

# LUDLOW TOWN COUNCIL

## A G E N D A

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

**Contact: Gina Wilding**  
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**Despatch date: 26<sup>th</sup> July 2023**

### COUNCIL

You are summoned to attend the Meeting of Ludlow Town Council to be held  
at the Guildhall, Mill Street, Ludlow SY8 1AZ  
**31<sup>st</sup> July 2023 at 7.00pm**

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- Co-option
- Visit Shropshire
- Christmas Lights

***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.**

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber 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.

**Please note:** In the exercise of their functions, councillors must consider Equal Opportunities, Crime and Disorder, Health and Safety, and Human Rights.

**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.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

**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. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations.)*

**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. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.**

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

**7. Ludlow's Unitary Councillors Session – Ludlow's Unitary Councillors are invited to provide updates on Unitary Council matters related to Ludlow.**

**8. Minutes**

To approve as a correct record the open minutes of **COUNCIL** minutes of **MONDAY 19<sup>TH</sup> JUNE 2023**.

**9. Items to Action**

To consider the items to action sheet from Monday 19<sup>th</sup> June 2023.

<b>ITEM</b>	<b>Attachment</b>
<b>10. CO-OPTIONS</b>	
a) To note the Co-option procedure.	<b>10a</b>
b) To note the Completed Application Form.	<b>10b</b>
c) To receive the three-minute presentation from the applicant.	<b>No papers</b>
d) To follow the co-option procedure and SO 3r. for Gallows Bank Ward.	<b>No papers</b>
<b>11. VISIT SHROPSHIRE MEMBERSHIP</b>	
To consider the annual report from the Project Lead of Visit Shropshire; and to consider renewing membership.	<b>No papers</b>
<b>12. PLACE PLAN AREA – WELLBEING JOINT STRATEGIC NEEDS ASSESSMENT</b>	
To receive information on the Place Plan Area Joint Strategic Needs Assessment consultation.	<b>12</b>
<b>13. INTERNAL AUDIT YEAR END</b>	
a) To note the internal auditor's cover letter.	<b>13a</b>
b) To adopt the Year End Internal Audit summary and observations.	<b>13b</b>
c) To adopt the Internal Audit's Report for the 2022 / 23 AGAR.	<b>13c</b>
<b>14. GENERAL POWER OF COMPETENCE</b>	
To consider the report and options presented by the GPoC.	<b>14</b>
<b>15. CHRISTMAS LIGHTS</b>	
To consider a report and funding options.	<b>15</b>
<b>16. STAFF MEDICALS AND PROVISION OF HEPATITIS B INJECTIONS</b>	
To consider a report.	<b>16</b>
<b>17. POLICE &amp; CRIME COMMISSIONERS, TOWN &amp; PARISH COUNCIL SURVEY</b>	
To consider and approve the draft response to the Police & Crime Commissioners, Town & Parish Council Survey, closing date midday Monday 14 <sup>th</sup> August 2023.	<b>17</b>
<b>18. REPRESENTATIVES ON OUTSIDE ORGANISATION</b>	
<b><i>Suspend Standing Orders</i></b>	
To review and appoint Councillor representatives on Outside	<b>18</b>

Organisations for vacancies.

**Re-instate Standing Orders**

<b>19.</b>	<b>PROJECT SUPPORT GRANTS</b>	
a)	To note the Project Support Grant Criteria.	<b>19a</b>
b)	To consider a Project Support Grant Applications from Storymine.	<b>19b</b>
c)	To consider the request from the Ludlow Assembly Rooms in relation to the Project Support Grant of £300, awarded at Full Council 10 <sup>th</sup> May 2023 for a children's holiday club.	<b>19c</b>
<b>20.</b>	<b>INSURANCE</b>	
	To approve the renewal information for the Council's insurance in 2023-2024.	<b>20</b>
<b>21.</b>	<b>CIVILITY &amp; RESPECT PROJECT</b>	
	To note the Civility & Respect Project update.	<b>21</b>
<b>22.</b>	<b>EVENTS SQUARE</b>	
	To approve applications for community events.	<b>22</b>
<b>23.</b>	<b>COMMITTEE RECOMMENDATIONS</b>	
	To consider recommendations from the P&F Committee 5 <sup>th</sup> June and 10 <sup>th</sup> July 2023.	<b>23</b>
<b>24.</b>	<b>COMMITTEE MINUTES</b>	
a)	To receive the minutes of the Representational Committee 4 <sup>th</sup> July 2023.	<b>24a</b>
b)	To receive the minutes of the Services Committee 14 <sup>th</sup> June 2023.	<b>24b</b>
c)	To receive the minutes of the Policy & Finance Committee 5 <sup>th</sup> June and 10 <sup>th</sup> July 2023.	<b>24c</b>
d)	To receive the minutes of the Staffing Committee 19 <sup>th</sup> June and 11 <sup>th</sup> July 2023.	<b>24d</b>
<b>25.</b>	<b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>	<b>No papers</b>
	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.	
<b>26.</b>	<b>BUTTERCROSS COMMERCIAL LEASE</b>	
	To consider the recommendations from the Registered Valuer; and approve the attached lease.	<b>26</b>
<b>27.</b>	<b>TOWN WALLS</b>	
	To receive an update.	<b>27</b>

**28. ACAS COMMUNICATION**

To consider the report.

**28****M e m b e r s h i p**

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

**The date of the next Council meeting is 18<sup>th</sup> September 2023.**