



## MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 31<sup>st</sup> JULY 2023** at 7.00 PM.

### **FC/102 PRESENT**

Chairman: Councillor Ginger

Councillors: Childs; Lyle; Parry; Pote; Tapley; Thompson, Urka (co-opted) B Waite, S Waite.

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

### **FC/103 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/104 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/105 APOLOGIES**

Apologies for absence were received from Councillors Garner, Gill, Jones, O'Neill.

### **FC/106 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	7	Chair, Ludlow in Bloom Resident on Temeside

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Lyle	22	Knows the organiser of Pride
Councillor Parry	22	Knows the organiser of Pride
Councillor Thompson	22	Knows the organiser of Pride

**FC/107 PUBLIC OPEN SESSION (15 minutes)**

There were two members of the public present.

Director of Storymine – The Director spoke in support of the organisation's funding application.

**FC/108 LUDLOW POLICE**

PCSO Lisa Thomas addressed the Council stating that the Police were focusing on the three priorities requested by the Town Council. Work was continuing with anti-social behaviour, including drivers and she confirmed that shoplifting was actively being targeted. She outlined that there had been a successful arrest and conviction recently.

With the beginning of the summer school holidays she stated that so far there had been no issues with young people.

Following a question from a member, PCSO Thomas confirmed that illegal drug use in Ludlow was statistically low and that currently there were no lines and large amounts being imported over the county line. However, they had received two pieces of intelligence that day.

Another member asked if the Police could confirm that it was still policy to prosecute and remove illegal e-scooters. PCSO Thomas confirmed that one or two individuals had been targeted. Work was continuing and mainly on a case-by-case basis. However, she highlighted that it was challenging, as a member of the public could purchase an e-scooter for £300 from a major retailer and it didn't come with a list of restrictions.

Following a licensing question, regarding congregation of patrons outside a pub on Old Street, PCSO Thomas stated that she would check on the legalities.

Finally, PCSO Thomas asked the Council when the CCTV would be functional, as it would have helped in several incidents recently. The Town Clerk confirmed that it was in progress and would be operational as soon as practicable.

**FC/109 UNITARY COUNCILLORS SESSION**

Councillor V Parry, Ludlow South – explained that the planning application for a high dependency independent living unit at Temeside, Ludlow had been considered by Shropshire Council Planning Committee.

**FC/110 MINUTES – 19<sup>TH</sup> JUNE 2023**

**RESOLVED (8:0:1) GG/SW**

That the minutes of Council held on the Monday 19<sup>th</sup> June 2023, be approved as a correct record and signed by the Chairman.

**FC/111 ITEMS TO ACTION**

**RESOLVED (unanimous) GG/BW**

That the Items to Action be noted.

**FC/112 CO-OPTIONS**

**RESOLVED (unanimous) GG/DT**

To note the Co-option Procedure.

**FC/113 CO-OPTION APPLICATION**

**RESOLVED (unanimous) GG/DT**

To note the co-option completed application for Gallows Bank ward.

**FC/114 PRESENTATION**

The applicant made a short verbal presentation.

**FC/115 CO-OPTION**

**RESOLVED (6:3:0) DT/VP**

To co-opt Alexander Urka as a Councillor for Gallows Bank Ward.

**FC/116 VISIT SHROPSHIRE MEMBERSHIP**

The Project Lead of Visit Shropshire stated that the first year of membership had been very successful. The national press, such as the Times and Guardian had repeatedly written articles about Ludlow.

He drew Members attention to the dedicated Visit Ludlow page, which had redirected 6,490 visitors to the Ludlow Guide and Lets Go Ludlow sites. Statistically over the last 12 months 259k users had visited the site.

He added that there were 75k followers and interest in the town was high. Town and place AI, which extracted membership data from smart phones had recorded the busiest streets and where people travelled from. The Project Lead stated that a snapshot confirmed that 94% of visitors to Ludlow lived in the West Midlands and came on day visits or overnight. Corve Street attracted 124k visitors, followed by Castle Square at 75k.

The Project Lead advised members that Transport for Wales had a Ludlow page.

The Mayor thanked the Project lead and confirmed that the council would continue membership to Visit Ludlow at bronze level.

**FC/117 PLACE PLAN – WELLBEING JOINT STRATEGIC NEEDS ASSESSMENT**

**RESOLVED (unanimous) DL/DC**

To note that LTC and SC were working in to deliver the JSNA.

**FC/118 INTERNAL AUDITOR'S COVER LETTER**

**RESOLVED (unanimous) GG/BW**

That the Internal Auditor's Cover letter be noted.

**FC/119 YEAR END AUDIT SUMMARY AND OBSERVATIONS**

**RESOLVED (unanimous) GG/RP**

To approve the Year End Audit Summary and observations.

**FC/120 INTERNAL AUDITORS REPORT 2022/23**

**RESOLVED (unanimous) RP/GG**

That the Internal Auditors Report 2022/23 be approved.

**FC/121 GENERAL POWER OF COMPETENCE**

**RESOLVED (unanimous) GG/DT**

That the report be noted.

**FC/122 CHRISTMAS LIGHTS REPORT**

**RESOLVED (unanimous) GG/DL**

To approve the launch of crowd funding for the new Christmas lights.

**FC/123 RESOLVED (unanimous) GG/BW**

To establish the status of the ownership of Parkway and defer the decision to a future meeting.

**FC/124 STAFF MEDICALS AND PROVISION OF HEPATITIS B INJECTIONS**

**RESOLVED (9:0:1) GG/DT**

- i) To approve annual full assessment medicals for the DLF staff at a cost of £420 +VAT plus room hire.
- ii) That the provision of this annual medical is included in annual budgets going forward.
- iii) That all staff cleaning the public toilets facilities are offered Hepatitis B injections via the most cost-effective route as outlined below:
  - GP route- arranged personally by the member of staff. The council reimburses the cost.
  - Kidderminster Hospital - via referral to Worcestershire Occupational Health Service, at a cost of approximately £150-£160. (Additional costs include travel and time).
  - Birmingham Clinic - at a cost of approximately £148.68. (Additional costs include travel and time).

**FC/125 POLICE & CRIME COMMISSIONERS, TOWN & PARISH COUNCIL SURVEY**

**RESOLVED (9:0:1) GG/RP**

That subject to the amendment of Q21 online crime to 'very big problem', the Town & Parish Council survey response is approved for submission to the Police & Crime Commissioner.

**FC/126 SUSPEND STANDING ORDERS**

**RESOLVED (unanimous) GG/RP**

That Standing Orders be suspended in order that Council can discuss Representatives on Outside Organisations.

**FC/127 REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

TWINNING (FRENCH)

**RESOLVED (9:0:1) DL/BW**

That Councillor Lyle becomes the Council Representative for the Twinning Group (French).

**FC/128 FAIRTRADE GROUP**

**RESOLVED (unanimous) AU/GG**

That Councillor Urka becomes the Council Representative for the Fairtrade Group.

**FC/129 RE-INSTATE STANDING ORDERS**

**RESOLVED (unanimous) GG/RP**

That Standing Orders be reinstated.

**FC/130 PROJECT SUPPORT GRANT CRITERIA**

**RESOLVED (unanimous) GG/DL**

That the Project Support Grant Criteria be noted.

**FC/131 PROJECT SUPPORT GRANT APPLICATION - STORYMINE**

**RESOLVED (unanimous) GG/SW**

That the application from Storymine for a Project Support Grant be declined as it does not meet the criteria of a having Ludlow based office and does not demonstrate financial need.

**FC/132 PROJECT SUPPORT GRANT – REQUEST FOR CHANGE OF USE – LUDLOW ASSEMBLY ROOMS**

**RESOLVED (unanimous) GG/DL**

That subject to the full details being provided by LAR, delegated authority be given to the Town Clerk to approve the change of use for the Project Support Grant.

**FC/133 INSURANCE**

**RESOLVED (9:1:0) GG/RP**

That:

- i) the renewal questionnaire for the Town Council's insurance is approved;
- ii) the civic regalia is revalued as antiques.

**FC/134 CIVILITY & RESPECT PROJECT**

**RESOLVED (unanimous) GG/BW**

That the update be noted.

**FC/135 EVENTS SQUARE APPLICATIONS**

**RESOLVED (9:0:1) GG/AT**

That:-

- i) delegated authority is given to the Town Clerk for day permits;
- ii) bookings for periods longer than one day be submitted to Full Council for consideration.

**FC/136 RECOMMENDATIONS FROM POLICY & FINANCE COMMITTEE 5<sup>th</sup> JUNE & 10<sup>th</sup> JULY 2023**

**RESOLVED (unanimous) SW/GG**

That the recommendations from the Policy & Finance Committee on the 5<sup>th</sup> June and 10<sup>th</sup> July 2023 be approved.

**POLICY REVIEW**

- a) Policy Numbering

That the policy categorising and indexing system be adopted and applied to all Council Policies.

b) Internal Controls Policy

That the Internal Controls Policy be adopted.

c) Risk Management Policy

That the Risk Management Policy be adopted.

e) Market Stall Allocation Procedure

That the Market Stall Allocation Procedure be adopted.

f) Market Compliance Procedure

That the Market Compliance Procedure, subject to including notifying Services Committee for Stage 3 Very Serious matters, be adopted.

g) Market Complaints Process

That the Markets Complaints Process, subject to including notifying Services Committee at Stage 2 Formal (4.2), be adopted.

h) Castle Gardens Policy

That the Castle Gardens Policy be adopted.

i) Memorial Safety Policy

That the Memorial Safety Policy, subject to removal of reference to the topple tester in paragraph 4.7, be adopted.

j) Cemetery Rules and Regulations

That the Cemetery Rules and Regulation be adopted.

POLICY REVIEW

a) Flag Protocol

That the Flag Protocol, subject to the replacement of the Town Flag paragraph with the words “The Town Flag of Ludlow should be flown on all days where the National Flag/other flags are not required.” and the deletion of “Consort” at paragraph 4.8, be adopted.

b) Twinning Protocol



That the Twinning Protocol be adopted.

c) Events Square Policy

That the Events Square Policy, subject to the amendment that all applications exceeding one day are referred to Full Council for approval, be adopted.

**FC/137 COMMITTEE MINUTES**

**REPRESENTATIONAL COMMITTEE 4<sup>th</sup> JULY 2023**

**RESOLVED (unanimous) GG/DT**

That the minutes from the Representational Committee held on the 4<sup>th</sup> July 2023 be received.

**FC/138 SERVICES COMMITTEE 14<sup>TH</sup> JUNE 2023**

**RESOLVED (8:0:2) BW/GG**

That the minutes from the Services Committee held on the 14<sup>th</sup> June 2023 be received.

**FC/139 POLICY & FINANCE COMMITTEE MINUTES 5<sup>TH</sup> JUNE AND 10<sup>TH</sup> JULY 2023**

**RESOLVED (unanimous) SW/GG**

That the minutes from the Policy & Finance Committee held on the 5<sup>th</sup> June and 10<sup>th</sup> July 2023 be received.

**FC/140 STAFFING COMMITTEE 19<sup>th</sup> JUNE AND 11<sup>th</sup> JULY 2023**

**RESOLVED (9:0:1) DL/BW**

That the minutes from the Staffing Committee held on the 19<sup>th</sup> June and 11<sup>th</sup> July 2023 be received.

**FC/141 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/RP**

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

The meeting closed at 8.42 pm

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Town Mayor  
NB. Closed session minutes WILL be issued.

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Date

## CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow, on **MONDAY 31<sup>ST</sup> JULY 2023** at **7:00PM**

### **FC/143 BUTTERCROSS COMMERCIAL LEASE**

**RESOLVED (unanimous) GG/VP**

- i) To approve the valuer's recommendation to cap on the application of the RPI of 3% per annum.
- ii) To approve a lease start date of 1<sup>st</sup> October 2023.
- iii) Subject to the removal of the statement that the lease should not be used for a period in excess of five years, the RICS lease is approved.

### **FC/144 TOWN WALLS**

**RESOLVED (unanimous) GG/VP**

To agree the proposed research and pass the information to the barrister for assessment.

### **FC/145 ACAS COMMUNICATION**

**RESOLVED (9:0:1) GG/BW**

That the communication is noted.

The meeting closed at 8.42pm

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Town Mayor

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Date