



MINUTES

Minutes of the **COUNCIL MEETING** held at Ludlow Methodist Church, Broad Street, Ludlow, on **24th OCTOBER 2022** at **7.00 PM**.

FC/180 PRESENT

Chairman: Councillor Ginger

Councillors: Adams; Childs (from 7.20pm); Garner; Gill (from 7.05pm) ;
Laurie; Lyle; O'Neill; Parry; Pote; Tapley; Thompson; B.
Waite (Deputy Mayor); S. Waite.

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

FC/181 HEALTH AND SAFETY

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

FC/182 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.

7.05pm Councillor Gill joined the meeting.

FC/183 APOLOGIES

Apologies were received from Councillor Jones.

FC/184 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Cllr</u>	<u>Item</u>	<u>Reason</u>
Cllr Laurie	10	Employee of Ludlow Fringe Festival

Cllr Parry 10 Grant applicant for Ludlow in Bloom

Conflicts of Interest

<u>Cllr</u>	<u>Item</u>	<u>Reason</u>
Cllr Laurie	18a	Brother owns CCL Heritage Ltd

Personal Interests

None

FC/185 PUBLIC OPEN SESSION (15 minutes)

There were five members of the public present.

A representative of the Ludlow Fringe Festival asked if the Council could reconsider the grant application because the supporting documents were omitted due to human error. She explained that it was also unlikely that the Fringe would receive funding from the Arts Council without support from the local town council. She went on to say that if no funding could be secured, that it would likely spell the end of the Ludlow Fringe, as we know it.

FC/186 POLICE

The Town Clerk confirmed that Ludlow police team would be providing an update in writing, which would be circulated to Members.

The Deputy Mayor raised a recent communication that to date had received no response from the police. The Town Clerk requested the details to pass on.

FC/187 UNITARY COUNCILLORS SESSION

Cllr V Parry, Ludlow South – Thanked Unitary Councillors Huffer and Boddington for their intervention at Sidney Road the previous week, which helped to return the newly approved Town Green to an open space for public enjoyment.

In relation to her role as Chair of Ludlow in Bloom (LIB), Mrs. Parry advised that the crown sculpture had been removed from one of the beds and would be re-instated for the King's Coronation next spring. She invited Members views on where it should be sited.

Referring to the painted soldiers, she highlighted that these had been removed from situ and would be advertised on Facebook for £35 each, with the funds going to LIB. She added that LIB's next meeting would be in November, and that the group was intending to enter the Heart in England Competition for 2023.

Councillor Parry stated that anti-social driving on the Eco park had been reported to her, and she had also reported underage drinking in the town centre.

FC/188 MINUTES – 1st AUGUST AND 24TH AUGUST 2022**RESOLVED (unanimous) GG/TG**

That the minutes of Full Council on Monday 1st August 2022 and Wednesday 24th August 2022, be approved as a correct record and signed by the Chairman.

FC/189 ITEMS TO ACTION

The Mayor thanked staff for their work.

RESOLVED (unanimous) GG/DT

That the items to action be noted.

FC/190 ANNUAL CORE GRANT APPLICATIONS

7.15pm – Councillors Laurie and Parry left the meeting.

RESOLVED (unanimous) GG/TG

To approve the allocation of grants as detailed in the table below.

Organisation	Funding awarded in 2023 / 24
Ludlow Assembly Rooms	£5,000.00
Ludlow in Bloom	£3,500.00
Ludlow Concert Band	£500.00
Ludlow Fair Trade	£500.00
South Shropshire Youth Forum	£2,000.00

FC/191 RESOLVED (unanimous) GG/RP

That the total of the Annual Core Grants awarded for 2023-24 is £11,500.00

FC/192 RESOLVED (unanimous) GG/TG

That Annual Core Grant funding is limited to a maximum of £5,000 per application in 2024/25.

7.18 pm Councillors Laurie and Parry re-joined the meeting.

FC/193 SHROPSHIRE COUNCIL PLAY AREAS

7.20pm Councillor Childs joined the meeting.

RESOLVED (unanimous) GG/DT

To ask Shropshire Council to confirm that there are no plans to close any of the play areas.

FC/194 RESOLVED (unanimous) VP/PA

To ask Shropshire Council to provide details of how the equipment is being maintained.

FC/195 RESOLVED (unanimous) GG/DT

To bring details of any closures of Shropshire Council play areas and details of how play equipment is being maintained to a future Council meeting.

FC/196 SIDNEY ROAD TOWN GREEN STATUS

RESOLVED (unanimous) GG/TG

To approve payment of £1 to Connexus for purchase of the Sidney Road Town Green.

FC/197 VOTING PROCEDURE FOR THE ELECTION OF MAYOR

RESOLVED (unanimous) GG/TG

To amend Standing Orders to state that voting for the role of Mayor / Deputy Mayor and Co-options is to be by paper ballot.

FC/198 RESOLVED (13:1:0) GG/TG

That an item to discuss breaches of Standing Order Rule 7 is brought back to the next Full Council.

FC/199 BARCLAYS BANK

RESOLVED (unanimous) GG/TG

To note the Town Council's banking arrangements and that further options would be explored and brought back to Council.

FC/200 SUSPENSION OF STANDING ORDERS

RESOLVED (unanimous) GG/DL

That Standing Orders be suspended to reconsider Committee Membership.

FC/201 COMMITTEE MEMBERSHIP

RESOLVED (unanimous) GG/EG

- i) That Cllr S Waite is a member of Representational Committee.
- ii) That Cllrs Laurie and S Waite are members of Policy & Finance Committee.
- iii) That Cllrs Laurie and S Waite are members of Services Committee.
- iv) That Councillor Laurie is a member of Climate Action Sub-Committee.
- v) That Councillor Waite is a member of the Budget Task & Finish Group.

FC/202 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) GG/RP

That Standing Orders be re-instated.

FC/203 DISABILITY ACCESS AUDIT REPORT

RESOLVED (unanimous) GG/DT

That a table of actions and costings is created to update council on accessibility at the Guildhall including reasons why a ramped access is not achievable, advice on treatment of the nosing and landing platform of the exterior front steps is sought from Shropshire Council's Conservation Officer.

FC/204 PEACE MEMORIAL

RESOLVED (unanimous) GG/RP

- i) That the site of the Peace Memorial is maintained as a respectful area used for civic and memorial services, a public seating area, and as a central point for poppy sales for Ludlow Royal British Legion.
- ii) That no other use is permitted.

FC/205 CONTRACT FOR WORK TO THE GUILDHALL

RESOLVED (13:0:1) GG/TG

- i) To approve a contract for £30,459.00 awarded to CCL Heritage for internal and external works to the grade I listed Guildhall;
- ii) To note that the original project estimate was under the Contracts Finder Threshold.

FC/206 PROJECT UPDATES

RESOLVED (unanimous) GG/RP

To note the update on current projects.

FC/207 YOUTH CLUB

RESOLVED (unanimous) GG/TG

That the end of term report for the Youth Club be noted.

FC/208 PAINTING

RESOLVED (unanimous) GG/DT

That the Town Council accepts the donation of the painting, and a letter of thanks is sent to the donors.

The Deputy Mayor chaired the item below relating to the Mayor's Charity event.

FC/209 LINNEY RIVERSIDE PARK – MAYORS CHARITY FUN DAY – 1ST MAY 2023

RESOLVED (13:0:1) BW/DT

That the family fun day at the Linney Riverside Park on the 1st May 2023 is approved in principal and that a more detailed plan, including but not limited to, information relating to TENS applications for selling alcohol and entertainment, health and safety risk assessments, an assessment of opening hours for the public toilets on site, and consideration of is brought back to Full Council for consideration.

The Mayor returned to chair the remainder of the meeting.

FC/210 MOTORCYCLISTS

RESOLVED (unanimous) GG/DT

That Shropshire Council's parking order applies to all motorised vehicles on Events Square.

FC/211 RECRUITMENT

RESOLVED (unanimous) GG/DL

To ratify the appointment of DG as full-time Assistant Grounds Person on SCP 1-4 pay range.

FC/212 SIX MONTHLY REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (13:0:1) GG/TG

To receive the six-monthly reports from Councillors who are Representatives on Outside Bodies, and the verbal representation that Ludlow hospital is experiencing anti-social parking, which will require the use of parking eye enforcement.

FC/213 COMMITTEE RECOMMENDATIONS

Policy and Finance Committee 25th July 2022 and 17th October 2022

RESOLVED (12:0:2) TG/GG

To approve the recommendations from the Policy & Finance Committee 25th July 2022 and 17th October 2022 as stated below.

TRAINING FEES AGREEMENT

That:-

- a) a footnote of "This Policy is to be read in reference to the Training Policy" be added.
- b) the Training Fees Agreement, as amended, be adopted.

SALE OF ALCOHOL ON LUDLOW MARKET POLICY

That:-

- a) the word "License" be amended to "Licence" throughout the policy;
- b) the Sale of Alcohol on Ludlow Market Policy, as amended, be adopted.

INTERNAL AUDIT RECOMMENDATIONS

That the Internal Auditor recommendations and Town Clerk's comments are approved.

POLICY REVIEW

HEALTH AND WELLBEING POLICY

That the Staff Wellbeing Policy be adopted.

COUNSELLING

That an annual budget of £1,800 for staff counselling costs be approved to commence in 2022/23, and a budget line of £1,800 for staff counselling costs be included in subsequent annual budgets.

OUT OF HOURS POLICY

- i) That the increased hours of 9.00am to 7.00pm on Saturday and increased on call payment of £75.00 be approved
- ii) That the amended Out of Hours Policy be adopted.

FC/214 SERVICES COMMITTEE 11TH OCTOBER 2022

RESOLVED (unanimous) BW/GG

To approve the recommendations from the Services Committee 11th October 2022 as stated below.

GRAVE DIGGING

That further information to be taken to Full Council regarding bringing grave digging inhouse, including:

- A step-by-step guide to the tasks involved
- Images of the equipment within the report need to be provided, along with details of what the equipment is for
- A calculation of the payback period of the investment in equipment and training.

That subject to the development of suitable staff roles by Staffing Committee to be subsequently approved by council, bringing grave digging in-house is approved in principle.

FC/215 COMMITTEE MINUTES

Representational Committee 9th August, 6th September and 4th October 2022

RESOLVED (unanimous) GG/JL

To receive the Minutes of the 9th August, 6th September and 4th October 2022.

FC/216 POLICY & FINANCE COMMITTEE – 25TH JULY 2022

RESOLVED (unanimous) TG/RP

To receive the Minutes of the Services Committee held on the 25th July 2022.

FC/217 SERVICES COMMITTEE – 27TH JULY AND 12TH OCTOBER 2022

RESOLVED (13:0:1) BW/RP

To receive the Minutes of the Services Committee 27th July and 12th October 2022.

FC/218 STAFFING COMMITTEE – 5th SEPTEMBER AND 11TH OCTOBER 2022

RESOLVED (11:0:3) DL/BW

To receive the Minutes of the Staffing Committee Staffing Committee held on the 5th September and notes of 11th October 2022.

FC/219 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) GG/RP

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 8.43pm

Town Mayor

Date

NB Closed session minutes WILL be issued.

CLOSED SESSION MINUTES

Closed Session minutes of **COUNCIL** held at The Methodist Church, Broad Street, Ludlow on **MONDAY 24th OCTOBER 2022** at **7:00 PM**.

FC/220 FESTIVAL

RESOLVED (unanimous) GG/PA

That the festival is in principle supported subject to approval of a detailed plan supplied by the organisers to the next Council meeting.

8.26pm The five Festival representatives left the meeting.

FC/221 TOWN WALLS

RESOLVED (unanimous) TG/AT

To instruct the Public Sector Solicitor.

The meeting closed at 8.43pm

Town Mayor

Date