



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **WEDNESDAY 10th MAY 2023** at 7.00 PM.

FC/01 PRESENT

Chairman: Councillor Ginger

Councillors: Adams; Childs; Gill; Jones; Lyle; Parry; Pote; Tapley;
Thompson, B Waite, S Waite.

Officers: Gina Wilding, Town Clerk
Naomi Brotherton, Senior Admin Assistant

FC/02 ELECTION OF MAYOR 2023/24

Cllr Ginger invited nominations for Mayor.

Councillor Pote nominated Councillor Ginger. This nomination was seconded by Councillor Gill.

No further nominations were received.

RESOLVED (unanimous) RP/GG

To elect Councillor Ginger as Mayor for 2023/2024.

Councillor Ginger signed the Declaration of Office.

FC/03 HEALTH & SAFETY

The Mayor welcomed everyone to the Full Council meeting, and requested that in the event of a fire alarm, everyone was to leave in an orderly fashion by the main exit at the front of the building. The assembly point is outside on the pavement away opposite the Guildhall.

FC/04 ELECTION OF DEPUTY MAYOR 2023/24

The Mayor of Ludlow, Councillor Ginger invited nominations for Deputy Mayor.

Councillor Gill nominated Councillor B Waite. This nomination was seconded by Councillor Thompson.

No further nominations were received.

RESOLVED (11:0:1) TG/DT

To elect Councillor B Waite as Deputy Mayor for 2023/2024.

Councillor B Waite signed the Declaration of Office.

FC/05 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.

The Council understands that some members of the public may not wish to be recorded and asked that they make this known at this point in the meeting.

FC/06 APOLOGIES

Apologies for absence were received from Councillors Garner and O'Neill.

FC/07 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Chair Ludlow in Bloom.

Personal Interests

None

FC/08 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public present.

Secretary, Fringe Festival -The Fringe Festival Secretary advised Members that an Project Support Grant application had been submitted for £1,000 to help with the associated organisational costs of the Carnival. She highlighted that the road closures alone cost £600 and drew Members attention to the lack of funds shown in the accounts. Referring to last years' parade she said it was extraordinary

and fabulous that so many different aspects and groups had come together, as well as Ludlow and some outlying villages to participate. The organisation Motivo, that the Fringe partnered with last year, is involved again this year, as the event went smoothly, and added she was in the process of recruiting and organising stewards.

The Fringe Secretary declared that the theme for the Carnival this year was Myths, Fantasies and Legends. It had been decided that the event would be later in the day, this year, beginning at the Brewery at 4.30 pm, finishing at the Castle at 5.15pm with a short celebration, before dispersing, as Midsummer Night's Dream was being performed in the Castle that evening.

Following a question from a Member, the Fringe Secretary confirmed that based on last year 45 minutes for the parade was more than sufficient. She added that any surplus to the grant would be used in Schools for workshops.

The Mayor thanked her for her time and stated that the application would be considered later in the meeting.

FC/09 LUDLOW POLICE

Apologies were received with a short-written update, which will be circulated to Councillors.

FC/10 UNITARY COUNCILLORS SESSION

Councillor Parry, Ludlow South - reported that the Heart of England in Bloom judging day would be Monday 10th July.

FC/11 OPEN MINUTES – 13th MARCH 2023

RESOLVED (11:0:1) GG/DT

That the minutes of the Council meeting held on the 13th March 2023, be approved as a correct record and signed by the Chairman.

FC/12 ITEMS TO ACTION – 13th MARCH 2023

RESOLVED (unanimous) GG/PA

That the Items to action be noted.

FC/13 QUESTIONS FROM THE ANNUAL TOWN RESIDENTS MEETING

RESOLVED (unanimous) GG/TG

To approve the writing of a letter to the NHS authorities concerned to support the strength of opinion in the town recorded in the public survey which showed that 96.2% of the 210 residents consulted said that both Shrewsbury A&E and Telford A&E should remain fully functioning A&Es .

FC/14 COUNCIL MEETING CALENDAR

RESOLVED (unanimous) GG/DT

That the Council Meeting Calendar for 2023/24 be approved.

FC/15 MEETING PROTOCOL

RESOLVED (11:0:2) GG/TG

That the Meeting Protocol be adopted.

FC/16 INTERNAL AUDITOR

RESOLVED (unanimous) GG/PA

That the engagement letter from the Internal Auditor be adopted.

FC/17 SERVICES COMMITTEE MEMBERSHIP

a) **Services Committee Terms of Reference**

RESOLVED (11:0:1) GG/TG

That the Terms of Reference for the Services Committee be adopted.

FC/18 b) Services Committee Membership

RESOLVED (unanimous) GG/RJ

That the membership of the Services Committee consist of Councillors Childs, Garner, Gill, Ginger, Jones, Lyle, O'Neill, Parry, Tapley, B Waite and S Waite be approved.

FC/19 c) Election of Services Committee Chairman 2023/24

The Mayor invited nominations for Chairman of Services Committee for 2023/2024.

Councillor Lyle nominated Councillor B Waite. This was seconded by Councillor Childs.

There were no other nominations.

RESOLVED (10:0:2) DL/DC

That Councillor B Waite be elected Chairman of Services Committee for 2023/2024.

FC/20 REPRESENTATIONAL COMMITTEE MEMBERSHIP**a) Representational Committee Terms of Reference****RESOLVED (unanimous) GG/RJ**

That the amended Terms of Reference for the Representational Committee be adopted.

FC/21 b) Membership**RESOLVED (unanimous) GG/RJ**

That the membership of the Representational Committee, consist of Councillors Adams, Childs, Gill, Ginger, Jones, Lyle, O'Neill, Parry, Pote, Tapley, Thompson, B Waite and S Waite be approved.

FC/22 c) Election of Representational Committee Chairman 2023/24

The Mayor invited nominations for Chairman of Representational Committee for 2023/2024.

Councillor Jones nominated Councillor Ginger. This was seconded by Councillor Lyle.

No further nominations were received.

RESOLVED (unanimous) RJ/DL

That Councillor Ginger be elected Chairman of Representational Committee for 2023/2024.

FC/23 POLICY AND FINANCE COMMITTEE MEMBERSHIP

a) Policy and Finance Committee Terms of Reference

RESOLVED (unanimous) PA/GG

That the amended Terms of Reference for the Policy & Finance Committee be adopted.

FC/24 b) Membership

RESOLVED (unanimous) GG/PA

That the membership of the Policy and Finance Committee of Councillors Adams, Childs, Garner, Gill, Ginger, Lyle, O'Neill, Parry, B Waite and S Waite be approved.

FC/25 c) Election of Policy and Finance Committee Chairman 2023/24

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2023/2024.

Councillor Gill nominated Councillor Adams. This was seconded by Councillor Childs.

There were no other nominations.

RESOLVED (unanimous) TG/DC

That Councillor Adams be elected Chairman of Policy and Finance Committee for 2023/2024.

FC/26 d) Authorised Signatories

RESOLVED (unanimous) GG/TG

That Councillors Adams, Gill, Ginger, Lyle, Parry and Pote be approved as Authorised Signatories.

FC/27 STAFFING COMMITTEE MEMBERSHIP

Staffing Committee Terms of Reference

RESOLVED (unanimous) GG/DL

That the Terms of Reference for the Staffing Committee be adopted.

FC/28 b) Membership

RESOLVED (unanimous) GG/DL

That the membership of the Staffing and Appeals Committee of Councillors Garner, Gill, Ginger, Jones, Lyle, Pote and B Waite be approved.

FC/29 c) Election of Staffing and Appeals Committee Chairman 2023/24

The Mayor invited nominations for Chairman of Staffing Committee for 2023/2024.

Councillor Jones nominated Councillor Lyle. This was seconded by Councillor Ginger.

Councillor Gill nominated Councillor B Waite. This was seconded by Councillor Pote.

No other nominations were received.

A paper ballot was taken.

Councillor Lyle received 4 votes, with the Mayor's casting vote.

Councillor B Waite received 3 votes.

RESOLVED (4:3:0) RJ/GG

That Councillor Lyle be elected Chairman of Staffing Committee for 2023/2024.

FC/30 APPOINTMENT AND MEMBERSHIP OF SUB-COMMITTEES AND TASK & FINISH GROUPS

a) Climate Action Sub-Committee

RESOLVED (unanimous) GG/DL

That the Terms of Reference for the Climate Action Sub-Committee be adopted.

FC/31 b) Membership

RESOLVED (unanimous) GG/PA

That the membership of the Climate Action Sub-Committee of Councillors Adams, Lyle and Parry be approved.

FC/32 c) Budget Task & Finish Group

RESOLVED (unanimous) GG/PA

That the membership of the Budget Task & Finish Group consisting of, Councillors Adams, Ginger, Lyle, Parry, B Waite and S Waite be approved.

FC/33 SCHEME OF DELEGATION

RESOLVED (unanimous) GG/DT

That the Scheme of Delegation be adopted.

FC/34 STANDING ORDERS

RESOLVED (unanimous) RJ/GG

That the Standing Orders be adopted.

FC/35 FINANCIAL REGULATIONS

RESOLVED (unanimous) GG/PA

That the Financial Regulations be adopted.

FC/36 COUNCIL'S LAND AND ASSETS

RESOLVED (unanimous) RP/GG

That the Council's assets register be adopted.

FC/37 **RISK ASSESSMENTS**

RESOLVED (11:1:0) **GG/DT**

That the Council's Risk Assessments be adopted.

FC/38 **COUNCIL'S COMPLAINTS POLICY**

RESOLVED (unanimous) **GG/RP**

That the Council's Complaints Policy be adopted.

FC/39 **VEXATIOUS COMPLAINANTS POLICY**

RESOLVED (10:0:2) **GG/DT**

That the Vexatious Complainants Policy be adopted.

FC/40 **INSURANCE COVER**

RESOLVED (unanimous) **GG/TG**

That the Insurance Schedule be adopted.

FC/41 **POLICY ON COUNCIL REPRESENTATION ON OUTSIDE ORGANISATIONS**

RESOLVED (unanimous) **GG/RP**

That the Council Representatives on Outside Organisations Policy be adopted.

FC/42 **REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED (unanimous) **GG/TG**

That the Representatives on outside bodies be adopted for 2023/24, and a full record is attached to the minutes.

FC/43 **MEMBERSHIP OF OTHER PROFESSIONAL BODIES**

RESOLVED (unanimous) **GG/RP**

That the Council's membership of other bodies be approved

FC/44 **FREEDOM OF INFORMATION POLICY**

RESOLVED (unanimous) **GG/RJ**

That the Freedom of Information Policy be adopted.

FC/45 **MODEL PUBLICATION SCHEME**

RESOLVED (unanimous) **GG/TG**

That the Model Publication Scheme be adopted.

FC/46 **PRESS PROTOCOL**

RESOLVED (11:0:1) **GG/RP**

That the Press Protocol be adopted.

FC/47 **DATA PROTECTION REGULATIONS UK**

RESOLVED (unanimous) **GG/PA**

That the Data Protection Regulations be adopted.

FC/48 **MAYOR'S ALLOWANCE 2023-24**

RESOLVED (11:0:1) **RJ/VP**

That the Mayor's annual allowance of £3,280 be adopted for 2023-24.

FC/49 **PROJECT SUPPORT GRANT CRITERIA**

RESOLVED (unanimous) **GG/RJ**

That the Project Support Grant Criteria is noted.

FC/50 **PROJECT SUPPORT GRANT APPLICATION – LUDLOW FRINGE FESTIVAL**

RESOLVED (11:1:0) **DC/DT**

That the Project Support Grant Application from Ludlow Fringe Festival be deferred until the organisation is able to provide accounts certified by an accountant.

FC/51 **PROJECT SUPPORT GRANT APPLICATION – LUDLOW ASSEMBLY ROOMS**

RESOLVED (unanimous) RJ/GG

That the Project Support Grant Application from Ludlow Assembly Rooms for £300 be approved.

FC/52 **RECOMMENDATIONS FROM SERVICES COMMITTEE 12th APRIL 2023**

RESOLVED (unanimous) GG/BW

That the recommendations from the Services Committee on the 12th April 2023 be approved.

GRAVE DIGGING WORKS AND CHARGES

To approve second fee option of an additional £150.00 for grave digging works needing a mechanical digger.

OVERNIGHT MARKET ELECTRICITY CHARGES

To amend the wording of the fee to read: Overnight electric usage (including pitch fee) and that the fees for overnight pitch fees and electricity are brought back to Services Committee after 23rd July 2023 for review.

FC/53 **COMMITTEE AND WORKING GROUP MINUTES**

Policy & Finance Committee 27th February and 17th April 2023

RESOLVED (unanimous) TG/GG

That the minutes from the Policy & Finance Committees held on 27th February and 17th April 2023 be received.

FC/54 **SERVICES COMMITTEE 12th April 2023**

RESOLVED (10:0:2) BW/GG

That the minutes from the Services Committee held on 12th April 2023 be received.

FC/55 REPRESENTATIONAL COMMITTEE 9th MARCH AND 4th APRIL 2023

RESOLVED (unanimous) GG/PA

That the minutes from the Representational Committee held on the 4th April 2023 be received.

FC/56 STAFFING COMMITTEE 4th APRIL 2023

RESOLVED (10:0:2) DL/GG

That the minutes from the Staffing Committee held on 4th April 2023 be received.

FC/57 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) GG/RJ

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

The meeting closed at 7.55 pm

Town Mayor

Date

NB. Closed session minutes WILL be issued

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow, on **WEDNESDAY 10th MAY 2023** at **7:00PM**

FC/58 **CIVIC NOMINATION CRITERIA**

RESOLVED (unanimous) GG/DT

To note the Civic Nomination Criteria.

FC/59 **CIVIC AWARDS**

RESOLVED (unanimous) RJ/PA

That the civic nominations received for GP, JD, and BW be approved.

The meeting closed at 7.55pm

Town Mayor

Date