



## MINUTES

Minutes of the **COUNCIL MEETING** held at Ludlow Methodist Church, Broad Street, Ludlow, on **23<sup>rd</sup> JANUARY 2023** at **7.00 PM**.

### **FC/252    PRESENT**

Chairman:                      Councillor Ginger

Councillors:                 Adams; Childs; Garner; Lyle; O'Neill; Parry; Pote (19:03); Tapley; B. Waite (Deputy Mayor); S. Waite.

Officers:                      Gina Wilding, Town Clerk

### **FC/253    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/254    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/255    APOLOGIES**

Apologies were received from Councillor Gil, Jones & Thompson.

### **FC/256    DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

<u>Cllr</u>	<u>Item</u>	<u>Reason</u>
None		

Conflicts of Interest

<u>Cllr</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Ludlow in Bloom
Cllr S Waite	10	Ticket holder
Cllr B Waite	10	Ticket holder

Personal Interests

<u>Cllr</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	20	Board member L21

**FC/257 PUBLIC OPEN SESSION (15 minutes)**

There were four members of the public present.

A representative from Ludlow War Memorial Fund asked for a steer on the possible works at the Garden of Rest; and reminded the Council that he had requested an early start to the Town Council's planned maintenance of benches, and details of a project support grant application to support the materials expenditure for the repair of the benches.

**FC/258 POLICE**

The police were unable to attend.

**FC/259 UNITARY COUNCILLORS SESSION**

Cllr V Parry, Ludlow South – reported that Shropshire Council cabinet had asked for an amended report on the charging for road closures item that went to Cabinet on 18<sup>th</sup> January 2023, and therefore the matter is not decided. She urged the Town Council to make their views known.

**FC/260 MINUTES – 12<sup>th</sup> DECEMBER 2022****RESOLVED (unanimous) GG/PA**

That subject to the amended of the time on the closed session minutes to match the end of meeting time on the open minutes the minutes of Full Council on Monday 12<sup>th</sup> December 2022 be approved as a correct record and signed by the Chairman.

**FC/261 ITEMS TO ACTION**

The Mayor thanked the Town Clerk and staff for their work.

**RESOLVED (unanimous) GG/BW**

That the items to action be noted.

**FC/262 WITHIN THE WALLS FESTIVAL****RESOLVED (9:2:0) GG/SON**

Subject to final agreement on operational times, to approve the use of Events Square by Future Sound to load and unload from the castle before during and after the concerts and to delegate the negotiation of acceptable operational times to the Town Clerk in consultation with the Mayor.

7.39pm - The representatives from the festival left the meeting.

**FC/263 BUDGET & PRECEPT FOR 2023/24****RESOLVED (unanimous) GG/EG**

To set a budget in line with inflation

**FC/264 RESOLVED (unanimous) GG/EG**

To approve the table of fees for 2023 / 24 (below).

<b>FEES</b>		<b>2023 / 24</b>
<b>Cemetery Fees</b>		
Ludlow Parishioners:		
Exclusive Rights of Burial		£511.00
Exclusive Rights of Interment of cremated remains		£218.00
Re-opening of a grave		£315.00
Use of Cemetery Chapel		£200.00
Interment of ashes		£109.00
Extension of Exclusive Rights of Burial		£109.00
Erection of Headstone (including VAT)		£131.00
Additional Inscription (including VAT)		£131.00
<b>Non-Parishioners:</b>		<b>2023 / 24</b>
Exclusive Rights of Burial		£1,429.00

Exclusive Rights of Interment of cremated remains		£654.00
Re-opening of a grave		£654.00
Use of Cemetery Chapel		£409.00
Interment of Ashes		£327.00
Extension of Exclusive Rights of Burial		£327.00
Erection of Headstone (including VAT)		£411.00
Additional Inscription (including VAT)		£411.00
<b>Grave Excavation Fees</b>		<b>2023 / 24</b>
Treble		£600.00
Double		£500.00
Excavation of a Re-open/Single Grave		£427.00
Ashes (new/reopen)		£140.00
<b>Hire of the GH Chamber</b>		<b>2023 / 24</b>
Room Hire - Hourly		£15.00
Room Hire - Full day		£100.00
Room Hire - Half a day		£60.00
<b>Regular Market Rents</b>		<b>2023 / 24</b>
Monday per stall	Low Season	£10
	High Season	£13.50
Monday per van	Low Season	£11.50
	High Season	£14.50
Wednesday per stall	Low Season	£13.50
	High Season	£17.00
Wednesday per van	Low Season	£13.50
	High Season	£18.00
Friday per stall	Low Season	£17.00
	High Season	£12.50
Friday per van	Low Season	£18.00
	High Season	£23.50
Saturday per stall	Low Season	£18.00
	High Season	£22.50
Saturday per van	Low Season	£19.00
	High Season	£24.50
<b>Market Rent Pitch Rents</b>		<b>2023 / 24</b>
Monday up to 9m <sup>2</sup>	Low Season	£10.00
	High Season	£13.50
Monday up to 18m <sup>2</sup>	Low Season	£14.50
	High Season	£19.00
Wednesday up to 9m <sup>2</sup>	Low Season	£13.50

	High Season	£17.00
Wednesday up to 18m <sup>2</sup>	Low Season	£21.50
	High Season	£28.00
Friday up to 9m <sup>2</sup>	Low Season	£17.00
	High Season	£21.50
Friday up to 18m <sup>2</sup>	Low Season	£23.50
	High Season	£30.00
Saturday up to 9m <sup>2</sup>	Low Season	£18.00
	High Season	£22.50
Saturday up to 18m <sup>2</sup>	Low Season	£24.50
	High Season	£32.50
<b>Buttercross Market Rent</b>		
		<b>2023 / 24</b>
Monday	Low Season	£11.50
	High Season	£14.50
Wednesday	Low Season	£12.50
	High Season	£15.50
Thursday	Low Season	£13.50
	High Season	£17.00
Friday	Low Season	£14.50
	High Season	£19.00
Saturday	Low Season	£15.50
	High Season	£20.00
Sunday Exclusive Use	All year	£58.50
<b>Specialist Market Rents</b>		
		<b>2023 / 24</b>
Thursday	1 Stall	£18.00
	2 Stalls	£29.00
	3 Stalls	£40.00
	Pitch	£18.00
	Large Pitch	£29.00
	Van	£20.00
Sunday	1 Stall	£23.50
	2 Stalls	£40.00
	3 Stalls	£56.50
	Pitch	£23.20
	Large Pitch	£40.00
	Van	£25.50
Festival	Stall	£40.00
	Pitch	£39.00
	Van	£45.50
<b>Market Electricity</b>		
		<b>2023 / 24</b>

1 day electric usage	Stall	£1.50
	Pitch	£1.50 / £3.00
	Van	£4.00
Overnight electric usage	Van	£5.00
<b>Whole Market Let</b>		<b>2023 / 24</b>
Weekdays (Per day)	Low Season	£221.00
	High Season	£442.00
Weekends (Per day)	Low Season	£254.00
	High Season	£508.00
<b>Event Square Let Fees</b>		<b>2023 / 24</b>
Per Stall/Pitch		£17.00
<b>Street Trading</b>		<b>2023 / 24</b>
The Bull Ring per pitch per day	General Fee	£11.00
	Festival Fee	£32.50
Castle Sq (near to College) per pitch per day	General Fee	£20.00
	Festival Fee	£39.00
Castle Sq (near to College) vehicular pitch per day	General Fee	£39.00
	Festival Fee	£77.50
High Street (next to Bx) per pitch per day	General Fee	£19.50
	Festival Fee	£37.50
Tower Street per pitch per day	General Fee	£11.00
	Festival Fee	£21.50
<b>Street Trading Electricity Charges</b>		<b>2023 / 24</b>
Non- Vehicular Pitches	Lighting	£1.00
	Other items	£5.00
Vehicular Pitches	Lighting	£1.00
	Other items	£7.50
<b>Calendar of Events</b>		<b>2023 / 24</b>
Small advert (46mm x 46mm)	Inc. VAT	£159.00
Medium advert (92mm x 46mm)	Inc. VAT	£268.00
Large advert (92mm x 92mm)	Inc. VAT	£536.00
Single entry (including date, title, venue and time)	Inc. VAT	£84.00

In addition to the fee to rent the market space, (left) whole market lets are charged £7.50 per day for electricity.

Additional information per line (32 characters)	Inc. VAT	£17.00
Further entry within the month (50% discount)	Inc. VAT	£42.00
Further additional information per line (50% discount)	Inc. VAT	£8.50
<b>Ludlow Museum</b>		<b>2023 / 24</b>
Entrance Fees	Adults	£1.20
	Children	£0.00
<b>Castle Street Toilets</b>		<b>2023 / 24</b>
Entry		
<b>Linney Parking Meter</b>		<b>2023 / 24</b>
1 Day Parking		
<b>Memorial Bench Fees</b>		<b>2023 / 24</b>
NEW BENCH with single brass plaque	Bench	£595.00
	Admin	£126.50
	Siting Fee	£230.00
	Maintenance 5 year	£120.00
BRASS PLAQUE on existing bench	Plaque (installed)	£95.00
	Maintenance 5year	£75.00
	Admin	£85.00
<b>Model Publication Scheme</b>		<b>2023 / 24</b>
Disbursement cost - Photocopying B&W		0.10

**FC/265 RESOLVED (unanimous) GG/EG**

To approve a budget of £1,057,161.00 in 2023 / 24.

**FC/266 RESOLVED (unanimous) GG/EG**

To approve a precept of £773,395.00 in 2023 /24.

**FC/267 ITEMS TO ACTION REVIEW**

**RESOLVED (unanimous) GG/RP**

To approve the changes and actions recommended in the review.

**FC/268 SHROPSHIRE COUNCIL – CHARGING SCHEME FOR ROAD CLOSURES**

**RESOLVED (unanimous) GG/EG**

To send a strongly worded letter to Shropshire Council's leader stating that charging for road closure for Remembrance Sunday, not for profit activities and events, and charitable events is completely unacceptable.

**FC/269 SHROPSHIRE COUNCIL BUDGET CONSULTATION**

**RESOLVED (unanimous) GG/DL**

To note the consultation.

**FC/270 CEMETERY EXTENSION**

**RESOLVED (unanimous) GG/SW**

- i) To approve the creation of 22 new spaces in section K.
- ii) To note the project timeline.

**FC/271 ELECTRIC SCOOTERS**

**RESOLVED (unanimous) GG/EG**

- i) To write to the police to ask them to enforce the law that the use of E-scooters their use in public areas is illegal, and to seized any e-scooters being used illegally in Ludlow.
- ii) To invite the local police to attend the next full council meeting for further discussion of this matter.

**FC/272 KING'S CORONATION**

**RESOLVED (10:0:1) GG/RP**

- i) To approve expenditure from contingencies of £2,600.00 for the purchase of fabric bunting for the town centre plus £270 for the hire of a cherry picker.



- ii) To approve the workforce putting the bunting up in April and taking it down prior to the Christmas lights going up.
- iii) To approve an application to Awards for All to fund commemorative medals for school students. The purchase of the medals would be contingent to a successful application.
- iv) To approve further exploration of options for a celebratory events that reflect the recently announced timetable of events including the Coronation Big Lunch on Sunday 7<sup>th</sup> May, at which neighbours and communities are invited to share food and fun together; and The Big Help Out on Monday, 8th May 2023, which will encourage people to try volunteering for themselves and join the work being undertaken to support their local areas.

**FC/273 80<sup>TH</sup> ANNIVERSARY OF D-DAY LANDINGS IN NORMANDY**

**RESOLVED (unanimous) GG/DL**

- i) To approve the Town Council's participation in the Beacon lighting on 6th June 2024 in the commemoration to D-Day 80, the 80th Anniversary of the D-Day landings in Normandy.
- ii) That subject to quotations being sought in line with financial regulations, to approve expenditure for themed modifications to the Town Council's beacon.

**FC/274 FESTIVAL MARKETS**

**RESOLVED (unanimous) GG/VP**

- i) To approach the festival organisers to explore ideas about directional signage from the Linney to the market and town centre.
- ii) To charge Sunday rates for the Spring Festival Sunday market and street trading.

**FC/275 PROJECT SUPPORT GRANT CRITERIA**

**RESOLVED (unanimous) GG/RP**

To note the Project Support Grant Criteria.

**FC/276 PROJECT SUPPORT GRANT FEEDBACK FROM LUDLOW 21**

**RESOLVED (unanimous) GG/RP**

To note the Project Support Grant Feedback from Ludlow 21 in relation to reprinting of the Ludlow bus timetable.

**FC/277 SUSPEND STANDING ORDERS**

**RESOLVED (unanimous) GG/BW**

To suspend Standing Orders to reconsider Committee Membership.

**FC/278 COMMITTEE MEMBERSHIP**

The Mayor led with sincere thanks to Cllr Pote for his diligent and valued service on the committees.

**RESOLVED (unanimous) GG/BW**

To approve the amendments to the membership that Councillor Pote remains a member on Representational Committee, Climate Action Sub-Committee and Budget Task & Finish Group.

**FC/279 RE-INSTATE STANDING ORDERS**

**RESOLVED (unanimous) GG/BW**

To reinstate Standing Orders.

**FC/280 COMMITTEE RECOMMENDATIONS, POLICY & FINANCE COMMITTEE 28<sup>TH</sup> NOVEMBER 2022**

**RESOLVED (unanimous) GG/PA**

To approve the recommendations from the Policy & Finance Committee on the 28<sup>th</sup> November 2022.

**WORK EXPERIENCE POLICY**

That the content of the Work Experience Policy be adopted as an interim measure.

**CIVILITY AND RESPECT – COUNCILLOR - OFFICER PROTOCOL**

That the Civility and Respect – Councillor - Officer Protocol, be adopted.

**SHROPSHIRE COUNTY PENSION FUND ACTUARIAL VALUATION**

That the Employer Future Service Rate (% of pay) of 20.3% and required deficit contribution payments of £5,400 in 2023/24; £7,000 in 2024 /25; and £7,300 in 2025 /26, be approved.

**FC/281 COMMITTEE RECOMMENDATIONS, POLICY & FINANCE COMMITTEE 16<sup>th</sup> JANUARY 2023**

**RESOLVED (unanimous) GG/PA**

To approve the recommendations from the Policy & Finance Committee on the 16<sup>th</sup> January 2023.

**PUBLIC SECTOR DEPOSIT FUND**

That:-

- a) the CCLA Fact sheet be noted.
- b) the Council's investment in The Public Sector Deposit Fund be increased by £150,000.00.

**WINTER POLICY**

That the Winter Policy, as amended, be adopted.

**WORK EXPERIENCE PLACEMENTS POLICY**

That:-

- a) the Work Experience Placements Policy be adopted.
- b) a detailed Work Experience procedure schedule is put in place and reported back to Staffing Committee following completion of a placement.

**PETTY CASH**

That:-

- a) the level of petty cash be reduced to £200.00.
- b) the petty cash is restored to £200.00 at least twice a year on or around the 31<sup>st</sup> March and 30<sup>th</sup> September.

**FIDELITY INSURANCE**

That the Council's fidelity insurance be increased to cover £1,800,000.00.

**COUNCILLORS MILEAGE**

That:-

- a) the HMRC Mileage Rate, of 45p per mile for cars, be adopted for Councillor Mileage claims.

- b) the Councillor Induction Pack be updated to reflect the new mileage rate.

EXTERNAL AUDIT

Appointment

That the appointment of PKF Littlejohn LLP as the Council's External Auditor for 2022/23 to 2026/27 be approved.

**FC/282 COMMITTEE MINUTES**

Representational Committee 6<sup>th</sup> December 2022

**RESOLVED (unanimous) GG/SON**

To receive the Representational Minutes of the 6<sup>th</sup> December 2022.

**FC/283 POLICY & FINANCE COMMITTEE – 28<sup>th</sup> NOVEMBER 2022**

**RESOLVED (unanimous) GG/BW**

To receive the Minutes of the Policy & Finance Committee held on the 28<sup>th</sup> November 2022.

**FC/284 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous) GG/BW**

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 8.24pm

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Town Mayor

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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 23<sup>rd</sup> JANUARY 2023** at **7:00 PM**.

**FC/285**    **ST LAURENCE CHURCHYARD**

**RESOLVED** (unanimous)    **GG/BW**

To note that the process is ongoing and will be reported to Council as soon as possible.

The meeting closed at 8:24 pm

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date