



MINUTES

Minutes of a meeting of the **COUNCIL** held at the Ludlow Methodist Church, Broad Street, Ludlow on **WEDNESDAY 11th MAY 2022** at **7.00 PM**.

FC/01 PRESENT

Chairman: Councillor Pote (until 7:05); Councillor Ginger

Councillors: Adams; Childs; Garner; Gill; Jones; Lyle; O'Neill; Parry
(leaves 20:15); Pote; Tapley; Thompson and Waite.

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

FC/02 ELECTION OF MAYOR 2022/23

The Mayor invited nominations for Mayor.

Councillor Lyle nominated Councillor Ginger. This nomination was seconded by Councillor Tapley.

No further nominations were received.

RESOLVED (unanimous) DL/AT

To elect Councillor Ginger as Mayor for 2022/2023.

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. In the unlikely event that this route is blocked, to leave through the rear fire exit, and through the side entrance. For the public upstairs, fire exits could be found at the front and at the back. The assembly point is outside on the pavement away from the front of the building.

He thanked Councillors for electing him into the position and thanked the outgoing Mayor Councillor Robin Pote for his sterling work. He also referred to Andy Boddington who had resigned as a Councillor the day before, thanking him for his work and also thanking all Councillors present for theirs too.

FC/04 **ELECTION OF DEPUTY MAYOR 2022/23**

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

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

No further nominations were received.

RESOLVED (11:0:2) TG/DT

To elect Councillor Waite as Deputy Mayor for 2022/2023.

Councillor Waite signed the Declaration of Office.

FC/05 **APOLOGIES**

No apologies for absence were received.

FC/06 **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/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

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	35b	Knows one of the nominators.

FC/08 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

FC/09 LUDLOW POLICE

Apologies had been received.

FC/10 UNITARY COUNCILLORS SESSION

Councillor Parry, Ludlow South - congratulated the Mayor and Deputy Mayor.

She explained that in her role with Ludlow in Bloom, herself Councillors Childs and a Ludford Parish Councillor, had met with Highways to discuss refurbishment of the two islands on the A49. She proposed that a plan was drawn up and brought back to another meeting of Full Council for approval but she invited ideas from Councillors before the proposal was finalised.

Turning to Ludlow Eco Park, Councillor Parry informed Council that she was still campaigning with Shropshire Council to have significant improvements made.

FC/11 OPEN MINUTES – 7th MARCH 2022

RESOLVED (unanimous) RP/TG

That the minutes of the Council meeting held on the 7th March 2022, be approved as a correct record and signed by the Chairman.

FC/12 ITEMS TO ACTION – 7th MARCH 2022

The Mayor thanked the staff for the work completed.

RESOLVED (unanimous) GG/TG

That the Items to action be noted.

FC/13 COUNCIL CALENDAR

RESOLVED (unanimous) RP/EG

That the Council Meeting Calendar for 2022/23 be approved.

FC/14 **MEETING PROTOCOL**

RESOLVED (11:0:2) TG/SO

That the Meeting Protocol be adopted.

FC/15 **SERVICES COMMITTEE MEMBERSHIP**

a) **Services Committee Terms of Reference**

RESOLVED (unanimous) RJ/EG

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

FC/16 b) **Services Committee Membership**

RESOLVED (unanimous) GG/TG

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

FC/17 c) **Election of Services Committee Chairman 2022/23**

The Mayor invited nominations for Chairman of Services Committee for 2022/2023.

Councillor Gill nominated Councillor Waite. This was seconded by Councillor Lyle.

There were no other nominations.

RESOLVED (9:0:1) DL/GG

That Councillor Waite be elected Chairman of Services Committee for 2022/2023.

FC/18 **REPRESENTATIONAL COMMITTEE MEMBERSHIP**

a) **Representational Committee Terms of Reference**

RESOLVED (unanimous) GG/DL

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

FC/19 b) Membership

RESOLVED (unanimous) GG/DT

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

FC/20 c) Election of Representational Committee Chairman 2022/22

The Mayor invited nominations for Chairman of Representational Committee for 2022/2023.

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

No further nominations were received.

RESOLVED (unanimous) TG/DL

That Councillor Ginger be elected Chairman of Representational Committee for 2022/2023.

FC/21 POLICY AND FINANCE COMMITTEE MEMBERSHIP

a) Policy and Finance Committee Terms of Reference

RESOLVED (12:1:0) VP/TG

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

FC/22 b) Membership

RESOLVED (unanimous) GG/RP

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

FC/23 c) Election of Policy and Finance Committee Chairman 2022/23

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2022/2023.

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

There were no other nominations.

RESOLVED (8:1:0) GG/RP

That Councillor Gill be elected Chairman of Policy and Finance Committee for 2022/2023.

FC/24 d) Authorised Signatories

The Mayor confirmed the current signatories still wanted to be active.

RESOLVED (unanimous) GG/DL

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

FC/25 STAFFING COMMITTEE MEMBERSHIP

Staffing Committee Terms of Reference

RESOLVED (unanimous) GG/DL

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

FC/26 b) Membership

RESOLVED (unanimous) GG/DL

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

FC/27 c) Election of Staffing and Appeals Committee Chairman 2022/23

The Mayor invited nominations for Chairman of Staffing Committee for 2022/2023.

Councillor Pote nominated Councillor Lyle. This was seconded by Councillor Waite.

No other nominations were received.

RESOLVED (unanimous) RP/BW

That Councillor Lyle be elected Chairman of Staffing Committee for 2022/2023.

FC/28 **APPOINTMENT AND MEMBERSHIP OF SUB-COMMITTEES AND TASK & FINISH GROUPS**

Climate Action Sub-Committee

RESOLVED (12:0:1) TG/RP

That at its first meeting Policy & Finance drafts the terms of reference for a Climate Action Sub-Committee for approval by Council, prior to the commencement of the activities of the Sub-Committee.

FC/29 **BUDGET TASK & FINISH GROUP**

RESOLVED (unanimous) GG/PA

That the membership of the Budget Task & Finish Group consisting of, Councillors Gill, Ginger, Lyle, O'Neill, Parry and Pote be approved.

FC/30 **SCHEME OF DELEGATION**

RESOLVED (11:0:2) TG/RP

That the Scheme of Delegation be adopted.

FC/31 **STANDING ORDERS**

RESOLVED (11:1:1) TG/GG

That the Standing Orders be adopted.

FC/32 **FINANCIAL REGULATIONS**

RESOLVED (12:0:1) TG/GG

That the Financial Regulations be adopted.

FC/33 **COUNCIL'S LAND AND ASSETS**

RESOLVED (unanimous) PA/RP

That the Council's assets register be adopted.

FC/34 **RISK ASSESSMENTS**

RESOLVED (12:1:0) RJ/TG

That the Council's Risk Assessments be adopted.

FC/35 **RISK ASSESSMENT SOFTWARE**

RESOLVED (unanimous) TG/BW

To approve a budget of £500 for the purchase of Risk Assessment software; and locum clerk hours to set up risk assessments on the LCRS.

FC/36 **INSURANCE COVER**

RESOLVED (unanimous) TG/PA

That the Insurance Schedule be adopted.

FC/37 **POLICY ON COUNCIL REPRESENTATION ON OUTSIDE ORGANISATIONS**

RESOLVED (unanimous) TG/PA

That the Council Representational on Outside Organisations Policy be adopted.

FC/38 **REPRESENTATIVES ON OUTSIDE BODIES**

The Mayor invited Representatives on Outside Bodies.

It was noted that the Ludlow Residents Association is no longer active.

Ludlow Boxing Club

RESOLVED (unanimous) GG/RP

That Councillors Lyle/Jones become the two representatives for Ludlow Boxing Club.

FC/39 **FRENCH TWINNING**

RESOLVED (unanimous) PA/GG

Twinning is added to the list and Councillor Adams becomes the Representative.

FC/40 **LUDLOW HOSPITAL REPRESENTATIVE**

RESOLVED (unanimous) GG/PA

That Councillor Childs is the representative for Ludlow Hospital.

FC/41 **CONSERVATION TRUST ST LAURENCES**

RESOLVED (unanimous) RJ/GG

That Councillor Jones is the representative for the Conservation Trust of St Laurence.

FC/42 **REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED (unanimous) GG/TG

That the remaining Representatives on outside bodies from 2021/22 continue for 2022/23.

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

RESOLVED (unanimous) TG/PA

That the Council's membership of other bodies be approved

FC/44 **FREEDOM OF INFORMATION POLICY**

RESOLVED (11:1:1) TG/RP

That the Freedom of Information Policy be adopted.

FC/45 **MODEL PUBLICATION SCHEME**

RESOLVED (10:2:1) BW/RJ

That the Model Publication Scheme be adopted.

FC/46 **PRESS PROTOCOL**

RESOLVED (11:2:0) BW/DT

That the Press Protocol be adopted.

FC/47 GENERAL DATA PROTECTION REGULATIONS (GDPR)

RESOLVED (9:2:2) RJ/SO

That the GDPR regulations and Policy be adopted.

FC/48 EMPLOYEE HANDBOOK

RESOLVED (12:1:0) GG/DT

That the Employee Handbook be adopted.

FC/49 MAYOR'S ALLOWANCE 2022-23

RESOLVED (unanimous) DT/TG

That the Mayor's annual allowance of £3,280 be adopted for 2022-23.

FC/50 MARKET PARKING

RESOLVED (11:1:1) TG/RP

To escalate the item to action for prompt consideration in six months.

FC/51 RESOLVED (unanimous) GG/PA

That a meeting is arranged with Shropshire Council within 6 weeks of this meeting with Chairs of Committees namely Councillors Gill, Lyle, Ginger, Waite and the Town Clerk.

FC/52 RESOLVED (12:1:0) RP/RJ

That Councillor Pote passes the file of information to the Chair of Services and the matter is discussed by the Chairs of Committees, and the Town Clerk, before the meeting with Shropshire Council.

FC/53 PROJECT SUPPORT GRANT CRITERIA

RESOLVED (unanimous) GG/PA

That the Project Support Grant Criteria is noted.

FC/54 PROJECT SUPPORT GRANT APPLICATION – CRUCIAL CREW

RESOLVED (unanimous) TG/PA

That the Project Support Grant Application from Crucial Crew is declined but the organisation is invite to re-submit their application with a local/parish telephone number and contact.

FC/55 OPEN RECOMMENDATIONS FROM P&F COMMITTEE 11th APRIL 2022

RESOLVED (12:0:1) PA/TG

That the open recommendations from the P&F Committee on the 11th April 2022 be approved.

CO-OPTION POLICY

That the procedure and application form be adopted.

8.15pm Councillor Parry left the meeting

FC/56 CLOSED RECOMMENDATIONS FROM P&F COMMITTEE 11th APRIL 2022

RESOLVED (unanimous) PA/DT

That the closed recommendations from the P&F Committee on the 11th April 2022 be approved.

LUDLOW FOOD FESTIVAL

That the Food Festival Licence be approved as amended.

FC/57 COMMITTEE AND WORKING GROUP MINUTES

Policy & Finance Committee 28th February and 11th April 2022

RESOLVED (11:0:1) PA/RP

That the minutes from the Policy & Finance Committees held on 28th February and 11th April 2022 be received.

FC/58 SERVICES COMMITTEE 13th April 2022

RESOLVED (unanimous) GG/TG

That the minutes from the Services Committee held on 13th April 2022 be received.

FC/59 REPRESENTATIONAL COMMITTEE 9th MARCH AND 6th APRIL 2022

RESOLVED (unanimous) GG/RP

That the minutes from the Representational Committee held on 9th March and 6th April 2022 be received.

FC/60 STAFFING COMMITTEE 9th FEBRUARY, 15th MARCH AND 26th APRIL 2022

RESOLVED (unanimous) DL/BW

That the minutes from the Staffing Committee held on 9th February, 15th March and 26th April 2022 be received.

FC/61 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/TG

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

The meeting closed at 8.22 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 Ludlow Methodist Church, Broad Street, Ludlow on **MONDAY 11th MAY 2022** at **7:00PM**

FC/62 **CIVIC NOMINATION CRITERIA**

RESOLVED (unanimous) GG/EG

To approve the amended Civic Nomination Criteria.

FC/63 **CIVIC AWARDS**

RESOLVED (11:0:1) RJ/EG

That the civic nomination received be approved.

The meeting closed at 8.22pm

Town Mayor

Date