



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 2nd SEPTEMBER 2013** at **7.00PM**.

FC/173 **PRESENT**

- Chairman: Councillor Smithers, Mayor
- Councillors: Copley; Draper; Ginger; Holcombe; Jones; Kemp; Mold; J Newbold; S Newbold; Parry; Perks; Sheward; Toop
- Officers: Gina Wilding, Town Clerk;
Lucy Jones, Finance Secretary
- Also in Attendance: Tony Blench; Ludlow Assembly Rooms Board of Trustees
Kate Howe, Ludlow Assembly Rooms CEO
Colin Richards, Boxing Club Project Manager

The Mayor welcomed newly elected Councillors S. Newbold and Sheward to the Council.

FC/174 **HEALTH & SAFETY**

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/175 **APOLOGIES**

Apologies for absence were received from Councillor Lyle.

FC/176 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
G. Ginger	Ticl App	Local Business Owner
P. Kemp	Ticl App	Local Business Owner
P. Toop	Ticl App	Local Business Owner
A. Copley	Boxing Club	Associated with the Rockspring Centre

FC/177 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

Tish Dockerty, Ludlow Chamber of Trade and Commerce, stated that in accordance with the presentation she made the Policy and Finance Committee she would like Members to consider making a donation £1,000 towards the start up costs of the Ticl App Project, this funding would be matched by the Ludlow Chamber of Trade and Commerce and an application would be made to the Ludlow and Clee Local Joint Committee in October for a further £2,000. She added that this was a one off start up fee as it was hoped that the App would be sustainable in future years through advertising income.

FC/178 PUBLIC OPEN SESSION FEEDBACK (15 minutes)

The Town Clerk stated that all questions had been answered at the last meeting.

FC/179 UNITARY COUNCILLORS SESSION

Unitary Councillor R Taylor-Smith, Ludlow North, welcomed the new Councillors to Ludlow Town Council. She stated that supporting the Ludlow Assembly Rooms was very important and she hoped the Town Council would continue to do so as Shropshire Council does. She said that she was looking forward to opening of the Boxing Club which would be a real asset to the town. She added that there was a Maternity Services Review taking place in the town and she encourage Members to express their views at the consolation on the 4th September from 10.00am to 12 noon at the Ludlow Mascall Centre.

Unitary Councillor V Parry, Ludlow South, stated that the SAMDev Questionnaire response was very important, she added that she had received numerous complaints from residents of The Sheet as to the proposal in that area.

Unitary Councillor Parry went on to say that following the change over of bus company on the town service she had received around fifty complaints from members of the public as to the poor service.

Councillor Jones added that the new bus timetables were wrong, essential routes and times had been lost and passengers with pushchairs were being refused service. She stated that in a town with so many elderly or disabled residents the bus services was vital.

RESOLVED (Unanimous) GP/PT

That the Town Clerk write to Shropshire Council and R&B Travel to express the Council's concerns and problems encountered and invite R&B Travel to attend a meeting of the Council to explain their vision for their contract with Shropshire Council.

FC/180 MINUTES

a) 8th July 2013 – Open Session

RESOLVED (12:0:2) RJ/PT

That the minutes of the Council meeting held on the 8th July 2013, be approved as a correct record and signed by the Chairman.

FC/181 b) 8th July 2013 – Closed Session

RESOLVED (11:0:3) PD/PT

That the closed session minutes of the Council meeting held on the 8th July 2013, be approved as a correct record and signed by the Chairman.

FC/182 c) 10th July 2013 – Open Session

RESOLVED (10:0:4) RJ/PT

That the minutes of the Council meeting held on the 10th July 2013, be approved as a correct record and signed by the Chairman.

FC/183 d) 10th July 2013 – Closed Session

RESOLVED (8:0:6) PT/RJ

That the closed session minutes of the Council meeting held on the 10th July 2013, be approved as a correct record and signed by the Chairman.

FC/184 e) 23rd July 2013 – Open Session

RESOLVED (9:0:5) PT/RJ

That the minutes of the Council meeting held on the 23rd July 2013, be approved as a correct record and signed by the Chairman.

FC/185 f) 23rd July 2013 – Closed Session

RESOLVED (8:0:6) PT/RJ

That the closed session minutes of the Council meeting held on the 23rd July 2013, be approved as a correct record and signed by the Chairman.

FC/186 FUNERAL OF DAVID LEWIS, PARADE MARSHALL

The Mayor informed the Council of sad loss of the Council's Parade Marshall, David Lewis, he informed Members of the details of the funeral and asked that Councillors attending wear their robes as a sign of respect.

The mayor lead a one minute silence in remembrance of David Lewis.

FC/187 LUDLOW ASSEMBLY ROOMS

Kate Howe and Tony Blench made a presentation to the Council (as attached) on the past, present and future of the Ludlow Assembly Rooms. They explained the funding issues encountered in recent years and their vision for the future including a Community Asset Transfer of building from Shropshire Council to the Assembly Rooms, which would enable the frontage of the box office to move to Castle Square.

Councillor Mold stated that £15,000 annual grant funding was reasonable but he would like to see the wording "at least" added to the Service Level Agreement in order to allow for inflation during the term of the Agreement. The Town Clerk said that this would mean that the grant would have to be reconsidered each year in order to budget for the funding.

RESOLVED (2:12:0) TM/VP

That the words "at least" be included in clause 3.1 of the Service Level Agreement in relation to the grant sum.

This motion was defeated.

FC/188 RESOLVED (12:1:1) JS/GP

That the Service Level Agreement be approved and a grant of £15,000 per year be made to the Ludlow Assembly Rooms from April 2014 to April 2016.

Councillor Jones left the meeting at 8.18pm

FC/189 BOXING CLUB

Colin Richards made a presentation of the Council on the history and progress of the Boxing Club (as attached).

He stated that he understood the Town Council whole heartedly supported the project. He asked that the Council consider providing funds to assist with tarmac for the car park, estimated to be in the region of £18,000 as well as landscaping the area surrounding the building.

RESOLVED (Unanimous) JS/PD

That the minutes of the Ludlow Amateur Boxing Club meeting held on the 25th July 2013 be noted.

FC/190 Members congratulated Colin Richards and the team on there hard work.

Councillor Perks left the meeting at 8.30pm

RESOLVED (Unanimous) PK/JS

That possible installation of a gate and parking bollards at the Boxing Club car park be referred to Services Committee for consideration.

FC/191 RESOLVED (12:0:1) JS/PD

- i) That the Town Council provide funding up to the value of £18,000 to create a car park.
- ii) The Council would continue to maintain the landscaping and grounds maintenance of the area as part of the whole Wheeler Road Site.

FC/192 POLICY & FINANCE COMMITTEE

a) Minutes

RESOLVED (9:0:3) JS/PD

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 29th July 2013, be received.

FC/193 b) Recommendations

Market Matters – Ticl App Presentation

That:-

- i) **the Town Clerk work with the Chamber of Trade and Commerce and other interested parties in order to make an application to the Local Joint Committee and look to incorporate the TICL App into the Heritage Interpretation Centre, and report back to Council.**
- ii) **Council consider the requested grant of £1,000**

RESOLVED (9:0:3) PD/JS

That:-

- i) the Town Clerk work with the Chamber of Trade and Commerce and other interested parties in order to make an application to the Local Joint

- Committee and look to incorporate the TICL App into the Heritage Interpretation Centre, and report back to Council.
- ii) Council approve the requested grant of £1,000

FC/194 Policies

That:-

- i) the Children and Vulnerable Adults Protection Policy be adopted.
- ii) the Town Clerk investigate training opportunities for Councillors.
- iii) the Protocol for Senior Citizens Christmas Party, as amended, be adopted.
- iv) the Customer Care Policy and Code of Practice be adopted.
- v) the Town Clerk bring a report to the next Council meeting on identification badges for Councillors.

RESOLVED (10:0:2) PD/JS

That:-

- i) the Children and Vulnerable Adults Protection Policy be adopted.
- ii) the Town Clerk investigate possible training opportunities for Councillors.
- iii) the Protocol for Senior Citizens Christmas Party, as amended, be adopted.
- iv) the Customer Care Policy and Code of Practice be adopted.
- v) the Town Clerk bring a report to the next Council meeting on identification badges for Councillors.

FC/195 Market Matters

That:-

- i) the terms of the current Market Licence be upheld.
- ii) Ms Bailey be given permission to fundraise with her dog on Events Square on the basis that she follow the Events Square Procedure and apply for a permit.

RESOLVED (11:0:1) PD/AC

That:-

- i) the terms of the current Market Licence be upheld.
- ii) Ms Bailey be given permission to fundraise with her dog on Events Square on the basis she follows the Events Square Policy and applies for a permit.

FC/196 RISK ASSESSMENTS

That the Risk Assessments be approved.

RESOLVED (11:0:1) PD/JS

That the Risk Assessments be approved.

FC/197 REPRESENTATIONAL COMMITTEE

RESOLVED (Unanimous) PT/GG

That the minutes of the Representational Committee meetings held on the 3rd and 31st July 2013, be received.

FC/198 SERVICES COMMITTEE

a) Minutes

RESOLVED (Unanimous) VP/JS

That the minutes of the Services Committee meeting held on the 22nd July 2013, be received.

FC/199 b) Recommendations

Market Matters – Revision Of Market Licence

That the revised Market Licence be adopted.

Bus Stop and Proposed Bus Shelter, Corve Street

That:-

- i) the request from the bus user for a shelter on Corve Street is declined;
- ii) the Town Clerk is authorised to write to the bus company again to request that the route is altered back to its original pick up point on Mill Street.

Toilets

That:-

- i) coin boxes are not fitted to any of the public toilets;
- ii) the Town Clerk is authorised to write to Shropshire Council to request the funds earmarked for the coin boxes to use for refurbishment of Smithfield Toilets.

Planting Scheme For 2014

That a report and costings for planting individual beds with bulbs and perennials are brought to the next Full Council meeting on the 2nd September 2013.

RESOLVED (Unanimous) VP/JS

Market Matters – Revision Of Market Licence

That the revised Market Licence be adopted.

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Planting Scheme For 2014

That a report and costings for planting individual beds with bulbs and perennials are brought to the next Full Council meeting.

FC/200 CHRISTMAS LIGHTS WORKING GROUP

a) Minutes

RESOLVED (Unanimous) VP/JS

That the minutes of the Christmas Lights Working Group held on the 21st August 2013, be received.

FC/201 b) Recommendations

Christmas Lights Across Street Banner

That the DLF locate a suitable site with the required height clearance in Old Street.

Christmas White String Lights

That possibilities be explored to extend the Christmas lights to the lower sections of Corve Street. Practicalities and the infrastructure will need to be considered and permission gained from residents/owners of the buildings.

Christmas Lights Switch On - Reindeers

That two reindeers and a sleigh attend the Christmas Lights Switch-On to bring Santa to the Grotto and the Sun-Shine bus be given permission to set up on Events Square to provide music/PA and hospitality.

Children's Christmas card competition

That:-

- i) there be a competition for Primary School Children to design a reindeer themed Christmas card/poster
- ii) £1.00 per entry could be charged and the proceeds from this will contribute towards the cost of the reindeers.
- ii) the competition will be judged by the Mayor and the Christmas Lights Working Group. One prize will be awarded. First prize will be a ride in Santa's reindeer sleigh to arrive at the Grotto for the Christmas Lights Switch-On.

The Town Clerk advised members of the costs of the proposed event.

RESOLVED (Unanimous) VP/JS

That:-

- i) the DLF locate a suitable site with the required height clearance in Old Street.
- ii) possibilities be explored to extend the Christmas lights to the lower sections of Corve Street. Practicalities and the infrastructure will need to be considered and permission gained from residents/owners of the buildings.
- iii) two reindeers and a sleigh attend the Christmas Lights Switch-On to bring Santa to the Grotto and the Sun-Shine bus be given permission to set up on Events Square to provide music/PA and hospitality.
- iv) there be a competition for Primary School Children to design a reindeer themed Christmas card/poster
- v) £1.00 per entry could be charged and the proceeds from this will contribute towards the cost of the reindeers.
- vi) the competition will be judged by the Mayor and the Christmas Lights Working Group. One prize will be awarded. First prize will be a ride in Santa's reindeer sleigh to arrive at the Grotto for the Christmas Lights Switch-On.

Councillor Mold left the meeting at 8.57pm

FC/202 STANDING ORDERS

RESOLVED (Unanimous) JS/PD

That Standing Orders be suspended in order to reconsider the Council's Committee Membership.

FC/203 EXTENTION OF THE MEETING

RESOLVED (Unanimous) JS/PK

That in accordance with Standing Order the meeting be extended by 30 minutes.

FC/204 COMMITTEE MEMBERSHIP

RESOLVED (Unanimous) JS/PD

That:-

- i) the Policy and Finance Committee Terms of Reference be amended to extend the Committee membership to 11 Councillors.
- ii) the Representational Committee Terms of Reference be amended to extend the Committee membership to 9 Councillors.

FC/205 RESOLVED (Unanimous) JS/PD

That:-

- i) Councillor S. Newbold become a member of the Services Committee, Mayfair Sub-Committee and Boxing Club Working Group.
- ii) Councillor Sheward become a member of the Representational Committee and Policy and Finance Committee.

FC/206 RESOLVED (Unanimous) JS/PD

That Councillor Sheward become a member of the Legal Matters Protocol Working Group.

FC/207 STANDING ORDERS

RESOLVED (Unanimous) JS/PD

That Standing Order be reinstated.

FC/208 NATIONAL SALARY AWARD

RESOLVED (Unanimous) PT/JS

That the National Salary Award details be noted.

FC/209 SAMDEV**RESOLVED (Unanimous) JS/PT**

That the Town Clerk contacts Shropshire Council to request a further extension of the consultation period until the end of October 2013, in order to the Council to gather further information on the situation regarding Ludlow Hospital.

FC/210 3rd QUARTER WORKLOAD

The Town Clerk explained that the staff workload was always heavy at this time of year had the forthcoming Tribunal and associated workload would increase the workload beyond an unachievable level. Therefore she recommended that Members defer or cancel meetings and projects during this time where possible.

RESOLVED (Unanimous) JS/AC

That:-

- i) the Services and Policy and Finance Committee meetings on the 4th and 11th November 2013 be cancelled.
- ii) the Representational Committee meeting on the 20th November 2013 be postponed until the 27th November 2013.
- iii) the completion of the new Town Council website be deferred until the new year.
- iv) the Town Clerk's CILCA studies be deferred until the new year and the Town Clerk report to Council on her progress in April 2014.

FC/211 ID BADGES

The Town Clerk passed around examples of badges. The Mayor stated that the badge information would include Councillors names, ward, term of office and the Council's logo.

RESOLVED (Unanimous) NH/PK

That the Council purchase Councillor name badges to include name, ward, term of office and the Council's logo with a magnetic clip for all Councillors.

FC/212 STAFFING AND APPEALS SUB COMMITTEE**RESOLVED (Unanimous) JS/PD**

That:-

- i) the Staffing and Appeals Sub-Committee becomes Staffing and Appeals Committee.

- ii) a clause 2.5 be inserted into the Terms of Reference to read “The Mayor may not become Chairman or Vice Chairman of the Staffing and Appeals Committee” and that this be reflected in Standing Order.
- iii) clause 6 be amended to read “ will hold delegated powers to decide personnel, employment and recruitment matters, except in relation to the Town Clerk when decisions must be ratified by full Council”.
- iv) subject to the above amendments the Staffing and Appeals Committee Terms of Reference be adopted.

FC/213 ONSHORE WIND DEVELOPMENT

RESOLVED (11:0:1) JS/PD

That:-

- i) the letter from Philip Dunne MP be noted.
- ii) the Town Council consult with other local organisations on this matter and pass on any comments to the MP.

FC/214 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (Unanimous) JS/PD

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.30pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.