

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 June 2022

COUNCIL

You are summoned to attend the Meeting of Ludlow Town Council to be held
at The Methodist Church, Broad Street, Ludlow SY8 1NH
20th June 2022 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Annual Return 2021/22
- Visit Shropshire presentation
- Civic Policies

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 essential housekeeping information.

In the event of a fire alarm, please leave in an orderly fashion by the main Exit at the front of the building. In the unlikely event that this route is blocked, please leave through the Fire Exit behind me, and through the side entrance. (For those upstairs there are Fire Exits at the front and at the back) Please assemble on the pavement outside, away from the front of the building.

For fire safety purposes, all attendees of this meeting were asked to give their name upon entry.

2. Recording of Meetings – Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. Apologies

To receive Councillors' apologies.

4. Declarations of Interests

To receive declarations of interests for:

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

5. Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

6. Ludlow Police Update – To receive an update from Ludlow Police.

7. Ludlow's Unitary Councillors Question and Answer Session – Ludlow's Unitary Councillors are invited to address their comments and questions the Council.

8. Minutes

- a) To approve the Minutes from the Annual Town Resident Meeting **MONDAY 25TH APRIL 2022.**
- b) To approve as a correct record the open and closed minutes of **COUNCIL** minutes of **WEDNESDAY 11TH MAY 2022.**



9. Items to Action

To note the items to action sheet from Wednesday 11th May 2022.

ITEM	Attachment
10. ANNUAL RETURN AND INTERNAL AUDITOR'S REPORT	
a) To adopt and the Internal Auditor's Report, and to note the completed and signed section 3 of the annual return.	10a
b) To approve the Annual Return Governance Statement (Section 1) in accordance with the Accounts and Audit Regulations.	10b
c) To approve the Annual Return Statement of Accounts 2021-22.	10c
11. VISIT SHROPSHIRE	
a) To consider an in-person presentation from Mark Hooper, Project Lead of Visit Shropshire regarding Town Council Membership in support of tourism.	No papers
b) To consider and approve membership at either Bronze Membership £500.00 per annum, Silver Membership £1500.00 per annum, or Gold Membership £2500.00 per annum	11b
12. PRESENTATION FROM SHROPSHIRE COUNCIL YOUTH SERVICES	
To receive a presentation from a Detached Youth Worker.	No papers
13. REQUEST TO USE WHEELER ROAD AS A VENUE FOR A FAMILY DAY ON THE 20TH AUGUST 2022	
To consider the request from the Education and Community Co-ordinator, Ludlow Fringe to use Wheeler Road for a summer family day on Saturday 20 th August 2022	13
14. STANDING ORDERS AND FINANCIAL REGULATIONS	
a) To adopt NALC LTN 87 PROCUREMENT <i>Suspend Standing Order 7</i>	14a
b) To adopt Standing Order with amended section 18.	14b
c) To adopt Financial Regulations with amended threshold figures <i>Reinstate Standing Order 7</i>	14c
15. BARCLAYS BANK	
a) To consider the communication from Barclays.	15a
b) To approve the alternative option, and review six months after instigation.	15b
16. CIVIC POLICIES	
a) To authorise that when the Mayor or the Deputy Mayor are unable to attend civic events to represent Ludlow Town Council staff, in consultation with the Mayor and Deputy Mayor, will invite other councillors to attend. Any Councillor representing Ludlow Town Council by invitation at civic events and occasions	No papers



	shall be permitted to claim expenses from the Mayor's allowance.	
b)	To adopt the amended Mayor's Civic Handbook and Ceremonial Chains Handling Policy.	16b
17.	TOWN CLERK'S APPRAISAL ACTION POINTS	
	To approve Action Points from Town Clerk's Appraisal on 22 March 2022, and receive the updates on progress.	17
18.	CODE OF CONDUCT	
	To adopt LTN 80 Members' Conduct and the Registration and Disclosure of their Interests (England)	18
19.	COMMITTEE MEMBERSHIP	
	<i>Suspend Standing Order 7</i>	
a)	To approve Councillor P Adams becoming a member of the Policy & Finance Committee.	19a
b)	To consider Representatives on outside bodies and approve Cllr Pote as Council Representative on the Parish Paths Partnership.	19b
	<i>Reinstate Standing Order 7</i>	
20.	CLIMATE ACTION SUB-COMMITTEE	
a)	To approve the terms of reference of the Climate Action Sub-Committee	20a
b)	To approve the membership of the Climate Action Sub-Committee	No papers
21.	REPRESENTATIVES ON OUTSIDE BODIES	
a)	To note that the Representatives on Outside Bodies policy only permits councillors to attend the meetings of the organisation and does not permit councillors to arrange their own meetings with the organisation.	No papers
b)	To approve the proforma for the End of Year Report to Council by Representatives on Outside Bodies.	21b
22.	RECRUITMENT	
a)	To ratify the appointment of AL as full-time Assistant Grounds Person/Market Assistant.	22a&b
b)	To ratify the appointment of RB as full-time Assistant Grounds Person.	22a&b
23.	COMMITTEE MINUTES	
a)	To receive the minutes of Representational Committee 4 th May and 7 th June 2022.	23a
b)	To receive the minutes of the Staffing Committee 14 th June 2022.	23b



24. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

No papers

25. GUILDHALL

To consider a report.

25

26. TOWN WALLS

To approve a timetable for legal advice.

26

M e m b e r s h i p

Councillors Ginger (Town Mayor); Waite (Deputy Mayor); Adams; Garner; Gill; Ginger; Jones; Lyle; O'Neill, Pote, Parry Tapley and Thompson.

The date of the next Council meeting is Annual Council on 1st August 2022