



MINUTES

Minutes of a zoom meeting of the **COUNCIL** held on **MONDAY 25TH JANUARY 2021** at **7.00 PM.**

FC/201 PRESENT

Chairman:	Councillor Gill
Councillors:	Adams; Clarke; Cobley; Garner; Ginger; Lyle (from 7.07pm); Naysmith; O'Neill; Parry (from 7.15pm); Pote; Sheward and Smithers.
Officers:	Gina Wilding, Town Clerk Kate Adams, Deputy Town Clerk Naomi Brotherton, Senior Admin Assistant

FC/202 VIRTUAL MEETING WELCOME

Mayor, Councillor Tim Gill welcomed everyone to the virtual Full Council meeting, introduced the Councillors present, and explained that:

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

FC/203 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 asks that they turn off their camera and access the meeting via audio only.

FC/204 APOLOGIES

Apologies were received from Councillors Jones and Perks.

FC/205 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	7	Son-in-law works for Police
	15	Allotment holder at Wigley Fields
	16b	Longstanding friend works for Hope House
	21	Worked with former Sergeant at Arms
Cllr Garner	20b	Knows one of the nominees
Cllr Gill	20b	Knows one of the nominees
Cllr Lyle	16a	Knows the recipient of the laptop
	20b	Friends with one of the nominees
Cllr Parry	20b	Knows both nominees.
Cllr Pote	20b	Knows one of the nominees
Cllr Sheward	20b	Knows both nominees

FC/206 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

FC/207 UNITARY COUNCILLORS SESSION

There were no Unitary Councillors present.

FC/208 LUDLOW POLICE UPDATE

PC Matt Howells introduced himself, and explained that he is an officer with 22 years' experience, who has been working in Ludlow for two weeks. He stated that there were three policing priorities, Safer Homes, Safer People and Safer Roads. Safer People was concentrated on the county line and drug dealers crossing it. The county lines action week had been deferred due to the current

restrictions as working with partner organisations was not possible. They were also hampered with home visits. Calls to properties could only be carried out in an emergency capacity.

He highlighted that there had been a slight 'blip' in the Safer Homes priority recently with increased burglaries and sheds being broken into but this had been in conjunction with increased drug activity. He reassured Council that this had since dropped with drug dealers being removed from the street.

7.07pm Councillor Lyle joined the meeting.

He finished by saying that he looked forward to working with the Town Council.

Another Councillor queried whether PC Howells had under the priority of Safer People seen evidence of issues and problems of mental health due to Covid, resulting in isolation.

PC Howells stated that this lockdown had seen increasing tensions between neighbours and breaches of the Covid restrictions generally being reported during the weekend evenings. However, he reported the previous lockdown had seen an increase in suicides in younger people. He re-iterated that home visits to the vulnerable were hampered by the restrictions and the Police were limited in what could be carried out socially distanced.

7.15pm Councillor Parry joined the meeting.

Another Member raised the issue of speeding in the 20mph area of Old Street and Corve Street. PC Howells stated that he would speak to a colleague on the Safer Roads priority, with the aim to get more of a visible presence in the area, which he felt was a good deterrent.

A Member also stated that cars were speeding along Temeside on a daily basis. They also requested that a monthly local report be sent to the Town Council, similar to that which is provided to other Town Councils.

7.17pm Councillor Naysmith left the meeting.

FC/209 MINUTES – FULL COUNCIL 7th DECEMBER 2020

RESOLVED (10:0:2) TG/PA

That the open minutes of Full Council on Monday 7th December 2020 be approved as a correct record by the Chairman.

FC/210 ITEMS TO ACTION – 7th DECEMBER 2020

RESOLVED (unanimous) TG/AC

That the Items to Action be noted.

FC/211 PRESENTATION FROM SEVERN TRENT

This item has been deferred.

7.22pm Councillor Naysmith re-joined the meeting.

FC/212 CASH BOOK – PAYMENTS, INCOME & BANK RECONCILIATION – OCTOBER, NOVEMBER AND DECEMBER 2020

RESOLVED (12:0:1) TG/AC

That the Cash Book – Payments, Income & Bank Reconciliation – October, November and December 2020 be adopted.

FC/213 PETTY CASH – PAYMENT, INCOME & BANK RECONCILIATION – OCTOBER, NOVEMBER, DECEMBER 2020

RESOLVED (12:0:1) TG/RP

To adopt the Petty Cash – Payment, Income & Bank Reconciliation - October, November, December 2020.

FC/214 BARCLAY CARD STATEMENTS – JULY, SEPTEMBER, OCTOBER AND DECEMBER 2020

RESOLVED (unanimous) TG/AC

To adopt the Barclay card Statements for July, September, October and December 2020.

FC/215 PAYPAL – PAYMENTS, INCOME AND BANK RECONCILIATION FOR OCTOBER, NOVEMBER AND DECEMBER 2020

RESOLVED (unanimous) TG/AC

To adopt Paypal, Payments, Income and Bank Reconciliation for October, November and December 2020.

FC/216 PUBLIC SECTOR DEPOSIT FUND – STATEMENTS AND RECONCILIATION FOR OCTOBER, NOVEMBER AND DECEMBER 2020

RESOLVED (unanimous) TG/AC

To adopt the Public Sector Deposit Fund – Statements and Reconciliation for October, November and December 2020.

FC/217 MAYOR’S CHARITY – PAYMENT, INCOME AND RECONCILIATION FOR OCTOBER, NOVEMBER AND DECEMBER 2020

7.28pm Councillor Ginger left the meeting.

RESOLVED (unanimous) TG/AC

To adopt the Mayor’s Charity – Payment, Income & Reconciliation for October, November and December 2020.

FC/218 BUDGET & PRECEPT 2021-22

7.29pm Councillor Ginger re-joined the meeting.

7.30pm Councillor Ginger left the meeting.

RESOLVED (unanimous) TG/AC

To approve the precept of £644,484.00 - a Band D increase in Council Tax of 20p per week.

FC/219 RISK ASSESSMENTS

7.40pm Councillor Ginger re-joined the meeting.

7.47pm Councillor Ginger left the meeting.

RESOLVED (10:1:1) GG/TG

- i) To adopt the Risk Assessments
- ii) To review and update the format of all Risk Assessments in line with the format of the Buttercross Risk Assessments within a 12 -18 month period.

FC/220 HM THE QUEEN PLATINUM JUBILEE 2022

RESOLVED (unanimous) TG/MC

To note that the Government announced that there will be an additional bank holiday to celebrate Her Majesty the Queen's Platinum Jubilee in 2022; and that the late May bank holiday will be moved to Thursday 2nd June 2022 and an additional Jubilee bank holiday will be on Friday 3rd June 2022.

FC/221 ASSET REGISTER

RESOLVED (unanimous) TG/PA

To approve the Town Council's Asset Register.

FC/222 PROJECT SUPPORT GRANT FEEDBACK & THANKS

RESOLVED (unanimous) TG/CS

That the Project Support Grant Feedback from the Ludlow Photographic Club and letter of thanks from Hope House be received.

FC/223 COMMITTEE RECOMMENDATIONS – STAFFING COMMITTEE 19TH NOVEMBER, 21ST DECEMBER 2020 AND 7TH JANUARY 2021

RESOLVED (unanimous) TG/CS

That the recommendations from the Staffing Committee 19th November and 21st December 2020 and 7th January 2021 be approved.

MANAGING ATTENDANCE

That subject to the following amendments;

i) review notes between Line Managers and staff are kept;
ii) the word Company is replaced by the word Town Council
the Managing Attendance Policy be adopted; and

iii) the Return to Work Questionnaire be adopted.

PRIORITIES

- i) That the first priority is recommendation two - to structure senior staff roles and workflow according to Executive or Service functions.
- ii) The rationales for the first priority are:

- a. To identify the Executive and Service roles and workflows through process mapping.
- b. To improve the delivery of the Council's functions.
- c. To enable the council to manage an increased workload.
- d. The outcome of recommendation two will facilitate the other recommendations.

TASK & FINISH GROUP

That a Staffing Structure Review Task & Finish Group is formed to undertake the research required to move the process forward.

MEMBERSHIP OF THE STAFFING STRUCTURE REVIEW TASK & FINISH GROUP

That the membership of the Staffing Structure Review Task & Finish Group consists of Councillors Garner; Gill; Lyle; Pote and Sheward, the Town Clerk and Deputy Town Clerk.

FC/224 COMMITTEE MINUTES

REPRESENTATIONAL COMMITTEE – 9TH DECEMBER 2020

RESOLVED (11:0:1) CS/TG

That the minutes of the Representational Committee on the 9th December 2020 be received.

FC/225 SERVICE COMMITTEE – 14TH DECEMBER 2020

RESOLVED (11:0:1) MC/PA

That the Services Committee Minutes on the 14th December 2020 be received.

FC/226 STAFFING COMMITTEE – 15TH DECEMBER, 21ST DECEMBER 2020 AND 7TH JANUARY 2021

RESOLVED (8:0:4) DL/RP

That the minutes of the Staffing Committee 15th December, 21st December 2020 and 7th January 2021 be received.

FC/227 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

8.03pm Councillor Ginger re-joined the meeting.

RESOLVED (12:0:1) TG/AC

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 8:18 pm.

Town Mayor

Date

NB Closed session minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 25th JANUARY 2021** at **7:00PM**

FC/228 **CIVIC AWARDS**

RESOLVED (unanimous) **TG/DL**

That due to the current Covid-19 restrictions, consideration of the nominations is deferred until the May Annual Meeting of Council 2021, and the nominators are informed of the delay.

FC/229 **SERGEANT AT ARMS**

RESOLVED (unanimous) **GG/DL**

- i) That due to the current Covid-19 restrictions a decision regarding the date of a posthumous presentation is deferred until the May Annual Meeting of Council 2021.
- ii) That the family are contacted to ensure that the council are acting in accordance with their wishes.

The meeting closed at 8.18 pm

Town Mayor

Date