs Elizabeth Staley				
	Ron McGarvey Esq. Peter Corston Esq. Mrs Elsie Chapman Alan Poulton Esq.				
2000	Peter Corston Esq. Mrs Elsie Chapman Alan Poulton Esq.				
2001	Mrs Patricia Sibcy Mrs Jenny Vaughan				
2002	Mrs Daphne Jones Jack Andow Esq.				
2003	Mrs May Rawlings				
2006	Mrs Muriel Passey				
2007	Mrs Di Powell				
2008	Mrs Jean Peachey				
2009	Tony Sewell Esq.				
2010	Kathleen Bills Dr. Jen Davies Graeme Perks				

Young Persons Civic Award Winners

1998	Miss Rose Curnew	2008	Miss Chloe Read
1999	Miss Jodie Dodd		Miss Shaunagh Yarham
	Williams Hicks Esq.	2010	Miss Emmy James
	Miss Emma Mansell		Miss Abi Morgan
2002	Miss Trudi Lucas	2011	Miss Abbey Bradley
2003	Miss Dione Handley	2021	Ben Willis

Community Group Civic Award Winners

2013	Friends of Whitcliffe Common
2016	St Laurence Church Choir
	333 Squadron Ludlow Air Cadets
2014	Ludlow Amateur Boxing Club
2015	Friends of St Leonard's Church
2018	Working Together Ludlow
2019	Civic Society
2024	National Childbirth Trust

Item 15.

FUTURE FOCUS



REPORT

Ludlow Town Council

FUTURE FOCUS

Report No. FC/26/16

**Full Council
20th April 2026**

1. PURPOSE

- 1.1 This report presents the findings from the Ludlow Town Council resident survey, with analysis contextualised to reflect the Town Council's current limited service remit and the role of the unitary authority. It also considers how the findings may inform future decision-making, particularly in light of potential devolution of services to the Town Council.

2. EXECUTIVE SUMMARY

The survey received 160 responses from a population of 10,005 (1.6% response rate). While not statistically representative, the findings provide valuable insight into resident perceptions and priorities.

Overall satisfaction with Ludlow Town Council is mixed, with 41.36% of respondents neutral, 32.10% positive, and 26.55% negative. However, interpretation of these results requires caution, as many services referenced by residents—such as highways, waste, and some public realm functions—are delivered by the unitary authority rather than the Town Council.

Qualitative feedback suggests that residents do not always distinguish between tiers of local government. As a result, some dissatisfaction may reflect broader place-based concerns rather than the Town Council's direct performance.

Despite this, there is clear recognition of the Town Council's strengths, including support for green spaces, markets, and community initiatives. Residents also express strong civic pride and a desire to see Ludlow thrive.

The survey highlights a significant opportunity: with clearer communication about responsibilities, improved visibility, and potential future devolution of services, the Town Council could strengthen its role and increase public confidence.

Key Takeaway

The survey is less a direct assessment of Town Council performance alone, and more a reflection of **how residents experience Ludlow as a place**. This creates a strategic opportunity for the Town Council to strengthen its role as a **leader, coordinator, and potential future service provider**, particularly in the context of devolution.

3. RECOMMENDATIONS

- 3.1 Clearly communicate the respective roles of the Town Council and the unitary authority to improve public understanding.
- 3.2 Position the Town Council as a community leader and advocate, even where it is not the direct service provider.
- 3.3 Prepare strategically for potential devolution of services, identifying priority areas aligned with resident concerns.
- 3.4 Improve communication, transparency, and visibility of Town Council activities and achievements.
- 3.5 Strengthen partnerships with the unitary authority to address shared issues.
- 3.6 Focus on influencing and coordinating improvements in areas outside direct control.

4. CURRENT SITUATION

4.1 Response Rate and Data Reliability

The survey received 160 responses from a population of 10,005.

Response rate = $(160 \div 10,005) \times 100 \approx 1.6\%$

Implications:

- Findings are **indicative rather than representative**
- Risk of **response bias** from more engaged or vocal residents
- Results remain valuable for identifying **themes and priorities**

4.2 Satisfaction with Town Council Services

- **Positive (Excellent + Good): 32.10% (52 respondents)**
- **Neutral: 41.36% (67 respondents)**
- **Negative (Poor + Very Poor): 26.55% (43 respondents)**

The high neutral response suggests uncertainty and mixed experiences rather than strong dissatisfaction.

4.3 Interpreting Satisfaction in Context

A key consideration is that **resident perceptions are “place-based” rather than “organisation-specific.”**

This means:

- Residents often assess “the Council” based on **overall town experience**
- Responsibility for services (Town vs Unitary Council) is not always स्पष्ट to respondents
- Dissatisfaction may relate to services **outside the Town Council’s control**

As a result:

- Neutral and negative ratings may partially reflect **system-wide issues**, not solely Town Council performance
- Positive feedback highlights areas where the Town Council has **visible impact**

4.4 Key Insights from Satisfaction Data

1. Large neutral group (41.36%)

- Indicates uncertainty and limited visibility of impact
- Represents a **significant opportunity for improvement through communication and visibility**

2. Moderate positive sentiment (32.10%)

- Suggests a **strong foundation of goodwill**
- Linked to valued local assets such as green spaces and markets

3. Notable dissatisfaction (26.55%)

- Likely reflects:
 - Perceived lack of coordination across services
 - Frustration with town-wide issues (e.g. maintenance, cleanliness)
 - Attribution of wider system issues to the Town Council

4.5 Insights from Qualitative Feedback

Residents highlight:

Strengths:

- Green spaces and public areas
- A well-loved market
- Committed councillors

Areas for improvement:

- Better coordination across services (including with the unitary authority)
- Stronger follow-through
- Improved maintenance and cleanliness
- Clearer priorities and leadership

Importantly, feedback reflects **aspiration rather than criticism**, with residents identifying **untapped potential**.

5. KEY ISSUES / RISKS

- **Role confusion** between Town Council and unitary authority leading to misattributed dissatisfaction
- Low public awareness of Town Council responsibilities and achievements
- Risk of reputational impact from issues outside direct control
- Limited ability to directly address some high-priority concerns under current remit
- Potential misalignment between resident expectations and statutory responsibilities
- Risk of missed opportunity if not prepared for future service devolution

6. OPTIONS APPRAISAL

6. OPTIONS APPRAISAL

Option 1: Maintain current role and remit

- Continue operating within existing responsibilities
- Risk: ongoing confusion and limited ability to influence key issues

Option 2: Improve communication and clarify roles (short-term priority)

- Clearly explain responsibilities and provide regular updates
- Low cost, high impact

Option 3: Strengthen advocacy and partnership role

- Actively represent resident concerns to the unitary authority
- Improve coordination across service providers

Option 4: Prepare for and pursue service devolution (strategic option)

- Take on additional responsibilities aligned with resident priorities
- Requires capacity, funding, and governance planning

Option 5: Combined approach (preferred)

- Improve communication
- Strengthen partnerships and advocacy
- Develop a clear strategy for potential service devolution

7. FINANCIAL / LEGAL IMPLICATIONS

- Any expansion of services through devolution would require:
 - Sustainable funding arrangements
 - Clear governance structures
 - Compliance with statutory obligations
- Survey findings suggest conditional willingness to fund improvements, provided:
 - Spending is transparent
 - Benefits are visible
- Clear distinction of responsibilities is important to manage expectations and reduce risk

8. **NEXT STEPS**

- Develop a **communications plan** to clarify town and unitary roles and responsibilities
- Map current services against resident priorities to identify gaps
- Engage with the unitary authority on shared issues and opportunities
- Assess feasibility of **service devolution** in key areas
- Deliver quick wins within existing remit to improve visibility and confidence
- Continue resident engagement to refine priorities and track progress

Town Clerk
April 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Item 16.

CHRISTMAS LIGHTS



REPORT

Ludlow Town Council

CHRISTMAS LIGHTS INSTALLATION 2026

Report No. FC/26/17

**Full Council
20th April 2026**

1. PURPOSE

- 1.1 This report outlines the proposed installation plan, infrastructure requirements, costs, and key considerations for the 2026 Christmas lights scheme following the site meeting held on 07 April 2026.

2. EXECUTIVE SUMMARY

The 2026 Christmas lights scheme will largely follow the established criss-cross installation pattern across key streets, with adjustments made to improve safety, efficiency, and visual consistency.

Significant changes include the removal of a previously used long-span connection on Old Street, replacement of certain fixtures, and the introduction of new lighting between the Bull Ring and the end of High Street.

A total of 400m (potentially 500m) of new lighting is proposed, supported by four power supplies. Additional decorative elements, including snowflake motifs, will be installed at selected locations.

A revised installation methodology will be used, involving pre-assembly of lighting strands and installation via wire with clipping in situ under an evening road closure to minimise disruption.

3. RECOMMENDATIONS

- 3.1 Proceed with the revised installation route, excluding the long-span connection to the top of Old Street.
- 3.2 Approve the procurement and installation of 400m–500m of new lighting, subject to final confirmation of required length.
- 3.3 Approve the replacement of warm white lights in the Events Square with cool white string lights and removal of hanging star fixtures.
- 3.4 Approve installation of new snowflake motifs at identified lamp post locations.
- 3.5 Authorise installation of new anchor points on Market Street, subject to property owner consent.
- 3.6 Approve the use of an evening road closure to facilitate safe installation works and pre-assembled lighting deployment.
- 3.7 To approve that expenditure of up to £13,000 from ERM: 344 Christmas Lights - £10,000.00; and the revenue contingencies budget 501/4800.

4. CURRENT SITUATION

- 4.1 The current Christmas lighting scheme follows a criss-cross pattern across key streets including Old Street, King Street, Broad Street, and High Street.
- 4.2 Previous installations included a long-span lighting section from the Leather Shop anchor point to the top of Old Street, which will not be repeated due to identified constraints.
- 4.3 Existing lighting infrastructure includes power supplies and anchor points, with sufficient power confirmed between Corve Street and Market Square.
- 4.4 Some existing fixtures, including warm lights in the Events Square and hanging star motifs, are no longer considered suitable due to aesthetic and structural concerns.
- 4.5 **Installation Methodology (2026 Works)**

The new lighting will be pre-assembled on the ground in controlled

sections before installation. Each lighting run will be made up in advance and then lifted and installed using a tensioned wire system already in place or installed as part of the works.

Once positioned, the lighting strands will be clipped into place in situ. This method reduces working at height exposure time and improves installation efficiency.

All installation works requiring carriageway access will be carried out under an evening road closure to ensure public safety, minimise disruption, and allow uninterrupted access for elevated works equipment and installation teams.

5. KEY ISSUES / RISKS

- Structural risk associated with overloading lampposts (addressed by removal of hanging stars).
- Non-compliant fixing point at Nina & Co on Church Street (must not be used).
- Requirement for property owner permissions for new anchor points on Market Street.
- Potential shortfall in lighting length if 400m proves insufficient (may require extension to 500m).
- Installation constraints due to revised routing, particularly on Old Street.
- Requirement for coordinated evening road closures and traffic management planning.

6. OPTIONS APPRAISAL

Option 1: Maintain Previous Layout

- Retain long-span installation on Old Street.
- Rejected due to safety and practicality concerns.

Option 2: Revised Layout (Preferred Option)

- Remove long-span section.
- Install lights from the top of Old Street downward.
- Maintain criss-cross pattern across remaining streets.
- Introduce new lighting sections and updated fixtures.
- Implement pre-assembled installation method with evening road closures.

This option provides improved safety, consistency, reduced installation risk, and better traffic management outcomes.

7. **FINANCIAL / LEGAL IMPLICATIONS**

- Snowflake motifs (including brackets): **£3,062.40**
- New lighting (400m): **£8,102.40**
- Potential additional cost if extended to 500m (to be confirmed).
- Additional costs for catenary wire: **£390.00** and installation of new anchor points (to be confirmed by contractor).
- Costs associated with evening road closures and traffic management arrangements, which will be staff and contractor time.

Legal considerations include obtaining consent from property owners for new anchor point installations on Market Street and ensuring all fixings meet safety compliance standards.

8. **NEXT STEPS**

- Confirm final required length of new lighting (400m vs 500m).
- Obtain property owner permissions for Market Street anchor points
- Finalise procurement of lighting, motifs, and associated infrastructure.
- Arrange evening road closure schedule and traffic management plan.
- Develop detailed installation plan for pre-assembly and in-situ clipping method.
- Schedule installation works in line with agreed route and safety requirements.
- Ensure all non-compliant fixtures and fixing points are excluded from installation.

Town Clerk
April 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Item 17.

AGE-FRIENDLY TOWNS



REPORT

Ludlow Town Council

AGE-FRIENDLY TOWNS & PARISHES

Report No. FC/26/18

**Full Council
20th April 2026**

1. PURPOSE

- 1.1 This report summarises the Centre for Ageing Better's guidance on developing age-friendly towns and parishes. It outlines a voluntary, practical framework to help the council assess current provision, engage with older residents, and identify opportunities to improve inclusivity across local services and spaces. The guide is attached for information at the end of the report.

2. INITIAL STEPS

- 2.1 The first step is to map the Council's current activities. This provides a baseline understanding of existing provision for older residents and highlights any initial gaps in services or facilities.
- 2.2 The council is already delivering or supporting a range of measures that contribute to an age-friendly and inclusive environment, through its existing services, facilities and community support. Examples of this are listed in the appendix at the end of the report.

3. SUGGESTED NEXT STEPS

- 3.1 The Council could then consider actively engaging with older residents to better understand needs and priorities, through an age-friendly survey covering issues such as transport, social activities, accessibility, and access to information. The results would help identify key gaps and inform future priorities.

3.2 A survey template is available and included at the end of the report.

4. RECOMMENDATIONS

- 4.1 To consider undertaking an Age-Friendly survey to gather views and evidence from older residents.
- 4.2 To use the findings of the survey to identify key local needs and priorities.
- 4.3 To consider prioritising a small number of targeted actions based on the survey outcomes.

Town Clerk
April 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Appendix A

Transport	Housing	Social participation	Respect and social inclusion	Civic participation and employment	Communication and information	Community support and health services	Outdoor spaces and buildings
Refurbished bus shelters that are weather-proof and include seating		Annual Seniors' Christmas Party, free of charge to Ludlow residents	<p>Accessible public toilets;</p> <p>Installation of a sound amplification system in the chamber to improve accessibility for residents with hearing impairments</p>	<p>Annual residents' meeting held in an accessible building;</p> <p>Support for community volunteering initiatives (e.g. litter picks, Henley Rd Helpers);</p> <p>Grant funding supporting community projects and local objectives</p>	<p>Communications (BX bulletins, Annual Report, committee meeting agendas) in both hard copy and digital formats, ensuring accessibility;</p> <p>Installation of a sound amplification system in the chamber</p>	<p>Maintenance of green spaces that support social interaction and community wellbeing;</p> <p>Support for community volunteering initiatives;</p> <p>Grant funding supporting community projects and local objectives</p>	<p>Accessible public toilets;</p> <p>Benches provided and maintained around town;</p> <p>Refurbished bus shelters that are weather-proof and include seating;</p> <p>Maintenance of green spaces supporting wellbeing</p>

Item 18.

SHROPSHIRE COUNCIL BIN COLLECTIONS



REPORT

Ludlow Town Council SC BIN COLLECTIONS

Report No. FC/26/19

**Full Council
20th April 2026**

1. PURPOSE

- 1.1 This report provides an update to members of Ludlow Town Council on the recent failure of public litter bin emptying services within Ludlow, the response from stakeholders, and potential actions available to the Council. It also provides an update on further reports of missed bins and ongoing liaison with Shropshire Council.

2. EXECUTIVE SUMMARY

There has been a significant failure in public bin emptying services delivered by Shropshire Council, resulting in widespread overflowing bins across Ludlow during a busy holiday period.

This has led to:

- Negative impact on the town's appearance
- Intervention by volunteers and local businesses, coordinated through the Ludlow Chamber of Trade & Commerce
- Reputational concerns for the Town Council

The issue appears to stem from a transition in waste contractors (from Idverde to Kier) and associated operational disruption.

While Shropshire Council indicated the issue would be resolved within two days, interim mitigation was required, including action by the Town Council's outdoor team, which collected 54 bags of excess waste.

Further to this incident, additional concerns have been raised this week regarding missed bin collections, particularly a considerable number of post-mounted bins in the town centre. The Town Clerk has made enquiries with Shropshire Council officers seeking clarification and assurance that issues associated with the service transition are being prioritised.

3. RECOMMENDATIONS

- 3.1 To note the service failure and its impact on the town
- 3.2 Consider whether the Town Council should adopt a more proactive interim response in similar situations.
- 3.3 To explore options for obtaining the necessary authority or licence to undertake public waste collection where required.
- 3.4 To note the response to a request for improved communication and service assurance from Shropshire Council.
- 3.5 To consider development of a formal contingency plan for future service disruptions.

4. CURRENT SITUATION

- 4.1 During late March and early April 2026, litter bins across Ludlow were not emptied, resulting in widespread overflow and litter dispersal.

Key points:

- The issue affected Ludlow and other towns (e.g. Bridgnorth and Gobowen).
- Cause identified as contractor transition and implementation of a new service delivery model.
- Shropshire Council advised disruption would be temporary (approx. two days).

- 4.2 Local response included:

- Volunteers and members of the Ludlow Chamber collecting litter manually.

- Businesses expressing dissatisfaction given rising business rates.
- Public concerns raised via email and social media.

4.3 Town Council actions:

- Escalated issue to Shropshire Council and requested immediate remedial action. *The letter sent and the response received are appended to this report.*
- Submitted photographic evidence.
- Deployed Direct Labour Force (DLF) outdoor team to undertake litter collection (54 bags collected).

4.4 Ongoing Issues:

- This week, a Councillor reported that a number of bins were again being missed.
- The Town Clerk has contacted head of Service Juan Hernandez and Deputy Leader Alex Wagner to raise concerns that a considerable number of post-mounted bins in the town centre are not being emptied.
- A response is awaited, and it is anticipated that this is being investigated

5. KEY ISSUES / RISKS

- **Service dependency risk:** Reliance on Shropshire Council for bin emptying limits local control.
- **Reputational risk:** Public perception that the Town Council is not acting, despite lack of direct responsibility.
- **Public health risk:** Overflowing bins leading to unsanitary conditions
- **Volunteer safety risk:** Members of the public handling waste in unsafe conditions.
- **Operational limitation:** The Town Council currently lacks appropriate licensing to collect and dispose of public waste.
- **Communication risk:** Lack of timely and proactive communication from Shropshire Council.
- **Ongoing service reliability risk:** Continued missed collections indicate that issues associated with the service transition may not yet be fully resolved.

6. OPTIONS APPRAISAL

Option 1 – Continue escalation only (status quo)

- Rely on Shropshire Council to resolve issues.
- No additional cost or responsibility.
- Ongoing reputational risk.

Option 2 – Interim reactive support

- Deploy Town Council staff to manage overflow during service failures.
- Requires clarification of legal powers and possible temporary arrangements.
- Improves local response and public perception.

Option 3 – Formal service involvement

- Seek delegation or agreement from Shropshire Council to undertake bin emptying (e.g. weekends or emergencies).
- Requires licensing, staffing, and funding.
- Provides greater local control but increases responsibility and cost.

Option 4 – Full service devolution (long-term)

- Town Council assumes responsibility for litter collection services
- High cost and resource implications.
- Maximum control and accountability.

7. FINANCIAL / LEGAL IMPLICATIONS

- **Financial:**
 - Additional staffing and operational costs if the Council undertakes waste collection.
 - Potential need for equipment and transport.
- **Legal:**
 - Waste collection is a licensable activity.
 - The Town Council currently holds only a lower-tier waste carrier licence.
 - A higher-tier licence or formal delegation from Shropshire Council would be required to handle public waste.
- **Liability:**
 - Health and safety responsibilities if staff or volunteers handle waste.

8. **NEXT STEPS**

- Continue engagement with Shropshire Council to ensure service stability.
- Seek clarification on future service arrangements and contingency planning, including assurance that resolving issues associated with the service transition remains a priority.
- Monitor and follow up on recent reports of missed bin collections.
- Investigate licensing requirements for waste handling.
- Consider report to a future committee on potential service expansion.
- Develop a communication strategy to keep residents and businesses informed during service disruptions.

Town Clerk
April 2026

Implications

Wards Affected (All)

Financial (Unknown at present)

Health & Safety (HASAWA 1974 and related legislation)

Law & Order (Unstated)

Environmental Implications (Waste disposal)



Gina Wilding
Town Clerk
The Guildhall
Mill Street
Ludlow
Shropshire SY8 1AZ
T: 01584 871970
E: townclerk@ludlow.gov.uk
www.ludlow.gov.uk

7th April 2026

Alex Wagner,
Deputy Leader
Shropshire Council
The Guildhall
Shrewsbury
SY3 8HQ

By email only: Alex.Wagner@shropshire.gov.uk

Dear Councillor Wagner,

Failure of Communication and Service Planning – Waste Collection Disruption

I am writing to express serious concern regarding the recent disruption to waste collection services in the lead-up to Easter, and the manner in which this has been handled by Shropshire Council.

Despite prior commitments to improve working relationships with Town and Parish Councils, this situation reflects a significant failure in both communication and operational planning.

Town and Parish Councils were not adequately informed that bins would not be emptied due to a contract change. This lack of timely and transparent communication has left local councils exposed to resident frustration and reputational damage, without the information needed to respond appropriately.

Furthermore, when concerns were raised, the response from the Council was insufficient and did not reflect the seriousness of the issue. This has compounded the problem and undermined confidence in the Council's commitment to partnership working.

It is difficult to understand why this change could not have been planned and communicated more effectively to minimise disruption—particularly over a sensitive period such as Easter, when service expectations are understandably higher.

I would ask that you:

- Provide a clear explanation of how this failure occurred
- Set out what steps will be taken to prevent a recurrence
- Confirm how Shropshire Council will ensure Town and Parish Councils are properly informed and engaged going forward

This situation falls well short of the standards expected and risks damaging the trust that effective local governance depends upon.

I look forward to your response.

Yours sincerely

Gina Wilding

Gina Wilding,
Town Clerk

Helen Jones

From: Alex Wagner <Alex.Wagner@shropshire.gov.uk>
Sent: 13 April 2026 10:17
To: Gina Wilding
Subject: RE: Failure of Communication and Service Planning - Waste Collection Disruption

Dear Ludlow Town Council,

Thank you for taking the time to write, and I do understand why this situation has caused frustration—particularly over the Easter period when expectations on services are understandably higher.

To set out what has happened, Shropshire Council's Street Scene Team has recently been reorganised, with new, optimised routes introduced for street cleansing and public waste bin emptying. This has included a change of contractor. As part of that transition, all relevant staff were required to complete essential Health & Safety training as part of their induction, which was concluded during the week.

Keir will be delivering the service directly in two thirds of Shropshire, whilst Town and Parish Councils in devolution pilot areas took on the service themselves on 1st April 2026.

I fully accept that this transition was not as smooth as it should have been and is a must to improve our contract controls, which our new budget (taking over 01/04/26 too) will seek to address. In particular, communication to Town and Parish Councils should have been clearer and earlier, and I recognise the difficult position this placed you in when responding to residents locally.

From the end of the week of disruption, crews have been now operating as normal. The team is also actively addressing the backlog issues, including bins in busy locations that have unfortunately overflowed during the changeover. I am sorry for the disruption this has caused. However we are resource starved and cannot afford to borrow ever greater sums to deliver services, so this will take time.

In terms of next steps, we are:

- Reviewing how this transition was communicated so that Town and Parish Councils receive timely and practical updates in future
- Putting in place clearer lines of contact so local councils can quickly escalate issues and get responses
- Ensuring future service changes include advance briefings where there is any risk of visible disruption

More broadly, I do want to emphasise that strong partnership working is important to me and to the Council. That does work both ways, and we are keen to continue building a constructive relationship with Ludlow and other Town and Parish Councils so that we can respond effectively together when issues arise.

At the same time, I think it is important to be open about the context we are operating in. To reiterate, the Council is currently under very significant financial and service pressures, and we are having to deliver changes at pace to stabilise and improve services. That does not excuse the issues you have raised, but it does help explain the environment in which they have occurred, and why getting these changes right first time is so important. We will not and cannot deliver all of the services we have over the past 16 years as an authority – we must change.

Thank you again for raising this. I am happy to keep in touch as the service beds in, and to ensure you have a clear point of contact should any further issues arise.

Best,
Alex

Cllr Alex Wagner
Mayor of Shrewsbury
Deputy Leader of Shropshire Council
Shrewsbury Town and Shropshire Councillor for Quarry
07703 790054 | alex.wagner@shropshire.gov.uk

From: Gina Wilding <townclerk@ludlow.gov.uk>
Sent: 07 April 2026 09:18
To: Alex Wagner <Alex.Wagner@shropshire.gov.uk>
Subject: Failure of Communication and Service Planning - Waste Collection Disruption

Dear Alex,

I hope you enjoyed a lovely Easter break. I have attached a letter regarding the pre-Easter public bin waste collection problems asking for more information and assurances that service delivery will be better communicated and planned in future.

Many thanks.
Kind regards,
Gina

Gina Wilding BA (Hons) PSLCC
(she / her)
Town Clerk & Responsible Financial Officer



Ludlow Town Council
www.ludlow.gov.uk
01584 871 970
07971 798 131



Unless otherwise specified, this email is confidential and intended solely for the use of the individual to whom it is addressed.

PLEASE NOTE: My working week is Monday to Friday. I will endeavour to respond within 72 hours, although this may vary at busy times.

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Your information will be lawfully processed by the Council within the terms of our privacy policy. To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.

If you would like more information about Shropshire Council services, please [visit our website](#) or [sign up for email updates](#)

Item 19.

PROJECT SUPPORT GRANT

ANNUAL & PROJECT SUPPORT GRANT APPLICATION

CONTACT DETAILS

Name of Group/Organisation

HUDLOW FRENCH TWINNING ASSOCIATION

Address

Post Code:

Email:

Fax:

Tel No:

Contact Person

Title: MR

First Name: PHILIP

Surname: HORSEFALL

Position held in Group: Treasurer

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution

VAT registration number if applicable

What does your community group/organisation do and how are you financed?

THIS YEAR IS THE FORTIETH ANNIVERSARY OF OUR TWO TOWNS' MAYORS SIGNING A JOINT DECLARATION FOR FUTURE CULTURAL EVENTS, SOCIAL, FAMILY + SCHOOL EXCHANGES, AND SPORTING ACTIVITIES. OVER THE LAST YEAR HUDLOW SECONDARY SCHOOL HAS FORGED CLOSE LINKS WITH THE SCHOOL IN LA FERRE-MACE AND WILL TAKE A COACH PARTY OVER THIS AUTUMN. WE ARE FINANCED BY MEMBERSHIP FEES AND FUNDRAISING EVENTS.

How many people are in your group/organisation

THERE ARE SOME 40 HOUSEHOLDS INVOLVED IN THE TWINNING CURRENTLY, WITH SOME 70 INDIVIDUALS IN TOTAL

ABOUT YOUR PROJECT

Project/Grant Title

HOSTING OF FRENCH VISITORS MAY 2026

Briefly describe your project or reason for applying to enable the Town Council to understand how its grant will be used:

THIS YEAR WE ARE HOSTING APPROX 40 FRENCH VISITORS. WE WILL BE WELCOMING THEM AT LUDLOW BREWERY WITH THE MAYOR, TAKING THEM TO ACTON SCOTT WORKING FARM, AND HOLDING A GALA MEAL AND BARN DANCE AT THE FEATHERS. ALL FRENCH AND ENGLISH CHILDREN INVOLVED PAY NOTHING FOR THIS. ALL FRENCH GUESTS ARE PAID FOR AT THE BREWERY

How many people will benefit from this project or activities? **Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.**

APPROX 80 PEOPLE FROM OUR TWO COMMUNITIES WILL BE INVOLVED, WITH MORE AT THE FEATHERS. LUDLOW SCHOOL WILL PROVIDE A MUSICAL WELCOME AT THE BREWERY AND WILL HOST THE CHILDREN FOR AN AFTERNOON IN THE SCHOOL

Estimated cost of project £ 4000

Desired grant from Ludlow Town Council £ 300

Please note that the maximum you can apply for is £1,000.

FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

DECLARATION

If a grant is awarded, please complete the section below for BACS payment

Bank. [REDACTED] Branch.....Postcode.....
Accou.....
Sort c.....

11 0 APR 2018

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions specified. We understand that within six months after payment of a grant, we are expected to provide Ludlow Town Council with a report on the progress of this project and how the money has been spent.

Signature 1 (Person submitting form)		Date: 10/4/26
Signature 2 (Chairperson or senior representative of the Management Committee)		Date: 10/4/26

CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

<p>I have:</p> <p>(Please tick)</p>	<p>stion</p> <p>ur constitution (if you are not a registered</p> <p>ur latest accounts and/or treasurer's</p>
--	---

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING

Completed Application Forms should be returned to:
Gina Wilding, Town Clerk, Ludlow Town Council, Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ
Tel: 01584 871 970 Email: townclerk@ludlow.gov.uk

PRIVACY NOTICE

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In the public interest details of applicants are in the public domain.

LUDLOW TWINNING ASSOCIATION TWINNED WITH LA FERTÉ MACÉ

Constitution

1. Name of the Association: The name of the association shall be the Ludlow Twinning Association.

2. Aims of the Association: To promote and foster friendship and understanding between the people of Ludlow and district and those of La Ferté Macé and district in Normandy, France, and those of other towns with which the association may later form links.

To encourage visits by individual and groups to and from the linked towns, and the development of personal contacts, and by so doing to broaden the mutual understanding of cultural and recreational activities of the linked towns.

To organise social activities to foster the aims of the association.

3. Membership: Membership shall be open to all persons or organisations in sympathy with the aims of the association.

There shall be three classes of membership:

-Individual Membership.

-Family Membership. Family membership being open to all members of a family excepting sons or daughters over the age of eighteen years.

-Corporate Membership. Corporate membership does not of itself entitle members or employees of the organisation which is a member to the rights of individual or family members. Corporate membership entitles not more than two named members of the organisation to the rights conferred on individual or family members.

4. Committee: The affairs of the association shall be conducted by the Management Committee consisting of not more than twelve and not less than six members to be elected by the members of the association.

The committee shall have the powers to co-opt and co-opted members shall have the right to vote.

The quorum shall be five.

The committee shall have the power to set up a sub-committee which shall have the power to co-opt their membership, with the power to vote.

5. Election of Committee: The committee shall be elected at the annual general meeting of the association. The association shall appoint a chairman, honorary secretary, honorary treasurer and such other officers as it seems necessary.

11 0 APR 2026

The Chairman of the management committee, the Honorary Secretary and Honorary Treasurer shall be ex-office members of all sub-committees.

The management committee shall call an Annual General Meeting of the association between 1 st January and 31 st March each year, giving each member at least fourteen days notice in writing.

Terms of Office: Chairman, Secretary and Treasurer serve subject to annual re-election at the annual general meeting.

6. Voting at the AGM: Only members present at the meeting shall be entitled to vote.

Each individual member shall be entitled to one vote and each family or corporate member shall be entitled to two votes providing that two members of such family or organisation are present at the meeting. The chairman shall have a casting vote.

7. Special General Meeting: A Special General Meeting of the Association may be called at any time on a written request signed by at least twenty members of the association and delivered to the honorary secretary containing details of the matter to be discussed. At least twenty-eight days' notice must be given.

8. Accounts: Independently examined accounts to 31 st December of each year shall be submitted at the annual general meeting.

All monies received on behalf of the Association shall be kept in safe custody by the Honorary Treasurer, and all cheques drawn on the associations' account shall be signed by any two of the Chairman, Honorary Treasurer or Honorary Secretary.

9. Subscriptions: All subscriptions shall be determined at the Annual General Meeting and be payable within two months thereof.

10. Amendments to the constitution: Amendments to the constitution shall only be made at the Annual General Meeting or a Special General Meeting. Notice of the proposed amendments shall be given in writing to the honorary secretary at least twenty-one days before the meeting and details shall be given in notice convening the meeting. No such amendment shall be carried unless not less than two thirds of the members present and voting at the meeting vote in its favour.

11. Dissolution of the association: In the event of the dissolution of the association, all surplus funds shall be transferred to such charity or charities as the committee shall in its absolute discretion decide.

12. Adoption of Constitution: The constitution was adopted by the association at its Annual General Meeting at the Feathers Hotel on 18 th February 1988, by unanimous vote of those present. The constitution was amended at the AGM held at the Bull Inn on 7 th February 2007 and at the AGM in 2023 held at The Blue Boar.

See paragraph 5 on "Terms of Office".

LUDLOW TWINNING ACCOUNTS FROM JAN 1st TO DEC 31st 2025

INCOME

Subscriptions	£456 ie 37x£12 paid + £12 for 2026 (In 2024 £413.50 ?)
Donations (film nights)	£594.09 (In 2024 £615.76) NB No films in Aug/Sept
Fundraising (coach trips)	£1765 (In 2024 £2487.90)
Members meals	£1344.50 (comprises £227.50 for 2025 meal, £1117 for 2026)
Trip to LFM	£6460
Grant from LTC	£300
Interest	£64.02
Sundry	£16.76 (all from Grace)
TOTAL	£11000.37

EXPENDITURE

Insurance	£224.92 (exactly the same as 2024 and 2023!)
Members meal at Clive	£987.19
Coach hire to LFM	£4800
Britanny Ferries	£1923.67
2 x coach trips	£560 + £390 = £950
Website hosting	£93.53
Feathers deposit	£500
TOTAL	£9479.31

Profit on the year **£1522.06**

BALANCES AT YEAR END 2024

Current account £741.69 **Business account** £4940.73

BALANCES AT YEAR END 2025

Current Account £2199.73 **Business account** £5004.75 (ie £64.02 interest)

NB £1117 was paid to Kin Kitchen in January, so current assets just over £6000

Item 20.

LUDLOW LIBRARY

Shropshire Council Library Service

**Ludlow Town Council
The Guildhall
Mill Street
Ludlow
Shropshire
SY8 1AZ**

31/03/2026

Dear Gina Wilding – Town Clerk

Re. Shropshire Council Library Service

Shropshire Council has declared a financial emergency and has requested a significant level of Exceptional Financial Support from MHCLG from 2025-6 and 2026-7 due to its budget position.

Alongside this, the Council's external auditors issued a statutory recommendation to the Council that requires us to undertake an immediate review of all services to determine the cost of minimum viable service provision to deliver its statutory responsibilities.

The local authority has a legal duty under the Public Libraries and Museums Act 1964 to provide:

‘A comprehensive and efficient library service for all those who live, work or study and want to access the service in the local area’.

For libraries, any future savings delivery will require significant service changes requiring public consultation in line with the Statutory duty for a comprehensive Library Service and our Library Service Needs Assessment.

Shropshire Council is considering all aspects of the library service (principal libraries, rural branches, mobile provision and the core library offer) while aligning with the needs assessment and seeking to avoid disproportionate impact on any single element. A priority has been to balance the needs of the urban and rural communities.

Savings to date

- Financial year 2025/26

The Library Service has been making financial savings over several years, largely through efficiencies, streamlining processes, contract renegotiations, and increasing income. These savings are being achieved with minimal impact on service delivery. I am pleased to advise that this has resulted in the service making good progress towards achieving a saving for 2025/26 of £200,000.

- Financial year 2026/27

From April 2026 it will be a significant challenge to maintain library services whilst responding to the Council's financial emergency.

Next steps

In response to Shropshire Council's financial emergency, the library service is now considering how it can continue to reduce its overall budget. All the possible efficiency savings have been implemented; difficult decisions now need to be considered which include:

- Consulting on the potential closure of several of the 21 public libraries.
- Reducing opening hours at the principal libraries.
- Reducing our mobile library service.

It is important to stress that these are only proposals. No decision has been made yet, and any decisions will only be made following public consultation.

Town and Parish Council support

As part of the overall approach to meeting the savings, the Library Service is seeking to build on the financial support that is already provided by several Town and Parish Councils. Albrighton Parish Council, Broseley Town Council and Shifnal Town Council all operate their libraries with minimal cost to Shropshire Council. The following organisations support their local libraries through funding contributions, but the libraries remain directly operated by Shropshire Council:

- Bayston Hill Parish Council
- Pontesbury Parish Council and the Friends of Pontesbury Library
- Church Stretton Town Council and the Friends of Church Stretton Library
- Much Wenlock Town Council.

Following Shropshire Council's wider corporate approach to Town and Parish Councils, the Library Service is now engaging locally to establish additional funding agreements where possible.

We require financial support to ensure that our Library service is not reduced for the communities of Shropshire. The financial support we require will go towards the daily costs of keeping the libraries open and a contribution towards our book stock purchasing.

The level of support we require is dependent on the current opening hours of each branch. For the principal Library in your Town, we are seeking financial support of £20,000 a year. A three-year funding agreement can be drafted and be in place for April 2027. This level of financial support would enable existing services and opening times to be maintained, while still delivering proportional savings and managing any future pressures.

We would welcome further discussions on these options. We see this as a partnership approach to ensure the sustainable delivery of key services to the communities of

Shropshire. We are keen to learn what we can offer you should you be able to support the Library Service. Our libraries have good meeting rooms and front desks where our team interacts with members of the public, these are examples of what we can offer you in return for your financial support.

Please get in touch to discuss this matter at your earliest convenience.

Yours sincerely

Pete

Pete Banford – Culture and Communities Manager

☎ 01743 254796

✉ pete.banford@shropshire.gov.uk

Item 21.

BOXING CLUB REQUEST



REPORT

Ludlow Town Council

BOXING CLUB REQUEST

Report No. FC/26/20

Full Council
20th April 2026

1. PURPOSE

- 1.1 This report considers a request from the tenant (Ludlow Amateur Boxing Club) to undertake minor internal alterations to the leased premises and assesses whether consent is required under the lease with Ludlow Town Council. Please note that a copy of the lease has been supplied to Councillors by email.

2. EXECUTIVE SUMMARY

The Boxing Club has requested permission to:

- Create a new internal doorway between the equipment cubbyhole and community room
- Install shelving and equipment hooks in the community room

Under the lease, these works constitute alterations and therefore require prior written consent from the Landlord.

While the works are relatively minor and offer operational and safety benefits, they involve physical alteration to the structure (new doorway) and therefore cannot proceed without formal approval.

Consent cannot be unreasonably withheld, but the Council may impose reasonable conditions.

3. **RECOMMENDATIONS**

- 3.1 To note that landlord consent is required under Clause 12 of the lease.
- 3.2 To agree in principle to the proposed alterations, subject to the conditions stated below.
- 3.3 To require the tenant to submit:
- Scaled plans/drawings
 - Method statement (including structural considerations for the doorway)
 - Confirmation of compliance with building regulations and fire safety
- 3.4 To delegate authority to the Town Clerk to issue formal written consent subject to appropriate conditions.

4. **CURRENT SITUATION**

- 4.1 The tenant has requested approval for internal alterations to improve storage and safety within the building.
- 4.2 The stated benefits include:
- Improved storage capacity and accessibility
 - Reduction of items stored on the gym floor
 - Enhanced safety and tidiness
 - Continued usability of the community room
- 4.3 Relevant lease provision:

Clause 12 – Not to add or alter Property:

The tenant must not make alterations without prior written consent of the landlord, such consent not to be unreasonably withheld.

5. **KEY ISSUES / RISKS**

- **Lease compliance risk:** Works undertaken without consent would constitute a breach of lease.
- **Structural risk:** Creation of a new doorway may affect load-bearing elements.

- **Health & safety risk:** Fire escape routes and room usage must not be compromised.
- **Precedent risk:** Approval may set expectations for future alterations.
- **Reputational risk:** Refusal without justification could be challenged as unreasonable.

6. OPTIONS APPRAISAL

Option 1 – Refuse consent

- Not recommended unless clear structural or safety concerns arise.
- Likely to be considered unreasonable given modest scope and benefits.

Option 2 – Approve subject to conditions (preferred)

- Ensures lease compliance.
- Allows improvements while managing risks.
- Conditions can include plans, compliance, and reinstatement obligations.

Option 3 – Approve without conditions

- Not recommended.
- Fails to protect landlord's position or ensure proper standards.

7. FINANCIAL / LEGAL IMPLICATIONS

7.1 Financial Implications

The proposed alterations are for the operational benefit of the Boxing Club, primarily to improve storage, safety and internal layout. As such, it is expected that all costs associated with the works, including installation of the new door, shelving, fixtures and any making good, will be met by the tenant (the Boxing Club).

Should Members consider that the proposal delivers a wider community benefit, there may be an option to explore grant funding or a contribution from the Council, although this would be discretionary.

7.2 Legal Implications

The works constitute alterations to the leased premises and are therefore subject to the terms of the lease. Typically, such alterations require prior written consent from the Town Council as landlord.

Consent may be granted subject to conditions, including:

- Submission and approval of detailed plans and specifications.
- Compliance with all relevant statutory requirements (including building regulations and fire safety).
- Works being carried out by suitably qualified contractors.
- No adverse impact on the structural integrity or primary use of the building.

8. NEXT STEPS

- Request further detail from the tenant (plans, specifications, confirmations).
- Assess whether building control approval is required.
- Issue formal written landlord's consent subject to conditions.
- Retain documentation on file for lease compliance purposes.

Town Clerk
April 2026

Implications

Wards Affected (All)


Financial (refer to section 7)

Health & Safety (as stated in the report)

Law & Order (Unstated)

Environmental Implications (Unstated)

Approval for interior alterations to boxing club


Date Mon 06/04/2026 10:52 AM

To assistant@ludlow.gov.uk <assistant@ludlow.gov.uk>

 1 attachment (126 KB)

Alterations to boxing club20260406_10444915.pdf;

Hi Helen,

We would like to make some alterations to the interior of the boxing club.

Brief details are:

- A new door between the equipment cubbyhole and the community room.
- New shelving and equipment hooks both sides of the new door in the community room.

The benefits to the club would be to increase the space available for storage that can be accessed easily while the boxing gym is in use.


The existing cubbyhole, which contains all the boxing gloves, head guards, skipping ropes and other equipment could be used instead for gym users' bags and coats which are currently left at the edge of the gym floor. This would make for a tidier, safer and more secure option.

The shelving in the community room should not impede its use as a meeting room

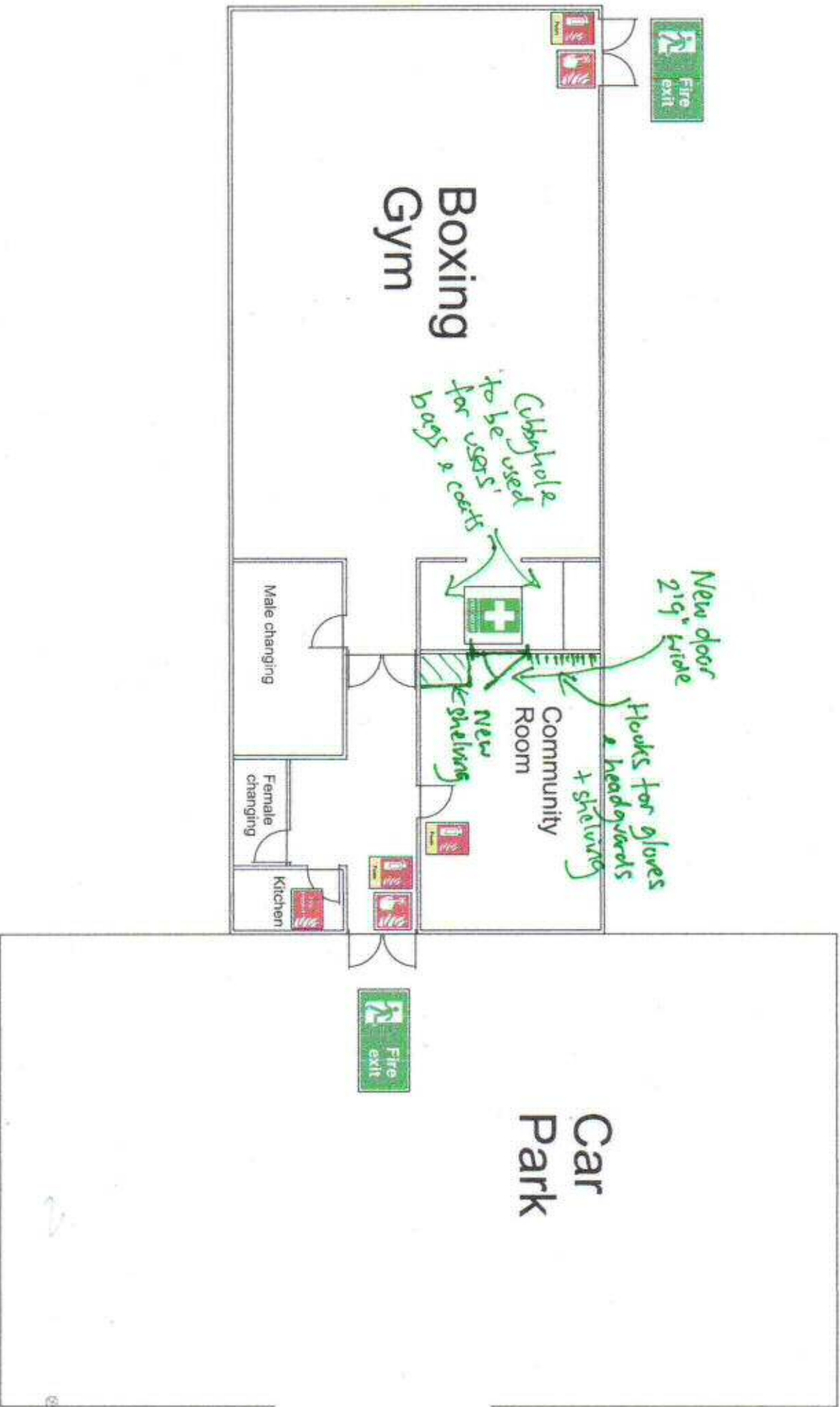
I attach a rough plan, adapted from our fire safety plan. This is not exactly to scale but gives an idea of what we propose.

Please confirm if the Town Council's approval is needed for this and if so, how we should go about seeking it.

Kind regards,

Paul Sayers
Club Secretary/ Treasurer
Ludlow Amateur Boxing Club


LUDLOW AMATEUR BOXING CLUB PREMISES FIRE PLAN



Item 22.

CORE GRANT FEEDBACK

LUDLOW ASSEMBLY ROOMS

Accepted invitation to Annual Town Residents
Meeting 1st June 2026



MONITORING AND EVALUATION FORM

ANNUAL CORE GRANT FUNDING

You are required to provide a written statement to explain how the Annual Core Grant has been spent

Please return this form and the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. assistant@ludlow.gov.uk

Completion Deadline: 31st March of the financial year in which the Core Grant was awarded

Name of Group/Organisation

Ludlow and District Community Association (trading as Ludlow Assembly Rooms)

Name/Position

Fiona Morrell, CEO

Address

1 Mill Street, Ludlow, SY8 1AZ

Telephone No 01594 813703

Email Address fiona@ludlowassemblyrooms.co.uk

DETAILS OF GRANT

Amount Awarded

£5,000

Year that the funding was received for e.g 2026/27

2025 - 2026



Original grant purpose (as stated in the application)

Delivery of regular Saturday morning sessions for young people and their caregivers this autumn.

Provision of films, youth discos, youth theatre and summer holiday work.

Launch of MarLARkey providing subsidized rates for young people.

Was the entire grant spent on its intended purpose?

YES/NO (please circle)

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES/NO (please circle)

If you have answered NO to either question above please explain why (continue on a separate sheet if needed)

After deeper consultation with young people and their families / care givers, we realized that Saturday mornings were not the best time to provide an activity, as many children are already engaged in other activities such as football, rugby, dance or gymnastics during this time. The last thing we wanted to do is to create pressure for families / children or take children away from other amazing activities being offered in the town.

As a result, we decided to offer workshops / events at a variety of times, particularly during the holidays, so that different families with different schedules and priorities could attend.

COMMENTS AND EVALUATION

Number of beneficiaries supported through the Core Grant

2,806 under 18s attended shows at Ludlow Assembly Rooms from 1st April 2025 – 28th Feb 2026. We are still calculating the March 2026 figures.

Benefits to the community from the grant

The grant from Ludlow Town Council enabled us to:

Launch our MarLARkey ticket scheme, reaching young people. Through this scheme we have already given out 18 free tickets to children who have visited us 6 times during the year.

Over the year programme:

- Two family ceilidhs
- A popular family magic show
- A make you own myth family story telling event
- The Wonderland puppet show

- The annual pantomime
- 48 child suitable cinema screening
- An animation workshop, a manga workshop and a lamp making workshop

In addition, LAR provides space and support to a range of other arts providers. These include:

- Pentabus Theatre, running a range of events for young people, including the launch and implementation of their youth theatre.
- Ludwig Theatre, providing musical theatre performance opportunities for young people.
- GKY dance, providing a range of dance lessons for children and young people.
- MusicTots – providing music and movement sessions each week for the under 5s and their parents / guardians.
- Baby Massage – providing support and care for parents / guardians and their babies.
- Art workshops for young people.

Plans to continue this work (include financial or other arrangements)

In November 2026 I joined LAR as the CEO and developed the new organizational strategy. This document outlines our absolute commitment, as a venue, to prioritise our support to young people, children and their families. We believe it is essential that all young people and children in Ludlow and the surrounding area have access to watch and take part in creative events, developing their self-confidence, enabling them to share their views and ideas, and work together.

Plans for future work in the next financial year include:

1. A partnership with Ludlow Library to provide a range of workshops and events based on the National Year of Reading in the summer holidays and in the Autumn half term.
2. Regular family friendly films with reduced tickets.
3. A range of family friendly shows and music events, prioritizing events in the school holidays.
4. A partnership with schools in Ludlow to ensure our programming meets their curriculum needs.
5. Provision of youth activities in the evenings for young people aged 14+ during the winter months.
6. Continuation of our popular winter pantomime for both schools and families.

In order to achieve our aim we are working hard to fundraise from private trusts and foundations, as well as individuals.

Did you need to raise additional funds?

YES/NO (please circle)

If yes, please specify sources and amounts



Ideally we need raise an additional £10,000 per annum to deliver our vision, however, we will scale up or down events as needed to ensure we still deliver as much as we can

Please add any other relevant information, highlights or comments

Thank you for your support.

Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website, social media and press releases.

Tick if you do NOT wish to have your photographs to be used for publicity.

Signed _____  _____

Date 24.03.2026

Financial Report for Ludlow Town Council - Grant to LAR, 25-26

Item	Company	Amount
2 x performances of Make Your Own Myth family show	The Rubbish Shakespeare Company	875
Ceildh Dance	Join the Dots Band	525
Workshops / performances of puppet show	Theatrix Arts	320
Manga skills workshop	Eira Richard	150
Social media marketing targeting young people	Facebook Ads	170.15
Printing costs to publicise work for young people	Instant Print	127.06
Support towards Programming / Marketing staff costs, room hire	LAR	2,832.79
Total		5,000.00

LUDLOW VISITOR INFORMATION CENTRE

Accepted invitation to Annual Town Residents
Meeting 1st June 2026



MONITORING AND EVALUATION FORM

ANNUAL CORE GRANT FUNDING

You are required to provide a written statement to explain how the Annual Core Grant has been spent

Please return this form and the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. assistant@ludlow.gov.uk

Completion Deadline: 31st March of the financial year in which the Core Grant was awarded

Name of Group/Organisation

Visitor Information Centre, District Community Association

Name/Position

Fiona Morrell, CEO

Address

1 Mill Street, Ludlow, SY8 1AZ

Telephone No 01584 813 703

Email Address fiona@ludlowassemblyrooms.co.uk

DETAILS OF GRANT

Amount Awarded

£5,000

Year that the funding was received for e.g 2026/27

2025 - 2026

Original grant purpose (as stated in the application)



The funding purpose was to maintain and run the Visitor Information Centre. This included the purchase of new shelving and pamphlet storage, the improvement of lighting and signage, as well as support towards general running costs.

Was the entire grant spent on its intended purpose?

YES/NO (please circle)

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES/NO (please circle)

If you have answered NO to either question above please explain why (continue on a separate sheet if needed)

N/A

COMMENTS AND EVALUATION

Number of beneficiaries supported through the Core Grant

22,857 visitors supported by 27 volunteers. This is considerably more than the 18,000 visitors who came to the VIC in the 24-25 financial year.

Benefits to the community from the grant

The VIC provides a whole range of benefits to our community. Each day visitors and local residents come into the VIC to talk to our volunteers. 85% of enquiries were about services provided in Ludlow. A common question is around the bus timetables, but there are also lots of enquiries about accommodation and restaurant options, walks and places of interest, and key services like doctors and the hospital. Our service definitely helps boost the local economy by signposting visitors to our independent shops and restaurants, and we try to work closely in partnership with these services and the Chamber to make sure we can provide up to date information.

In addition, the VIC volunteers are present to support more uncommon enquiries – for example when we had snow in January the VIC supported a range of tourists whose travel plans were disrupted due to train and bus cancellations. We also have a surprising number of enquiries from people who are considering moving to Ludlow, and enjoy telling them all about the benefits of living here.

Whilst many of our visitors are new to the town, we also serve a host of regulars who come in most days to have a conversation or ask for help with post / forms etc. We believe that this kind of service is really important, reducing isolation and loneliness for some of our more vulnerable citizens.

15% of enquiries are focused either on retail or on Ludlow Assembly Rooms programme of events. We continue to promote and sell work by local artists, including products made at the



Men's Shed which are very popular. We are also able to support people to buy a ticket, sign up for a workshop, or enjoy the exhibition in the main space.

Plans to continue this work (include financial or other arrangements)

We plan to continue our work and are very grateful for Ludlow Town Council providing a grant for the year ahead to support this.

Did you need to raise additional funds?

YES/NO (please circle)

If yes, please specify sources and amounts

Additional funding is always needed, as currently the VIC costs c. £9,600 to keep running and therefore needs be subsidized by Ludlow Assembly Rooms. We will continue exploring other grant opportunities through trust and foundations etc.

Please add any other relevant information, highlights or comments

Thank you for your generous support, it is very appreciated.

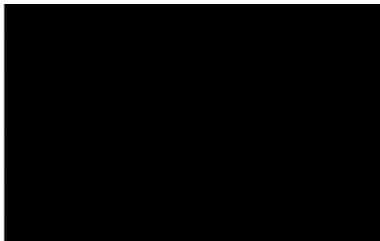
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Tick if you do NOT wish to have your photographs to be used for publicity.

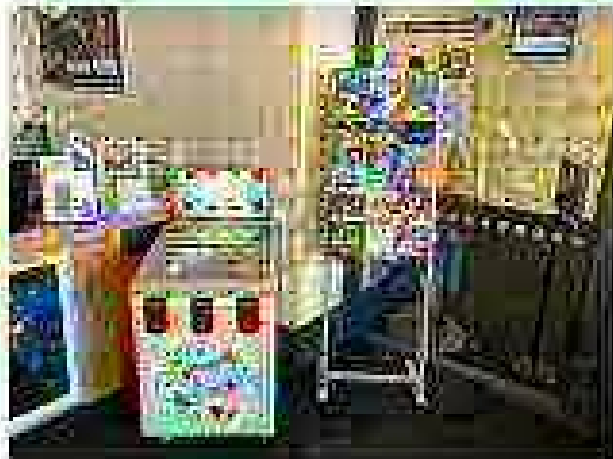
Signed



Date 25th March 2026

Financial Report for Ludlow Town Council - Grant to VIC, 25-26

Item	Company	Amount
Premium Wooden Countertop Leaflet Holder Display Star	Tidy Stands	318.00
Konnexion Large Volume Cabinet x 3	Office Furniture Online	457.20
Leaflet storage	Dunhelm	45.00
Lighting	Kelvin Woodfield	458.28
Icecream fridge / delivery	Clifford D Williams	160.00
Support for core running costs		3,561.52
Total		5,000.00



LUDLOW HOCKEY CLUB

Accepted invitation to Annual Town Residents
Meeting 1st June 2026



MONITORING AND EVALUATION FORM

ANNUAL CORE GRANT FUNDING

You are required to provide a written statement to explain how the Annual Core Grant has been spent

Please return this form and the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. assistant@ludlow.gov.uk

Completion Deadline: 31st March of the financial year in which the Core Grant was awarded

Name of Group/Organisation

Ludlow Hockey Club

Name/Position

Adam Aspbury - Chairman

Address

[Redacted]

Telephone No

[Redacted]

Email Address

[Redacted]

DETAILS OF GRANT

Amount Awarded

£1000

Year that the funding was received for e.g 2026/27

2025/26

Original grant purpose (as stated in the application)

See below from original application

All funding will be used solely to develop the club to increase participation. There are three main areas.

Coaching

We have a core group of volunteers that are keen to support the growth and reach of the club, however we have only two qualified coaches who are paid a nominal amount for their work. We plan to put our volunteer coaches on official coaching courses. Alongside this we will be able to offer a small payment for our coaches time. Paying for coaching via this grant will mean we can provide free sessions to the wider public, hopefully increasing participation.

Cost = £3555

Equipment

The club operates at minimal costs to our members. This means we do not have funds to replace dated or broken equipment. With that in mind we would replenish equipment. This aids a wider participation as it breaks down the barrier to accessing the sport.

Cost = £600

Get into hockey session

Due to lack of facilities in Shropshire, many players find getting into hockey financially difficult (due to longer travel, social deprivation and equipment costs). We plan to offer free get-into hockey sessions with full equipment provided. This means we will be able to increase our reach.

Cost = £200

Our overall aim is to remain a core part of the community by offering the cheapest sporting experiences we can. Sport has significant benefits to physical and mental health, Ludlow Hockey Club is striving to build funds and facilities to ensure we are at the heart of the community.

Was the entire grant spent on its intended purpose?

YES

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES

If you have answered NO to either question above please explain why *(continue on a separate sheet if needed)*

Coaching invoices not included as the total is over the amount provided by Ludlow Council. However the remaining balance allowed us to pay coaches and therefore deliver the mentioned sessions.

COMMENTS AND EVALUATION

Number of beneficiaries supported through the Core Grant

100

Benefits to the community from the grant

The funding has delivered clear and measurable benefits to both the club and the wider community, directly supporting increased participation and improved accessibility to hockey in the Ludlow area.

Improved access and equity

A key outcome has been the removal of financial barriers to participation. By enabling the delivery of free and low-cost sessions, the club has ensured that individuals from all backgrounds, including those affected by social deprivation, can access the sport. This has broadened the demographic reach of the club and created a more inclusive environment, particularly for new and returning players who may otherwise not have engaged.

Increased participation and community reach

The introduction of structured “get into hockey” sessions has created a clear and accessible entry point for beginners. These sessions have supported a growth in participation, particularly among individuals with no prior experience of hockey. The club is now better positioned as a community access point for physical activity.

Enhanced coaching capacity and quality

Investment in coach development has strengthened the club’s internal capability. By supporting volunteers to gain formal coaching qualifications and recognising their time, the club has increased both the availability and consistency of coaching provision. This has improved the quality and safety of sessions, while also supporting long-term sustainability through volunteer retention and development.

Reduced barriers through equipment provision

Up-to-date and accessible equipment has removed a significant barrier to entry. Participants are now able to attend sessions without the need for personal investment in kit, making hockey more approachable and reducing drop-off at the initial engagement stage. Improved equipment quality has also enhanced the overall participant experience.

Health and wellbeing benefits

Increased participation in regular physical activity has supported both physical and mental wellbeing within the community. The club provides a structured, social environment that promotes fitness, confidence, and social connection, contributing positively to community cohesion.

Strengthened community role

Overall, the funding has enabled Ludlow Hockey Club to reinforce its position as an inclusive,



community-focused organisation. The club is now better equipped to provide affordable, high-quality sporting opportunities and to act as a sustainable hub for local physical activity.

Plans to continue this work (include financial or other arrangements)

The club will continue to run these sessions and are now in a position to better connect with local charities (Ludlow Youth Forum) etc to connect with people who do not otherwise have access to sport. Alongside supporting those with an already active interest.

Did you need to raise additional funds?

YES

If yes, please specify sources and amounts

Circle £4k via club membership etc to ensure running costs of the club and drive access and memberships from new players.

Please add any other relevant information, highlights or comments

This grant came at a time where the club was financially unable to continue if funding was not gained.



We could of increased our membership costs but we see this as a barrier to sport for local community. As a result of this grant, we was able to offer sessions for free, resulting in increased members and the club is now in a financially stable position.

Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website, social media and press releases.

Tick if you do NOT wish to have your photographs to be used for publicity.

Signed _____

Date _____ 31.3.26 _____

LUDLOW CONCERT BAND

Accepted invitation to Annual Town Residents
Meeting 1st June 2026

MONITORING AND EVALUATION FORM
ANNUAL CORE GRANT FUNDING

You are required to provide a written statement to explain how
the Annual Core Grant has been spent

Please return this form and the required supporting documentation to Ludlow Town Council,
The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. assistant@ludlow.gov.uk
Completion Deadline: 31st March of the financial year in which the Core Grant was awarded

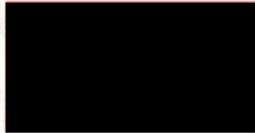
Name of Group/Organisation

The Ludlow Concert Band

Name/Position

Mrs Amanda Reeves
Treasurer

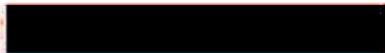
Address



Telephone No



Email Address



DETAILS OF GRANT

Amount Awarded

£1050

Year that the funding was received for e.g 2026/27

2025/2026

Original grant purpose (as stated in the application)

The funding will be used to help cover running costs for the band, such as rehearsal room hire, music purchases, uniforms for new members, insurance and other purchases deemed appropriate by the trustees. Although we do charge a small fee for some events these do not cover our general overheads. Civic events take priority with the band and a lot of our rehearsal time is used to ensure we play music appropriate for Civic events to support the Council and local community. All literature and programmes always acknowledge the funding from Ludlow Town Council.

Our annual costs for rehearsal is over £800 a year and one piece of new music can cost £100, so funding from the Council ensures that the band can keep going and rehearse each week.

Was the entire grant spent on its intended purpose?

YES / NO (please circle)

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES / NO (please circle)

If you have answered NO to either question above please explain why (continue on a separate sheet if needed)

COMMENTS AND EVALUATION

Number of beneficiaries supported through the Core Grant

34

Benefits to the community from the grant

Between April 2025 and April 2026 the band has rehearsed regularly at St Johns Church Ludlow on Thursday evenings. This has enabled us to play at various venues in Ludlow and surrounding area. We have played at 4 events organised by Ludlow Town Council such as Remembrance Sunday The Mayors Parade and VJ Day in the Castle as well as fundraising events and charity events for the local community.

The local community benefit by having a local community band to play for them enriching culture as well as bringing people together through music.

Our repertoire is varied, we play marches, pop, classical film and musical theatre which can be uplifting as well sombre and reflective. During Christmas we played various events to help celebrate Christmas such as The Living Nativity, Christmas Service at ST Johns Church and also at Cleobury Mortimer Golf Club. We also played on The Quarry Bandstand at Shrewsbury which helps showcase Ludlow as a Town with its own band.

Fundraising events included a Concert at St Johns Church Ludlow raising money for Hands Together, VE Concert at All Stretton, and a Concert at St Mary's Church Cleobury Mortimer.

We also organised a local music day at Orleton Village Hall inviting local youngsters with special needs to play with the band.

Plans to continue this work (include financial or other arrangements)

The band is ongoing and rehearses every week

Did you need to raise additional funds?

YES/NO (please circle)

If yes, please specify sources and amounts

Additional funds are raised by asking for donations from event organisers.
Between April 2025 and April 2026 we received £654.00 in donations.

Please add any other relevant information, highlights or comments

As of 6/3/2026

<u>Income April 2025 to April 2026.</u>	£1704.00
Grant Ludlow Town Council	£1050.00
Donations	£654.00

<u>Expenditure April 2025 to April 2026</u>	£1775.16
St Johns Room Hire	£1260.00
Ludlow Golf Club room Hire	£100.00
Insurance.	£84.00
Muzodo subscription.	£54.30
Music Purchases	£213.98
Bank charges	£46.75
Stationary	£16.13

Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website, social media and press releases.

Tick if you do NOT wish to have your photographs to be used for publicity.

19 MAR 2026

Signed

[Redacted Signature]

Date

7/3/2026

LUDLOW PIANO FESTIVAL

Accepted invitation to Annual Town Residents
Meeting 1st June 2026



MONITORING AND EVALUATION FORM

ANNUAL CORE GRANT FUNDING

You are required to provide a written statement of how the Annual Core Grant has been spent

Please complete and return this form, along with the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. By the end of the financial year in which the Core Grant was awarded

Name of Group/Organisation

Ludlow Piano Festival CIC

Contact Name/Position held in the Group

Dr Ewart Carson - Secretary

Address

[Redacted Address]

Telephone No:

[Redacted Telephone Number]

Email Address

[Redacted Email Address]

DETAILS OF GRANT

Amount of Grant Awarded

£750

Year that the funding was received for

2025/6

Purpose for which grant was made (as stated in the original application)

Support for the Ludlow Piano Festival to ensure its on-going viability. One particular emphasis was enabling young people to access high quality classical piano music. Means of achieving this included a concert for primary school children; opportunities for young people to participate in the community concert and in Open Piano sessions; opportunities for young people to listen to and play the piano in Events Square; and very heavily discounted ticket prices for children at all Piano Festival events.

Can you confirm that the whole of the grant was spent on the purpose for which it was given?

YES

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES [Invoice for the hire of the trailer for Events Square]

If you have answered no to either question above please explain why. *(continue on a separate sheet if needed)*

COMMENT AND EVALUATION

Number of beneficiaries supported through the Core Grant.

Children and young people, Ludlow retailers and hospitality providers, Ludlow residents and visitors to the town

What have been the benefits and effect to the community as a result of the grant?

Children and young people benefiting from the Primary Schools concert, opportunities to enjoy (playing and listening) the street pianos, and heavily discounted tickets for all events;

Increased income for Ludlow retailers and hospitality providers and a 'buzz' around the town both during and after the festival; and

Ludlow residents enjoying a wide variety of piano events (in their home town) by performers of the highest calibre

And we loved hearing so many talented Ludlow residents and visitors playing our two community pianos, seeing people enjoying the town and its cafes, restaurants, delis and shops - all in the name of the Piano.

If you plan to, how will you continue this work? (indicate financial or other arrangements made)

The Piano Festival will continue with pop-up concerts in November 2025 and the 4th Ludlow Piano Festival in May 2026.

Tickets sales in 2025 increased significantly, meaning more visitors to boost Ludlow's tourist economy. This in turn means greater opportunities for increased marketing and publicity. Mechanisms are in place to obtain the best possible terms for engaging internationally famous performers as part of overall cost controls. Consequently we shall be able to ensure that there are only very small increases in ticket prices for the next year, hence ensuring accessibility for Ludlow residents and visitors alike. The Ludlow Piano Festival is now firmly established as a major feature of the Ludlow Calendar.

Did you need to raise additional funds?

YES

If yes, what other funds did you manage to raise and from where?

William Alwyn Foundation £500
Alistair McGowan's apple sale £275

Please add any other relevant information, highlights or comment:

The opening Celebrity Concert was highly enjoyable, compèred very effectively and amusingly by Cally Beaton, and showcasing the pianistic talents of individuals from a wide range of other artistic fields

Many of the events were memorable and amongst these were:

- "Desert Island Piano" with Dame Sheila Hancock
- World-class recitals by Peter Donohoe and Alim Beisembayev
- Joe Thompson with his Sunday afternoon "Jazz Celebration of Cole Porter"

Examples of comments received from audience members:

"What a wonderful way to bring the world to Ludlow. Such variety and talent for all music lovers of all ages. Thank you Alistair and Steve and all the artists and volunteers."

"What a wonderful occasion the Ludlow Piano Festival is. We were impressed by the wide variety of musical styles and the calibre of the pianists. The LPF is now deservedly gathering return visitors from much further afield, so make sure to put next year's in your diary"

"From Alistair playing Satie to Jazz in the Afternoon and not forgetting Dame Sheila Hancock- there is something for everyone. A great festival for everything piano! Thank you for organising it"

Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

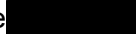
Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website and social media and press releases.

Tick, if you do NOT wish to have your photographs to be used for publicity purposes.

Signed:



Position: Secretary, Ludlow Piano Fe



Date: 9 October 2025

SSYF

Invited to Annual Town Residents Meeting 1st June
2026



MONITORING AND EVALUATION FORM ANNUAL CORE GRANT FUNDING

You are required to provide a written statement of how the Annual Core Grant has been spent

Please complete and return this form, along with the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. By the end of the financial year in which the Core Grant was awarded

Name of Group/Organisation

South Shropshire Youth Forum

Contact Name/Position held in the Group

Rich Morley – Chief Officer

Address

Clee Hill Recreation Rooms,
22a High Street, Clee Hill,
Nr Ludlow

Telephone No _____ richssyf@yahoo.com _____

Email Address: _____

DETAILS OF GRANT

Amount of Grant Awarded

£1,000

Year that the funding was received for e.g 2020-2021

2025/26

Purpose for which grant was made (as stated in the original application)

For continuation of the Ludlow garden help scheme. Delivery will take place during the next School Summer holidays (2025). We will recruit up to 10 young volunteers who will help to deliver sessions to assist local people in need.

This project aims to engage local young people, teach them new skills and gives them a sense of community and pride whilst helping other people in real need. A consequence or outcome of this is the fact that young people will feel as if they can benefit/serve their local community and increase their sense of belonging and pride in their achievements.

Can you confirm that the whole of the grant was spent on the purpose for which it was given?

NO *(please circle)*

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

NO *(please circle)*

If you have answered no to either question above please explain why. *(continue on a separate sheet if needed)*

The project was delivered finishing Friday 29th August 2025.

The reward activity is yet to be delivered and will probably be run later in the Autumn. As most of the volunteers were from the Rugby club, the reward will be to go and watch a Worcester Warriors game.

We are also waiting for invoices for the meals provided by Hands Together.

COMMENT AND EVALUATION

Number of beneficences supported through the Core Grant.

14 young people volunteered, included 9 boys, and 5 girls aged 11 to 18. The 9 boys volunteered via the Rugby Club who were very supportive of the project. 8 of the group actually resided in Ludlow

6 local residents were assisted and we also helped Working Together and the Baptist Church at the Rockspring centre.as they needed some help.

In total at least 20 local people benefitted.

What have been the benefits and effect to the community as a result of the grant?

A full evaluation has not yet been produced. It will be conducted once we get all the volunteers/beneficiaries to complete an evaluation session. A full report from last year and a short film was produced. Film link: <https://www.youtube.com/watch?v=hKkZwL4xwMc>

Feedback forms from local residents who have completed the feedback forms were extremely positive, and included the following feedback.

'Such a great community service – need more funding to develop – helping to build skills for young people for their future as well'

'Amazing people, very friendly'

'You all worked extremely hard, and have helped me out. Amazing. Big thank you to all'

'A really pleasant, smiley group who worked hard, and left everything tidy'

'It was nice to have the group back again to help me'

Lunches were provided by Hands Together for a small charge, so we helped support another local organisation, and vice versa.

If you plan to, how will you continue this work? (indicate financial or other arrangements made)

We'd love to continue, and I'm sure so would the residents of Ludlow. There is even scope to expand it. This projects future is dependent on finances.

SSYF will request funding from LTC again, with any shortfall met by submitting funding applications elsewhere.

Did you need to raise additional funds?

YES/ NO *(please circle)*

If yes, what other funds did you manage to raise and from where?

£1,000 was raised from Tesco's/Groundwork Community scheme
And we also raised £1,000 from the High Sherriff.

Please add any other relevant information, highlights or comment:

Thank you for your support. A full report will follow once all elements of the project are completed.





Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website and social media and press releases.

Tick, if you do NOT wish to have your photographs to be used for publicity purposes.

Item 23.

NEIGHBOURHOOD GOVERNANCE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Your information will be lawfully processed by the Council within the terms of our privacy policy. To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.

From: Chris Mellings <Chris.Mellings@shropshire.gov.uk> **On Behalf Of** ALC

Sent: 01 April 2026 15:39

Subject: Neighbourhood Governance Pack

To: All Members
cc: SALC Executive

Dear Colleague

As part of our work with colleague County Associations in the West Midlands (WMCALC) we are pleased to share with you our Neighbourhood Governance Pack.

It has been designed to help members influence the emerging Neighbourhood Governance proposals through the English Devolution and Community Empowerment (EDCE) Bill. The proposals signal a shift toward more localised, community-level decision-making.

This pack brings together a briefing for councillors, a draft council motion and a template letter for local MP's. It is designed to make it as simple as possible for members to make use of in supporting the campaign.

You can:

- Use the template motion to formally agree your position.
- Send the covering letter to your local MP, encouraging them to lobby for a strong and influential role for parish and town councils in the new neighbourhood governance framework.
- Adapt any of the documents to reflect local context or priorities.

Hope this helps and thanks for your support.

Enjoy the Easter break!

Best Wishes

Chris

Chris Mellings

Chief Officer – Shropshire Association of Local Councils (SALC)

Email: alc@shropshire.gov.uk

SALC Office, Riggs Hall, The Library, Castle Gates, Shrewsbury, Shropshire, SY1 6AS

www.alcshropshire.co.uk

For information about how we process your personal data please see:

[Privacy Notice | SALC](#)



Neighbourhood Governance Pack



**Pack contents: Council briefing,
template motion and template letter
to your local MP.**

Overview

The UK Government's emerging agenda on neighbourhood governance—set out through the English Devolution and Community Empowerment (EDCE) Bill—signals a shift toward more localised, community-level decision-making.

However, despite new duties placed on unitary councils, **the Government has not yet provided a clear, formal definition or detailed guidance** on what neighbourhood governance should look like. There is yet to be any role for parish/town councils in these new structures.

What the Government Has Said So Far

Government documents describe neighbourhood governance mainly in broad, outcome-focused terms, stating that its purpose is to **“move decision-making closer to residents”** and enable public services to be better organised around local needs.

The Bill gives the Secretary of State powers to **define neighbourhood areas** and set criteria for governance arrangements—but these definitions and criteria have **not yet been issued**.

Key Gap: No Clear Definition or Local Council role

Although local authority duties are being introduced, **no statutory or practical definition of “neighbourhood governance” has been set out by the Government**.

This leaves councils uncertain about the scale, form and minimum standards expected.

Implications for Parish and Town Councils

Neighbourhood governance reforms—driven by the English Devolution and Community Empowerment (EDCE) Bill—have significant implications for parish and town councils. While these bodies are long-established forms of neighbourhood-level democracy, the Government's proposals introduce new expectations, uncertainty, and potential opportunities.

Parish and Town Councils Will No Longer Be the Default Neighbourhood Governance Model

The Government has stated that it **“wants to make sure that all local authorities have a way of working with people in their**

neighbourhoods, so they are not relying on town and parish councils to do it.”

Uncertainty About Their Future Role

Because the Government has not yet defined:

- what constitutes a neighbourhood governance structure, or
- how these structures will interact with existing parish councils,

parish and town councils face **uncertainty** regarding:

- Their statutory position within the new framework
 - Whether their existing roles will be strengthened, diluted, or duplicated
-

3. Potential Overlap or Duplication

With the Secretary of State empowered to **define neighbourhood areas** and set criteria for governance arrangements—yet without definitions currently in place—there is a risk that new, imposed neighbourhood structures may **overlap with existing parished areas or the work of parish/town councils**.

This could lead to:

- Confusion over responsibilities
 - Blurred lines of accountability
 - Challenges in community engagement
-

Summary

Parish and town councils are likely to remain important, but their role is no longer assumed or guaranteed.

We face a period of uncertainty while the Government develops regulations defining neighbourhood areas and governance standards. Until clarity is provided, councils must prepare for:

- Possible structural changes
 - Integration with new neighbourhood models
 - The need to demonstrate strong community value
-

Below is a **ready-to-use template motion** that a parish or town council can adopt. It reflects the current policy context, including the Government’s intention **not to rely solely on parish and town councils for neighbourhood governance**, and the lack of detailed guidance on how new structures will work alongside existing local councils.

Template Motion: Ensuring an Influential Role for Parish/Town Councils in Neighbourhood Governance

[Council Name] Parish/Town Council

Motion for Resolution

Date:

Proposed

by:

Seconded by:

Motion

This Council notes:

1. That the Government’s English Devolution and Community Empowerment (EDCE) Bill introduces a new duty on all local authorities to establish “effective neighbourhood governance” structures, with further detail to be set out in forthcoming regulations.
 2. That the Government has stated it wants all local authorities to have a way of working with neighbourhoods **“so they are not relying on town and parish councils to do it,”** indicating that parish and town councils may not automatically be recognised as the primary neighbourhood governance mechanism.
 3. That the Secretary of State will have powers to define neighbourhood areas and set criteria for neighbourhood governance arrangements, but these definitions and criteria have **not yet been published**, creating uncertainty about the future role of parish and town councils within the new framework. [nalc.gov.uk]
 4. That parish and town councils are the most local and democratically accountable tier of government, with established relationships in communities and a strong track record of facilitating local engagement and service delivery.
-

This Council believes:

1. That parish and town councils should play a **central and influential role** in any new system of neighbourhood governance, reflecting their democratic mandate and deep local knowledge.
 2. That any new neighbourhood governance structures should **complement, not duplicate or marginalise**, existing parish and town councils.
 3. That clear guidance from Government is essential to avoid confusion, overlap, and the dilution of local democratic accountability.
 4. That parish and town councils are offered the opportunity to join any neighbourhood governance structures created in their area.;
-

This Council resolves to:

1. **Call on our local Member of Parliament** to press the Secretary of State for Housing, Communities and Local Government to:
 - Ensure that parish and town councils are formally recognised as key partners within the emerging neighbourhood governance framework;
 - Guarantee that the forthcoming regulations and guidance clearly set out how parish and town councils will be integrated into neighbourhood governance structures;
 - Provide assurance that new neighbourhood governance arrangements will not duplicate functions or undermine the democratic legitimacy of parish and town councils.
 2. **Write to the MP** enclosing this motion and requesting active lobbying on behalf of parish and town councils during the development of regulations under the EDCE Bill.
 3. **Engage with our principal authority** to express the Council's expectation that parish and town councils be meaningfully involved in shaping local responses to the neighbourhood governance duty.
 4. **Publicly communicate** this Council's position to residents, reaffirming our commitment to maintaining strong, local, democratic representation.
-

Template Letter to your local MP

[Council Letterhead]

[Date]

[Name of MP]

Member of Parliament for **[Constituency]**

[Office Address]

Dear **[Name of MP]**,

Re: Request for Advocacy on the Role of Parish/Town Councils in Neighbourhood Governance Reforms

I am writing on behalf of **[Council Name] Parish/Town Council** to draw your attention to significant concerns arising from the Government's emerging neighbourhood governance proposals under the English Devolution and Community Empowerment (EDCE) Bill.

As you will know, the Bill introduces a new legal duty for all local authorities to establish **"effective neighbourhood governance"** structures. However, the Government has indicated that local authorities should not rely solely on parish and town councils for this purpose. Specifically, accompanying commentary to the Bill states that councils should have ways of working with neighbourhoods **"so they are not relying on town and parish councils to do it."**

At the same time, the Bill provides the Secretary of State with new powers to **define neighbourhood areas** and set criteria for governance arrangements, but these definitions and criteria have **not yet been published**, leaving substantial uncertainty about how existing parish and town councils will fit within the new system.

Given that parish and town councils are the **most local, democratically elected tier of government**, with deep knowledge of their communities, we strongly believe they should have an **influential and clearly recognised role** within any new neighbourhood governance arrangements.

Enclosed with this letter is a motion passed by **[Council Name]** requesting that you press the Secretary of State for Housing, Communities and Local Government to:

1. Ensure parish and town councils are formally recognised as key partners in neighbourhood governance.
2. Provide clarity—through forthcoming regulations and guidance—on how these councils will be integrated into the new framework.

3. Avoid the creation of parallel structures that could duplicate or diminish the role of democratically elected local councils.

We would be grateful for your support in raising these matters with Ministers and ensuring that community-level democratic representation is not weakened as these reforms progress.

Please do not hesitate to contact us if you would like to meet to discuss this further or require any additional information.

Yours sincerely,

[Name]

[Position, e.g., Chair/Clerk]

[Council Name] Parish/Town Council

Item 24.

MAY FAIR RIDE

Email from Ed Danter, May Fair

Hello Gina,

I hope you are well, I have enclosed a photograph of the new Star flyer ride which we would like to locate in castle square.

I have also created an aerial map to show its preposed location, as well as a photograph of the empty space which I had taken in 2025.

We have calculated that there will be sufficient space for emergency vehicle access & pedestrian safety around the location of the new ride.

The ride measures 12 meters in diameter & 40 meters in height.
This will be a great new attraction & asset to Ludlow May Fair.



Liquorice Stall

rs

CASTLE STREET

Indian Street Food



Wildjac



Ludlow Assembly Rooms

Bentley's Wine Merchants









Item 25.

SHAKESPEARE SHOUT DAY

From: Graham Smith
Sent: 15 April 2026 14:07
To: councillor.lyle@ludlow.gov.uk
Cc: townclerk@ludlow.gov.uk
Subject: Re: Mayor Lyle and St. George's Day in Ludlow

Hello Di

To speed things at zero cost to Ludlow Council, I suggest the following:

1. You hold the event on 23 April to coincide with the Producers' Market. That gives us a ready-made audience.
2. The location should be the Ludlow Cannon
3. The time should be 1pm to capture the lunchtime crowd (and before the market closes at 2pm)
4. We can supply cards so the audience knows what to say and when to say it (see attached example for Christchurch Town Council). They are free of charge.
5. We can also supply 3 weather-proof posters (see attached example). They are free of charge.
6. It should be relatively easy to get local media to promote the event, but Ludlow Council will have better contacts than us.

To ensure I get the cards and posters to you in time, I will need a high-quality Ludlow Council logo by tomorrow midday.

As always, happy to take a call if you have any questions.

Regards

Graham

From: "Graham Smith"
Sent: Monday, 30 March, 2026 11:02
To: councillor.lyle@ludlow.gov.uk
Subject: St. George's Day in Ludlow

Hello Mayor Lyle

I noticed that Ludlow hosts several local events throughout the year, and I'm writing to invite you to be among the first to take part in a new St. George's Day tradition.

At 6pm on Thursday, 23 April (St. George's Day), towns and villages across England will

gather in their local square, park or high street to shout one line from Shakespeare's play 'Henry V' together.

Your role as Mayor is to read a short paragraph from the play, and the crowd finishes with the famous final line:

“Cry God for Harry, England, and Saint George!”

As one of the first to do the "Shakespeare Shout", Ludlow will get a special mention on our website and all publicity. There will also be awards.

Would you like to support this, or should I speak with someone else? I can send more details.

Thanks very much for your time, and I'd love to see Ludlow involved.

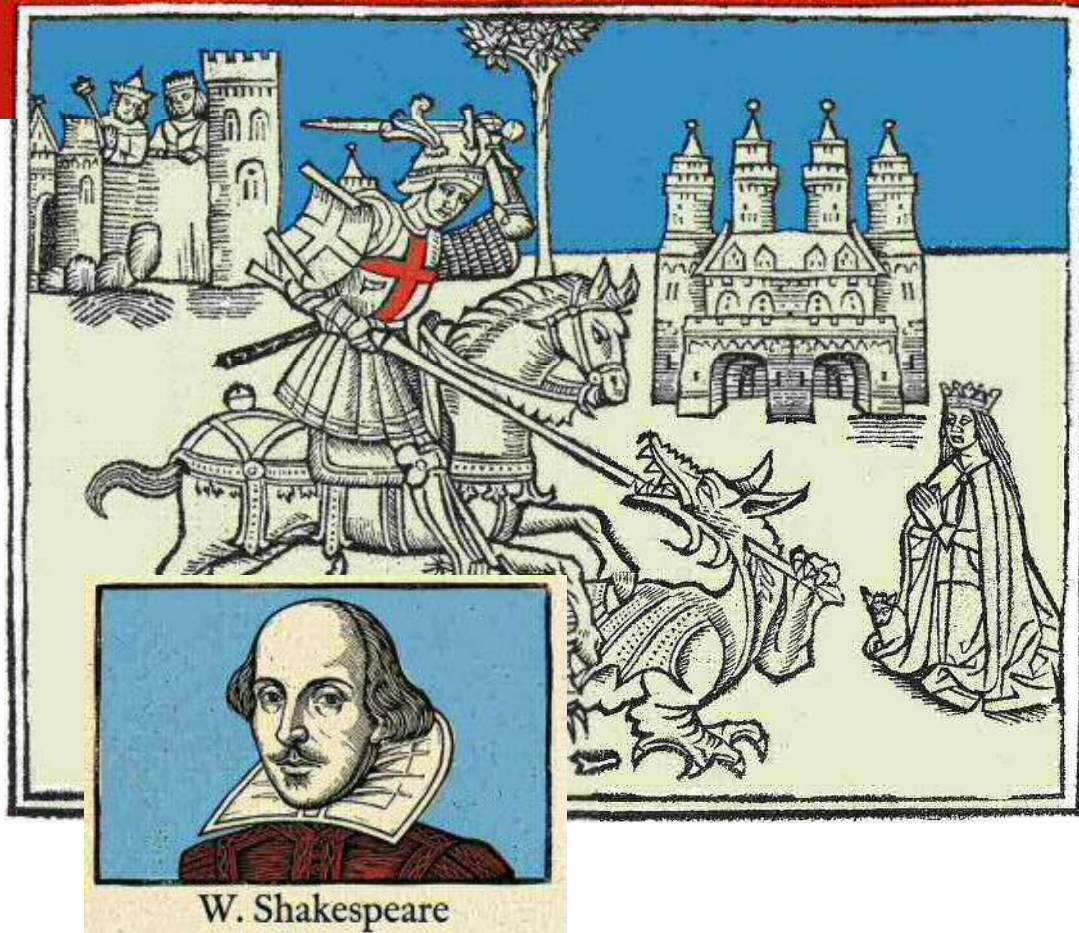
Happy St. George's Day,

Graham
Chairman

St. George's Holiday
The Unofficial Bank Holiday

Celebrate St. George's Day

Join the Shakespeare Shout



Two great English icons, one great shared experience.

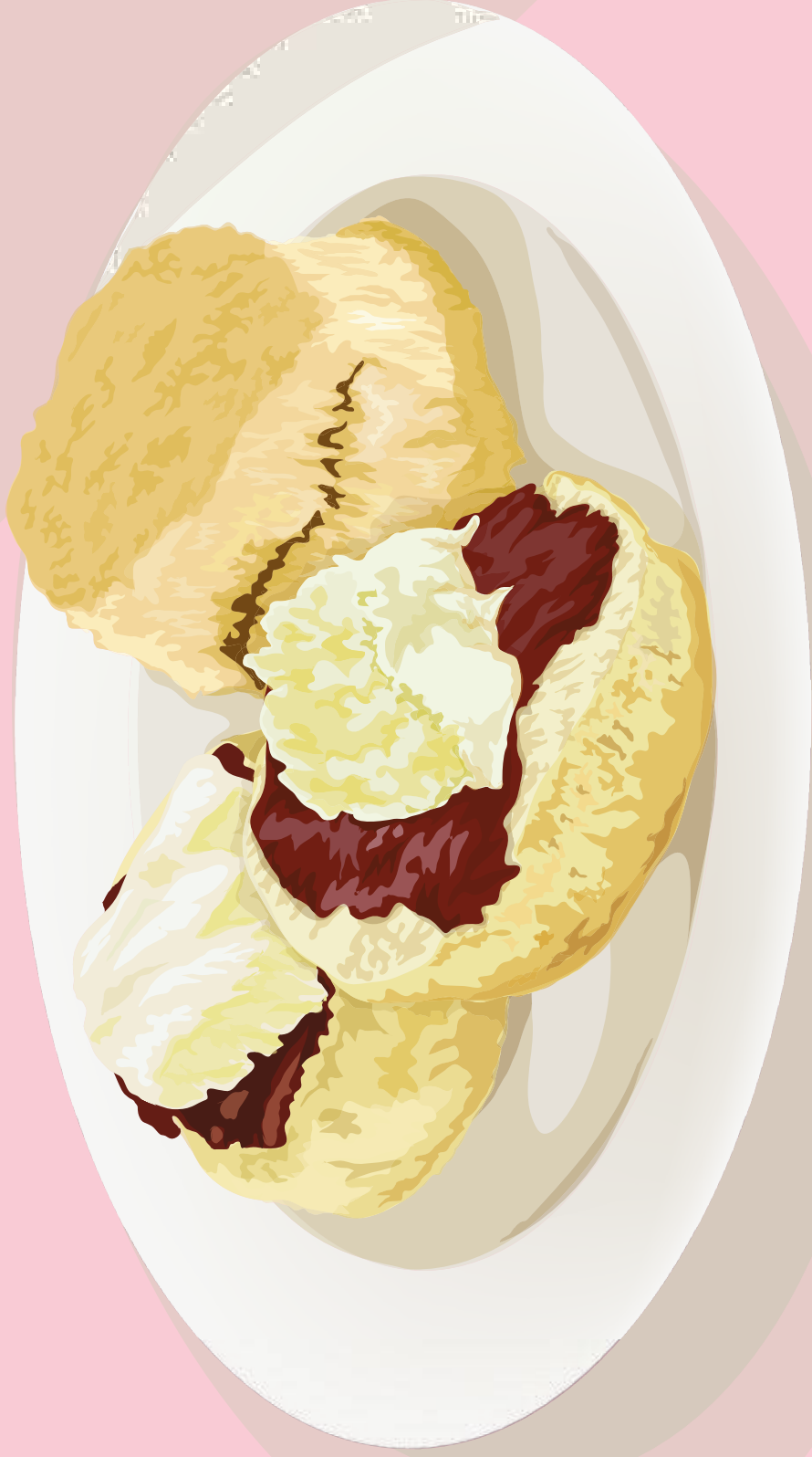
At 6pm on 23 April, be here to shout a line from Shakespeare along with the Mayor and your friends or family.

“Cry ‘God for Harry, England and St. George!’ ”

This is a free event for everyone to enjoy.
For more information go to
christchurch-tc.gov.uk/council_events/

**Christchurch
Town Council**





English Scones on St. George's Day, 23 April



English Rose on St. George's Day, 23 April



Full English Breakfast on St. George's Day, 23 April

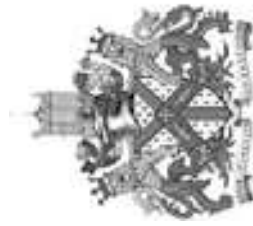


English Morris Dancers on St. George's Day, 23 April

I see you stand like greyhounds in the slips,
straining upon the start. The game's afoot:
Follow your spirit, and upon this charge
Cry **“God for Harry, England, and Saint George!”**

To celebrate St. George's Day, the Mayor of Christchurch will read four lines from the Shakespeare play Henry V. The audience will join by shouting the last line together.

Join us at the Bandstand in Christchurch Quay, 6pm on Thursday, 23 April.



**CHRISTCHURCH
TOWN COUNCIL**

Item 26.

COMMITTEE RECOMMENDATIONS



RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE 2ND MARCH 2026 TO FULL COUNCIL 20TH APRIL 2026

PF/207 POLICY REVIEW

a) Corporate Governance Policy

RECOMMENDED RO/MT (4:1:1)

That:-

- a) the Corporate Governance Policy, be adopted
- b) clarity be provided on the difference between principles in the policy and those from CIPFA.

PF/208 b) Health and Safety Policy and Handbook

RECOMMENDED RO/KC (5:0:1)

That the Health and Safety Policy and Handbook, subject to the inclusion of “vaping” where reference is made to “smoking”, be adopted.

PF/209 c) Sexual Harassment Risk Assessment

RECOMMENDED RO/ISB (Unanimous)

That the Sexual Harassment Risk Assessment, be adopted.

PF/211 b) Recommendations

RECOMMENDED RO/DL (5:0:1)

That:-

- a) purchase of a banner to be hung under the market stall canopy to be more easily identifiable at the Green Festival and other events, be approved.
- b) casual enquiry be made to the landowner of the Budgens old site to establish what the ‘park’ is going to look like and how long it is likely to be there?

POLICY:	LOCAL CODE OF CORPORATE GOVERNANCE
Policy number:	LTC / CG / 26 / v.2
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	Local Code of Corporate Governance – 20 th January 2016
Approved by:	Full Council
Approval date:	Provisionally 9 th March 2026
Review due:	Annual

1. Description

The Chartered Institute of Public Finance and Accountancy (CIPFA) and Society of Local Authority Chief Executives (SOLACE) have published a framework document for Corporate Governance in Local Government.

Ludlow Town Council is committed to the principles of good corporate governance and wishes to confirm its commitment and intentions through the development, adoption and maintenance of a Local Code of Corporate Governance, as recommended by the CIPFA/SOLACE Framework.

2. Purpose of this policy

This document, Ludlow Town Council's "Local Code of Corporate Governance", therefore sets out and describes the Council's commitment to corporate governance. It also identifies the arrangements that have or will be made to secure its effective implementation and application in all aspects of the Council's work.

3. Scope

For the purpose of this Local Code, Ludlow Town Council accepts the definition of Corporate Governance as stated within the CIPFA/SOLACE Framework, as follows:

“Governance is about how local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

It comprises the systems and processes, and cultures and values, by which local government bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities”.

Ludlow Town Council recognises that effective local government relies upon establishing and maintaining the confidence of the public in both the elected Members and Officers of the Council.

Ludlow Town Council recognises that the setting of high standards of self-governance provides a clear and demonstrable lead to both our existing and potential partners, and therefore provides the basis of effective community governance.

4. Procedure

4.1 THE PRINCIPLES

Ludlow Town Council positively recognises and accepts the following six core principles of good governance, as identified within the CIPFA/SOLACE Framework:

- **Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area**
- **Members and Officers working together to achieve a common purpose with clearly defined functions and roles**
- **Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**
- **Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**
- **Developing the capacity and capability of members and officers to be effective**
- **Engaging with local people and other stakeholders to ensure robust public accountability**

The six core principles each have a number of supporting principles, which in turn have a range of specific requirements that apply across the Council's business.

Principle One - Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area

The function of governance is to ensure that authorities, other local government organisations or connected partnerships fulfil their purpose and achieve their intended outcomes for citizens and service users and operate in an effective, efficient, economic and ethical manner. This concept should guide all governance activity.

The Council needs to develop and articulate a clear vision of its purpose and intended outcomes for citizens and service users that are clearly communicated, both within the organisation and to external stakeholders.

~~The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:~~

The principles supporting this core principle and the actions the Council proposes to take in relation thereto are designed to ensure that governance arrangements are focused not only on compliance and effective processes, but also on the achievement of clearly defined, measurable outcomes that reflect the needs and priorities of the community.

Supporting Principles:	Ludlow Town Council will:
<p>Exercising strategic leadership by developing and clearly communicating the authority’s purpose and vision and it’s intended outcome for citizens and service users</p>	<ul style="list-style-type: none"> • Make an explicit commitment to openness in all its dealings and publish its agendas and minutes of meetings, subject only to the need to preserve confidentiality where it is proper and appropriate so to do. • Engage and consult its community and other stakeholders by establishing clear channels of communication. • Allocate resources in accordance with agreed policies. • Publish an annual report on a timely basis to communicate the Council’s activities and achievements, its financial position and performance. • Put in place arrangements for an independent audit of its operations and financial performance. • Define and review measurable outcomes linked to the Council’s vision and priorities, and use these outcomes to inform decision-making, performance monitoring and the allocation of resources.
<p>Ensuring that users receive a high quality of service whether</p>	<ul style="list-style-type: none"> • Decide how the quality of service for users is to be measured and make sure that the

Supporting Principles:	Ludlow Town Council will:
directly, by commissioning, or in partnership	<p>information needed to review service quality effectively and regularly is available.</p> <ul style="list-style-type: none"> • Play an active role in Local Area Partnerships and Local Joint Committees. • Adopt effective arrangements to identify and deal with failure in service delivery.
Ensuring that the authority makes best use of resources and that tax payers and service users receive excellent value for money	<ul style="list-style-type: none"> • Decide how value for money is to be measured and make sure that the authority has the information needed to review value for money and performance effectively. • Adopt best practice in commissioning and procurement. • Publish annual budgets and accounts and internal audit reports. • Adopt and maintain robust Financial Regulations.

Principle Two - Members and Officers working together to achieve a common purpose with clearly defined functions and roles

The governing body of an organisation has overall responsibility for directing and controlling that organisation. In local government the governing body is the full council.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

Supporting Principles:	Ludlow Town Council will:
Ensuring effective leadership throughout the authority and being clear about roles and responsibilities.	<ul style="list-style-type: none"> • Adopt and maintain terms of reference for Council committees' that are clear and unambiguous. • Adopt, maintain and keep under review a scheme of delegations to officers. • Ensure the Town Clerk/Responsible Financial Officer accept and understand their responsibilities for all aspects of operational and financial management. • Ensure all staff have clear conditions of employment and job descriptions which set out their roles and responsibilities. • Ensure that all members accept and understand their role and responsibility for providing effective strategic leadership and for

Supporting Principles:	Ludlow Town Council will:
	<p>ensuring that the council successfully discharges its overall responsibilities.</p> <ul style="list-style-type: none"> • Provide members with a statement of the duties and responsibilities expected of them as elected representatives of the local community.
<p>Ensuring that a constructive working relationship exists between elected members and officers and that the responsibilities of members and officers are carried out to a high standard</p>	<ul style="list-style-type: none"> • Provide Job Descriptions and develop protocols to ensure that Councillors, the Town Clerk and senior officers share a clear understanding of their respective roles and objectives. • Adopt appropriate codes of conduct for Members and officers and for Member and officer relationships. • Maintain registers for the declaration of interests by Members and officers and for recording the receipt of any gifts and hospitality, which they receive. • Make the Town Clerk responsible to the Council for ensuring that agreed procedures are followed and that Statutes and Regulations are complied with. • Make the Responsible Financial Officer responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control. • Make the Town Clerk and/or Senior Officer(s) responsible and accountable to the Council for all aspects of operational management.
<p>Ensuring relationships between the authority, its partners and the public are clear so that each knows what to expect of the other</p>	<ul style="list-style-type: none"> • Foster effective relationships and partnerships with other public sector bodies and representatives of bodies in the private and voluntary sectors. • Appoint representatives to serve on Local Joint Committees and outside bodies. • Provide opportunities for members of the public and representatives of organisations to address meetings of the council. • Enter Service Level Contracts for the work the council does for partners and for the work they do for the town council. • Provide an external website that residents and partners can access to obtain relevant and up to date information on the Council and its activities.

Principle Three - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour

Good governance flows from a shared ethos or culture, as well as from systems and structures. It cannot be reduced to a set of rules, or achieved fully by compliance with a set of requirements. This spirit or ethos of good governance can be expressed as values and demonstrated in behaviour.

The Council recognises that effective governance is underpinned by ethical leadership and a positive organisational culture. Elected Members collectively set the tone for the Council and are responsible for demonstrating the values of integrity, openness, accountability and respect. Officers are expected to uphold and promote these values in the delivery of services and in their relationships with Members, partners and the public.

A hallmark of good governance is the development of shared values, which become part of the organisation’s culture, underpinning policy and behaviour throughout the organisation, from the governing body to all staff. These are in addition to compliance with legal requirements.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

Supporting Principles:	Ludlow Town Council will:
Ensuring elected members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance	<ul style="list-style-type: none"> • Adopt policies that create a climate of openness, support and respect. • Ensure that the standards of conduct and personal behaviour expected of Members and staff are upheld, and are defined and communicated through appropriate Codes of Conduct and Protocols. • Put in place arrangements to ensure that Members and employees are not influenced by prejudice, bias or conflicts of interest, and that appropriate procedures are in place for declaring and recording personal and/or prejudicial interests. • Adopt a policy for “whistle-blowing”
Ensuring that organisational values are put into practice and are effective	<ul style="list-style-type: none"> • Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations, and communicate these with • Members, staff, the community and partners.

Supporting Principles:	Ludlow Town Council will:
	<ul style="list-style-type: none"> • Put in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards. • Will review at least annually its existing governance arrangements against this Code of Corporate Governance. • Maintain and develop this Code to ensure its ongoing application and effectiveness. • Publish an annual governance statement that invites comments on compliance and any changes deemed necessary. • Develop and maintain an effective complaints procedure.

Principle Four - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk

Decision making within a good governance framework is complex and challenging. It must further the organisation’s purpose and strategic direction and be robust in the medium and longer terms. To make such decisions, elected members must be well informed.

Members making decisions need the support of appropriate systems, to help to ensure that decisions are implemented and that resources are used legally and efficiently.

~~Risk management is important to the successful delivery of public services. An effective risk management system identifies and assesses risks, decides on appropriate responses and then provides assurance that the chosen responses are effective.~~

Risk management is integral to the successful delivery of public services and to the achievement of the Council’s objectives. An effective governance framework requires a coherent assurance approach which integrates risk management, internal control, internal audit and governance review. This provides Members with confidence that risks are being managed appropriately and that resources are being used legally, efficiently and effectively.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

Supporting Principles:	Ludlow Town Council will:
Being rigorous and transparent about how decisions are taken and listening and acting on the	<ul style="list-style-type: none"> • Have democratic structures that are properly constituted to ensure clear accountability. • Respond positively to the findings and recommendation of auditors and put in place

Supporting Principles:	Ludlow Town Council will:
outcome of constructive scrutiny.	<p>arrangements for the effective implementation of agreed actions.</p> <ul style="list-style-type: none"> • Adopt a formal complaints procedure, which is easily accessible, effective and transparent. • Publicise proposed activities and decisions as a means of encouraging public engagement and constructive scrutiny of the Council's performance. • Maintain a Freedom of Information policy and act on requests for information in an efficient and timely manner. • Put in place arrangements to safeguard Members and employees against conflicts of interest and adopt appropriate procedures for recording declarations of interest for public inspection.
Having good quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs	<ul style="list-style-type: none"> • Ensure that those making decisions for the Council are provided with information that is fit for purpose – relevant, timely and gives clear explanations of technical issues and their implications. • Ensure that proper professional advice is available in written format prior to decisions being taken on matters that have legal or financial implications, and that the advice given receives due consideration. • Make provision for Members and public questions at council meetings. • Publicise a schedule/calendar of meeting and circulate agenda papers to the press. • Have regard to public representations, the outcome of any public consultations and/or the views expressed at Annual Town Meetings.
Ensuring that an effective risk management system is in place	<ul style="list-style-type: none"> • Maintain a coherent assurance framework which integrates risk management, internal control, internal audit and governance review, and which informs the preparation of the Annual Governance Statement. • Ensure that risk management is embedded into the culture of the Council, with Members and managers at all levels recognising that risk management is part of their jobs. • Develop appropriate risk assessment systems. • Employ an independent internal audit service. • Adopt appropriate health and safety policies and provide appropriate insurance cover for all

Supporting Principles:	Ludlow Town Council will:
	<p>council activities including public liability insurance cover.</p> <ul style="list-style-type: none"> • Ensure that effective arrangements for whistle-blowing are in place.
<p>Authorities using their legal powers to the full benefit of the citizens and communities in their area</p>	<ul style="list-style-type: none"> • Actively recognise the limits of lawful activity placed on it by, for example, the ultra-vires doctrine, but also strive to utilise its powers to the full benefit of its community. • Recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities placed on Councils by public law. • Observe all specific legislative requirements placed upon it, as well as the requirements of general law, and in particular to integrate the key principles of good administrative law – rationality, legality and natural justice – into its procedures and decision-making processes.

Principle Five - Developing the capacity and capability of members and officers to be effective

Effective local government relies on public confidence in elected members and officers. Good governance strengthens credibility and confidence in our public services.

Authorities need people with the right skills to direct and control them effectively. Governance roles and responsibilities are challenging and demanding, and elected members need the right skills for their roles. In addition, governance is strengthened by the participation of people with many different types of knowledge and experience.

Good governance means drawing on the largest possible pool of potential members to recruit people with the necessary skills. Encouraging a wide range of people to stand for election or apply for appointed positions will develop a membership that has a greater range of experience and knowledge. It will also help to increase the diversity of authority members in terms of age, ethnic background, social class, life experiences, gender and disability. This concept should also be borne in mind when members are appointed to the boards of other public service organisations.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

Supporting Principles:	Ludlow Town Council will:
<p>Making sure that members and officers have the skills,</p>	<ul style="list-style-type: none"> • Provide induction programmes tailored to individual needs and opportunities for

Supporting Principles:	Ludlow Town Council will:
knowledge, experience and resources they need to perform well in their roles	<ul style="list-style-type: none"> • Members and Officers to update their knowledge on a regular basis. • Ensure that officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the Council. • Maintain comprehensive and effective HR policies, including an Equalities policy.
Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group	<ul style="list-style-type: none"> • Assess the skills required by Members and Officers and make a commitment to develop those skills to enable roles to be carried out effectively. • Develop skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed. • Ensure that effective arrangements are in place for reviewing performance and agreeing action, which might be needed, for example, to address any training or development needs.
Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal	<ul style="list-style-type: none"> • Ensure that effective arrangements are in place to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the Council. • Publish the qualifying criteria, role and remuneration for councillors on the website to encourage new talent and representatives of all sections of the community to consider standing for election.

Principle Six - Engaging with local people and other stakeholders to ensure robust public accountability

Local government is accountable in a number of ways. Elected members are democratically accountable to their local area and this gives a clear leadership role in building sustainable communities. All members must account to their communities for the decisions they take and the rationale behind those decisions. The Council is subject to external review through the external audit of its financial statements. It is required to publish its financial statements and is encouraged to prepare an annual report. Both members and officers are subject to codes of conduct. Additionally, where a breach of the Code of Conduct may have occurred, an aggrieved person may appeal either to the Monitoring Officer and/or Standards Committee of Shropshire Council or direct to the Standards Board.

The Council recognises its role as a community leader and advocate for the town of Ludlow. In fulfilling this role, it will work collaboratively with partners, stakeholders and the wider community to help shape the social, economic and environmental well-being of the area.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

Supporting Principles:	Ludlow Town Council will:
Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships	<ul style="list-style-type: none"> • Make clear to councillors, all staff and the community to whom they are accountable and for what. • Include details on the council’s website on the means by which local people and others can participate in council decisions and can call the Council to account. • Positively welcome complaints and constructive criticism as a means of improving service delivery.
Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	<ul style="list-style-type: none"> • Ensure clear channels of communication are in place with all sections of the community and other stakeholders. • Hold meetings in public unless there are good reasons for confidentiality. • Provide the opportunity for citizens of Ludlow to have their say at all ordinary council meetings and at the Annual Town Meetings, which will be held primarily to listen to and respond to the public and other stakeholders. • Publish at least annually the Council’s vision, activities and achievements, together with its financial position and performance and invite feedback.
Making best use of human resources by taking an active and planned approach to meet responsibility to staff	<ul style="list-style-type: none"> • Develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision-making. • Establish a joint consultative committee between Members and employees. • Identify the development needs of Members and employees and offer support by appropriate training

In giving effect to these principles, the Council will publish information proactively, in accessible and understandable formats, using digital channels where appropriate, and will seek to ensure that information provided to the public is timely, clear and relevant.

4. ANNUAL REVIEW AND REPORTING

- 4.1 The council accepts that in order to comply with the principles of good governance it must undertake to ensure that systems and processes are continually monitored and reviewed, and are kept up to date.
- 4.2 An annual review of the Council’s Corporate Governance arrangements will be carried out using the guidance contained in the CIPFA/SOLACE Framework. ~~The purpose of the review will be to provide assurance that governance arrangements are adequate and operating effectively or to identify action, which is planned to ensure effective governance in the future. The results of the review will take the form of an Annual Governance Statement prepared by the Town Clerk. It will be submitted to the Finance and General Purposes Committee and subsequently to Council for consideration and review.~~ The purpose of the review will be to provide assurance that governance arrangements are adequate and operating effectively, or to identify significant governance issues and actions required to address them. The results of the review will take the form of an Annual Governance Statement prepared by the Town Clerk. The Statement will identify significant governance issues, actions taken during the year, and any planned improvements with associated responsibilities and timescales. It will be submitted to the Finance and General Purposes Committee and subsequently to Council for consideration and approval.
- 4.3 The preparation and publication of the Annual Governance Statement will meet the statutory requirement of the Accounts and Audit Regulations, which requires authorities to “conduct a review at least once in a year of the effectiveness of its system of internal control” and to prepare a statement on internal control “in accordance with proper practices”. As such the Annual Governance Statement will be prepared in accordance with the timetable for the preparation of financial statements in accordance with the Audit and Accounts Regulations.
- 4.4 The Council is committed to continuous improvement in governance and will use the findings of the annual review, internal and external audit, risk management processes and stakeholder feedback to strengthen its governance arrangements over time.

5. Legal

Accounts and Audit Regulations 2015
Local Government Act (LGA) 1972, s. 151
Local Government Act (LGA) 1972, s. 140

6. Other relevant policies

Standing Orders
Financial Regulations
Councillors Code of Conduct



Risk Assessment – Preventing Sexual Harassment

Purpose

The aim of this risk assessment is to prevent sexual harassment during the course of employment. It considers the potential risks to all employees and workers, as well as third parties who are engaged with us to carry out services such as those who are self-employed and agency workers.

Carrying out this assessment will allow us to identify, assess and mitigate risks associated with sexual harassment in the workplace and will help to create a safe and respectful working environment and promote a positive workplace culture. It also supports the Council's compliance with its legal obligation of taking reasonable steps to prevent sexual harassment from occurring in the course of employment.

This assessment is kept under continuous review to ensure existing prevention measures remain adequate. Reviews will take place at least annually, with ad-hoc reviews taking place where circumstances require. This could be if there is a change to the demographics of the workforce or working arrangements, or where we have received complaints of sexual harassment taking place. An action plan will then be created and monitored on the back of this risk assessment.

The Council encourages all employees and workers to inform the Town Clerk of areas in which they believe sexual harassment protection could be further improved.

Please follow the instructions below to ensure that the assessment and accompanying action plan is completed thoroughly and accurately:

Considerations

Considerations are the elements of potential risk. Indicate those that apply and those that don't, e.g. if some people work at night or whether there is alcohol sold on the premises, etc.

Hazard

A hazard is anything that has the potential to cause harm, e.g. power imbalances, coercion, differences in cultural expectations, etc.



- **Who might be harmed:** Consider all employees and workers who could be affected by each identified hazard. This may include employees, workers, those with specific roles, or those who may have vulnerabilities, e.g. waiting staff, travel-based sales staff, bar staff, young workers, etc.
- **Level of risk:** The level of risk is determined by considering both the likelihood of the hazard occurring and the severity of its potential consequences. If in doubt, err on the side of caution.
 - **Low risk:** Indicates that the likelihood of the hazard occurring is rare and the potential consequences are minimal.
 - **Medium risk:** Indicates that the likelihood of the hazard occurring is moderate and the potential consequences could result in sexual harassment occurring.
 - **High risk:** Indicates that the hazard is likely to occur and could result in sexual harassment taking place. This level of risk requires immediate attention and action to eliminate or substantially reduce it.



Ludlow Town Council risk assessment for the prevention of sexual harassment during the course of employment

Risk assessment owner:	Gina Wilding, Town Clerk
Assessment date:	10/12/2025
Assessment carried out by:	Gina Wilding, Town Clerk
Work location:	All Council sites
Next scheduled assessment date:	Annual – October 2026
Version number:	V2

Potential hazards, risks and proposed actions in prevention

Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Workforce demographics:									
Is anyone required to work at night?		x	Evening working in the winter means it is dark when leaving the building.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		• Staff locking up leave the building together.	15/10/2024
Are there lone workers or people	x		Lone working staff.	Cleaning, DLF, market,		x		• Staff have a lockable space or vehicle where	15/10/2024



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
working in isolated workplaces?				and museum staff.				they can isolate themselves. <ul style="list-style-type: none"> • They have a works mobile phone. • There is a panic alarm at the Buttercross and Guildhall. 	
Is there anyone who works with just one other employee/worker?	x		Potential to become a lone worker for part of the shift.	Cleaning, DLF, market, Guildhall, and museum staff.		x		<ul style="list-style-type: none"> • Staff have a lockable space or vehicle where they can isolate themselves. • They have a works mobile phone. • There is a panic alarm at the Buttercross and Guildhall. • Guildhall staff have enclosed reception area that is not accessible to the public. 	15/10/24
Do your employees/workers interact with third parties, e.g. contractors or members of the public?	x		Meeting with an unknown individual alone.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> • Meeting dates, times and participants are recorded in office diary or whiteboard to make sure staff are aware they are taking place. • New contractors are met in a public place, and / or with more than one member of staff in attendance. 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do any of your employees/workers work alone with a third party?	x		Meeting with an unknown individual alone.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.			x	<ul style="list-style-type: none"> Meeting dates, times and participants are recorded in office diary or whiteboard to make sure staff are aware they are taking place. New contractors are met in a public place, and/or with more than one member of staff in attendance. 	15/10/24
Do you require your employees/workers to attend the workplace of a third party or attend offsite locations / events?	x		Off-site meetings, conferences, training events. Unfamiliar location and persons.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> Meeting dates, times and participants are recorded in office diary or whiteboard to make sure staff are aware they are taking place. New contractors are met in a public place, and/or with more than one member of staff in attendance. 	15/10/24
Are members of staff expected to socialise with third parties, e.g. at events or conferences with contractors or clients?	x		Unfamiliar location and persons.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and		x		<ul style="list-style-type: none"> Meeting dates, times and participants are recorded in office diary or whiteboard to make sure staff are aware they are taking place. New contractors are met in a public place, and/or with more than one 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				agency workers.				member of staff in attendance.	
Are there any employees or workers who travel and work abroad?		x			x				15/10/24
Are there high pressured, competitive or stressful environments within your organisation?	x		Coercion due to power imbalance or fear of reprisal.	All employees, volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> All staff have a robust job description and allocated line manager. The disciplinary and grievance procedure has a clear procedure for raising a concern and more than one member of staff to approach. Councillors are not subject to a disciplinary procedure, which creates a significant power imbalance, so Councillors are not permitted to line manage staff. 	15/10/24
Is there a higher representation of one gender in your workplace?	x		Predominantly female in the GH Office. Predominantly male in the DLF Depot.	All employees, volunteers, self-employed contractors, casual workers, and		x		<ul style="list-style-type: none"> Adequate work space and personal space is provided for each employee. Adequate privacy is maintained in 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				agency workers.				washrooms and toilet facilities. <ul style="list-style-type: none"> All staff are encouraged to visit other work areas as appropriate to their roles and silo environments are discouraged. Staff are encouraged to meet together to discuss work based issues and respectful behavior is encouraged in all staff. 	
Are there areas of power imbalances in the workplace?	x		Senior management and junior employees have a power imbalance. Councillors and staff have a power imbalance. Members of the public and staff can have a power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		<ul style="list-style-type: none"> Only staff are permitted to access the back-office spaces. There are lockable doors and protective screens in place to prevent unauthorized access to office spaces. All staff have contracts and job descriptions with clearly defined roles and responsibilities and have access to council policies. Senior managers are accountable to the council and required to 	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								adhere to all council policies. <ul style="list-style-type: none"> • Individual Councillors are not permitted to make decisions on behalf of the council. • Individual Councillors or staff members are not able to determine the pay and terms of employment of other members of staff outside of the agreed policies and procedures of the Council. • Individual Councillors are not able to line manage staff. 	
<p>Vulnerable employees and workers: Evidence shows that vulnerable employees and workers can be exposed to greater risk from harassment than those who are not. In this section, assess the risk of those groups that are relevant to your workplace:</p>									
Women	x		Discrimination based on gender and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors,		x		Adherence to the Equal Opportunities policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				casual workers, and agency workers.					
LGBTQ+	x		Discrimination based on sexual orientation and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy	15/10/24
Young workers		x	Discrimination based on sexual orientation and not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy	15/10/24
Someone with a disability (mental or physical)		x	Discrimination without considering reasonable adjustments and not reflective of	All employees, Councillors and volunteers, self-employed		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
			their ability to do the job.	contractors, casual workers, and agency workers.				Dignity at work policy	
Black and minority ethnic workers		x	Skin colour or race-based discrimination based that is not reflective of their ability to do the job.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Non-UK nationals, including those who may not be confident in making a complaint in English or for whom English is not their first language		x	No advocate / representative in the workplace to help them communicate their concerns.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Low-paid earners	x		Power imbalance.	All employees, Councillors and volunteers,		x		Adherence to the recruitment and selection policy Written contract in place	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				self-employed contractors, casual workers, and agency workers.				Bullying and Harassment Policy Dignity at work policy	
Home workers	x		Potential disconnection from their colleagues in the office.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Adherence to Lone worker policy Adequate opportunities and methods of communication with their colleagues. Bullying and Harassment Policy Dignity at work policy	15/10/24
Lone workers	x		Vulnerable to demands / influence of others.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and		x		Adherence to the Equal Opportunities policy Adherence to Lone worker policy Adequate opportunities and methods of communication with their colleagues.	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				agency workers.				Bullying and Harassment Policy Dignity at work policy	
Agency workers		x	Job insecurity / power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Casual workers		x	Job insecurity / power imbalance.	All employees, Councillors and volunteers, self-employed contractors, casual workers, and agency workers.		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy Dignity at work policy	15/10/24
Those on fixed term or zero-hour contracts	x		Job insecurity / power imbalance.	All employees, Councillors and volunteers,		x		Adherence to the Equal Opportunities policy Bullying and Harassment Policy	15/10/24



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
				self-employed contractors, casual workers, and agency workers.				Dignity at work policy	
Policy:									
Do you have a clearly written anti-harassment policy that deals with the prevention of sexual harassment?	x					x			15/10/24
Do you address third-party harassment in your policy and take reasonable steps to prevent it?	x					x			15/10/24
Is your anti-harassment policy easily accessible to all employees?	x					x		Sent to all staff.	7/11/25
Do you re-circulate your policy or remind staff members of where and how to access the policy on a regular basis, including when changes are made?	x					x		Sent to all staff.	7/11/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you regularly review, monitor and update your anti-harassment policy?	x					x		Actioned via P&F.	13/10/25
In your disciplinary policy, do you specify that sexual harassment is considered a potential act of gross misconduct and could lead to someone's summary dismissal?	x					x		Subject to approval of policy changes by P&F.	15/10/24
Do policies on the use of IT communication systems and social media include appropriate warnings against online harassment, and how to report concerns?	x					x			15/10/24
Do you have policies regarding proper use of social media platforms such as LinkedIn, Facebook, Instagram or X?	x					x			15/10/24
Is there a policy for workplace relationships?		x				x		Create a policy	Ongoing
Do your anti-harassment policies		x				x		Alignment of policies under way	Ongoing



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
align to all other company policies such as homeworking, lone working, and equality, diversity and inclusion (EDI)?									
Training:									
Do you carry out EDI training that covers sexual harassment as part of the induction/onboarding process?	x					x		Training session included in annual eLearning.	10/12/25
Do you carry out EDI training that covers sexual harassment on an annual basis?	x					x		Training session included in annual eLearning.	10/12/25
Do you provide separate training to line managers (to that which is given to employees and workers)?		x				x		Training session included in annual eLearning.	10/12/25
Do you provide EDI training that is specific to your workplace and that uses case studies or scenarios that relate to your organisation?	x					x		Training session included in annual eLearning.	10/12/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you provide refresher EDI training when circumstances warrant it, e.g. when there is a change in working arrangements or workforce demographics, or after receiving a complaint of sexual harassment?	x					x		Training session included in annual eLearning.	10/12/25
Management structure:									
Is there a higher representation of one gender in the leadership team?	x					x		Adherence to recruitment and selection policy	10/12/25
Are there areas of the business that have power imbalances?	x				x			Adherence to staff code of conduct and disciplinary procedures, and councillor code of conduct.	10/12/25
Are there areas of the business where company policies aren't adhered to?		x			x				10/12/25
Is decision making concentrated, i.e. only a few individuals at the top of the business can make decisions?	x					x		Scheme of delegation so that everyone understands how decisions are made. Collaborative working and decision making	10/12/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
								encouraged where appropriate.	
Is there an HR team, or access to an external HR outsourcing provider?	x				x			Worknest	10/12/25
Do leaders have individual authority over recruitment practices?		x			x			Adherence to recruitment and selection policy	10/12/25
Do leaders have individual authority on pay decisions?		x			x			National pay award process observed.	10/12/25
Working environment:									
Do you have an IT policy that sets the rules for appropriate usage?	x				x				10/12/25
Do you monitor and address inappropriate behaviour on digital platforms?	x					x			10/12/25
Do employees travel abroad for business?		x			x				10/12/25
Are there sexualised or sexist materials on display such as calendars or posters?		x			x				10/12/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Is there adequate privacy or security for workers using bathrooms or changing rooms?	x				x				10/12/25
Do you have areas that are isolated or with inadequate lighting or security?	x					x			10/12/25
Are there different uniform requirements between genders, or prescriptive dress codes or expectations for either gender?		x			x				10/12/25
Are workers required to travel and have overnight stays?	x					x			10/12/25
Do employees and workers travel to remote locations?		x			x				10/12/25
Do you provide accommodation facilities for employees?		x			x				10/12/25
Are sexist jokes prevalent in the workplace?		x			x				10/12/25
Do workers engage with social drinking on site?		x			x				10/12/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you have high staff turnover, particularly of female workers, young workers, or low-paid earners?		x			x				10/12/25
Have you been informed that some workers are more reluctant to work with certain workers or take on certain tasks?		x				x		Constant monitoring, case-by-case.	10/12/25
Is alcohol consumed, either by staff or third parties, whilst staff are working?	x					x			10/12/25
Outside of the workplace:									
Do staff socialise outside of the workplace?	x					x			10/12/25
Is alcohol available at social events?	x					x			10/12/25
Do you undertake background or reference checks for all workers and other people engaged at your workplace such as contractors?	x				x				10/12/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Do you issue employee communications in advance of workplace events?	x				x				10/12/25
Complaint handling:									
Do you have clear and effective procedures for receiving and responding to complaints of sexual harassment?	x				x				10/12/25
Are there multiple, confidential ways for employees to report harassment?	x					x			10/12/25
Are your workers able to access management who are outside of their direct reporting line?	x				x				10/12/25
Is your workforce so small that confidentiality and confidence to raise issues may be difficult to achieve?	x					x		In areas where workforce is the smallest, manager visits regularly for one-to-one meetings, thereby offering the opportunity for confidential discussion.	10/12/25
Have there been previous cases of harassment?		x				x			10/12/25



Considerations	Yes	No	Hazard	Who might be harmed	Level of risk			Preventative action	Date completed
					Low	Med	High		
Are line managers consistent at, and do they enforce, disciplinary and grievance policies?	x				x				10/12/25
Do you ensure prompt, thorough and impartial investigations of sexual harassment complaints?	x				x				10/12/25
Are there support systems in place for victims of sexual harassment such as counselling services, or employee assistance programmes?	x				x				10/12/25
Do staff report a culture of banter or casual sexism which is hard to challenge?		x			x				10/12/25
Do you audit your work practices to ensure they continue to remain fit for purpose and prevent sexual harassment?	x				x				10/12/25
Other specific areas:									

Adopted FC 28.10.24





RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE 13th APRIL 2026 TO FULL COUNCIL 20TH APRIL 2026

PF/233 b) Communications Policy

RECOMMENDED RO/IMM (9:1:0)

That the Communications Policy:-

- a) subject to the amendment of the Communications Protocol paragraph 4.4 to replace the sentence "Matters for information to other Councillors should normally be directed via the Town Clerk and e-mails to other agencies should be copied to the Town Clerk." with "Matters for information to other Councillors and e-mails to other agencies should be copied to the Town Clerk."
- b) subject to the amendment of the Communications Protocol paragraph 5.3 to replace the sentence "All media enquiries must be directed to the Town Clerk, Marketing & Communications Officer, or appointed spokesperson." with "The Town Clerk, Marketing & Communications Officer, and/or appointed spokesperson shall be informed of all media enquiries."
- c) be adopted.

PF/234 c) Standing Orders

RECOMMENDED MT/DW (9:0:1)

That the Standing Orders, subject to final agreement on the wording of paragraph 9f, be adopted.

PF/237 TERMS OF REFERENCE

RECOMMENDED RO/MT (Unanimous)

That the current Policy and Finance Terms of Reference be readopted at the Annual General Meeting.

POLICY:	COMMUNICATIONS POLICY
Policy number:	LTC/CP/26/ v.1
Available to:	All Staff, Councillors & Public (upon request)
Supersedes Version:	New policy
Approved by:	Full Council
Approval date:	Next FC
Review due:	04/2027

1. Description

This policy sets out Ludlow Town Council's approach to communication within the organisation and with the wider community. It defines the principles, standards, and expectations that ensure all Council communications are clear, consistent, professional, and aligned with the Council's values, policies and statutory responsibilities.

2. Purpose of this policy

The purpose of this policy is to outline a Communications framework and signpost the suite of relevant Policies and Protocols for use:

- promoting transparent, accountable communication between the Council, stakeholders, and the public.
- ensuring all messages accurately reflect official Council positions.
- supporting the [Community Engagement Strategy](#) by encouraging inclusive, two way communication.
- protecting confidential and sensitive information.
- providing clear guidance for officers and councillors on how to communicate appropriately and professionally.
- maintaining high standards of clarity, accessibility, and consistency across all communication channels.

3. Scope

This policy applies to:

- all forms of communication issued by Ludlow Town Council, including written, verbal, digital, and social media communications.
- all officers, councillors, and representatives acting on behalf of the Council.
- all external communications with residents, community groups, media, partner organisations, and stakeholders.
- internal communications that support the effective functioning of the Council. It covers both official Council communications and councillor communications where Council business is referenced.

4. Procedure

To maintain consistency and professionalism, the following procedures apply:

4.1 Official Communications

- All official statements and communications must be approved by the Town Clerk or designated officers, in line with the [Communications Protocol](#).
- Communications must be clear, accurate, timely, and aligned with Council policy.
- Confidential or sensitive information must not be shared without proper authorisation, in accordance with the [Press Protocol](#) and [Social Media Policy](#) where relevant.

4.2 Councillor Communications

- Councillors must clearly distinguish personal views from official Council positions, as outlined in the [Communications Protocol](#).
- Personal communications must not imply Council endorsement.
- Confidentiality obligations must always be upheld, including when using digital or social media platforms covered by the [Social Media Policy](#).
- Councillor social media guidance and best practice can be found on the [Local Government Association site](#) and [Councillor Code of Conduct](#).

4.3 Media and Public Enquiries

- All media enquiries must be directed to the Town Clerk, Marketing and Communications Officer or appointed spokesperson, following the procedures set out in the [Press Protocol](#).
- Responses must be factual, prompt, and consistent with Council policy.
- Officers and councillors must not issue independent media statements outside the scope of the [Press Protocol](#).

4.4 Community Engagement

- The Council will actively promote inclusive engagement in line with the [Community Engagement Strategy](#).
- Community feedback will be welcomed and considered in decision making.
- Communication channels will be accessible and inclusive to support participation, reflecting the principles of the [Community Engagement Strategy](#).

4.5 Integration of the Community Engagement Strategy

- Communication activities will reflect the principles of accessibility, inclusivity, transparency, and relationship building.
- Two way communication will be encouraged to strengthen trust between the Council and residents.
- Officers and councillors should refer to the [Community Engagement Strategy](#) when planning or delivering engagement activity.

4.6 Use of Social Media

- All use of social media for Council business must comply with the [Social Media Policy](#).
- Officers and councillors must ensure posts are accurate, respectful, and do not disclose confidential information.
- Personal accounts must not be used to present or imply official Council positions.
- Social Media content must comply with [Social Media Terms of Use](#).
- Councillor social media guidance and best practice can be found on the [Local Government Association site](#) and [Councillor Code of Conduct](#).

4.7 Application of the Communications Protocol

- The [Communications Protocol](#) provides detailed guidance on roles, responsibilities, and expectations for day to day communication.
- Officers and councillors must follow the protocol to ensure consistency, professionalism, and alignment with this **Communications Policy**.

4.8 Application of the Press Protocol

- The [Press Protocol](#) must be followed when issuing press releases, responding to journalists, or managing reputational matters.
- Only authorised spokespersons may comment publicly on behalf of the Council.

5. Legal

This policy supports compliance with relevant legislation, including:

- Data Protection Act 2018 and UK GDPR (confidentiality and handling of personal data)
- Freedom of Information Act 2000 (transparency and access to information)
- Equality Act 2010 (accessible and inclusive communication)
- Local Government Act 1972 (conduct and responsibilities of councils and councillors)

6. Other relevant policies

Community Engagement Strategy
Social Media Policy
Communications Protocol
Councillors Code of Conduct
Social media guidance for councillors
Press Protocol
Social Media Terms of Use
Equal Opportunities Policy



Standing Orders

A NALC PUBLICATION by **Meera Tharmarajah**

PART TWO –

Electronic Standing Orders

Adopted by Full Council 8th May 2019

Reviewed and re-adopted Full Council 22nd March 2021

Re-adopted Full Council 24th May 2021

Reviewed and re-adopted Full Council 11th May 2022

Reviewed and re-adopted Full Council 10th May 2023

Reviewed and re-adopted Full Council 8th May 2024

Reviewed, Amended, and Re-adopted Full Council 29th July 2024

Amendment approved at Full Council on 3rd March 2025, and Re-adopted Full Council 14th April 2025

Re-adopted Full Council 14th May 2025

Amendment as approved at Full Council on 28th July 2025

Part two

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How to use model standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

Model standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them without changing them. Other model standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in model standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes the term 'OR' provides alternative options for a council to choose from when determining standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW).

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Model standing orders

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;

- vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 1 minutes without the consent of the Chair of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available**



free of charge or at a reasonable cost.


- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Guidance on how to give notice and speak at meetings is provided on the Council's website.
- f Members of the public who are not residents of Ludlow may speak during public open session at the discretion of the Chair, particularly where the matter directly relates to the town or the Council's responsibilities.
- g Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- h The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.
- i Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- j In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- k A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
- l A person who speaks at a meeting shall direct his comments to the Chair of the meeting.


m Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.



n Councillors are not permitted to speak in public open session at Council or committee meetings.




  o **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted as long as it does not disrupt the meeting.**

  p **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

 q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if any).**

 r **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

   s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

   t **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chair of the Council at the annual meeting of the council.

u **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

Voting on the appointment of the Mayor and Deputy Mayor and Co-options shall take place in open session and the vote shall be by a paper ballot, which is counted and reported at the meeting. The ballot papers will be retained for scrutiny for a period of one week after the meeting.

- v The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.



- w *(England)* **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**



- x **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.



- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- z A meeting shall not exceed a period of 2 hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.
- e The Mayor may not become the Chair or Vice-Chair of the Staffing & Appeals Committee.

5. Ordinary council meetings

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d (*England*) In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e The first business conducted at the annual meeting of the council shall be the election of the Chair and Vice-Chair (if any) of the Council. Election of the Mayor and Deputy Mayor will be by paper ballot.
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council

shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chair of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

- j** Following the election of the Chair of the Council and Vice-Chair (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. (*England*) In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
 - xv. Review of the council's and/or staff subscriptions to other bodies;
 - xvi. Review of the council's complaints procedure;

- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chair of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chair of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The Chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the Chair of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 4 members of the committee or the sub-committee, any 4 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-committee.

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- b Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from appointment.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in

the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(f) above.

England

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

- iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the District or Unitary Council [(Wales) [County Borough] OR [County Council]] that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. or** by email.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the council to the [Chair or in his absence

the Vice-Chair of the Council] OR [Chair or in his absence Vice-Chair of the Representational Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Representational committee;

- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council’s receipts and payments for each quarter;
 - ii. the council’s aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council’s receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and

approval.

- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council OR the Staffing & Appeals Committee is subject to standing order 11 above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chair of the Staffing & Appeals Committee or, if he is not available, the vice-Chair of the Staffing & Appeals Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing & Appeals Committee at its next meeting.
- c. The Chair of the Staffing & Appeals Committee or in his absence, the vice-Chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Staffing & Appeals Committee.
- d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the Chair of [Staffing

& Appeals Committee or in his absence, the vice-Chair of Staffing & Appeals Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing & Appeals Committee.

- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Chair or vice-Chair of Staffing & Appeals Committee, this shall be communicated to another member of Staffing & Appeals Committee, which shall be reported back and progressed by resolution of Policy & Finance Committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk.

20. Requests for information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- i. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]*
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County or Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the council.

- b Unless the council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the council.

25. Restrictions on councillor activities

- a Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.



MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 1 minute without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Guidance on how to give notice and speak at meetings shall be provided on the Council's website.
- f Any person may speak at a public session at the discretion of the Chair.
- g Written questions for answering at the meeting should normally be submitted to the Proper Officer by noon preceding (2) clear days prior to the meeting and may relate to an item included on the agenda of the meeting or to any matter within the remit of the relevant committee or the Council, as the case

- may be. The Proper Officer shall inform the Chair of all questions received at least (1) clear day in advance of the meeting
- h Residents may ask oral questions at a meeting relating to items included on the agenda of that meeting.
 - i Questions shall be directed to the Chair of the meeting who may request the Town Clerk or another member to reply.
 - j Answers to questions may take the form of:
 - Direct oral response, or
 - When the desired information is contained in a publication, reference to that publication, or
 - When it is more convenient to do so, a written answer to be provided within 7 days of the meeting.
 - k Every question shall be put and answered without discussion, although the questioner shall be permitted to ask one supplementary question directly related to the answer if the question is answered at the meeting.
 - l Questions shall not be permitted that relate to the individual affairs of either the questioner or any other named person, and should only relate to matters of policy or practice,
 - m The Chair of the meeting may disallow any question that is, in his or her opinion, improper or irrelevant.
 - n Questions and the answers are to be clearly recorded in the Minutes for the meeting where the questions are asked.
 - o The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 15 minutes unless directed by the chair of the meeting.
 - p Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - q A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
 - r A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
 - s Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
 - t **Subject to standing order 3(w), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the**

- public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- u A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- v The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- w Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- x The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- y Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- z The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- aa **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- bb Voting on the appointment of the Mayor, Deputy Mayor and Co-options shall take place in open session and the vote shall be by a paper ballot, which is counted and reported at the meeting. The ballot papers will be retained for scrutiny for a period of one week after the meeting.
- cc The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;

- ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- dd **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
 - ee **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- ff **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- gg A meeting shall not exceed a period of (2) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (5) days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;

- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (3) members of the committee [or the sub-committee], any (3) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (7) councillors to be given to the Proper Officer in accordance with standing order 9.1, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected

until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (3) clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The Proper Officer and the Chair of the forthcoming meeting or, if they are not available, the Vice-Chair of the forthcoming meeting, shall discuss the agenda at least 7 clear days before the meeting. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection in a register kept for that purpose and the Proper Officer shall inform the mover of the explanation for the rejection at least 3 clear days before the meeting.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;

- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (3) days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- ~~xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Representational Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];~~
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

- iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council,

the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing Committee or, if they are not available, the vice-chair of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to the Committee at its next meeting.
- c. The chair of the Staffing Committee or in their absence, the vice-chair of the Staffing Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing.
- d. Subject to the Council's policy regarding the handling of grievance matters, the

Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in their absence, the vice-chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee], which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**
- c When any Freedom of Information requests are received by the Council, the Proper Officer shall provide full details of the request(s) to the Mayor, Deputy Mayor and the Chair(s) of any relevant committee(s) within 3 days. Before responses are sent to such Freedom of Information requests, the Proper Officer will agree them with the Mayor/Deputy Mayor and any relevant Committee Chairs.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



RECOMMENDATIONS FROM SERVICES COMMITTEE 8TH APRIL 2026 TO FULL COUNCIL 20TH APRIL 2026

S25/177 CHRISTMAS LIGHTS UPDATE

RECOMMEND PA/IMM (unanimous)

That a Town Lighting Display Task and Finish group is set up with membership including Ludlow Chamber with a remit to research options for across street lighting and display features for summer and winter.

Item 27.

COMMITTEE MINUTES

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

PF/196 APOLOGIES

Apologies for absence were received from Councillors Childs, Gill, Ginger and Maxwell-Muller.

PF/197 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/198 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/199 UNITARY COUNCILLORS' SESSION

Unitary Councillor Parry, Ludlow South, was present but made no comment.

PF/200 MINUTES

RESOLVED RO/KC (5:0:1)

That the minutes of the Policy and Finance Committee meeting held on the 19th January 2026, be approved as a correct record, and signed by the Chair.

PF/201 ITEMS TO ACTION

The following comments on the Items to Action were made:-

PF/193 15/04/24 - ELECTRIC VEHICLE CHARGING

To request that a report be brought to Council to scope out the project, timeframe and costs for installing an electric vehicle charging compound.

Query & Response: Timeframe? Added to the Council's project list but not a priority project.

PF/187- SCAFFOLDING

That the Town Wall scaffolding report be noted and quotations will continue to be sought.

Query & Response: Update? Quotes are being sought but delayed due to nature of the site.

PF/140 28/11/22 - POLICY REVIEW

That:-

- a) a standard format and style template be adopted for use by all Committees for their policies, protocols and procedure documents.
- b) an electronic Policy Library be set up from a master list of such documents.
- c) the library is structured to reflect the Council's Executive and Service functions.
- d) Standing Orders retain their existing standard format.
- e) the format and style of up to three policies per meeting of existing documents is reviewed by Policy and Finance within a timing plan to review the format and style all policies.
- f) Staff produce a draft template for the next meeting.

Query & Response: Electronic Policy Library? Majority of policies are available on the website but we don't have a secure dedicated Councillor library.

PF/112 - ITEMS TO ACTION

That a report be presented to Full Council on the history of the CCTV project, to include details of the selection of the contractor, costings, payment schedule, Police contribution and accounting and any other important correspondence.

Query & Response: Update? Report to next Council meeting.

PF/93 - RESIDENTIAL RENTAL

That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.

Query & Response: Update? Report to next Council meeting.

RESOLVED RO/MT (5:0:1)

That the items to action from the Policy and Finance Committee meeting held on the 19th January 2026, be approved.

PF/202 FINANCE INFORMATION

RESOLVED RO/MT (Unanimous)

That the Cash Book Payments, Income and Reconciliation; Barclaycard Payments, Income and Reconciliation; Petty Cash Payments, Income and Reconciliation; Public Sector Deposit Fund Payments, Income and Reconciliation; and Income Cash Book Payments, Income and Reconciliation for December 2025, be received.

PF/203 AGED DEBTORS

a) **Debtors Report**

RESOLVED RO/MT (Unanimous)

That the Debtors report be received.

PF/204 AGED DEBTORS

b) **Debtors Explanation Report**

RESOLVED RO/MT (Unanimous)

That the Debtors Explanation Report be received.

PF/205 3rd QUARTER INCOME AND EXPENDITURE

a) **Income and Expenditure Report**

RESOLVED RO/MT (Unanimous)

That the 3rd Quarter Income and Expenditure Report, be noted.

PF/206 b) Exceptions Report

RESOLVED RO/MT (5:0:1)

That the 3rd Quarter Exceptions Report, be approved.

PF/207 POLICY REVIEW

a) **Corporate Governance Policy**

RECOMMENDED RO/MT (4:1:1)

That:-

a) the Corporate Governance Policy, be adopted

b) clarity be provided on the difference between principles in the policy and those from CIPFA.

PF/208 b) Health and Safety Policy and Handbook

RECOMMENDED RO/KC (5:0:1)

That the Health and Safety Policy and Handbook, subject to the inclusion of "vaping" where reference is made to "smoking", be adopted.

PF/209 c) Sexual Harassment Risk Assessment

RECOMMENDED RO/ISB (Unanimous)

That the Sexual Harassment Risk Assessment, be adopted.

PF/210 CLIMATE ACTION TASK AND FINISH GROUP

a) Minutes

RESOLVED RO/MT (Unanimous)

That the minutes of the Climate Action Task and Finish Group meeting held on the 29th January 2026 be received.

PF/211 b) Recommendations

RECOMMENDED RO/DL (5:0:1)

That:-

- a) purchase of a banner to be hung under the market stall canopy to be more easily identifiable at the Green Festival and other events, be approved.
- b) casual enquiry be made to the landowner of the Budgens old site to establish what the 'park' is going to look like and how long it is likely to be there?

PF/212 OVERHAUL OF PRACTITIONERS' GUIDE

RESOLVED RO/MT (Unanimous)

That the overhaul of the Practitioners' Guide be noted.

PF/213 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

a) Statement – January 2026

RESOLVED RO/MT (5:0:1)

That the CCLA Public Sector Deposit Fund Investment statement for January 2026, be noted.

PF/214 b) Redemption Contract Notes – January 2026

RESOLVED RO/DL (5:0:1)

That the CCLA Public Sector Deposit Fund Redemption Contract Notes, be noted.

PF/215 MAYOR AND DEPUTY MAYOR EVENTS

RESOLVED RO/DL (Unanimous)

That the Mayor and Deputy Mayor's event attendance from November 2025 to January 2026, be noted.

FC/216 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED RO/DL (unanimous)

That 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, and the meeting continue in closed session.

The meeting closed at 8.39pm

Chair

Date

N.B. Closed Session Minutes WILL be issued for this meeting.



CLOSED MINUTES

Closed Session Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 2nd MARCH 2026** at **7.00PM**

PF/217 **CONTRACT**

RESOLVED MT/KC (5:0:1)

That the Council's IT infrastructure support services are appropriate.

The meeting closed at 8.39pm

Chairman

Date

Item 15
26/00549/CPE

Cllr Parry

works with residents on Sandpits
Has been contacted by a resident
but the property is not in her
ward

R/274 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

R/275 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

Councillor Parry provided an update on the Sheet Road closure. She stated that the plan had been changed at the last minute and Minsterley Motors (buses) were only informed on Monday morning. Signage at the junction of Upper and Lower Galdeford and at the top of Henley Road were confusing.

RESOLVED KC/PA (unanimous)

To write to Shropshire Council to ask why the original plan for the traffic management was changed to a road closure at the last minute, and to request that accurate, informative and appropriate signage is used to help visitors successfully navigate the Town during road closures.

In particular, the road closure signage in Galdeford, near the Queens pub, appears to be causing confusion. There have also been reports of increased traffic and large vehicles along Sandpits Road, as well as very large vehicles using St Margarets Road. As this is a narrow, winding residential road, larger vehicles are having to mount the pavement in order to pass, which is understandably causing concern.

R/276 MINUTES

RESOLVED SH/KC (unanimous)

To approve as a correct record and sign the minutes of the Representational Committee meeting held on 24th February 2026.

R/277 ITEMS TO ACTION

RESOLVED SH/PA (unanimous)

To note the items to action of 24th February 2026.

R/278 SHROPSHIRE COUNCIL DECISIONS PENDING

RESOLVED SH/PA (unanimous)

That the decisions pending by Shropshire Council be noted.

R/279 **SHROPSHIRE COUNCIL DECISIONS**

RESOLVED **SH/PA (unanimous)**

That the decisions by Shropshire Council be noted and move 25/02670/LBC to pending.

R/280 **PLANNING APPLICATIONS**

26/00730/VAR Beech House , 41 New Road, Ludlow, Shropshire, SY8 2NY

RESOLVED **SH/ISB (unanimous)**

To object to the variation of Conditions 1 and 2 of 25/02954/VAR to allow for a revised design of Plot 2 for the following reasons

The plans and explanation are inadequate and difficult to understand, and the variation does not meet the stated aim to remove the hazard to the tree.

R/281 **26/00615/ADV Vision Express, 6 - 7 High Street, Ludlow, Shropshire, SY8 1BS**

RESOLVED **PA/ISB (unanimous)**

No objection to the replacement/ refurbishment of existing heritage style signage.

R/282 **26/00617/LBC Vision Express, 6 - 7 High Street, Ludlow, Shropshire, SY8 1BS.**

RESOLVED **PA/ISB (unanimous)**

No objection to the replacement/refurbishment of existing heritage style Signage.

19:28 Cllr Addis left the room.

R/283 **26/00619/FUL 25 Castle View Terrace, Ludlow, Shropshire, SY8 2NG**

RESOLVED **SH/KC (unanimous)**

No objection to the erection of detached garden room building for use as a home gym.

19:31 Cllr Addis re-joined the meeting.

R/284 **26/00824/COU 12 Castle Street, Ludlow, Shropshire, SY8 1AT**

RESOLVED SH/PA (4:0:2)

No Objection to the change of use from Sui Generis (Public House) to Class E (b) for the sale of food and drink for consumption (mostly) on the premises.

R/285 **26/00870/VAR Marches Biogas Limited, Biodigester Station, Coder Road, Ludlow, Shropshire, SY8 1XE**

RESOLVED SH/PA (5:1:0)

No Objection to the Variation of Condition No. 2 attached to permission 25/00309/FUL dated 27 March 2025.

R/286 **ROAD CLOSURE/TRAFFIC MANAGEMENT**

RESOLVED SH/KC (unanimous)

To note the road closures, and write to Shropshire Council to request that they consider the impact on visitors to the town when setting up diversion signage for road closures because the current signage layout for the Sheet Road claire is poorly designed and therefore confusing even for local residents.

R/287 **BUILDINGS, BUILDING LAND AND TREES**

RESOLVED SH/PA (unanimous)

To add the following issues to the list for further investigation:

- The heras fencing at the Oaklands site on the Bromfield Road needs reinstating to deter ASB on the site.
- To request that building control undertake an inspection of the deteriorating roof of the former Wildwood site on Broad Street.
- To request further information regarding the inspection regime for the scaffolding at the former Costa site, and to advise that the windows boarded from the inside should be made safe with exterior boarding.
- To contact Connexus to chase up on repairs to the retaining wall on the corner of St John's and Temeside.
- That a small section of low-level wall surrounding St Johns Garden is in a state of considerable disrepair wall with the coping stones removed.
- The note that Youth Center in Galdeford is expected to be repaired and reopened in July 2026.
- To pass on a report to Connexus that a resident of Whitefriars is concerned all the trees around her property have been cut down without warning and provision of a reason for the works.

R/288 **CONNEXUS PROPERTY DISPOSALS AND SANDPITS
REGENERATION – LUDLOW**

RECOMMEND PA/SH (unanimous)

To approve writing to Connexus to seek clarification on the following, and that the information received is made available to the Neighbourhood Plan Task and Finish Group to inform their work.

Sandpits Regeneration Programme

- The current status and revised timeline of the regeneration.
- The number of homes removed from the original scheme.
- The allocation and expenditure of the £6.5 million budget.

Economic Viability and Rehousing

- The criteria used to determine when repair is not economically viable.
- The number of properties assessed in this way in Ludlow.
- The number of households rehoused as a result.

Connexus Disposal Policy

- How many homes have been sold in Ludlow since 2022.
- How many new homes have been delivered in Ludlow in the same period.
- How sale proceeds from Ludlow properties have been reinvested locally.

Repairs and Maintenance

- Average repair response times in Ludlow.
- Whether prolonged disrepair contributes to later decisions that a property is not economically viable to retain.

R/289 **NEIGHBOURHOOD PLAN**

RECOMMEND KC/SH (unanimous)

To approve the terms of reference with the addition of some evening meeting provision.

To approve Cllr membership of Cllr Addis, Cowell, Harris, and Scott-Bell.

R/290 **PLANNING APPEALS**

RESOLVED SH/PA (unanimous)

To note the introduction of new legislation from 1 April 2026.

**R/291 SLCC RESPONSE TO THE NATIONAL PLANNING POLICY
FRAMEWORK (NPPF) CONSULTATION**

RESOLVED SH/VP (unanimous)
To note the response.

**R/292 NEW AMENDMENTS WILL CREATE SAFER STREETS, CHAMPION
CULTURE, AND STRENGTHEN LOCAL ACCOUNTABILITY UNDER
THE ENGLISH DEVOLUTION BILL**

RESOLVED SH/VP (unanimous)
To note the amendment to the bill.

Meeting closed at 8:14pm

Chairman

Date

Closed Session minutes will be issued

DRAFT

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH MARCH 2026** at 9.30 am.

ST/78 PRESENT

Chair: Councillor Scott-Bell

Councillors: Lyle, Owen and Ward.

Officers: Gina Wilding, Town Clerk
 Helen Jones, Senior Administrative Assistant

ST/79 ABSENT

Councillors Cowell, Gill, Harris, Hepworth and Maxwell-Muller were absent.

ST/80 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/81 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

ST/82 APOLOGIES

Apologies were received from Councillors Cowell, Gill, Hepworth and Maxwell-Muller.

ST/83 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared.

Conflict of Interest
None declared.

Personal Interests

None declared.

ST/84 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/85 MINUTES

RESOLVED ISB/DL (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 10th December 2025 be approved as a true record and signed by the Chair.

ST/86 ITEMS TO ACTION

RESOLVED ISB/DL (unanimous)

That the items to action of the Staffing Committee meeting held on the 10th December 2025 be noted.

ST/87 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/DL (unanimous)

That 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 public be excluded and the meeting continue in closed session.

The meeting closed at 10.22 am.

Chair

Date

Closed session minutes will be issued.

CLOSED SESSION MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH MARCH 2026** at 9.30 am.

ST/88 **RECRUITMENT**

RESOLVED ISB/DW (unanimous)

That the Job Description / Person Specification be amended to explicitly state that the successful candidate will not be provided with a vehicle and will be expected to travel between the sites at Castle Street, Smithfield and Linney by appropriate means, which may include walking.

ST/89 **HEALTH & SAFETY MONITORING**

RESOLVED ISB/DW (unanimous)

That a summary of the full Health & Safety monitoring process is brought to the next Staffing Committee meeting for review.

ST/90 **APPRAISALS**

RESOLVED ISB/DL (unanimous)

That the Health and Safety Executive Stress Indicator Tool be adopted, with survey results analysed by department where anonymity can be maintained, and that headline figures for absence due to stress be reported to the Staffing Committee.

ST/91 **EFFICIENCY REVIEW**

RESOLVED ISB/DL (unanimous)

That the report and notes from the January Efficiency Review (ER) T&F Group meeting be noted, and that the next ER T&F meeting is held at the Guildhall at 10am on Friday 24th April 2026.

The meeting closed at 10.22 am.

Chair

Date

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 8TH APRIL** at 7PM

S25/150 **PRESENT**

Chair: Councillor Cowell

Councillors: Addis, Childs (Vice Chair), Maxwell-Muller, Parry, Tapley & Taylor.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Julie Cox, Finance Assistant

S25/151 **ABSENT**

Councillors Gill, Ginger, Harris, Hepworth and Lyle were absent.

S25/152 **WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

The Chair, Councillor K Cowell, welcomed everyone to the Services Committee meeting at the Guildhall and explained housekeeping information.

S25/153 **RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

S25/154 **MEETING PROTOCOL**

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

S25/155 APOLOGIES

Apologies were received from Councillors Gill, Ginger and Lyle.

S25/156 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

None declared

S25/157 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S25/158 LUDLOW UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) updated the committee on the issue of rubbish not being collected by Shropshire Council from the public bins in Town at the start of April. This has now been resolved and confirmed that rubbish will be collected seven days a week, by Shropshire Council.

S25/159 MINUTES

RESOLVED KC/PA (5:0:2)

That the minutes of the Services Committee meeting held on Wednesday 25th February 2026 be approved as a correct record and signed by the Chair.

**S25/160 ITEMS TO ACTION
RESOLVED KC/MT (unanimous)**

That the Items to action from Services Committee on Wednesday 25th February 2026 be noted.

S25/161 YOUTH FESTIVAL

RESOLVED MT/IMM (unanimous)

To approve maximum expenditure of £2500.00 for the activities, plus the cost for professional first aid cover, for the Youth Festival be held on 30th July 2026 at Wheeler Road Recreation Area.

S25/162 RESOLVED IMM/VP (unanimous)

That a fee of £70.00 per pitch be charged to food vendors and attraction activities making a charge to users.

S25/163 RESOLVED MT/KC (unanimous)

That the event will be free entry, hosted by Ludlow Town Council. The activities and attractions to provisionally be included, subject to availability and cost, are:

- Hire of a pump track
- Hire of a gaming van
- Hire of a bouncy castle (maybe a cost to use)
- Ice cream van (would be a cost to use)
- Police car and officers
- Fire engine and officers, plus safe water education.
- Local musicians
- Promotion from Ludlow Assembly Rooms
- Promotion from Ludlow doctors' surgery
- Promotion from Ludlow Air Cadets
- Sports activities
- Craft activities
- Stalls for local youth organisations.

S25/164 RESOLVED MT/PA (unanimous)

That the feasibility of the festival being held on a Saturday, during the Summer School holidays be explored. If this is not possible, then the Festival is to go ahead on its original planned date of Thursday 30th July 2026.

S25/165 LUDLOW MARKET LITTER CONCERNS

RESOLVED MT/IMM (unanimous)

That the results of a request to Shropshire Council to increase the number of post mounted public bins around the Market and for a costing for inclusion in the daily waste collection be brought back to the committee.

That a letter be sent to all market traders informing them that Services Committee has expressed concerns about the cleanliness of the market and their stalls must be left clean at the end of each trading day, and waste should be placed in the large commercial bins provided in Castle Street Car Park, not in the public bins around the square. Traders are to be advised that non-compliance may result in action being taken.

That the litter on the Market Square will be continually monitored. Periodic inspections will be undertaken by Ludlow Town Council staff throughout market trading days by to help ensure that the market stalls are left free of any debris at the end of trading days.

That a report be brought back to Services Committee in June.

S25/166 CEMETERY EXTENSION AREA

RESOLVED MT/KC (5:2:0)

To approve including the following options in the initial layout drawings:

- Christian and non-denominational burial plots
- Cremated remains plots
- Muslim burial plots
- Turing circle for hearses
- Hard and soft landscaping
- Drainage

A report to be brought back to Committee, once drawings have been received to consider the feasibility of the above.

S25/167 NATIONAL BURIAL AND CREMATION REFORM

RESOLVED KC/PA (unanimous)

To note the government report.

S25/168 MEMORIAL BENCHES IN CASTLE GARDENS

RESOLVED MT/KC (unanimous)

That the request for a new memorial bench in Castle Gardens be approved.

S25/169 RESOLVED MT/PA (unanimous)

That the layout for four future benches in Castle Gardens be approved.

S25/170 RESOLVED KC/PA (unanimous)

That the suggestion of a plaque wall for bench plaques beyond five years old be approved in principle, subject to a report coming back to Committee to include costings & siting of plaque memorial wall.

S25/171 UPDATE ON LUDLOW TOWN COUNCIL BENCH MAINTENANCE

RESOLVED KC/VP (unanimous)

To note the update on maintenance of benches by our volunteer.

S25/172 REPLACEMENT OF HENLEY ROAD BENCH

RESOLVED PA/MT (6:1:0)

To approve that the damaged bench be replaced with the Broxap Ashwater brown bench at a cost of £582.00 to be funded from Street Furniture EMR.

S25/173 REFURBISHMENT OF CASTLE GARDENS WATER FOUNTAIN

RESOLVED PA/IMM (unanimous)

To approve the offer from a volunteer to refurbish the water fountain with the cost being met by a local family.

Prior to commencing work, a specification, all the necessary health and safety requirements, and suitable dates will be agreed with the Town Clerk. This information will be retained for future use and maintenance.

S25/174 VOLUNTEER OFFER TO ASSIST WITH CASTLE GARDENS WALL & POST PROJECT

RESOLVED PA/VP (unanimous)

To approve acceptance of the offer from a volunteer to provide a detailed report on timber post options, including their cost.

S/25/175 TURFING IN CASTLE GARDENS

RESOLVED VP/IMM (unanimous)

To approve the Guerilla Gardeners to re-turf the 120m² adjacent to the large cherry tree and bench in the "western arm" of the gardens; and 5 "edge strips" with a total area of approximately 20m² along verges beside the planted borders (each strip is approx. 30cm wide). Total cost to include soil improver would be approximately £570.00. To be funded from amenities budget (code 410/4222).

S25/176 DIRECT LABOUR FORCE LEASE HIRE VEHICLES

RESOLVED MT/IMM (unanimous)

That a report comes back to Committee with costings sourced by the DLF for purchase and lease hire of a tipper truck, and vans to be specified by the DLF Team.

S25/177 CHRISTMAS LIGHTS UPDATE

RECOMMEND PA/IMM (unanimous)

That a Town Lighting Display Task and Finish group is set up with membership including Ludlow Chamber with a remit to research options for across street lighting and display features for summer and winter.

To note that a costed report will be bought back to Services Committee for new braided cross-street Christmas lights in Corve Street, Old Street, Bull Ring, King Street, High Street and top of Broad Street.

S25/178 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED KC/MT (unanimous)

The Chair 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.

The meeting closed at 9.02pm

Chair

Date

Closed session minutes will be issued for this meeting.

DRAFT

CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 8th APRIL** at 7PM.

S25/179 VEHICLE ACCESS TO HENLEY ROAD CEMETERY

RESOLVED PA/VP (unanimous)

That the quotation from Tarmacadam Driveways to resurface the vehicular entrance to the Cemetery (approx. 180 sqms) for £8,300.00 be approved. The work needs to be completed as soon as possible due to health & safety concerns. To be funded from the Contingency EMR 353.

S25/180 MEETING EXTENSION

RESOLVED KC/PA (unanimous)

That the meeting be extended.

S25/181 CEMETERY EXTENSION AREA

RESOLVED KC/DC (unanimous)

That the quotation from The CDS Group of £5,118.75 for topographical survey and, subject to confirmation of the design brief, to produce a layout drawing. To be funded from EMR 331 Cemetery.

S25/182 HENLEY ROAD CEMETERY – BABIES AREA ARCH

RESOLVED PA/IMM (unanimous)

That the purchase of a Zest Horizon Garden Arch from One Garden at a cost of £299.99 be approved. To be installed at the entrance to the Babies Memorial Area. To be funded from Contingencies EMR 353.

The meeting closed at 9.02pm.

Chair

Date