

LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press

Contact: Gina Wilding

Ludlow Town Council, The Guildhall,

Mill Street, Ludlow, SY8 1AZ

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townclerk@ludlow.gov.uk

Despatch date: 23th July 2025

COUNCIL

You are summoned to attend the meeting of Ludlow Town Council to be held
at The Guildhall, Mill Street, Ludlow, on
Monday 28th July 2025 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- VISIT SHROPSHIRE
- PUBLIC PARTICIPATION
- PROJECTS
- GRANTS

The public may speak at this meeting

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.

1. **WELCOME FROM THE MAYOR AND HEALTH & SAFETY INFORMATION**

Councillors and members of the public are to note that the fire exits can be found to the rear of the building and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. **RECORDING OF MEETINGS** – Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media 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 make this known immediately.

3. **MEETING PROTOCOL**

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

4. **APOLOGIES**

To receive Councillor's apologies.

5. **DECLARATIONS OF INTEREST**

To receive declarations of interests for:

- a) Disclosable Pecuniary Interest
- b) Declaration of Conflicts of Interest
- c) Declarations of Personal Interest

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)

6. **PUBLIC OPEN SESSION (15 MINUTES)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.
7. **LUDLOW POLICE UPDATE**
 - a) To receive an update from the Safer Neighbourhood Team.
 - b) To complete the Police Crime Commissioner (PCC) Survey.
8. **LUDLOW'S UNITARY COUNCILLORS SESSION**
Ludlow's Unitary Councillors are invited to provide updates on Unitary Council matters related to Ludlow.
9. **MINUTES**
To approve the open minutes of **Council** on **Monday 23rd June 2025** as a correct record of the meeting (LGA 1972 Sch 12 para 41(1)).
10. **ITEMS TO ACTION**
To consider the items to action from **Monday 23rd June 2025**.

ITEM	Attachment
11. <u>VISIT SHROPSHIRE</u> To receive a presentation and consider renewing the Town Council's annual Standard level membership.	11
12. <u>PROJECTS</u> To set the priority projects for the period September – December 2025.	12
13. <u>PUBLIC PARTICIPATION</u> To consider a report clarifying the role and parameters of public open session at council and committee meetings.	13
14. <u>ADOPTION OF CLUSTER MODEL FOR OUTDOOR SPACES PARTNERSHIP IN SHROPSHIRE</u> To consider the briefing note and adoption of the cluster model.	14
15. <u>CORE GRANTS 2026 / 27</u> To approve the criteria and application form for core grant applications.	15
16. <u>PROJECT SUPPORT GRANT</u> To consider the application for project support funding from the Girlguiding Ludlow District.	16
17. <u>INSURANCE</u> To consider a report.	17

18.	<u>TOWN CRIER</u> To consider a report	18
19.	<u>TOWN WALLS</u> a) To note the correspondence. b) To approve an assessment by Longmynd Consultants Ltd of the scaffolding surrounding the electric sub-station.	19a No papers
20.	<u>COMMITTEE MEMBERSHIP</u> To approve amend the membership of Policy and Finance Committee to reflect the resignation of Councillor Harris from the committee.	no papers
21.	<u>COMMITTEE RECOMMENDATIONS</u> To consider the recommendations from Policy & Finance Committee on 21 st July 2025.	21
22.	<u>COMMITTEE MINUTES</u> To receive the minutes of: a) Representational Committee on 17 th June & 15 th July 2025. b) Staffing Committee on 26 th June 2025. c) Policy & Finance Committee on 21 st July 2025.	22a 22b 22c
23.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> The Chairman will move 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.	No papers
24.	<u>WORK EXPERIENCE</u> To consider a request from a local college.	24
25.	<u>GUILDHALL HEATING</u> To consider quotations	25
26.	<u>GUILDHALL AV</u> To consider quotations	26
27.	<u>ASSETS</u> To note the insurance valuation.	27

M e m b e r s h i p

Councillors Lyle (Town Mayor), Addis, Childs, Cowell (Deputy Mayor), Gill, Ginger, Harris, Hepworth, Maxwell-Muller, Owen, Parry, Scott-Bell, Tapley, Taylor and Waite.

The date of the next Council meeting is 8th September 2025

Item 7.

LUDLOW POLICE UPDATE

Town and Parish Council Survey 2025

Please select one answer for each question, unless asked to do otherwise.

Please ensure to answer all questions, incomplete questionnaires are not included.

This survey can be completed either individually or on behalf of the council.

The closing date for the survey is midday on Tuesday 14th October 2025.

Thank you for taking the time to complete the survey.

Local Policing

1) In the Council's opinion, how good a job do you think the police are doing in your town / parish?*

- ☐ Excellent
- ☒ Good
- ☐ Fair
- ☐ Poor
- ☐ Very Poor
- ☐ Don't know

2) In the Council's opinion, how would you rate the visibility of police in your town parish?*

- ☐ Excellent
- ☐ Good
- ☒ Fair
- ☐ Poor
- ☐ Very poor
- ☐ Don't know

How much does the Council agree or disagree with the following statements:

3) The police work well with the Council to identify and address local crime and disorder issues*

- ☐ Strongly agree

- ☒ (x) Tend to agree
- ☐ () Neither agree nor disagree
- ☐ () Tend to disagree
- ☐ () Strongly disagree
- ☐ () Don't know

4) The Council has confidence in the police to resolve crime and disorder issues raised within the local community*

- ☐ () Strongly agree
- ☒ (x) Tend to agree
- ☐ () Neither agree nor disagree
- ☐ () Tend to disagree
- ☐ () Strongly disagree
- ☐ () Don't know

5) On average, how often does the Council contact the police to raise concerns about crimes or incidents?*

- ☒ (x) Weekly
- ☐ () Monthly
- ☐ () Every 2 - 6 months
- ☐ () Once a year
- ☐ () Never
- ☐ () Don't know

6) Overall, how would you rate the police response to crime and disorder issues or incidents raised by the Council?*

- ☐ () Excellent
- ☒ (x) Good
- ☐ () Fair
- ☐ () Poor
- ☐ () Very poor
- ☐ () Don't know / N/A

Contact and Engagement

West Mercia Police's Local Policing Charter launching in 2021 and refreshed in 2025 is built on the core principles of visibility, accessibility, and engagement, with aims to foster a two-way dialogue between the police and the public, ensuring local teams effectively address community concerns and enhance trust in the service.

The Charter, co-produced with the PCC, focuses on addressing crime, safety, and anti-social behaviour (ASB) through targeted high-visibility patrols in high footfall areas and data-driven strategies.

You can find the charter by visiting the West Mercia Police website.

7) Are you aware of the Local Policing Charter?

☒ Yes

☐ No

8) Have the police been in touch to identify your priorities as a Town/Parish Council?

☒ Yes

☐ No

9) If answered yes in question 8. In the Councils opinion have the police acted upon the priorities you set out?

☒ Yes

☐ No

10) In the Councils opinion have you seen a reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?

☐ Yes

☒ No

11) In the Council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face to face, email, telephone etc)*

☐ Very easy

- ☒ Fairly easy
- ☐ Fairly difficult
- ☐ Very difficult
- ☐ Don't know / N/A

12) In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?*

- ☐ Very easy
- ☒ Fairly easy
- ☐ Fairly difficult
- ☐ Very difficult
- ☐ Don't know / N/A

13) In the Council's opinion, how would you rate the level of contact you have with the police?*

- ☐ Excellent
- ☒ Good
- ☐ Fair
- ☐ Poor
- ☐ Very poor
- ☐ Don't know / N/A

14) How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes).

Please tick all that apply*

- ☐ Phone (land line)
- ☐ Phone (mobile)
- ☒ Email
- ☐ Letter
- ☐ Social media
- ☐ In person (at a police station etc)
- ☐ Website

☐ Other

☐ Don't contact the police

15) How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)*

☐ Weekly

☒ Monthly

☐ Every 2- 6 months

☐ Once a year

☐ Never

☐ Don't know

16) How would the Council rate the police response to requests for information / meetings etc?*

☐ Excellent

☒ Good

☐ Fair

☐ Poor

☐ Very poor

☐ Don't know / N/A

17) How often do the police attend Council meetings or other community events in your town or parish area?*

☐ Weekly

☐ Monthly

☒ Every 2 - 6 months

☐ Once a year

☐ Never

☐ Don't know / not invited

18) How often do the police proactively contact the Council to raise awareness of local issues, share information etc?*

- ☐ Weekly
- ☒ Monthly
- ☐ Every 2 - 6 months
- ☐ Once a year
- ☐ Never
- ☐ Don't know

19) Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs*

- ☒ Very familiar
- ☐ Somewhat familiar
- ☐ Not well known
- ☐ Totally unknown
- ☐ N/A

Crime and anti social behaviour issues

20) In the Council's opinion, how much of a problem, if at all, would you say that crime and anti social behaviour is in your town / parish area?*

- ☐ Not a problem at all
- ☐ Not a very big problem
- ☒ Fairly big problem
- ☐ Very big problem
- ☐ Don't know

21) Which if any of the following issues would you say are currently a problem in and around your council area?

Please tick one box in each row

	Not a problem at all	Not a very big problem	Fairly big problem	Very big problem	Don't know
Domestic burglary	()	()	(x)	()	()
Violent crime	()	(x)	()	()	()
Anti social behaviour	()	()	()	(x)	()
Online crime	()	()	()	()	(x)
Vehicle crime	()	()	(x)	()	()
Criminal damage / vandalism	()	()	(x)	()	()
Crimes against businesses	()	()	()	(x)	()
Rural crime	()	()	()	(x)	()
Offence of a sexual nature	()	()	(x)	()	()
Crime committed against people due to their age, race, ethnicity, disability or sexuality	()	()	()	()	(x)
Road safety	()	()	()	(x)	()

About your council

What is the name of your council (or councils if it is a combined parish council group)?*

Ludlow Town Council _____

22) How have you completed this survey?

- ☐ Individually, these are my opinions
- ☒ The whole council, these are the opinions of all of the council

23) Please confirm which Borough / District / City / Unitary area your council is in*

- ☐ Herefordshire
- ☒ Shropshire
- ☐ Telford & Wrekin
- ☐ Redditch
- ☐ Wyre Forest
- ☐ Worcester City
- ☐ Malvern Hills
- ☐ Wychavon
- ☐ Bromsgrove

24) Approximately how many people live in your town / parish area?

- ☐ Less than 500
- ☐ 501 - 1000
- ☐ 1001 - 5000
- ☐ 5001 - 10,000
- ☒ Over 10,000

Please provide an appropriate current email address which the Commissioner and his staff may use to contact the Council when necessary.

Your email will be held securely in web-based databases. It will not be shared with any other third party.

townclerk@ludlow.gov.uk _____

25) Would you like to receive the Commissioner's monthly newsletter to this email address?

☒ Yes

☐ No

Thank You!

Item 9.

MINUTES



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 23RD JUNE 2025** at 7.00 PM.

FC/90 PRESENT

Chair: Councillor Lyle

Councillors: Addis; Childs; Cowell; Gill; Ginger; Harris; Hepworth; Maxwell-Muller; Owen; Parry; Scott-Bell; Tapley; Taylor

Officers: Gina Wilding, Town Clerk
Helen Jones, Senior Administration Assistant

ABSENT

Councillors: Waite

FC/91 HEALTH & SAFETY

The Mayor, Councillor Lyle, welcomed everyone to the Full Council meeting and made some health and safety announcements.

FC/92 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.

FC/93 MEETING PROTOCOL

The Mayor reminded Members of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

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FC/94 APOLOGIES

Apologies were received from Councillor Waite.

FC/95 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Lyle	26	Secretary to LTWT

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Cowell	26	Involved with LTWT
Councillor Addis	14	Worked on Buttercross
Councillor Lyle	19	Is on the working group
Councillor Lyle	21	Hearing issues
Councillor Lyle	25	Knows the Organisation
Councillor Harris	25	Assisted with the survey
Councillor Childs	26	
Cllr Maxwell-Muller	26	

Councillors were reminded that if they have made any statements in the past in relation to their position on the wall or any other item on the agenda, they should consider declaring an interest in the interests of openness and transparency.

FC/96 PUBLIC OPEN SESSION (15 minutes)

There were seven members of the public in attendance.

A resident of Ludlow reiterated a question made at the previous meeting regarding the eligibility of Councillor Hepworth to be elected to Ludlow Town Council as he does not live within the prescribed area. They also had a question regarding Item 26 and asked for an explanation as to how the Town Council could consider spending money from the public purse raised by the precept to do work on a structure which the council does not own, nor do the people of Ludlow own.

A resident of Ludford raised the issue of sound in the council chamber, stating that it was impossible to hear at the back of the room. They asked for the Town Council to investigate the installation of an amplification system, and also an AI component to produce minutes.

FC/97 LUDLOW POLICE UPDATE

Apologies were received from the Safer Neighbourhood Team.

The Mayor informed those present that May's Newsletter from the Safer Neighbourhood Team was circulated to all members, as well as an email from Inspector Kelly who reports that, in addition to a new sergeant, Ludlow will be receiving an extra SNT Police Constable, expected in post by the end of the month, with funding secured for two years.

Inspector Kelly is leading the local rollout of *KTCS 25 – Keeping Town Centres Safe*, a new UK-wide initiative aimed at reducing ASB, theft, and shoplifting through increased patrols, multi-agency coordination, and data-led deployment. In Ludlow, this includes more visible policing, continued social media engagement, and regular contact with council staff. The programme will be monitored and adapted in response to local crime trends throughout the summer.

FC/98 LUDLOW'S UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) was present but did not have an update.

FC/99 MINUTES

RESOLVED DL/PA (unanimous)

That the minutes of the Council meeting held on Wednesday 14th May 2025 be approved as a correct record and signed by the Chair.

FC/100 ITEMS TO ACTION

RESOLVED DL/PA (13:0:1)

That the Items to Action be noted.

FC/101 INTERNAL AUDIT

RESOLVED DL/TG (unanimous)

That the signed Annual Internal Audit Report for 2024/25 be adopted.

FC/102 RESOLVED DL/KC (unanimous)

That the Year end Audit letter from the Internal Auditor be received.

FC/103 RESOLVED DL/IMM (unanimous)

That the Year end Internal Audit observations be adopted.

FC/104 RESOLVED DL/TG (unanimous)

That the revised Asset Register be adopted.

FC/105 ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2024/25

RESOLVED DL/PA (unanimous)

That the explanation of the 2024 Box 8 figure be noted.

FC/106 RESOLVED KC/RO (unanimous)

That the Annual Return Governance Statement 2024/25 in accordance with the Accounts and Audit Regulations be approved.

FC/107 RESOLVED DL/IMM (unanimous)

That the Annual Return Statement of Accounts 2024/25 in accordance with the Accounts and Audit Regulations be approved.

FC/108 RESOLVED RO/JH (unanimous)

That publishing the detailed Annual return Account document on the Council's website be approved.

FC/109 RESOLVED DL/KC (unanimous)

That the dates from Monday 30th June to Friday 8th August for the period for the exercise of public rights be approved.

FC/110 SHROPSHIRE COUNCIL'S NEW APPROACH TO PARTNERSHIP WITH TOWN AND PARISH COUNCILS

RESOLVED DL/KC (unanimous)

That Councillors will either send their responses to the survey into the Town Clerk or directly into Shropshire Council.

FC/111 LISTED BUILDINGS CONDITION REPORT

RESOLVED GG/DL (unanimous)

That the specification for a condition report for the Guildhall and the Buttercross with no requirement for background information or historical context of the buildings., be approved.

FC/112 RESOLVED DL/GG (unanimous)

That three contractors listed in the report are invited to submit a quotation.

FC/113 COMMUNITY INFRASTRUCTURE LEVY (CIL)

RESOLVED DL/ISB (13:0:1)

That the Annual Neighbourhood Fund Agreement be approved.

FC/114 MARKET SQUARE PARKING

RESOLVED TG/DL (12:1:1)

That the motion to urge Shropshire Council to promptly undertake a public consultation on a Traffic Regulation Order under the Road Traffic Regulation Act 1984 be approved.

FC/115 HSE PRIORITIES 2025/26

RESOLVED DL/TG (unanimous)

That the HSE priorities for 2025/26 be adopted as the Council's priorities.

FC/116 TERRORISM (PROTECTION OF PREMISES) ACT 2025

RESOLVED DL/PA (unanimous)

That the new legislation be noted.

FC/117 LUDLOW CANCER SUPPORT GROUP

That the request for a statement of support from the Town Council be approved.

FC/118 ANNUAL TOWN RESIDENTS MEETING

RESOLVED DL/TG (11:0:3)

That the minutes from the Annual Town Residents Meeting on 19th May 2025 be noted.

FC/119 INCLUSIVE MEETINGS

RESOLVED DL/KC (13:0:1)

That the update regarding remote meeting attendance be noted.

FC/120 NOT CARRIED JH/RO (2:7:4)

The proposal that AI note-taking software be investigated was not carried.

FC/121 RESOLVED DL/KC (unanimous)

That an investigation into amplification equipment and live streaming capabilities at the Guildhall be approved.

FC/122 RESOLVED PA/TG (unanimous)

That the investigation into amplification equipment and live streaming capabilities in the Guildhall be added onto the Projects Action List.

FC/123 PROJECTS

RESOLVED DL/IMM (unanimous)

That the top three priority projects for June – September 2025 be approved as CCTV, VJ Day, and the Shaping Lives Project, and the next three priorities for October – December 2025 be considered at the July Council meeting.

FC/124 COMMITTEE MEMBERSHIP

RESOLVED DL/KC (unanimous)

That Councillor Maxwell-Muller be approved onto the membership of Services Committee, Policy & Finance Committee, Staffing Committee, Climate Action Task & Finish Group and the Town Planters Working Group.

FC/125 PARISH PATHS PARTNERSHIP REPRESENTATIVE FOR 2025/26

No representative appointed.

FC/126 FAIRTRADE STEERING GROUP REPRESENTATIVE FOR 2025/26

No representative appointed.

FC/127 FRIENDS OF LUDLOW MUSEUM

RESOLVED VP/SH (unanimous)

Councillor Parry is appointed the Town Council representative.

FC/128 LUDLOW SUSTAINABLE TRANSPORT BUS GROUP

RESOLVED DL/ISB (unanimous)

That the update from Ludlow Sustainable Transport Bus Group be noted, and actions referred to the Representational Committee.

FC/129 TOWN WALLS

RESOLVED DL/ISB (unanimous)

To approve, without prejudice to Ludlow Town Council's position that it is not liable, a contribution of £1,500 for hiring an external contractor to reposition replacement bags of stone at the collapsed section of the Town Wall as a gesture of goodwill because of the H&S concerns.

FC/130 COMMITTEE RECOMMENDATIONS

RESOLVED RO/IMM (11:0:2)

That the recommendations from the Policy & Finance Committee meeting on 16th June 2025 be approved, subject to a meeting of the Task & Finish Group meeting to discuss insurance prior to the next meeting of the Committee:

- **Write Off Debt**

That the Ludlow Pride organisation that incurred the debt are no longer in existence and that the debt in the sum of £45.00 plus VAT be written off.

INSURANCE

- **Insurance Task and Finish Group**

That:-

- a) an Insurance Task and Finish Group be set up to review the Council's insurance requirements;
- b) the Insurance Task and Finish Group membership be made up of Councillors Hepworth, Owen and Taylor.

POLICY REVIEW

- **Financial Regulations**

That:-

- a) **Financial Regulation paragraph 6.6 be amended to read:**

For each financial year the RFO shall draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council may authorise in advance for the year.

- b) **Financial Regulation paragraph 6.9 be amended to read:**

The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the Council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.
 - ii. Fund transfers within the Council's banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.
 - iii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.
- c) **Financial Regulation paragraph 5.18 be amended to read:** In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

That **Financial Regulation paragraph 5.15. be amended to read:** Individual purchases of goods or services (or series of payments for the same service) within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, for any items below £5,000 excluding VAT.
- in respect of grants, Council within any limits set by the grant giving criteria, and in accordance with any policy statement agreed by the Council.
- the Council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other auditable evidence trail.

b) Safeguarding – Children and Vulnerable Adults Protection Policy

That the Safeguarding – Children and Vulnerable Adults Protection Policy be amended at 4.2 to read:

4.2 Recruitment and Training

- Disclosure and Barring Service (DBS) checks, will be conducted for all staff, and Councillors.
- Disclosure and Barring Service (DBS) checks will be conducted for volunteers working with children, young people, or vulnerable adults.
- Staff, councillors and volunteers will receive regular training on safeguarding policies and procedures.

• Task and Finish Group Recommendations – 5th June 2025

That:

- a) the following actions be taken in preparation for Ludlow Green Festival:
 - Key information leaflets to be produced but only in a small number.
 - A QR code to be displayed linking to the information on our website.
 - Councillors who assist with ‘manning’ the stall will be provided with a script of information.
 - Councillors to be emailed asking for assistance in ‘manning’ the stall.
 - Councillor Lyle and Cowell will arrange obtaining free flower seeds to be given away.
- b) an expenditure for labels and seed envelopes (£3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat). Expenditure from budget code 101 4062 (climate action) which has a budget of £500 be approved.
- c) the following updates to be made to the Climate Action Plan:
 - Working Group to consider what criteria could be included in 4 – *We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process*; and 11 – *We will aim to ensure all contractors have a ‘Zero to Landfill’ policy which is regularly reviewed and updated.*
 - 20 – To approach Shropshire Council to ensure they have found alternatives to using toxic weedkillers throughout the county.

- 21 – The Deputy Town Clerk to progress the Hedgerow Maintenance and Management plan to be brought to the next Climate Action Task and Finish Group as a first draft document.
- 22 – Could a DLF member be invited to a future meeting of the Climate Action Task and Finish Group to discuss? The Deputy Town Clerk to produce a draft document similar to a Toolbox Talk for the DLF.
- 23 – The Deputy Town Clerk to confirm if Shropshire Council have been contacted regarding reducing non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow.
- 24 – To consider before the next meeting ideas for a climate action award draft criterion.
- 25 – To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included.
- 26 – To recommend to Policy and Finance Committee that Ludlow Town Council facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend.
- 29 – Could we embrace the current volunteer interest in Ludlow and hold a volunteer day/morning (possibly a Saturday) at St Johns Gardens to begin interest in the site start tidying up the beds.
- **Carried Forward Funds**

That the carried forward funds from the 2024/25 budget into the 2025/26, as stated in the 4th Quarter Exceptions Report, be approved.

FC/131 COMMITTEE MINUTES

RESOLVED DL/PA (unanimous)

That the minutes of the Representational Committee meeting held on 20th May 2025 be received.

FC/132 RESOLVED DL/PA (unanimous)

That the minutes of the Services Committee meeting held on 11th June 2025 be received.

The meeting closed at 8.32pm.

Town Mayor

Date

Closed session minutes will NOT be issued for this meeting.

Item 10.

ITEMS TO ACTION

Full Council

Items to Action

<u>ONGOING</u>					
<u>FC Meeting 29.07.2019</u>					
FC/125	<u>1ST FLOOR GUILDHALL</u> That: - i) the remaining funds of £1,500 from the Mayor's Allowance from 2018-19 be used towards the refurbishment of the first floor of the Guildhall. ii) the listed building consent for the Chamber is renewed. iii) Quotations for works to the Chamber, and works to the first floor of the Guildhall, as described in the report, are sought and brought back to Council for approval.	Building consent application sent. Quotations sought.	GW GW	Complete Pending	09/12/19
<u>FC Meeting 26.04.2021</u>					
FC/336	<u>STAFFING STRUCTURE REVIEW</u> To approve: - i) Creation of workspaces upstairs at the Guildhall to facilitate the proposed appointments. ii) Further exploration of a Projects and Assets role by a Staffing Task & Finish Group.	Not being progressed.	GW	Complete Pending	01/07/22

Full Council

Items to Action

	iii) Further exploration of an additional admin apprentice role by a Staffing Task & Finish Group	Staffing T&F to discuss.		Pending	
<u>FC Meeting</u> <u>11.05.2022</u>					
FC/50	<u>MARKET PARKING</u> To escalate the item to action for prompt consideration in six months.	To follow up with SC monthly.		Pending Feb 24 – update: draft consultation with legal department. April 24 – email and images sent to SC to inform of cars left on market. July 2025 – letters sent to SC with council resolution.	
<u>FC Meeting</u> <u>01.08.2022</u>					
FC/122	<u>MARKET PARKING</u>				

Full Council

Items to Action

	That once the parking order is enacted, its effect will be monitored by market traders and the Town Council.	To be monitored.	GW	Pending	
FC/123	<p><u>MARKET PARKING</u></p> <p>That if after a period of six months, if the Town Council deems the parking order to have been ineffective at its next meeting, Ludlow Town Council will approve consultation with the Conservation Officer for approval of the design of the bollards to be installed on the Market Square.</p>	To be diarised when parking order in force.	GW	Pending	
<u>FC Meeting</u> <u>31.07.2023</u>					
FC/133	<p><u>INSURANCE</u></p> <p>That:</p> <p>i) the renewal questionnaire for the Town Council's insurance is approved.</p> <p>ii) the civic regalia is revalued.</p>	<p>Questionnaire to be returned to insurance company.</p> <p>Civic regalia to revalued.</p> <p>Specification delegated</p>	<p>GW</p> <p>GW</p>	<p>Complete</p> <p>June 2025</p>	<p>August 2023</p>
<u>FC Meeting</u> <u>29.07.2024</u>					

Full Council

Items to Action

FC/144	<u>COACHES</u> To secure coach friendly status and liaise with the Chamber about the coach driver welcome pack.	To liaise with BIDs and make the application.	GW/KP	BIDs and Visit Shropshire approached for information.	
FC/145	To follow up with Visit Shropshire to promote Ludlow as a coach destination at tourism shows and through other communication channels.			Made contact with Coach Friendly Status organisation. Application needs to be completed.	
FC/191	<u>COMMITTEE RECOMMENDATIONS – REP</u> To approve the recommendations from Representational Committee on 27 th August 2024: <ul style="list-style-type: none"> That a task and finish group is set up to explore the stages of creating a Neighbourhood Plan and design codes, and that all Councillors are eligible to join. 	Put on to Representational Committee agenda for consideration.	GW	Pending	
	<ul style="list-style-type: none"> To approve the refurbishing of the Mill Street bus shelter in the next financial year, and quotes are obtained to enable an appropriate budget to be set. 		KA	Complete	June 2025

Full Council

Items to Action

FC/192	To approve membership of the Neighbourhood Plan Task and Finish Group as Councillors Ginger, Harris, Miller, Parry, Tapley and S Waite.	Initial meeting to be called		Pending	
<u>FC Meeting</u> <u>20.01.2025</u>					
FC/298	<u>WHEELER ROAD RECREATION AREA</u> To support in principle the request from Ludlow Rugby Club to use Wheeler Road Recreation Area as a temporary training ground, subject to approval from a successor of the original grantee.	To locate and write to original grantee.	HJ	Pending	
<u>FC Meeting</u> <u>14.04.2025</u>					
FC/363	<u>SPRING STATEMENT IMPACT ON HIGH STREET BUSINESSES AND TOWNS</u> To note the update on the impact of the government's Spring Statement on the High Street, and to approach Shropshire Council for the re-instatement of the Ludlow Future Partnership.	To contact SC.	GW	Pending	
<u>FC Meeting</u> <u>23.06.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status / Update</u>	<u>Date</u>

Full Council

Items to Action

FC/129	<p><u>TOWN WALLS</u></p> <p>To approve, without prejudice to Ludlow Town Council's position that it is not liable, a contribution of £1,500 for hiring an external contractor to reposition replacement bags of stone at the collapsed section of the Town Wall as a gesture of goodwill because of the H&S concerns.</p>	To liaise with LTWT.	GW	Ongoing	
FC/130	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p>Insurance Task and Finish Group</p> <p>That:-</p> <p>a) an Insurance Task and Finish Group be set up to review the Council's insurance requirements;</p> <p>b) the Insurance Task and Finish Group membership be made up of Councillors Hepworth, Owen and Taylor.</p>	T&F group met 11/7/25 with first broker.	GW	Ongoing	
<u>COMPLETED</u>					
<u>FC Meeting</u> <u>14.04.2025</u>					

Full Council

Items to Action

FC/375	<u>INTERNATIONAL DAY OF PEACE</u> To approve in principle the request from Ludlow Quakers for a service at Ludlow Peace Memorial in September, subject to the recommendations of the Ludlow Royal British Legion.	To contact RBL for their input/permission on behalf of the Quakers.	GW / HJ	Complete	June 2025
<u>FC Meeting</u> <u>23.06.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status / Update</u>	<u>Date</u>
FC/106	<u>ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR) 2024/25</u> That the Annual Return Governance Statement 2024/25 in accordance with the Accounts and Audit Regulations be approved.	Send AGAR to external auditor.	GW	Complete	26/06/25
FC/108	That publishing the detailed Annual return Account document on the Council's website be approved.	On LTC website.	GW	Complete	26/06/25
FC/109	That the dates from Monday 30 th June to Friday 8 th August for the period for the exercise of public rights be approved.	On LTC website.	GW	Complete	26/06/25
FC/110	<u>SHROPSHIRE COUNCIL'S NEW APPROACH TO PARTNERSHIP WITH TOWN AND PARISH COUNCILS</u>				

Full Council

Items to Action

	That Councillors will either send their responses to the survey into the Town Clerk or directly into Shropshire Council.	LTC response to be submitted.	GW	Complete	26/06/25
FC/112	<u>LISTED BUILDINGS CONDITION REPORT</u> That three contractors listed in the report are invited to submit a quotation.	Invite contractors to quote.	GW	Pending	
FC/113	<u>COMMUNITY INFRASTRUCTURE LEVY (CIL)</u> That the Annual Neighbourhood Fund Agreement be approved.	Return to Shropshire Council.	GW	Complete	July 2025
FC/114	<u>MARKET SQUARE PARKING</u> That the motion to urge Shropshire Council to promptly undertake a public consultation on a Traffic Regulation Order under the Road Traffic Regulation Act 1984 be approved.	To write to Shropshire Council and Portfolio holders.	GW / HJ	Complete	July 2025
FC/117	<u>LUDLOW CANCER SUPPORT GROUP</u> That the request for a statement of support from the Town Council be approved.	To write to LCSG to confirm support.	GW / HJ	Complete	July 2025

Full Council

Items to Action

FC/121	<u>INCLUSIVE MEETINGS</u> <u>RESOLVED DL/KC (unanimous)</u> That an investigation into amplification equipment and live streaming capabilities at the Guildhall be approved.	To approach specialist companies to investigate the solutions they might be able to offer.	HJ/KP	Ongoing	
FC/122	<u>RESOLVED PA/TG (unanimous)</u> That the investigation into amplification equipment and live streaming capabilities in the Guildhall be added onto the Projects Action List.	To update project list	HJ	Complete	
FC/123	<u>PROJECTS</u> <u>RESOLVED DL/IMM (unanimous)</u> That the top three priority projects for June – September 2025 be approved as CCTV, VJ Day, and the Shaping Lives Project.	To allocate staff to progress VJ Day project and inform CCTV and Shaping lives project staff to prioritise this work.	KA/ KP / CA/ HJ	Ongoing	

Full Council

Items to Action

	The next three priorities for October – December 2025 be considered at the July Council meeting.	To include on the July agenda	GW	Complete	
FC/124	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED</u> DL/KC (unanimous)</p> <p>That Councillor Maxwell-Muller be approved onto the membership of Services Committee, Policy & Finance Committee, Staffing Committee, Climate Action Task & Finish Group and the Town Planters Working Group.</p>	To update the committee matrix and the website	HJ / KP	Complete	June 2025
FC/127	<p><u>FRIENDS OF LUDLOW MUSEUM</u></p> <p><u>RESOLVED</u> VP/SH (unanimous)</p> <p>Councillor Parry is appointed the Town Council representative.</p>	To notify the group	HJ	Complete.	June 2025
FC/128	<p><u>LUDLOW SUSTAINABLE TRANSPORT BUS GROUP</u></p>		GW	Complete	July 2025

Full Council

Items to Action

	That the update from Ludlow Sustainable Transport Bus Group be noted, and actions referred to the Representational committee.	Refer actions to Rep Cttee for July meeting.			
FC/129	<p><u>TOWN WALLS</u></p> <p><u>RESOLVED DL/ISB (unanimous)</u></p> <p>To approve, without prejudice to Ludlow Town Council's position that it is not liable, a contribution of £1,500 for hiring an external contractor to reposition replacement bags of stone at the collapsed section of the Town Wall as a gesture of goodwill because of the H&S concerns.</p>	To liaise with Colin Richards	GW	Ongoing	
	<p>FC/130 <u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED RO/IMM (11:0:2)</u></p> <p><u>Write Off Debt</u></p> <p>That the Ludlow Pride organisation that incurred the debt are no longer in existence and that the debt in the sum of £45.00 plus VAT be written off.</p> <p><u>INSURANCE</u></p>	To update the council's records	LJ	Complete	

Full Council

Items to Action

	<p><u>Insurance Task and Finish Group</u></p> <p>That:- a) an Insurance Task and Finish Group be set up to review the Council's insurance requirements; b) the Insurance Task and Finish Group membership be made up of Councillors Hepworth, Owen and Taylor.</p> <p><u>POLICY REVIEW</u></p> <p><u>Financial Regulations</u></p> <p><u>Safeguarding – Children and Vulnerable Adults Protection Policy</u></p> <p><u>Task and Finish Group Recommendations – 5th June 2025</u></p>	<p>To progress the Council's insurance renewal for approval by Full Council</p> <p>To update the policies and distribute to staff / on website</p> <p>To action and progress the recommendations to committee and FC as appropriate</p>	<p>GW</p> <p>LJ</p> <p>KA/GW</p>	<p>Ongoing</p> <p>Complete</p> <p>Ongoing</p>	
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Full Council

Items to Action

Item 11.

VISIT SHROPSHIRE

VISIT SHROPSHIRE

Destination Management Organisation
Town Council membership

Ludlow, Report

Press & PR Activity:

- X4 press releases: Great Outdoors launch including River Teme and walks; 7 reasons to visit Shropshire this autumn; Georgian plunge pool and walking options; Marchers Way cycle
- x1 Specific Ludow pitch (on-going)
- x3 Media visits (Delicious magazine (see coverage); Independent (see coverage), Fodors guide (coverage expected Spring 2026)
- x10 media pitches: Posh Towns, best Castles, Cool places to stay (all Telegraph) best group stays (Guardian) best market towns (i-paper); best riverside restaurants (various); farmshop features (various); late accommodation offer (Mail on Sunday); prettiest towns (various)
- x12 national media meetings
- Upcoming activity includes – pitching to Olive magazine for a destination focus; similarly with Sainsbury Magazine; weekend-in feature in online women's titles

<https://www.deliciousmagazine.co.uk/where-to-eat-in-shropshire/>

<https://www.theguardian.com/travel/2024/oct/19/12-best-uk-holiday-houses-for-large-groups-friends-family>

<https://www.independent.co.uk/travel/uk/england/ludlow-shropshire-birthday-autumn-getaway-b2647190.html>

<https://www.telegraph.co.uk/travel/destinations/europe/united-kingdom/britains-prettiest-ugliest-towns-ranked-and-rated/>

<https://www.mirror.co.uk/travel/uk-ireland/pretty-town-hundreds-listed-buildings-34891544>

<https://www.express.co.uk/news/uk/2046037/perfect-little-uk-town-capital-england-wales>

<https://inews.co.uk/inews-lifestyle/travel/britains-best-market-towns-al-fresco-dining-pub-gardens-3718964>

Food and Travel Magazine focus on Ludlow

<https://www.mirror.co.uk/travel/uk-ireland/pretty-uk-market-town-best-35324764>

VISIT
SHROPSHIRE



A Shropshire Larder – a gourmet guide to Ludlow – Ludlow, Shropshire

The perfect little UK town once the capital of Wales even though it's firmly in England

Discover the enchanting town that once ruled Wales, where history whispers through medieval streets and ancient castles stand guard over breathtaking landscape.

Share Article

Bookmark

1

Comments

By **Karen Rockett**

06:01, Sun, Apr 27, 2025



Pages

Britain's prettiest (and ugliest) towns, ranked

There are 1,250 towns in Great Britain – our experts give their verdict on the prettiest, and least attractive, of them all

Telegraph Travel experts

03 December 2024 2:00pm GMT

777

Gift this article free



If there's something Britain does well, it's towns. And we have a lot of them, almost 1,250 to be precise, across [England](#), [Scotland](#) and [Wales](#).

There are well-heeled towns like Henley-on-Thames, market towns like Harpenden, liveable towns like Altrincham, or towns that would film the perfect Hovis advert in, like Shaftesbury.

But which are the prettiest towns in Great Britain? To find out, we asked our experts across the country to give their verdict on the most beautiful settlements in the land. We asked each expert to rank their towns on the pleasantness of their shop fronts, historic architecture, low traffic/traffic-free viewpoints and plentiful greenery, culminating in a score out of 50.

The candid bunch they are, our experts also shared the names of some towns which might benefit from, ahem, some aesthetic enhancements in the future; but, mercifully, as they explain, there's always some magic to our most carbuncular of urban settlements.

Mirror

NEWS CELEBS FOOTBALL LIFESTYLE MORE

IN YOUR AREA FUNERAL NOTICES SHOP COMPETITIONS DATING OFFERS

Pretty town with hundreds of listed buildings described as 'England's loveliest'

Ludlow in Shropshire is known for its castle and beautiful markets - and is a great weekend break for those who love the countryside



Comments 1

TRAVEL By [Milo Boyd](#) Digital Travel Reporter and [Rom Preston-Ellis](#)

Assistant News Editor

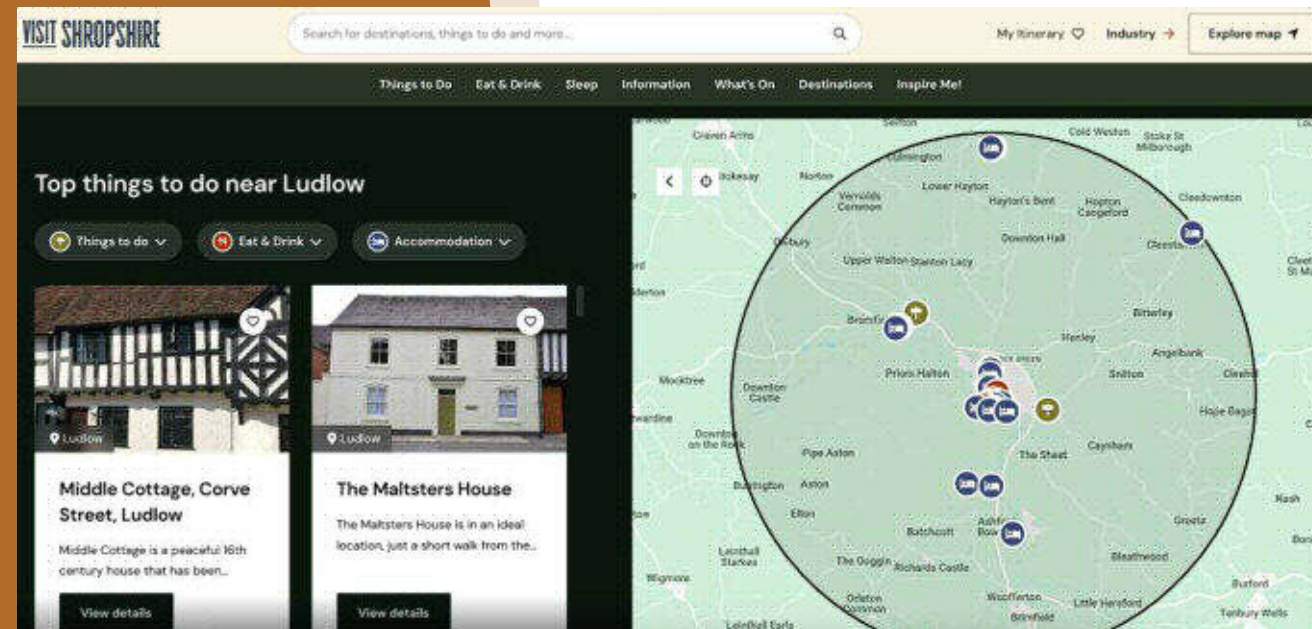
12:56, 19 Mar 2025

VISIT
SHROPSHIRE

Dedicated Ludlow Description & Homepage on the new Visit Shropshire.co.uk website

8983 Click throughs to
All Ludlow external links

Ludlow promoted on the homepage of
Visitshropshire.co.uk which has seen
358,000 users during the last 12 months



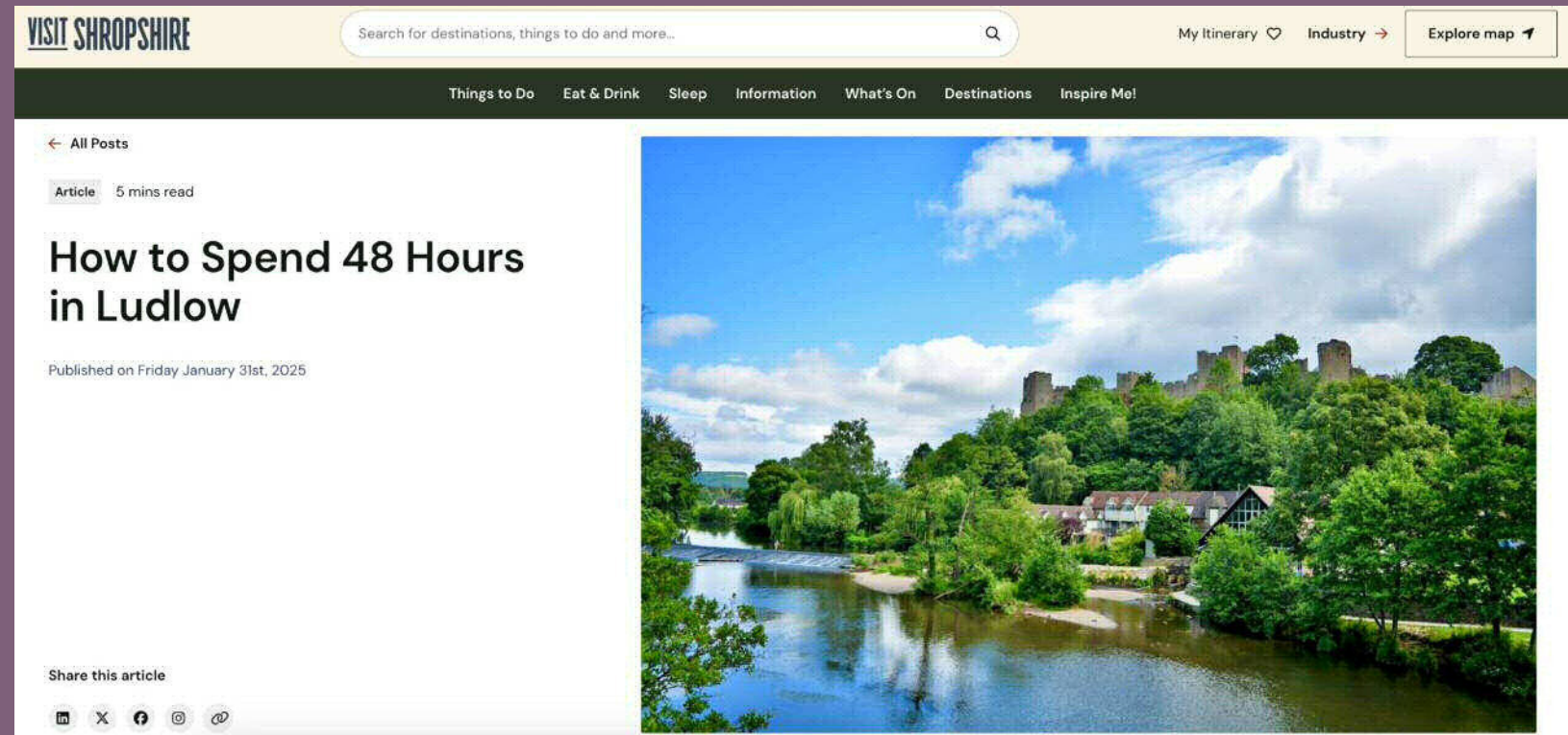
VISIT
SHROPSHIRE

Articles, News Stories & Events

As part of Ludlow's membership we regularly upload news articles, news stories and events.

These are all provided by business owners or volunteers and created by the Visit Shropshire team.

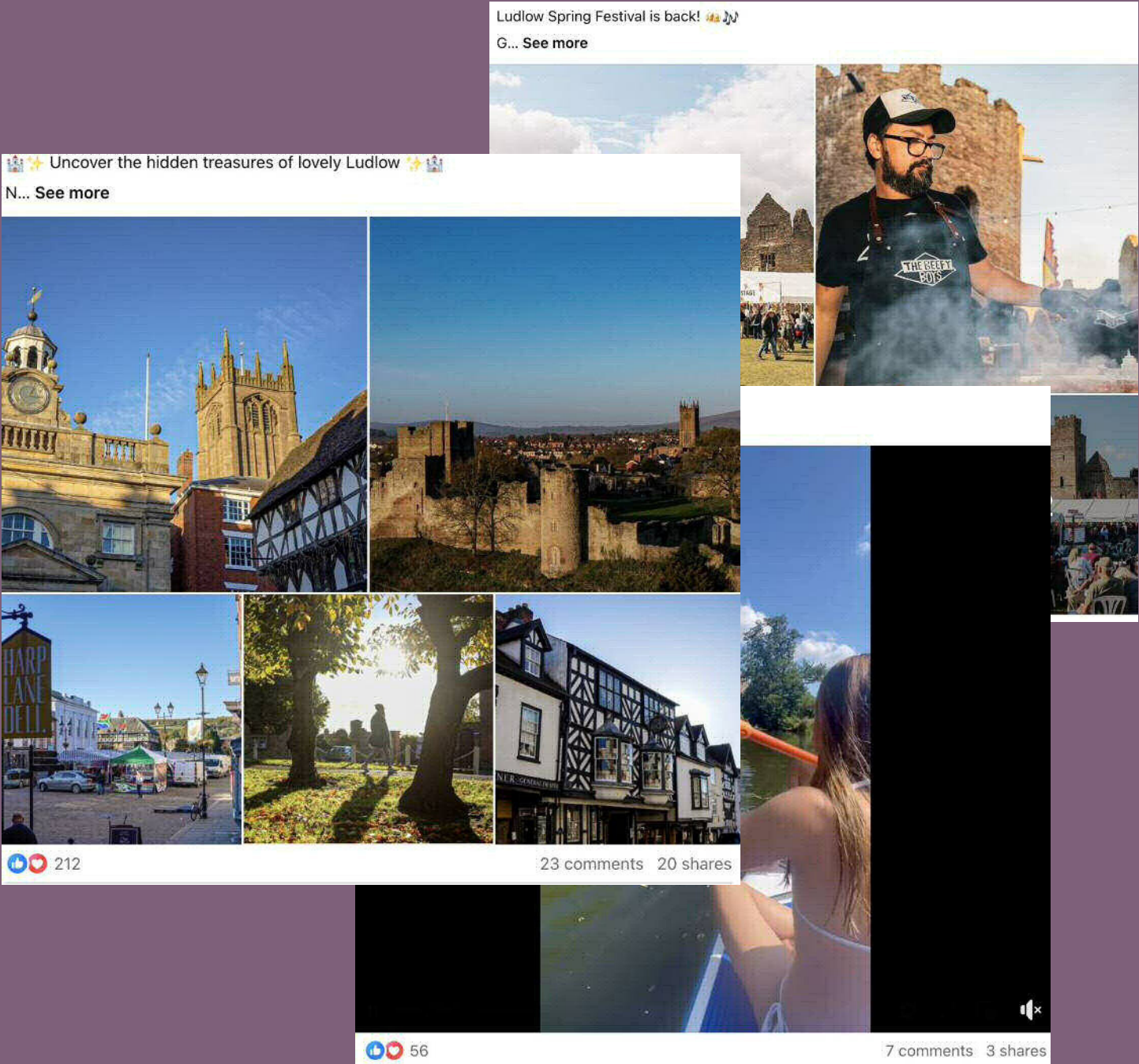
Since Ludlow's membership began the visitshropshire.co.uk website has welcomed 358,000 users



Social Media coverage

As part of Ludlow’s membership we regularly post to our Facebook & Instagram accounts.

Visit Shropshire’s accounts continue to grow and we now have over 75,000 followers across both platforms with many of our post receiving extremely high engagement on organic posts.



Visit Shropshire Annual Guide

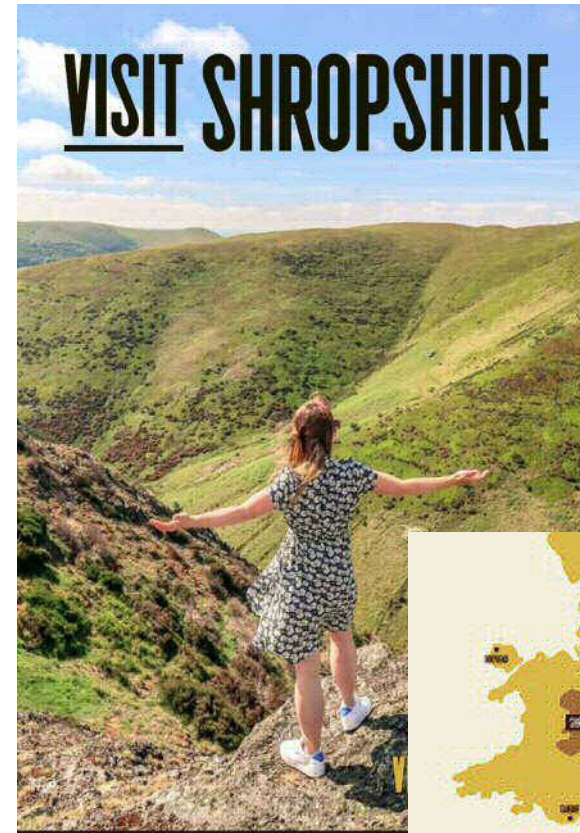
60,000 copies distributed

Available to order via
www.visitshropshire.co.uk


Distributed to all Shropshire Visitor Centers

Pear Communications Distribution this year strategically distributed within 30 mins of all West Coast Mainline stations to coincide with WM Trains Campaign.

VISIT
SHROPSHIRE



Shropshire Guide
60,000 print run
Distributed nationally via
free website orders &
distributor



**VISITOR
INFORMATION
CENTRES**

Shrewsbury
01743 256888

Oswestry
07536 992588

Ironbridge
01952 433424

Whitchurch
01948 665761

Wem
01938 232299

Church Stretton
01694 722535

Craven Arms
01588 676060

Ludlow
01584 813705

Much Wenlock
01952 727679

Bridgnorth
01746 783358

Market Drayton
01630 653364

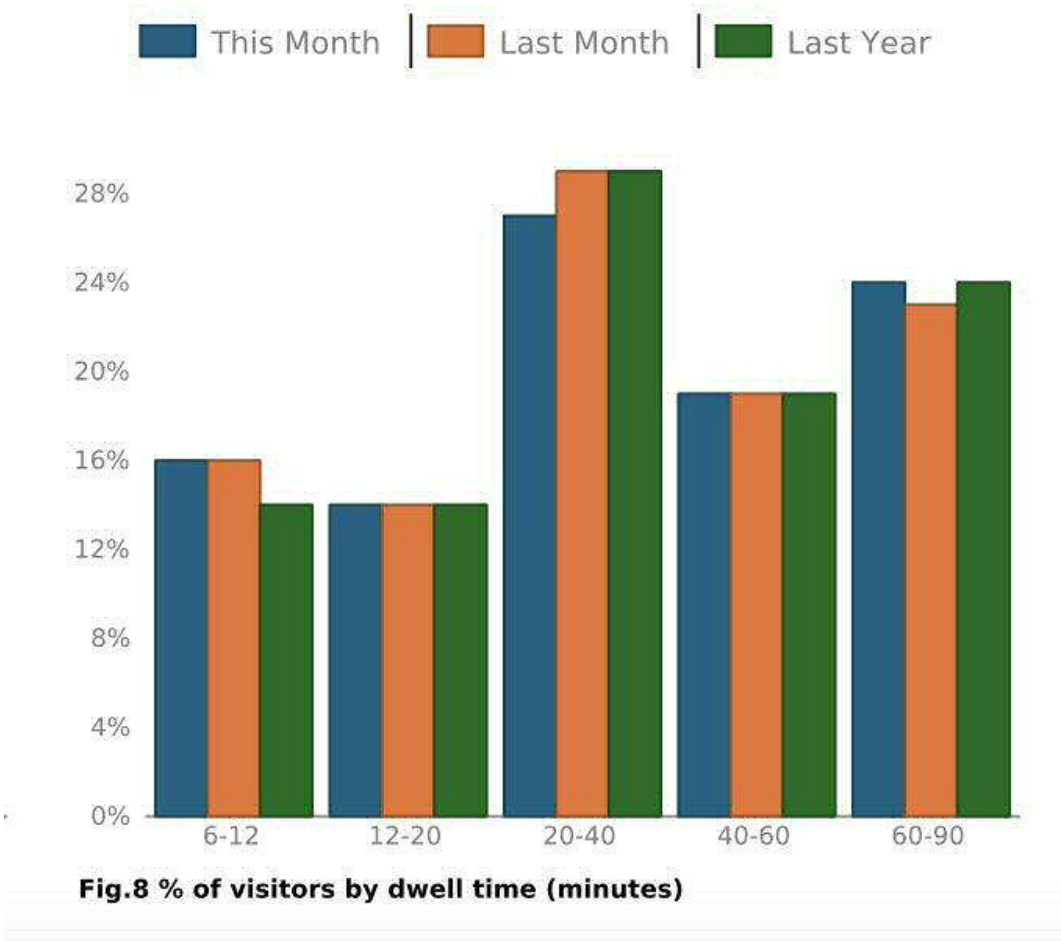
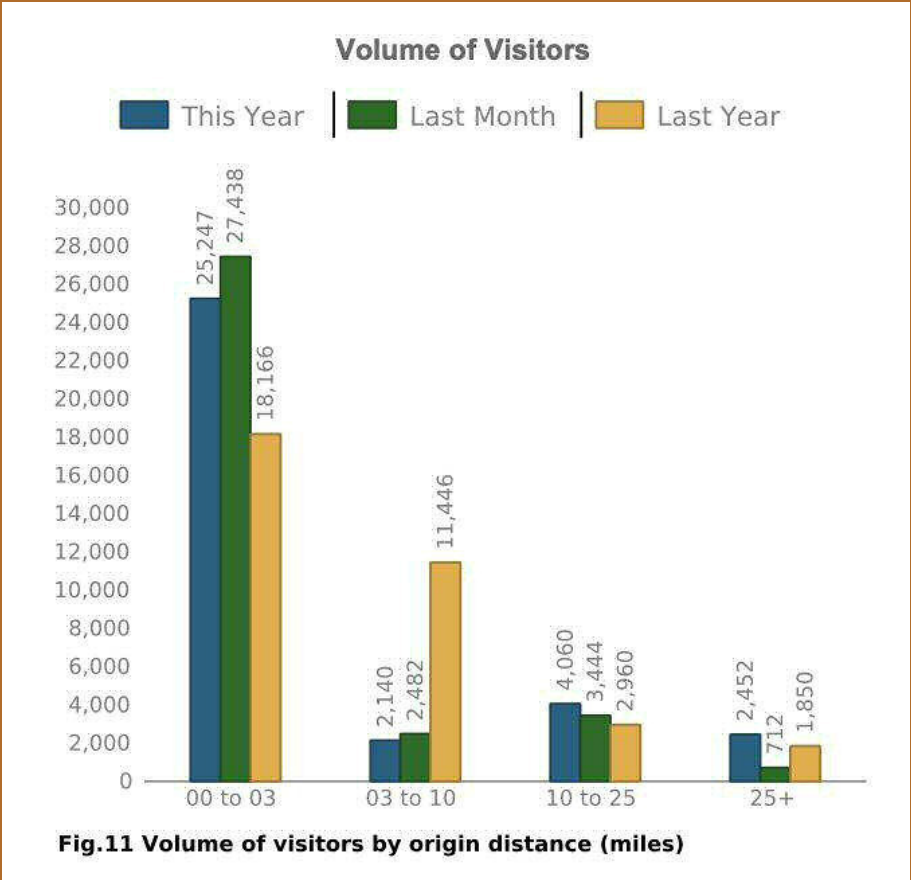
Bishop's Castle
01588 630023

INFORMATION

Wherever you're going or whatever you're doing in Shropshire, you'll no doubt bump into a friendly local who would be more than happy to point you in the right direction. But before you get to that point, this is a good first step to get armed with the information you need.

Town & Place AI

Ludlow Monthly Footfall Reports



Ludlow Visitor Dwell Time



1. Visitor Numbers Increased Year-on-Year

- **+1,734 more visitors** in May 2025 than May 2024
✓ This shows sustained growth despite national trends of declining high street footfall.

2. Higher-Income Visitors Rose Sharply

- The visitor group with an **average income of £31,200** saw a **+30.8% increase**
✓ This shift signals greater spending potential and opportunities for mid-to-premium businesses.

3. More Visitors Staying 60–90 Minutes

- The proportion of visitors staying **60–90 minutes rose 24% of stays (2025)**
✓ Longer stays suggest better engagement, which typically correlates with higher spend and satisfaction.

June 25 Footfall

Lowest Highest

☐ Toggle Street Labels



VISIT
SHROPSHIRE

ALIGHT IN
LUDLOW

For castle views and
foodie delights

DOD ODDI AR Y TRÊN YN
LLWYDLO

Am olygfeydd o gestyll
a danteithion bwyd



VISIT SHROPSHIRE

Get here by train
Dewch yma ar y trôn

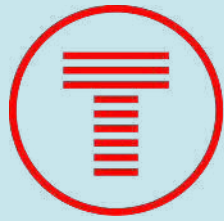
 TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES

Spring 2025 Campaign in partnership with Transport for Wales

- Paid Social Media, Google Ads
 - Out of home media
 - National Press & PR
 - Achieved a 6:1 ROI
 - Budget £30,000
-
- 733,539 reach
 - 3,158,725 impressions
 - 72,957 clicks

£20,000 Funding secured from Transport for Wales for Spring 2026

VISIT
SHROPSHIRE



TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES

VISIT
SHROPSHIRE

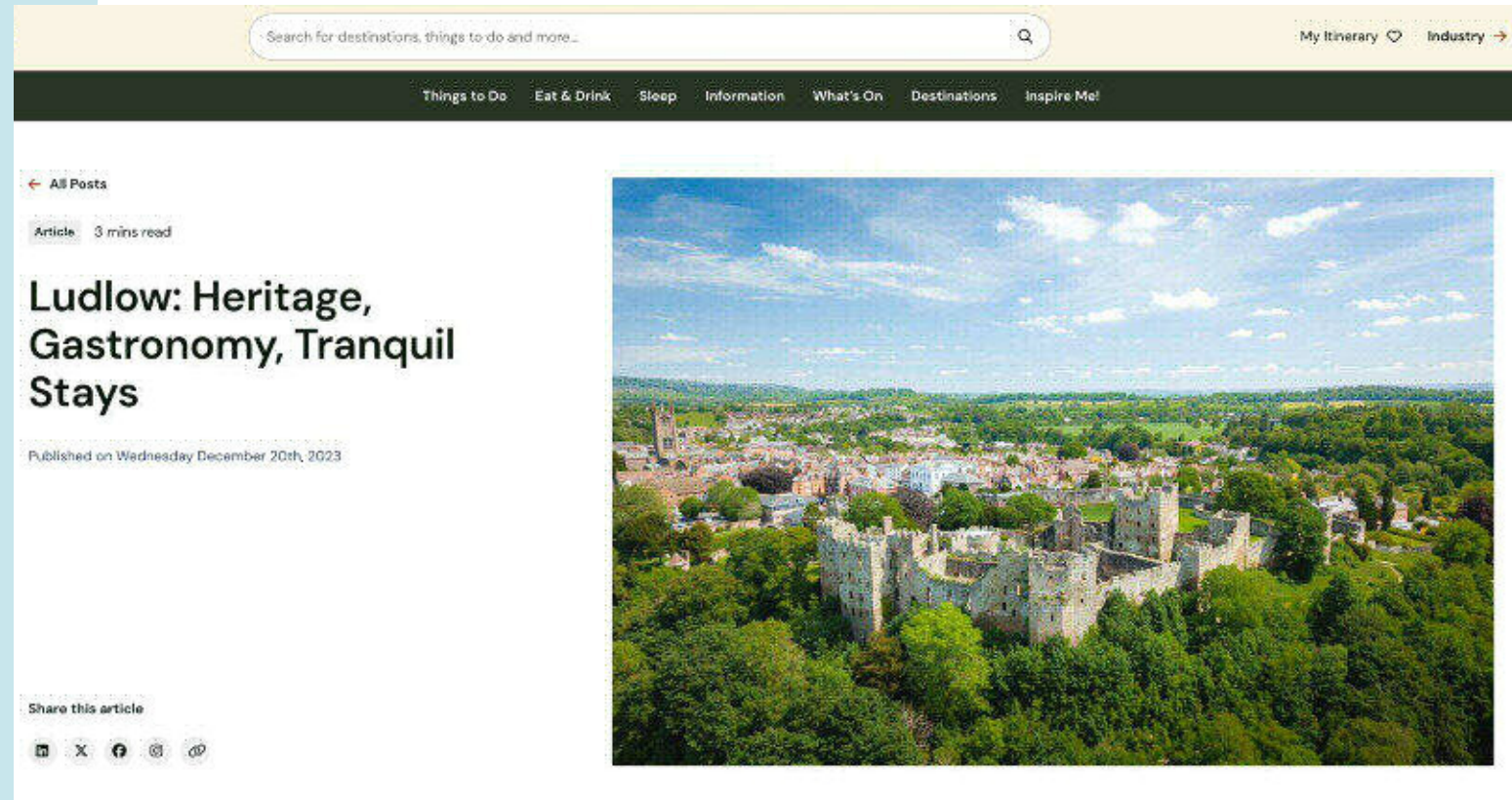
Ludlow	2022/23	2023/24	2024/25
P1 1st April- 29th April 23	8071	8986	7827
P2 30th April- 27th May	8075	9173	8982
P3 28th May-24th June	6254	8725	8642
P4 25th June-22nd July	6957	9299	8012
P5 23rd July-19th August	6572	9000	10399
P6 20th August-16th September	9323	8418	8373
P7 17th September-14th October	6438	7045	8275
P8 15th October-11th November	7672	7569	9556
P9 12th Nov-9th December	7669	7291	8625
P10 10th Dec-6th Jan	3997	6536	6838
P11 6th Jan-3rd February	6409	6383	6898
P12 4th Feb-2nd March	7988	7457	8764
P13 3rd March -31st March	6964	7944	9132

Standard Membership

Price: £1500 +VAT per year

Benefits:

- 12 social media posts annually
- Two news articles per year
- Four seasonal blog articles
- Two banner images for a three-month period
- Dedicated page on Visit Shropshire's website
- Participation in seasonal campaigns
- Unlimited community event listings
- Access to press request opportunities.



VISIT
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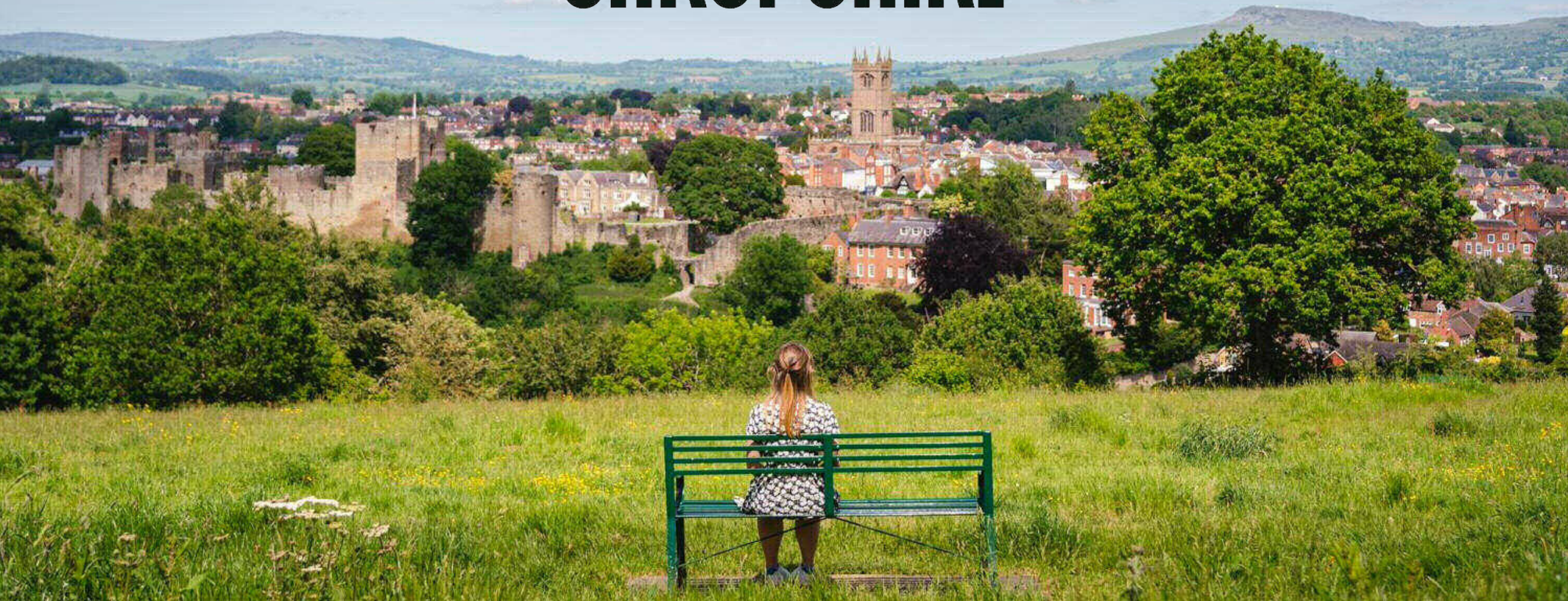
Premium Membership
Price: £2500 +VAT per year
Benefits added:

Includes all standard membership benefits below plus:

- **1/4 page advert in the annual printed guide**
- **Hosted press visit for destination promotion**
- **Monthly data reports from Town & Place AI.**
- 12 social media posts annually
- Two news articles per year
- Four seasonal blog articles
- Two banner images for a three-month period
- Dedicated page on Visit Shropshire's website
- Participation in seasonal campaigns
- Unlimited community event listings
- Access to press request opportunities.

VISIT
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VISIT SHROPSHIRE



Item 12.

PROJECTS

Item 13.

Action Plan 2024 / 25 – Updated July 2025

Governance	Aims	Objectives	Actions	Budget	Completion Date(s)
Minutes	Maintain effective communication.	Councillors and public have access to up-to-date information.	Draft minutes released to Councillors within five working days of completion. Approved minutes appear on website within 10 working days of approval.	102/4000	Ongoing as per meeting calendar. https://www.ludlow.gov.uk/your-council/council-and-committee-meetings
Items to Action (ITA)	Maintain adequate monitoring of items to be actioned.	Timely reporting / monitoring for Council and committee.	ITAs are reviewed and progress reported on a quarterly basis.	102/4000	Ongoing for each committee to note item as per meeting calendar. Full review in March, June, September, and December.
Project updates	Maintain adequate reporting and monitoring of the progress of projects	Councillors and public have access to up-to-date information.	To provide quarterly updates on each stage of projects to completion.	102/4000	Reported to Council in March, June, September, and December.
Governance	Area	Aims	Objectives		Actions
Policies	Improve access to policies.	Easy to read and understand policies.	Update policies on website	102/4000	Ongoing
			Change the format of all 80 policies to the agreed policy template.		Ongoing through P&F Committee
Assets	Improve reporting and budget preparation.	To create an asset register that is easy to integrate and update with a robust audit trail; and create an asset register that supports forward budgeting planning.	Creation of an Asset Disposal Policy and procedure		Completed
			Purchase asset software, train staff, and populate with existing data, and manage ongoing updates.	501/ 4800 £1,500.00	Existing asset register spreadsheet in use. Change to software pending.

Action Plan 2024 / 25 – Updated July 2025

Local Services	Aims	Objectives	Actions	Budget	Completion Date(s)
Town Council Services	To provide a high standard of service provision	<p>To maintain adequate financial, asset, and staffing resources to support a high standard of service.</p> <p>Appropriate annual budgeting process, staff roles and staff management enable the town council to provide a range of services.</p>	<ul style="list-style-type: none"> • Open spaces, • Play areas. • Life buoys. • Henley Road Cemetery. • The Guildhall customer services, social media and website. • Public meetings. • Civic events, seasonal events • May Fair. • Allotment provision. • Bus shelters, • Litter bins, • public benches. • Ludlow market, • Street trading • Entertainment Square permits. • Ludlow Museum at the Buttercross. • Christmas lights. • Grants. <p>Please visit: https://www.ludlow.gov.uk/your-council/services-we-provide</p>	Precept	Budget setting commenced in August 2024.
Shropshire Council	To support a high standard of service provision in Ludlow and surrounding area.	To find out what services are at risk and any options on offer from SC.	<p>Update: June 2025</p> <ul style="list-style-type: none"> • SC released a Devolution Statement in March 2025 - provided to LTC FC in April 2025. • SC figures for landlord repair and maintenance costs for Teme Leisure in Ludlow have been provided to LTC. • LTC is in conversation with SC regarding 11 play areas. • Received and responded to Shropshire Council's new approach to partnership with town and parish councils survey in June 2025; and a youth service focused survey in July 2025. 		Ongoing.

Action Plan 2024 / 25 – Updated July 2025

Projects		Aims	Objectives	Actions	Status	Budget / EMR	Completion Date(s)
1	CCTV Priority project June – September 2025.	Increase crime deterrents and detection.	Activate 13 Wi-Fi CCTV cameras	Final stage: Sign off on Faculty from Chancellor of Diocese of Hereford to install WiFi transmitters in the church tower.	Faculty granted 12 April 2024.	EMR 326: £10,796.00	Complete
				Final Stages: Installation of the WI-FI transmitters and activate lines of sight to the CCTV cameras.	Agreement between LTC and PCC signed – May 2024.		Complete
					Initial scoping site visit to the tower undertaken by ORP		Complete
					Detailed plan of works being compiled for approval by PCC. Contractor ORP has supplied a plan, and the electrical install details are being negotiated with PCC.		Pending
					Once approval received, ORP will schedule works.		TBC.
2	Churchyard Wall	To ensure the council acts in the interests of the residents of Ludlow	To work with partners under a no liability agreement.	To agree a suitable structure for the no liability partnership group.	At FC on 3 rd February 2025 FC/320 RESOLVED BW/GG (unanimous) That Ludlow Town Council agrees to take a full and active part in joining the partnership on a no liability basis with the stated aim of pursuing external grant funding for repairing and reinforcing the collapsed section of Ludlow Town Wall, bounding the Garden of Rest adjacent to St. Laurence Church Ludlow. MP wrote to LTC to cancel partnership group meetings.		Ongoing
					LTC agreed to assist PCC, TWT and SC with works to supporting structures in March 2025.	Contingencies budget: Projacks Tree Services £420.00 – removal of saplings and vegetation	Date of works 1 April 2025.
					14 th April 2025 FC/358 RESOLVED BW/TG (10:1:0) To approve the assertion that Ludlow Town Council was not responsible for the collapse of the Town Wall adjacent to St Laurence's churchyard. With due consideration to legal advice, Ludlow Town Council accepts no historical, current, or future liability for		

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					either the repair, upkeep or maintenance of the churchyard wall.		
					12th June 2025: Request received from TWT for further financial assistance. Approved: FC on 23 rd June.		
3	The Guildhall	Improve the council's meeting facilities	Refurbish and improve the Guildhall Chamber.	Final stage: To install electrical sockets on meeting table; install data points; strengthen Wi-Fi signal in chamber; install adequate hearing loop.	May / June / July 2025: Electrical testing and remedial works underway - £3,250.00	EMR 345: £101,000.00	Estimated completion August 2025.
		To heat the Guildhall Chamber	To replace the electric heating system	Preliminary Stage: Inspection	Local electrician made initial visit to confirm that current heaters are unusable.		Completed
				Interim stage: Repositioning existing heaters	Existing Infra-red heaters have been repositioned to provide more heat than previously. This has improved the warmth of the room during meetings, but more heating is needed.		Complete.
				Mid stage: Alternative heating being researched. Many of the fixed electric heaters in offices in corridors are old and need replacing, so quotations are being sought for a full replacement of heating at the Guildhall.	No immediate local (Shropshire) solution is available. Town Clerk to undertake initial research of HE guidance and suitable companies. Senior Admin Assistant (commenced work in January 2025). Arrange site visits in March / April and follow up visits in June 2025. Estimated costs: £30-40,000. Report to July FC meeting.		Complete.
				Final Stage: Conservation Officer approval required. Project costings to be approved by Full Council			Report to July 2025 FC – awaiting decision.
							Pending
		Improve the internal and external condition of the rear wall.	Inspection of wall six months after initial works completed.	Mid-stage: Liaise with SC CO to inspect the back wall to assess if it requires re-rendering.	CO officer unable to advise directly and local companies will be approached.		April 2025
				Final Stage: undertake works agreed with SC CO.	To be covered in condition report.		September 2025
		Replacement / Repair of kitchen window – (ground floor).	To make safe.	Approval for works given by Services Committee – 27th November 2024.		Contingencies revenue budget.	January 2025
				Preliminary stage: Seek advice of Conservation officer re: repair / replace options.	CO advised that window is not historic and a like for like repair / replacement would not require LBC; and that a joiner should assess if repair is an option.		
				Mid Stage: Create a specification for either repair or replacement (dependant on advice of the joiner) to include a specification for a safe working platform over the neighbouring	Initial site inspection by local firm and discussion with neighbour has led to a timeline of Spring 2026 that encompasses other works due to difficult access.		

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				extension; and approach three local heritage quality companies for quotes.	Quotations for works to windows and erecting scaffolding are being sought.		
				Final Stage: To bring the quotations to FC for approval.			December 2025.
4	The Guildhall & Buttercross	Condition Report for the Guildhall and Buttercross	To create a comprehensive plan to improve / maintain the grade I listed buildings	Approval of the Buildings, Equipment, & Facilities Inspection and Maintenance Policy in July 2024.	Report to FC in June 2025 for approval of seeking quotes for the condition reports. Approved: 23rd June 2025.	Guildhall EMR	Pending for August 2025
5	Henley Road Cemetery	Create sustainable provision for burials and cremated remains in Ludlow.	Bring the final section of the cemetery into active use.	Preliminary Stage: To undertake a ground water survey.	Contract awarded. Works undertaken 11 th & 12 th March 2024 Groundwater Risk Assessment Report received April 2024 – reported to FC in June 2024.	EMR 331: Cemetery £48,167.00	Completed
				Mid stage: Groundwater Risk Assessment informed design of layout plan	To assess the risk assessment, identify the community needs, and seek quotes for appropriate layout plans. Planning to bring to FC in July 2025	Quotations are being sought.	
				Final stage: ground works undertaken.			To be confirmed
6	Market Parking	To reduce unauthorised parking on the Market Square.	To ensure that market traders are not prevented from trading by unauthorised parking.	Mid stage: To work with Shropshire Council to create a parking order for the market square.	September 2024: Shropshire Council Cabinet has made a commitment to undertake the TRO consultation, but no timescale agreed. SC unitary Cllrs to chase. Ludlow Future Partnership has also agreed to chase with highways colleagues. Due to be continued after the election. Portfolio Holder: Cllr David Vasmer, Highways& Environment Assistant Director - Infrastructure: Andy Wilde June 2025: Agenda item to FC with motion ‘that as a matter of urgency Shropshire Council undertakes a public consultation for Traffic Regulation Order under the Road Traffic Regulation Act 1984’ Motion approved, and letter sent to Shropshire Council.	No budget	Ongoing
				Final stage: SC to implement scheme.			TBC
7	Ludlow Market	Maintain safety of the stalls	Safe, clean, bright, and attractive market.	Initial Stage: Seek quotes for repair / maintenance of the market stalls including ground anchors by a metal fabricator.			

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8	Ludlow Winter Festival	To create a sustainable annual festival in November	To consolidate the existing activities and events in the last weekend of November to launch Ludlow's Christmas campaign.	To contribute to and facilitate meetings with partner organisations to brand the activities as Ludlow Winter festival and agree a programme of sustainable expansion of the festival over a three-to-five-year period.	LWF meetings have taken place in Jan, Feb & March 2025. Social media call out for extra events took place prior to the March meeting. Parking and litter provision need to be considered in 2025.	Revenue budget for Christmas Lights and Event: (111 / 4158) in 2025 is £20,000.00	2022 – 2026 ongoing
9	Castle Gardens	To improve the safety and attractiveness of the gardens outside Ludlow castle.	To replace the posts and chains as necessary and repair damaged sections of the low retaining wall.	Preliminary Stage: Create a specification and tender for the work.	Services Committee received report in November 2024 and decided to consult with the Civic Society.	No allocated budget – no project costings established to date.	Unspecified.
10	Bus Shelter	To improve the provision of bus shelters in Ludlow.	To install one new bus shelter a year.	Preliminary Stage: To consult on bus stop location	Representational Committee selected alternative site for a new shelter at Tollgate Road bus stop.	Revenue budget – 101/ 4072 £5,200.00	Install date – 25 th April 2025.
				Mid-stage: To agree siting with SC.	SC have approved the site and shelter has been ordered.	Purchase and install costs: £4725.00	
				Final Stage: Installation by the contractor.			May 2025
11	Bus Shelter	To improve the provision of bus shelters in Ludlow.	To refurbish an existing shelter in the 2025 / 26 financial year.	To refurbish the Mill Street bus shelter in the next financial year.		2025 / 26. budget agreed - £16,000	March 2026
					Quotation for Mill Street approved by Rep in March 2025. Colour to be agreed with CO.	Agreed expenditure £3,661.92.00	June 2025
					Henley Road shelter will be refurbished by a company for material costs only.	Paint and material costs only.	March 2026
12	Orientation Boards	To improve visitor experience.	To install 5 x orientation on boards at:	Mid-stage: To apply for advertising consent from SC for locations at: <ul style="list-style-type: none"> Castle Street car park, Outside LAR (to the side by bus shelter) Smithfield Car Park Galdeford car park. 	All ADV consent applications were approved in October 2024.	SC Grant Funding Revenue Budget 111 / 4109 £1,096.00	October 2024
				Final Stage: To arrange install at sites.	Installation delayed by October – December seasonal workload.	Revenue contingencies fund.	Completed 28 March 2025
				Remedial works:	The Galdeford, and Castle Street signs were damaged during the installation by an external contractor and remedial actions are being sought.	Further details to follow.	
13	Wheeler Road Recreation Area	To improve sense of youth engagement / ownership of facility.	To improve the facilities.	Preliminary Stage: Install new teen shelter and remove old ones / repaint the MUGA panels / improve surface of play area and repair safety gates.		EMR 334 Wheeler PlayArea Resurface £13,876.00 EMR 325 Play Areas Fund £17,713.00	February & March 2023

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				Mid-stage: graffiti artist to repaint the skate park / install full size goal posts	Progress delayed by onsite vandalism and council has decided that the CCTV cameras need to be active before they will proceed with this project.		Pending
				Final Stage: install a MUGA play surface / increase height of surrounding MUGA fences / install additional seating.	Progress delayed by onsite vandalism and council has decided that the CCTV cameras need to be active before they will proceed with this project.		Pending
14	VJ Day Priority project June – September 2025.	To improve community cohesion	To create a free to attend community event.	On 11 th June 2025, Services Committee approved working collaboratively with Ludlow Castle and Ludlow Chamber of Trade to put on a V J celebration event in the Castle on 15 th August 2025. Initial partners planning meeting on 16 th June. Communication of timetable to marketing officer.		A contribution of up to £2,200.00 towards the event infrastructure such as first aid provision, and mobile toilets from Ludlow Town Council, to be funded from the contingencies budget 501/4800.	
14	VE Day 2025	To improve community cohesion	To create a free to attend community event.	Partnership working meeting between PCC, LTC and Ludlow RBL took place on 9 th April.	Draft Order of Service agreed. Road Closure in place. PA to be booked.	To be funded from contingencies.	Completed 8 th May 2025/.
15	Henley Helper Volunteer days	To improve community cohesion. To improve biodiversity.	To improve community cohesion through volunteer work and improve biodiversity of Henley Road Cemetery site through volunteer projects.	Event Plan to be devised.	Risk assessment and site management plan to be created.	Revenue contingencies fund.	Completed July 2024
				Inaugural Event	Volunteers attended event and learned about the ecology of the area and began creating a bug hotel.		Completed 5 th August 2024
				Second Event	Volunteers to be invited to attend a session on 24 th September 2024.		24 th September 2024
	Henley Helper Volunteer days	To improve community cohesion. To improve biodiversity	To improve community cohesion through volunteer work and improve biodiversity of Henley Road Cemetery site through volunteer projects.	First Monthly Event of 2025 on 1 st April 2025	Social media call out for volunteers. SurveyMonkey sign up process created. Risk assessment and site management plan to be reviewed prior to first event.		Ongoing from April to October 2025.
16	Ludlow Market Street lights	To provide a high standard of service provision	To maintain electricity supply to the market traders and for the Christmas lights.	Contractor began works on site on Tuesday 11 June.	The contractor is only able to work onsite one day a week because markets take place every day	EMR 340 street lighting £4,970.00	Commenced November 2025 and ongoing.

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					<p>except Tuesday, and no work was possible in August because of the Tuesday Makers Markets.</p> <p>Work has progressed well.</p> <p>Update to Services to be made in 2025.</p>	<p>301/4222 (2023 / 24 budget cfwd) £5,781.00</p> <p>301/4222 (2024 / 25 budget) £2,000.00</p> <p>501/4800 (2024 / 25 budget) £804.00</p> <p>Total £13,555.00</p>	
17	Bathing Water Status	To comply with Bathing Water Status requirements of Environment Agency (EA) and Defra.	To develop a good working relationship with the EA.	To create and install the required signage (funded by Defra).	Signage has been ordered – awaiting delivery.	Grant Funded 110 / 1123 £431.00	Installed in October 2024.
				To hold monthly meetings with the EA team.	<p>First meeting took place in August and subsequent monthly meetings timetabled for Town Clerk and Deputy Town Clerk.</p> <p>December 2024 - Ludlow received a poor water status classification – this was expected, and the EA will develop a plan to identify key sources of pollution and improve the water quality over time.</p>		Ongoing
					<p>February 2025 –New Project to Monitor Water Quality at Ludlow Bathing Spot was launched in February 2025.</p> <p>The Environment Agency, with funding from the River Severn Partnership Advanced Wireless Innovation Region, has installed high-tech sensors to track bacteria levels, including E.coli, every day. Initial funding period ends in March 2025. Equipment remains in situ. Further intensive bacteria testing due in August and September 2025</p> <p>Bathing Season commenced on 15th May 2025. Signage updated to reflect current poor status.</p> <p>Shropshire Wild Bathing App launched in May 2025.</p>		Monthly Teams meetings with EA.
18	Ludlow Future Partnership	To bring SC, LTC, and local orgs together in support of achieving	To improve decide on short, mid and long	To meet quarterly to progress short, mid and long terms projects for Ludlow.	<p>Priorities workshop to take place in October 2024</p> <p>Inaugural meeting of Ludlow Future Partnership</p>	Contingencies Revenue.	Ongoing

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		common aims to improve Ludlow.	terms projects to improve Ludlow.		took place in November 2024. A series of quarterly meeting are now due to take place in 2024 / 25 and beyond.		
					Group suspended until after 1 May 2025 Elections.		Suspended
19	Shaping Lives Grant Funding Priority project June – September 2025.	To support local organisations is the delivery of initiatives to help reduce the impact of food poverty in the local community.	To successfully bid with other local organisations for a grant of £15,000.	Successful submission of bid	Submission reviewed by Shropshire Council panel in September 2024 and a grant of £15,000 awarded to Ludlow Town Council.	Grant Funded £15,000.00	Complete
				Signing of grant agreement and raising of invoice for the grant	Agreement received from SC and signed. Invoice submitted.		Complete
				Inaugural project meeting with LTC and Hands Together Ludlow.	Took place on 21 October 2024		Complete
				Five Phase Project Plan drafted by HTL	Initial plan phases agreed. Detailed planning for each phase is the next step.		Completion Date September 2025
				First Phase	Recipe Videos for Food Parcels have been created. Recipe card template design has been created. Workshops have taken place. Food Hygiene Courses supplied to participants.	New Communications & Marketing Officer started work on 8 th April 2025.	Completion Date September 2025
				Phase 2 • Food parcel cooking • Using surplus food ,	‘Meals Made Easy’ : a mission to demystify cooking. Healthy meals for one 12th June workshop promoting confidence in cooking while creating a ‘1-pot’ mince-based dish that the attendee can choose whether to finish as Spaghetti Bolognese, Cottage pie or Chilli-con-carne. The USP of this is that the entire dish is cooked in 1-pot (yes -Spaghetti and Bolognese in one pot!). Following the workshop the attendees will leave with a meal for 4 in containers provided (and hopefully the confidence to try it again at home). Videos and Recipe cards are being created.		Completion Date September 2025
				Phase 3	Meals geared towards type 2 diabetes / who cook for others with type 2 diabetes. The workshops are Monday 23rd June 9:30am - 10:30am, Thursday 3rd July 2pm - 3pm and 3:30pm - 4:30pm. The link to book is: https://www.surveymonkey.com/r/takehometea Videos and Recipe cards are being created.	Expenditure to date on project management, room hire, food for workshops, online courses: £3,648.00	Completion Date September 2025
				Phase 4	Using Surplus Food Workshops and three videos completed.		Completion Date

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							September 2025
				Phase 5	Food Intolerances Workshops and three videos completed.		Completion Date September 2025
20	Ludlow Market Website	To support the continued success of Ludlow market, and the local economy of Ludlow.	To refresh the market website to support traders and help the public enjoy and engage with the market.	Final stage: to add trader content and market dates with basket system to enable traders to sign up and pay for specialist markets.	E-commerce set up. Trader details partially entered. Market days to be set up in calendar format.	April 2025: New Communications & Marketing Officer started work. May, June & July: Internal and external meetings undertaken to progress project.	Launch date is Mid – August 2025.
21	EV Charging points at Henley Road Depot	To support the council's electric vans with dedicated charging facilities	To lower charging costs and enhance charging convenience.	Agreed location of charging points in Henley Road cemetery. Project plan needs to encompass safety, protecting dignity of site and facilitating multiple uses.	Not started.		TBC
22	Upstairs at Guildhall	To bring the Guildhall into full use.	To make full use of the council's assets.	It was agreed that this project would be added to the Project Action List. Further development of the project details is required.	Not started.		TBC
23	Amplification equipment and live broadcasting capabilities in the Guildhall chamber.	To improve communications in the council chamber, make meetings more transparent, and facilitate a wider audience.	To improve the electric socket/power availability in the chamber; install amplification and conferencing equipment.	It was agreed that this project would be added to the Project Action List. Further development of the project details is required.	July 2025 - Quotes obtained from two AV companies/providers, with a third pending. Report to be considered by Council – 28/07/25	Contingencies Budget.	Estimated October 2025.

June to September Priority Projects: highlighted in red.

October to December (suggested) Priority Projects: highlighted in blue

PUBLIC PARTICIPATION

Item 14.



PUBLIC PARTICIPATION

Report No. FC/25/xx

**Full Council
28th July 2025**

1. INTRODUCTION

- 1.1 This report explains public participation in town and parish council meetings in England and Wales in relation to Ludlow Town Council
- 1.2 Public participation is primarily governed by the following key legislation and statutory guidance:

Local Government Act 1972

- Section 100: Requires that meetings of councils (including town and parish councils) be open to the public, except when confidential or exempt information is being discussed.
- Schedule 12, Part II: States that councils must give proper notice of meetings and agendas to the public.
- This act provides the fundamental legal basis for public access and participation in council meetings.

Public Bodies (Admission to Meetings) Act 1960

This legislation further strengthens the public's right to attend meetings of public bodies, including town and parish councils.

Key points:

- Public must be admitted to all meetings, unless the council has formally resolved to exclude them for a particular item of business (usually on grounds of confidentiality).
- Media and press also have a right to attend.
- This Act is the foundation for public attendance and observation of decision-making.

The Openness of Local Government Bodies Regulations 2014

Supports greater transparency and accountability.

Allows:

- Members of the public film, photograph, and audio-record council

meetings.

- Reporting via social media and blogs.
- Access to written records of decisions made by officers under delegated authority.
- Strengthens the public's right to observe and report on proceedings, increasing openness.

Good Practice (Non-Legislative)

While legislation sets the framework, best practice guidance from bodies like the National Association of Local Councils (NALC) recommends:

- Including public participation sessions in standing orders.
- Providing clear rules on how members of the public can speak (e.g. 3-minute limit).
- Publishing details on council websites and noticeboards.

2. RECOMMENDATION

- 2.1 To improve public participation by amending the council's Standing Orders as follows:

To allow public filming unless disruptive.

Provide guidance on how to give notice and speak at meetings on the Council's website.

That Members of the public who are not residents of Ludlow may speak during public participation at the discretion of the Chair, particularly where the matter directly relates to the town or Council responsibilities."

- 2.2 To note that Shropshire Council Standards Sub Committee state that a Councillor attending a meeting of their authority is not able to speak other than as a Councillor.

3. GENERAL FEATURES OF PUBLIC PARTICIPATION

- 3.1 A Public Participation Session at a Town Council meeting is a dedicated time during the meeting where members of the public can address the council directly. It is a standard feature in most local government meetings in the UK and other democratic systems, aimed at promoting transparency, accountability, and community engagement.

3.2 Purpose

- To allow residents, local business owners, or other stakeholders to raise concerns, ask questions, or make statements related to local issues or council activities.

- To inform councillors of community opinions or problems.
- To support democratic involvement and increase trust in local governance.

3.3 Typical Format

Scheduled Time: Usually placed at the start or near the beginning of the meeting agenda, lasting around 15 minutes.

Chairperson-led: The Mayor or Chair usually manages the session, calling on individuals to speak in turn.

Time Limits: Individuals are often given a set amount of time (commonly 3–5 minutes) to speak.

No Debate: Council members do not engage in detailed discussion or decision-making during this session, though they may respond briefly or note the issue for later discussion.

3.4 Ground Rules

- Speakers may be asked to register in advance or sign in on arrival.
- Comments must be relevant, respectful, and non-disruptive.
- Councils often disallow discussion of certain topics, such as:
 - Individual councillors or staff conduct
 - Legal matters
 - Planning applications (if under consultation)

Outcomes

Issues raised may be:

- Referred to relevant committees or officers
- Added to a future meeting agenda
- Answered in writing after the meeting
- While public input is welcomed, no decisions are typically made during this session.

Benefits

- Encourages civic engagement and accountability.
- Enhances transparency of council operations.
- Gives the public a formal avenue to express views.

4. **REVIEW OF LUDLOW TOWN COUNCIL STANDING ORDERS**

4.1 The following are a summary of the current Standing Orders:

a	Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
b	Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
c	The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.
d	Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
e	In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
f	A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.
g	A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
h	Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
i	Councillors are not permitted to speak in public open session at Council or committee meetings.
j	Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent. <i>(Note: this differs from the Openness Regulations 2014 that generally permit recording; Council overrides this with stricter internal rules.)</i>
k	The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

4.2 The current standing orders have:

- **Clear structure:** Time allocations and speaker rules are well-defined.

- **Chair empowerment:** Allows flexibility in managing session flow and post-meeting responses.
- **Formal recording:** Minutes include a summary of the public session, preserving transparency
- **Press accommodation:** Ensures media participation, supporting civic oversight.

4.3 Potential areas for improvement:

- The prohibition on recording clashes with the 2014 Regulations, which generally allow public filming unless disruptive. The Council may wish to align with national law for consistency and increased openness.
- Guidance on how to sign up or register to speak isn't detailed within the Standing Orders. Publishing this on the website would improve accessibility.

4.4 Possibility to clarify who is permitted to speak:

- There is no law that restricts public participation solely to residents of the parish. However, Standing Orders (local rules adopted by each council) can define who may speak.

Ludlow's published Standing Orders state:

"A member of the public shall not speak at a meeting unless invited to do so by the Chairman..."

This means:

- Anyone, including residents of other parishes, may request to speak.
- The Chair has discretion to allow or refuse that request.
- Priority is often given to residents, local taxpayers, or stakeholders — but this isn't exclusive.

Possible Standing Order Amendment:

"Members of the public who are not residents of Ludlow may speak during public participation at the discretion of the Chair, particularly where the matter directly relates to the town or Council responsibilities."

Town Clerk
July 2025

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

ADOPTION OF CLUSTER MODEL FOR
OUTDOOR SPACES PARTNERSHIP IN
SHROPSHIRE

Briefing Paper: Adoption of Cluster Model for Outdoor Spaces Partnership in Shropshire

Introduction: About the Outdoor Spaces Group

The Outdoor Spaces Group is an informal, cross-sector partnership formed to champion and coordinate community-led action on nature recovery and green space enhancement across Shropshire. Emerging organically from a collaborative funding bid, the group brings together representatives from local councils, environmental organisations, landscape specialists, and community trusts.

Our shared purpose is to help communities reconnect with their environment, improve biodiversity, and build local resilience to climate and ecological challenges. We aim to identify gaps in existing provision, align efforts with strategic policies such as the Local Nature Recovery Strategy (LNRS), and develop practical tools, like workbooks and project templates, to support local delivery.

While not formally constituted, the group operates with a spirit of cooperation and inclusion, acting as a catalyst for new ideas, stronger partnerships, and place-based action. We believe that by working together at a local level, we can create a greener, healthier, and more connected Shropshire for all.

Overview

Shropshire is home to 184 town and parish councils, each playing a vital role in shaping and stewarding local outdoor spaces. To support stronger collaboration, strategic alignment, and more effective delivery of nature-based initiatives, we have developed a five-cluster model designed to bring councils together based on shared geography and scale. This model is non-political, practical, and grounded in a shared commitment to improving our outdoor environment for people and wildlife.

Purpose of the Cluster Model

The cluster approach was developed through the Outdoor Spaces Partnership – an informal network of organisations working collaboratively on nature recovery, access, and community engagement. The aim is to:

- Encourage more coordinated local action on improving and managing green and blue infrastructure
- Support co-operation, shared learning and resource pooling between councils
- Improve access to funding by enabling joint bids that reflect landscape-scale priorities
- Strengthen community involvement, capacity building and environmental stewardship
- Align local efforts with the county-wide Local Nature Recovery Strategy (LNRS)

How Clusters Were Designed

- Five clusters have been created, each balancing population size and geographic proximity
- Clusters have been based on local connections and practical groupings, not on political boundaries

Briefing Paper: Adoption of Cluster Model for Outdoor Spaces Partnership in Shropshire

- To achieve this balance, Shifnal has been aligned with Telford & Wrekin for cluster coordination purposes only. This has no political implications and is solely to ensure the manageability and consistency of group size and activity

Why Adoption is Important

We invite town and parish councils across Shropshire to formally adopt the cluster model for the following reasons:

1. Greater Impact Through Collaboration and co-operation

Working collectively within clusters enables parishes to deliver projects at scale, coordinate better use of shared resources, and respond more effectively to environmental challenges such as biodiversity loss, implementation of nature recovery initiatives, flooding, and climate resilience.

2. Unlocking Funding Opportunities

Many external funders now favour or require collaborative bids. Clusters strengthen our ability to apply for funding (e.g. UKSPF, LNRS-linked funds, Natural England schemes), by demonstrating cohesive delivery models and joint planning.

3. Simplified Communication and Support

Coordinated clusters allow for more efficient communication with Shropshire Council, infrastructure teams, and external partners. It also makes it easier to provide technical support, workshops, or access to funding advice.

4. Evidence-Based Planning and Action

The cluster model will help towns and parishes align local priorities with county-wide mapping and policy tools, including LNRS spatial data and the forthcoming workbook of best practices.

5. Strengthening Community Identity and Ownership

By working together across natural landscapes, councils can foster a shared sense of place and encourage active citizenship—delivering benefits for health, wellbeing, and civic pride.

Next Steps

- View the attached cluster map to identify which group your parish falls into
- Discuss within your council how you can collaborate with your cluster peers
- Nominate a cluster coordinator or point of contact (if desired), or engage via upcoming events
- Attend the October 3rd Conference in Ellesmere, where we will present the cluster approach alongside new tools, funding updates, and training resources
<https://middlemarchescommunitylandtrust.org.uk/nature-recovery-conference-3-10-25/>

Conclusion

This is an invitation to work better, together. The cluster model is a flexible and strategic framework that respects local autonomy while providing a foundation for meaningful cooperation. By adopting your cluster, your council will be part of a wider, supportive network working toward a healthier, greener, and more connected Shropshire.

Briefing Paper: Adoption of Cluster Model for Outdoor Spaces Partnership in Shropshire

Proposed Clusters

South Shropshire – population 76,723	Shrewsbury – population 76,599	Telford – population 73,808	Wrekin – Population 78,942	North Shropshire – Population 77,573
Bishops Castle (existing lottery bid live)	Shrewsbury	Telford	Newport	Ellesmere
Bridgnorth		Dawley	Oakengates	Market Drayton
Broseley		Madeley	Shifnal	Oswestry
Church Stretton			Wellington	Wem
Cleobury Mortimer				Whitchurch
Clun				
Craven Arms				
Ludlow				
Much Wenlock				

CORE GRANTS 2026/7

Item 16.

CORE GRANT CRITERIA

Ludlow Town Council has powers to award grants to local organisations to support their activities in the Parish of Ludlow. In doing so, the Town Council is aware of its responsibility for public funds and for the distribution of these funds to be properly managed.

Organisations will be considered for a Ludlow Town Council grant aid where they meet the following criteria:

1. The organisation is based, or has a local branch, in Ludlow.
2. The work of the organisation directly benefits a number of residents of Ludlow.
3. The organisation has a written constitution with clearly defined aims and objectives.
4. The local organisation has a clear financial need. Account will be taken regarding how much money the organisation has, including any special reserves set aside for particular projects. Additionally, if the balance is high in relation to spending then an explanation will be required to justify the reasons why the organisation is still applying for a grant.
5. The organisation has its own bank account with at least 2 authorised signatories.
6. The organisation is non-party political and non-profit making. Individuals will not be funded.
7. Retrospective applications will not be considered.
8. Applications should be linked to a specific project, but consideration will also be given to grant applications for revenue funding.
9. Organisations will be expected to explore alternative funding opportunities which may exist as well as fund raising for their particular project before applying to the Council.
10. Grant applications that require matching funding as evidence of local/community support to lever in additional grants from other funding sources will also be considered.
11. Applications for the subsequent financial year will be considered annually at Full Council meetings in September and October.

Conditions

- The maximum amount any organisation may apply for is up to £5,000.
- Successful recipients of a Core Grant Funding are permitted to apply for and, if successful, receive up to two Projects Support Grants in the same year.
- Any Grant Aid awarded must be used for the purposes stated on the application only. If the organisation decides that it wishes to spend the monies on an alternative project it must ask the Council for written permission to do so.
- To avoid misunderstandings, please note that in all circumstances, permission must be given by Ludlow Town Council prior to awarded grant funds being used for any purpose that is different to the one stated on the application form.

- Grants must not be used to settle debts on behalf of the organisation, nor be used to retrospectively fund projects.
- Ludlow Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given. The Council should be consulted prior to distribution of any remaining assets.
- Full details and accounts must be submitted to the Council as soon as possible.

Successful organisations must:

1. Be prepared to participate in any publicity or awareness initiatives organised by the Council.
2. ~~Be willing to attend a reception organised by Ludlow Town Council to receive their cheque.~~ Organisations should be prepared to attend Ludlow's Annual Town Residents' Meeting to showcase their work and publicly recognise the support received from Ludlow Town Council.
3. Complete and return a Monitoring and Evaluation Form within the financial year to demonstrate that the grant has been used for the purpose stated in the application, and where possible provide Ludlow Town Council with photograph(s) of the project funded. If the Monitoring and Evaluation form is not received then future grant applications from that group may not be accepted.
4. Acknowledge the grant aid together with other sources of funding in appropriate publicity and detailing how it was spent in its annual report and accounts, a copy of which should be sent to the Town Council as soon as it has been published.

ANNUAL CORE BUDGET GRANT APPLICATION

Applications must be submitted by 4pm – Friday 10th October 2025

CONTACT DETAILS

Name of Group/Organisation

Address

Post Code:	Email:	Tel No:
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Contact Person

Title:	First Name:
Surname:	Position held in Group:

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

If you are not a registered charity you must enclose a copy of your constitution.

VAT Registration Number (if applicable)

What does your community group/organisation do and how are you financed?

ANNUAL CORE BUDGET FUNDING 2026/ 27

How many people are in your group/organisation?

HOW WILL THE FUNDING BE USED?

In 300 words (or less), please explain what the funding will be used for:

State how many people will benefit from this project. The number of group members from Ludlow and the number of people from Ludlow directly benefiting from your project would be most helpful.

FINANCIAL DETAILS

You must include an up-to-date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If your group holds substantial reserves, you must provide an explanation as to why this project cannot be supported from your own funds.

Financial year that funding will cover:

2025 - 2026

Desired grant from Ludlow Town Council*

*The maximum per application is £5,000

ANNUAL CORE BUDGET FUNDING 2026/ 27

If a grant is awarded, please provide bank details below:

Name of Account:-

Sort Code:-

——

Bank Account No:-

Funds granted/contributions from other bodies (please give details including whether these are secured).

If there is a shortfall in funding, how do you propose to fund the deficiency?

Previous applications

Please give details of all grant applications made by your organisation to Ludlow Town Council, whether successful or not, in the last five years (include Project Support Grants and Annual Core Grants).

ANNUAL CORE BUDGET FUNDING 2026/ 27

DECLARATION

We confirm we are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct.

We understand that there is no appeal procedure should this application be rejected.

We undertake on the behalf of the organisation that any financial assistance offered will only be used for the purpose for which it is granted and will be returned to Ludlow Town Council if it is not required for that purpose or if duplicate funding is in place.

We understand that we are expected to provide Ludlow Town Council with a progress report and information on how the money has been spent and will complete and return the Evaluation and Monitoring Form.

Signature 1 (Person submitting form)	Date:
Signature 2 (Chairperson or senior representative of the Management Committee)	Date:

CHECKLIST

It is essential that you answer every question and send the requested supporting documentation.

If you do not include all the information requested, your application will be incomplete and ineligible.

Please do not send any documentation other than that requested.

Complete the following checklist.

I have: (Please tick)	<input type="checkbox"/> Answered every question <input type="checkbox"/> Enclosed a copy of our constitution (if you are not a registered charity) <input type="checkbox"/> Enclosed a copy of our latest accounts and/or a detailed treasurer's statement. <input type="checkbox"/> Provided feedback and photographs for all previous grant funding awarded by Ludlow Town Council.
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Please answer all sections of the grant form as fully as possible.

ANNUAL CORE BUDGET FUNDING 2026/ 27

If you do not receive an acknowledgement receipt of your application via email within two working days, please phone 01584 871970 to confirm that it has been received.

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS.

APPLICATIONS ARE CONSIDERED ANNUALLY AT THE FULL COUNCIL MEETINGS HELD IN SEPTEMBER OR OCTOBER.

IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED IT WILL NEED TO BE RECEIVED NO LATER THAN *4pm – Friday 10th October 2025*

Completed application forms and supporting information should be returned to:

Gina Wilding, Town Clerk,
Ludlow Town Council,
The Guildhall, Mill Street, Ludlow, Shropshire. SY8 1AZ.
Tel: 01584 871970
Email: townclerk@ludlow.gov.uk

PRIVACY NOTICE

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. All applications for public funding must be considered and approved at a public meeting. The contact details of the organisation must also be transparent. Please do not include any details on this form that you do not wish to be in the public domain.

Your information will be lawfully processed by the Council within the terms of our privacy policy.

To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.



MONITORING AND EVALUATION FORM

ANNUAL CORE GRANT FUNDING

You are required to provide a written statement to explain how the Annual Core Grant has been spent

Please return this form and the required supporting documentation to Ludlow Town Council, The Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ. assistant@ludlow.gov.uk

Completion Deadline: 31st March of the financial year in which the Core Grant was awarded

Name of Group/ Organisation

Contact Name/Position held in the Group

Address

Telephone No

Email Address:

DETAILS OF GRANT

Amount Awarded



Year that the funding was received for e.g 2026 /27

Purpose for which grant was made (as stated in the original application)

Can you confirm that the whole of the grant was spent on the purpose for which it was given?

YES/NO *(please circle)*

Have you enclosed copies of accounts/receipts/invoices to support this monitoring form?

YES/NO *(please circle)*

If you have answered no to either question above please explain why. *(continue on a separate sheet if needed)*



COMMENT AND EVALUATION

Number of beneficences supported through the Core Grant.

What have been the benefits and effect to the community as a result of the grant?

If you plan to, how will you continue this work? (indicate financial or other arrangements made)

Did you need to raise additional funds? YES/NO (*please circle*)

If yes, what other funds did you manage to raise and from where?



Please add any other relevant information, highlights or comments:

Photograph and Feedback Submission

The Town Council requires and welcomes feedback and photographs from organisations.

Please be aware that photographs submitted to Ludlow Town Council may be publicised internally and externally for the purpose of news media coverage. Photographs may be used in the Town Council's newsletters, website and social media and press releases.

☐ Tick, if you do NOT wish to have your photographs to be used for publicity purposes.

Signed _____

Position _____

Date _____

PROJECT SUPPORT GRANT

Item 17.



ANNUAL & PROJECT SUPPORT GRANT APPLICATION

CONTACT DETAILS

Name of Group/Organisation

Girlguiding Ludlow District

Address

C/O Catkins

Seifton

Ludlow

Shropshire

Post Code: SY8 2DH

Fax:

Email: ludlowdistrict@girlguidingshropshire.org.uk

Tel No: 07805 904917

Contact Person

Title: Mrs

First Name: Lisa

Surname: Thomas

Position held in Group: District Commissioner

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Charity Registration Number

Exempt from registration

If you are not a registered charity you must enclose a copy of your constitution

VAT registration number if applicable

What does your community group/organisation do and how are you financed?

Girlguiding Ludlow District - is part of the "Girlguiding" organisation. We hold regular meetings and events for all girls, in a safe environment, where they can learn new skills and crafts, have fun, try new activities and experiences and make lifelong friendships.

We are financed through weekly subscriptions that are paid by our young members. These funds go towards paying for the room hire, craft and activity products, and a yearly payment to Girlguiding HQ, of around £53 per member, that goes toward insurance and general running costs of Girlguiding.

How many people are in your group/organisation

Girlguiding Ludlow district currently has about 100 members.

ABOUT YOUR PROJECT

Project/Grant Title

Day visit to West Midlands Safari Park and Adventure Theme Park.

Briefly describe your project or reason for applying to enable the Town Council to understand how its grant will be used:

This year we would like to take some of our older girls including Brownies (aged 7-10) Guides (aged 10-14) and Rangers (aged 14-18) on a day visit to the West Midlands Safari Park and the neighbouring Adventure Theme Park.

We anticipate asking the parents for some funds, to pay for admission tickets.

However, for transportation to and from the event we would like to hire a coach for the day and the quote for a 53 seater coach for one day is a cost of £440.

How many people will benefit from this project or activities? **Details of the number of members of your group that are from Ludlow and the numbers of people from Ludlow that will directly benefit from your project would be most helpful.**

We anticipate a full coach, of 53 members. The majority will be made up of our Brownies, Guides & Rangers. Most of them live in Ludlow. There will also be several leaders in attendance, who also, mainly live in and around the Ludlow area.

Estimated cost of project £440

Desired grant from Ludlow Town Council £440

Please note that the maximum you can apply for is £1,000.

FINANCIAL DETAILS

You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves you must provide an explanation as to why this project cannot be supported from your own funds

DECLARATION

If a grant is awarded, please complete the section below for BACS payment

Bank...Natwest.....	Branch...Ludlow.....
Postcode...SY8 1AG.....	
Account number...82566402.....	Sort code...53-81-18.....

We are authorised to submit this application on behalf of the Group and certify that the information enclosed is correct. We understand that there is no appeal procedure should this application be rejected. If Ludlow Town Council gives a grant, we agreed to use it only for the purpose given and according to any conditions specified. We understand that within six months after payment of a grant, we are expected to provide Ludlow Town Council with a report on the progress of this project and how the money has been spent.

Signature 1 (Person submitting form)	<i>Helen</i>	Date: 07 / July / 2025
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Signature 2 (Chairperson or senior representative of the Management Committee)	<i>P. C. Woollles (Division Commissioner)</i>	Date:
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CHECKLIST

It is essential that you fill in every question and send the appropriate supporting documentation. Complete the following checklist to show what you have done. If you do not include all the information requested, your application will be incomplete and will take longer to assess or be ineligible. Please do not send any documentation other than that requested.

- | | |
|---|---|
| x | Answered every question |
| | Enclosed a copy of our constitution (if you are not a registered charity) |
| x | Enclosed a copy of our latest accounts and/or treasurer's statement |
| x | Signed the Declaration (two signatures if possible) |

I have: (Please tick)

ALL APPLICATIONS FOR FINANCIAL ASSISTANCE ARE CONSIDERED ON THEIR INDIVIDUAL MERITS. APPLICATIONS MUST BE SUBMITTED WELL IN ADVANCE OF YOUR PROJECT TAKING PLACE IN ORDER TO BE CONSIDERED AT THE APPROPRIATE MEETING

Completed Application Forms should be returned to:

Gina Wilding, Town Clerk, Ludlow Town Council, Guildhall, Mill Street, Ludlow, Shropshire, SY8 1AZ
Tel: 01584 871 970 Email: townclerk@ludlow.gov.uk

PRIVACY NOTICE

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To find out more about our privacy arrangements, please access the Council's website www.ludlow.gov.uk where our full Privacy Notice and Privacy Policy can be viewed.

In the public interest details of applicants are in the public domain.

Application for Grant money towards Girlguiding Ludlow.

A Copy of the bank statement for Girl Guiding Ludlow has been included.

However, please note that some of the funds currently held in this account belong to the 2nd Ludlow Rainbows and 1st Ludlow Ranger units.

This is due to these units having to recently change / re-apply for new bank accounts.

Lisa Thomas.

Ludlow District Commissioner

07805 904917



00004037/00007886/327

0077965-0001-0

LISA THOMAS
CATKINS
SEIFTON
LUDLOW, SHROPSHIRE
SY8 2DH



Current Account

Summary	
Statement Date	05 JUN 2025
Period Covered	03 MAY 2025 to 05 JUN 2025
Previous Balance	£3,684.54
Paid In	£170.00
Withdrawn	£120.00
New Balance	£3,734.54
BIC	NWBKGB2L
IBAN	GB40NWBK53811882566402

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
03 MAY 2025	BROUGHT FORWARD			3,684.54
27 MAY	Credit No.000057 538118 27MAY 0958	85.00		3,769.54
28 MAY	Cheque 000127		120.00	3,649.54
02 JUN	Automated Credit [REDACTED]			
	01/06/25 1417 4000000015 4722536	85.00		3,734.54



100100403709010001

INSURANCE

Item 18.



INSURANCE UPDATE

Report No. FC/25/xx

**Full Council
28th July 2025**

1. INTRODUCTION

- 1.1 This report provides an update on the insurance renewal process to date.

2. RECOMMENDATION

- 2.1 To note the report.

3. BACKGROUND

- 3.1 Ludlow Town Council's insurance is due for renewal on 1st September 2025.

4. CURRENT SITUATION

- 4.1 Quotations are sought from three providers, namely, BHIB Councils Insurance – Local Council specialist insurer, Gallagher (AJG) – Current supplier, James Hallum Council Guard – Current supplier (motor insurance only).
- 4.2 The council's insurance consideration are attached to this report.
- 4.3 The council has received a value update on assets identified as in need of revaluation and has asked its current provider to arrange revaluation of properties that are unlisted.
- 4.4 the July full Council meeting is too soon to be able to consider quotations and an August Extraordinary meeting will be required – date to be confirmed as soon as possible.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Current Sums Insured

Core Cover

Cover	Standard Cover Applicable (£)	Sums Insured If Standard Cover Not Applicable (£)
Crisis Management	25,000	
Employee Dishonesty	No	1,800,000
Employers' Liability	10,000,000	
Key Person – (per week, up to a maximum of 2,500 per year)	250	
Legal Expenses	100,000	
Libel and Slander	500,000	
Money In Transit	1,000	
Officials and Trustees Liability	500,000	
Personal Accident	100,000/500 per week	
Defibrillator & Cabinet Cover	5,000	
Public and Products Liability	10,000,000	15,000,000 (please also provide a quote for this higher amount for information)

Optional Cover Extensions

Cover	Standard Cover Applicable	Existing Sums Insured (£)
Equipment Breakdown	Yes	
Terrorism	Not Included	

Business Interruption

Cover	Existing Sums Insured (£)	Indemnity Period
Increased Cost of Working	100,000	12 months
Loss of Rent Receivable	25,000	
Loss of Revenue	25,000	12 months

Premises

Premises Address	Existing Sums Insured (£)
The Linney, Ludlow, SY8 1EG Boathouse & Toilets	128,820
Henley Road, Ludlow, SY8 1RA Cemetery House	1,281,359
Henley Road, Ludlow, Shropshire, SY8 1RA Workforce Depot	417,976
Wheeler Road Boxing Club, Ludlow, Shropshire, SY8 1JD Ludlow Boxing Club	387,033
Public Toilets Blocks at Smithfield Car Park, SY8 1RN and Castle Street, Ludlow, Shropshire, SY8 1AT	402,067
Henley Road, Ludlow, Shropshire, SY8 1RA Cemetery Chapel	226,525
Guildhall, Mil St, SY8 1AZ (grade I listed building)	3,631,406.00
Buttercross, SY8 1AW (grade I listed building)	3,058,022.00

Contents Cover

Material Damage Contents Cover	Existing Sums Insured (£)
Office Contents	20,000
General Contents - chamber contents	50,000
Outside Equipment - notice boards	66,717
Street Furniture lampposts, benches, bus shelters	92,231
Gates & Fences	50,000
War Memorial	0
Playground Equipment	412,401
Mowers and Machinery	93,218
Sports Equipment	0
Other Surfaces	0
Natural Surfaces	0
Specified All Risks	0
Assets	£703,950
Total Contents	1,488,517

Please also quote for Cyber insurance.

Basis of Valuations

The figures should represent your best estimate of a replacement as new value at renewal date. Include an allowance for:

- the effects of inflation since last renewal
- inflation in the next 12 months and subsequent rebuilding period (unless your insurance is arranged on a Day One Basis)
- an allowance for Debris Removal (Note a separate sum insured for stock debris removal is required) and Professional fees (Architects, Surveyors and Consultants), unless your insurance is arranged on a first loss basis.

It is important that you fully consider increasing your values/sums insured to reflect increases in rebuilding and replacement costs. Whilst we cannot provide inflationary figures to you there are organisations that are able to offer professional advice in this respect.

It is your responsibility to ensure values/sums insured are set correctly. Please note that should generic values (for example, rebuilding costs data) be obtained from independent organisations care should be taken when considering the adoption of these figures as they may not cater for your specific requirements relating to your individual insured property(ies).

VAT Status - to avoid being underinsured, sums insured on material damage policies should make the appropriate allowance for VAT on rebuilding or repair depending on your organisation's VAT status: VAT registered. VAT can usually be reclaimed in full and sums insured should be calculated excluding VAT.

Suppliers of only zero rated goods - normally VAT is recoverable and sums insured should be calculated excluding VAT.

- Exempt or not registered - VAT is not recoverable and sums insured should include VAT.

Underwriting Information

Does your council/organisation have responsibility for any of the following?	Yes	No
--	-----	----

- | | | |
|--|--------------------------|--------------------------|
| • BMX Tracks | <input type="checkbox"/> | x |
| • Derelict, empty, or disused buildings | <input type="checkbox"/> | x |
| • Firework or bonfire events | <input type="checkbox"/> | x |
| • Playgrounds | x | <input type="checkbox"/> |
| • River, lake, pond, or any other body of water | x | <input type="checkbox"/> |
| • Skate parks | x | <input type="checkbox"/> |
| • Zip wires | x | <input type="checkbox"/> |
| • Events with more than 1,000 in attendance at any one time | x | <input type="checkbox"/> |
| • Buildings of non standard construction i.e. Walls not made of brick and roofs not tiled or flat roof | x | <input type="checkbox"/> |

Additional Information

If you have answered Yes to any of the above questions, can you please provide details:

The Linney Riverside Park SY8 1EE (alongside the **river Teme** – floating jetty access that is gated and river bank access that is fenced): **wooden play equipment** mixed ages includes a **zip wire**.

Wheeler Road Recreation Area SY8 1JD: fenced and gated **play area**, **MUGA** and **Skate Park**.

Housman Crescent Play Area SY8 1SG: fenced and gated **play area**.

Events include:

May Fair - 5 day open air fun fair in town centre – not gated. Not more than 3,000 at any one time.

Annual community event in Ludlow Castle: music, food and drink including alcohol - enclosed outdoor space – Not more than 3,000 at any one time.

Henley Road Depot SY8 1RA is metal construction. It is the base for the ground team, tool and petrol store.

Additional Areas for Consideration

Please indicate if you would like more information or quotations in respect of any of the following:

Product	Yes	No	Comments
• Motor	x	<input type="checkbox"/>	
• Engineering	<input type="checkbox"/>	x	
• Cyber	x	<input type="checkbox"/>	
• Additonal Flood Cover	<input type="checkbox"/>	x	
• Desk Top Building Valuations	<input type="checkbox"/>	x	
• Professional Indemnity	x	<input type="checkbox"/>	
• Associated Charities	x	<input type="checkbox"/>	
• Village Hall Policies	<input type="checkbox"/>	x	
• Anglican Church Policies	<input type="checkbox"/>	x	
• Enhanced Risk Management	<input type="checkbox"/>	x	
• Event Coverage	<input type="checkbox"/>	x	

Please provide additional details below

Motor insurance detailed in separate document.

Cyber required for computers at Guildhall / Buttercross and work phones (if applicable)

Professional indemnity for officers.

TOWN CRIER

Item 19.



TOWN CRIER
Report No. FC/25/xx
Full Council
28th July 2025

1. INTRODUCTION

- 1.1 This report explores the options for sponsorship to support the expense of specialist Town Crier clothing and hosting a Town Crier competition in Ludlow.

2. RECOMMENDATION

- 2.1 To approve in principle providing sponsorship opportunities on www.ludlow.gov.uk to support the Town Crier costume and to cover costs associated with hosting a Town Crier competition in Ludlow.
- 2.2 That all sponsorship opportunities would be offered solely through the town council website or in person at the Guildhall and all monies would be collected and managed by town council employees.
- 2.3 That the draft policy and T&Cs are considered and approved by Policy and Finance Committee.

3. BACKGROUND

- 3.1 Ludlow Town Crier is an active advocate for Ludlow and appears weekly at Ludlow market and has supported Ludlow Rotary Duck Race, and the 25th Anniversary of the Local to Ludlow Produce market in July.
- 3.2 Ludlow Town Crier is a voluntary position and Ludlow Town Council does not cover any expenses.

- 3.3 Ludlow's Town Crier would like Ludlow to host the 2026 Town Crier Competition. The event would be fun and attract visitors to Ludlow. As with any event, there are expenses associated with running this event.
- 3.4 The attire of Ludlow's Town Crier is an important aspect of the role and presents an opportunity for businesses and individuals to offer their support to the office of Town Crier.
- 3.5 Please find general information about the Town Crier Competition attached to this report.

4. SPONSORSHIP

- 4.1 Under the Local Government Act 1972, A Town Council can:
- Promote events, community initiatives, and civic traditions (like a town crier or a crying competition)
 - Seek sponsorship for such events or activities
 - Charge VAT where appropriate (if VAT-registered)

And under the Local Government Act 2003 (Section 93), councils can charge for discretionary services (e.g. promotional opportunities) and retain the income, although they can only make charge to cover the costs and not to make a profit.

- 4.2 The General Power of Competence (GPC) allows commercial-style activities including sponsorship.

General points to consider:

- Be transparent in how sponsorship is offered (standard packages, fair access)
- Avoid exclusivity unless justified and approved (e.g. one main sponsor vs multiple)

- 4.3 it is good practice to adopt a Sponsorship Policy. It should cover:

- What can be sponsored (e.g. events, uniforms, signage)
- What recognition will be given
- Ethics – what types of businesses are/aren't acceptable (e.g. alcohol, gambling, political groups)
- VAT handling
- How conflicts of interest will be avoided

4.4 As the council is VAT registered, sponsorship income must have VAT added if:

- The sponsor gets a recognisable benefit (e.g. publicity, branding, promotion)
- The council is providing a “business” service in return.

4.5 To raise sponsorship income via our website for items and events that have already been paid for (costume and competition/meal), while offering recognisable value to the sponsor (e.g. promotion/branding), ensuring the income is business income subject to VAT, the council follow the these steps:

Define the Sponsorship Offer - frame this as a marketing service in exchange for sponsorship fees. That keeps it within the scope of VAT.

Create a sponsorship package that offers tangible marketing value in exchange for money. For example:

- Brand visibility on the website and social media (mention as official sponsor of the Crying Comp)
- **Thank you page** or dedicated sponsor page on the website

Add a Webpage for Sponsorship Sales

On our website, create a clear landing page for potential sponsors. Include:

- Sponsorship package description (with bullet-pointed benefits)
- Price (e.g. £250 + VAT per sponsor)
- Option to buy online or submit an enquiry

Issue VAT Invoices

When a sponsor signs up:

- Raise a proper VAT invoice
- Describe the supply as e.g. “Marketing and promotional services relating to [event name] sponsorship

Accounting Treatment

- Treat sponsorship income as taxable business income (standard-rated for VAT)
- Even if the costume and / or meal were paid already, the VAT element is on the promotional services you are now providing
- Don't frame this as a donation or gift — if it's a sponsorship with recognition, it's not a donation (donations are outside VAT scope only if there's no benefit)

Optional Tiered Packages

We could offer different levels:

- Gold Sponsor (£500+VAT) – includes all benefits + banner at venue
- Silver Sponsor (£250+VAT) – website/social media/promo mention
- Bronze Sponsor (£100+VAT) – name on website

5. POLICY AND TERMS & CONDITIONS

5.1 DRAFT TOWN COUNCIL SPONSORSHIP POLICY

1. Purpose

This policy outlines how the Council will seek, manage, and deliver sponsorship opportunities in a transparent and consistent manner, while safeguarding the Council's integrity and reputation.

2. Definition of Sponsorship

Sponsorship is defined as a business or organisation providing money or resources to support a Council activity, event, or asset in return for marketing, publicity, or other commercial benefit.

3. Scope

This policy applies to sponsorship relating to Council events, uniforms (e.g. town crier costume), printed or digital materials, websites, and physical spaces.

4. Principles

- Sponsorship must not conflict with Council values or policies.
- All offers of sponsorship must be approved by the Clerk or delegated officer before acceptance.

- Sponsorship agreements must deliver identifiable benefits to the Council and the sponsor.
- Sponsorship must not give unfair commercial advantage to any one organisation unless exclusivity is agreed in advance.

5. Acceptable Sponsors

The Council reserves the right to refuse sponsorship from organisations or sectors including:

- Tobacco, alcohol, or gambling
- Political parties or lobbying groups
- Businesses involved in illegal, unethical, or harmful practices

6. VAT and Financial Management

Where the Council receives sponsorship in exchange for a benefit (e.g. promotion), the income will be treated as taxable and subject to VAT if the Council is VAT-registered. Sponsors will be issued a VAT invoice.

7. Promotion of Opportunities

Sponsorship opportunities will be made available fairly and transparently. Larger packages or exclusivity deals will be advertised where feasible.

8. Branding and Recognition

Sponsors may receive:

- Logo placement on promotional materials, websites, or signage
- Mentions in press releases or event announcements.
- Inclusion on Council media channels

Recognition will be proportionate to the level of sponsorship and agreed in advance.

9. Monitoring and Review

This policy will be reviewed every two years or following any relevant legal or procedural change.

SPONSORSHIP TERMS & CONDITIONS (to be displayed on your website or included in sponsor packs)

1. Introduction

By purchasing a sponsorship package with [Town Council Name], you agree to the terms and conditions outlined below.

2. Nature of Sponsorship

The sponsor agrees to provide funding in exchange for promotional and publicity benefits as described in the selected sponsorship package.

3. Payment & VAT

All prices are exclusive of VAT unless stated otherwise. A VAT invoice will be issued. Payment must be made in full prior to benefits being delivered.

4. Sponsorship Benefits

The Council will deliver the benefits as outlined, including any online or printed publicity, branding, or recognition. Minor changes may be made for operational reasons.

5. Use of Logos and Branding

The sponsor grants the Council a non-exclusive, royalty-free licence to use their name, logo, and approved branding for the purpose of fulfilling the sponsorship benefits.

6. Council Discretion

The Council reserves the right to:

- Decline any sponsor application without reason
- Remove or refuse branding if the sponsor brings the Council into disrepute or violates policy
- Terminate a sponsorship agreement with immediate effect for cause

7. Liability

The Council accepts no liability for any indirect or consequential loss arising from the sponsorship arrangement or promotional activities.

8. Data Protection

Sponsor data will be stored and used in line with the Council's Data Protection Policy and privacy statement.

9. Governing Law

These terms shall be governed by the laws of England and Wales.

Town Clerk
June 2025

Implications

Wards Affected (All)

Financial (as explained in the report)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)



WAREHAM

Town Council

Dear Crier

Thank you for agreeing to come to Wareham and attend the South of England Championship on 12th July 2025.

I have enclosed a programme for the day with a full list of participants.

There is a car park permit for you to use at Howard's Lane car park **only**. This car park is a short walk away from the Town Hall. Once parked, turn left out of the car park, and then left onto North Street. The Town Hall is on your left by the traffic lights. The entrance is on East Street.

Please arrive for **9.15am**.

I am looking forward to seeing you bright-eyed and bushy tailed on 12th July 2025.

Kind regards

Jacquie Ha



**WAREHAM TOWN COUNCIL
PRESENTS
THE SOUTH OF ENGLAND CHAMPIONSHIP**

Welcome to Wareham, Dorset - Gateway Town to the Jurassic Coast World Heritage Site, home of the Saxon Walls, major prize-winner in Britain in Bloom and an ancient Market Town in the historic Isle of Purbeck. Not really an island - but we're a bit funny in these parts! The ancient art of Town Crying is practiced by Criers up and down the land and today you will have the chance to see how the 'news' was broadcast in former times - before most people could read, and before the advent of radio, TV and the Internet.

After many years absence, Wareham regained its Town Crier in 2007 and I was very honoured to be appointed to represent my town by Wareham Town Council. In 2009, we welcomed participants to Wareham's first ever Town Criers Competition. The Competition has now become an annual event and is held under the full rules of the Ancient and Honourable Guild of Town Criers.

Prizes go to Best Crier and Best Dressed Crier. All Criers will perform a Hometown Cry and a second cry will be based on Court Leet.

Many thanks to Wareham Town Council for financing and fully supporting the Competition and to The Priory Hotel for permitting the use of the bonnie banks of the Frome - opposite the Quay. So why not come down to the river and see an example of that modest, unassuming breed: a Town Crier in full voice?

Jacquie Hall
Town Crier of Wareham

**OPPEZ! OPPEZ! OPPEZ!
WELCOME TO WAREHAM!**

**SOUTH OF ENGLAND TOWN CRIER
CHAMPIONSHIP
(OPPOSITE WAREHAM QUAY)
ON
SATURDAY 12TH JULY 2025**



Jacquie Hall, Wareham Town Crier

The Draw			
Round 1	Round 2	CRIER	CRIER OF
		<i>Faye Thompson</i>	<i>Petersfield</i>
		<i>Paul Gough</i>	<i>Nuneaton & Bedworth</i>
		<i>Terrence Mullett</i>	<i>Ludlow</i>
		<i>Andrew Fleming</i>	<i>Swanage</i>
		<i>Christian Ashdown</i>	<i>Haslemere</i>
		<i>Mark Northway</i>	<i>Cromer</i>
		<i>Andrew Parkhurst</i>	<i>Clare</i>
		<i>Peter White</i>	<i>Seaford</i>
		<i>Jane Smith</i>	<i>Bognor Regis</i>
		<i>John Collingwood</i>	<i>Bridport</i>
		<i>Michael Reddy</i>	<i>Warwick</i>



PROGRAMME OF EVENTS

9.15am	Assemble at Wareham Town Hall – Wareham Town Mayor, Cllr Zoe Gover will draw the order for the competition.
10.00am	Procession of Criers/Escorts through Wareham to the South Bank of River Frome
10.30am	Performance of Hometown Cry – All Criers
11.15am	Break
11.45am	Second Cry – Court Leet
12.30pm	Results and presentation
1.30pm	Lunch – The Club, South Street

Wareham's Host Crier, Jacquie Hall, will perform a benchmark cry at the beginning of each round. *This cry will not be judged.* Criers to be judged on Diction and Inflection, Volume & Clarity, Content and Regalia.

CONFIRMATION OF INSURANCE 2024

The Insured:

The Ancient & Honourable Guild Of Town Criers

Correspondence address:

10 Weston Road
Guildford
Surrey
GU2 8AS

The Business of the Insured:

Town Criers Guild

Limits of Indemnity / Sums Insured

Employers Liability

Not Covered

Any one claim or series of claims arising out of one occurrence including costs & expenses

Public Liability

£ 5,000,000

Any one claim or series of claims arising out of one occurrence including costs & expenses

Type of Policy	Name of Insurer	Policy Number	Dates of Cover
Liability Insurance	Axa Insurance UK plc	YS CMB 7122242	1 st September 2024 – 31 st August 2025

Please note:

The information provided in this document is a brief overview of covers in place at the time this was sent. The full details of the above policies including terms and conditions are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. The cover stated above may change or be cancelled and we are under no obligation to advise you as such.

First Insurance Solutions House, Centre 3000,
St Leonards Road, Allington, Maidstone, Kent ME16 0LS
T: 01634 868444 F: 01634 862425
Email: info@firstins.co.uk
Web Site: www.firstins.co.uk

First Insurance Solutions Limited
Registered in England under registration number 07102852



**First
Insurance
Solutions**



Authorised and regulated by the
Financial Conduct Authority (FCA)
under reference 522668
Telephone calls may be recorded
for quality assurance. Terms of
business overleaf

Rules and Protocol for AHGTC Competitions

PREAMBLE These rules are to be mandatory for the Guild Championship, but will otherwise function as guidelines for other competitions, allowing the host venue to adapt the Rules to their own circumstances.

L.1 Wherever possible, competitions should consist of at least two cries, L.2 The theme for the first round will usually be a hometown cry. 1.3 The scores from each round shall be added together to decide the winner. 3..4 If there is a tie, the cry-off, it should be of the second cry. 1.5 At smaller competitions the draw for the order of the cry can be made on the day. For larger competitions, and particularly the Guild Championship, the draw should be made in advance of the competition. It should take place in a public situation and be conducted by a neutral person, such as the local mayor, head of tourism or main sponsor. An advantage of making the draw in advance is that it enables the host venue to print complete scoresheets ready for the judges, Alternatively the draw could take place in the presence of the participating criers after arrival at the venue. It will be the prerogative of the host venue to decide which method to use. 1.6 A separate draw must be made for each round of competition. 1"7 Participating consorts accompanying criers in competition must be in costume and be over 16 years of age. 1..8 The consort must be declared when submitting an entry to the organisers. Criers or deputy criers may not act as a consort" 1.,9 Once a decision has been announced to the

public" this decision is final and must not be altered. 1.10
1" 11. 1" _L2 1. 11 ,A crier must participate in every round to
be eligible for the final placing" All competitors must be
available within one minute of their name being called. At
the discretion of the competition organisers any crier
failing to attend when called, may be disqualified, or may
cry last, but will have his or her score halved. Criers must
not wear badges, awards or medals relating to previous
championship wins, or any such decoration that could
influence the judges. The judges shall have no contact
with the competitors prior to or during the competition.
Any crier or consort approaching any category judge prior
to the end of the championship may be penalised or
disqualified. Judges should be provided with suitable
badges to enable identification. This rule does not,
however; apply to the best dressed judge{s}, who are
encouraged to question the competitors about their
liveries.

5.4 The host crier should look carefully to ensure that all
the judges are ready before introducing the next
competitor 5. Announcements 6"1 Criers and consorts to
be announced only by their name and town they are
representing. V 7. Best Dressed "1 This category is
separate from the above judging of the cries. 7.2 This
should be judged by judges with some knowledge of
period costume. Their judgement should consider: r a r 7.3

7.4 Is the design historically accurate? Is the livery able to withstand the rigours of the duties of the crier - for example in allweathers? Is it well fitted and worn correctly? Does the crier look comfortable when performing their cry? It is advisable that criers (and consorts if applicable) should present themselves to the best-dressed judge after their first cry. The judge for this category should question the competitors about their style, period and materials. The judge may award a maximum of 100 points for this category.

8. Venue Considerations

8.1 The venue for the competition cries should be selected to enable the judges accurately to assess each cry and enable spectators to enjoy the competition in comfort. A good venue should provide some acoustic bounce.

8.2 Organisers provide liquid refreshment, in an environmentally friendly format, to the competitors on each competition day.

8.3 Organisers should provide adequate shelter and seating for criers and consorts during the competition. -end-

TOWN WALLS

Item 20.

**Postal address**

PO Box 3501, Bristol BS2 2FL
T: 0117 925 2020

FAO Gina Wilding
Ludlow Town Council
The Guildhall
Mill Street
Ludlow
Shropshire
SY8 1AZ

Our ref TCD/123383/0001
Your ref GW/LEG/14
DDI 0117 3145 239
Doc no 34140223v1

11 July 2025

By First Class Post

Also by email: townclerk@ludlow.gov.uk

Dear Ludlow Town Council

Collapsed Wall - Ludlow St Laurence

We are instructed by the Parochial Church Council of Ludlow St Laurence ("**the PCC**") in relation to the collapsed wall at St Laurence's Church.

Our client has instructed us to take the necessary steps to achieve a resolution of this longstanding matter. We are reviewing its background and history to date but, based on the records and documentation we have seen so far, we have advised our client that they are not responsible for repairs or other works of maintenance to the collapsed wall nor are they liable to make any financial contribution to the costs thereof.

If, through your solicitors and without prejudice, you have proposals to make for a timely resolution of this dispute, then our client will give them due consideration. As matters stand at present, however, and regrettably, our client evidently has no option other than to take enforcement action in order to determine the matter. Please take this letter as notice to that effect. Our clients rights and remedies remain, of course, fully reserved in the meantime.

Any legal action necessary will likely involve you and your ratepayers in substantial legal expense, but that is unavoidable in the absence of agreement.

Based on previous correspondence we have seen, we understand that you have previously instructed Geldards LLP to assist you in this matter. Accordingly, we have sent a copy of this correspondence to Geldards LLP, in the event they remain instructed so that we can liaise with them directly going forward. Please confirm if they are instructed to accept service of proceedings on your behalf.



Yours faithfully

A handwritten signature in black ink, reading "Veale Wasbrough Vizards". The signature is written in a cursive, flowing style.

Veale Wasbrough Vizards LLP

*Cc Geldards LLP, 4 Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ - **By First Class Post***

*Jonathan.griffiths@geldards.com - **By email***

Veale Wasbrough Vizards LLP
PO Box 3501
Bristol
BS2 2FL

Date: 14 July 2025
Our Ref: NL.108942.7
Your Ref:

DD +44 (0)29 2039 1764
F +44 (0)29 2023 7268
E nicola.lawrence@geldards.com

BY EMAIL: NKearney@VWV.CO.UK

Dear Veale Wasbrough Vizards

St Laurence Churchyard, Ludlow collapsed section of wall

We continue to act on behalf of Ludlow Town Council and are instructed to respond to your letter of 11 July 2025. Please ensure any further correspondence in this matter is addressed to us.

We note that you are in the process of reviewing the background and history and have been able to conclude that your client is not responsible for repairs or other works of maintenance to the collapsed wall nor make any financial contribution. Your letter implies that our client is liable and provides notice of legal action which you claim is likely to result in substantial legal expense for our client and ratepayers of Ludlow.

However, your letter lacks the necessary legal particulars to support the assertion of liability. Specifically:

1. The issue of ownership of the wall is central to the question of liability but your letter does not address this or provide any documentation or title evidence to confirm that the relevant section of wall forms part of the churchyard or is otherwise within the PCC's legal responsibility.
2. Your letter does not cite any statutory provision, case law, or contractual agreement that would establish Ludlow Town Council's responsibility for the part of the wall in question.
3. We are not aware of any formal notice having been served under s.215 of the Local Government Act 1972 or preceding legislation which is a statutory prerequisite for the transfer of maintenance responsibility to our client.

In the absence of these particulars, your letter appears entirely speculative and lacks the evidential foundation required to support the allegation of liability that is made. Therefore, it is not accepted that our client has any legal responsibility for the repair of the wall.

Our client remains open to constructive dialogue to resolve matters. However, as your client is now considering legal action, it is required to provide a formal Letter of Claim setting out the basis of its claim, the facts relied upon, and what relief it is seeking. When it does so, we will respond appropriately.

In the meantime, our client's position is reserved in relation to costs.

G:10230816v1

Yours faithfully

Geldards LLP

COMMITTEE RECOMMENDATIONS

Item 22.



RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE 21ST JULY 2025 TO FULL COUNCIL 28TH JULY 2025

PF/57 POLICY REVIEW

a) Investment Policy

RECOMMENDED RO/IMM (Unanimous)

That the Council maintain a balance of £150,000 in the current account and all other funds be invested in the CCLA Public Sector Deposit Fund.

PF/58 b) Communications Policies

RECOMMENDED RO/IMM (Unanimous)

That:-

- a) a Communications Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy.
- b) The Communications Policy Task and Finish Working Group membership be made up of Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott Bell.

PF/62 CLIMATE ACTION TASK AND FINISH GROUP

RECOMMENDED RO/IMM (Unanimous)

That:-

- a) the minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received.
- b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:-
 - That a meeting of the Ludlow Town Centre Planting Task & Finish Group be organised in September and put together a seasonal planting and tub maintenance strategy for 2025/26. This forum will allow us to begin pulling ideas together for the provision and maintenance of planting throughout Ludlow.

- That a volunteer group named St Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc., spades forks and trowels to be brought by the person or loaned by the DLF.
- That the updates made to the Climate Action Plan as listed above be approved.



COMMUNICATIONS STRATEGY TASK AND FINISH GROUP

TERMS OF REFERENCE

1. Communications Task & Finish Groups was initiated by and reporting to Policy and Finance Committee.
2. **Purpose:** To review the policies and protocols of the Council relating to the use of, and interaction with, the media (including press, broadcasting and social media) and to consider the Council's relationship and communications with the local community, review the relevant strategy and prepare an action plan for strengthening engagement with the community."
3. **Target date of completion:** December 2025
4. **Membership** should not exceed ten people.
5. Task & Finish Group should have a minimum number of three Councillors.
6. Councillors cannot be part of a Task & Finish Group if they have a personal, prejudicial or financial interest in the subject of the Group unless appropriate dispensations have been agreed by the Council.
7. Councillors on Task & Finish Groups must abide by the Code of Conduct both between themselves and to all others
8. All inter-group communications must be addressed to all Group members to include the Council office.
9. Task & Finish Groups to be reviewed at the Annual Meeting of the Town Council.
10. Task & Finish Groups will report to Committee a minimum of every three months. A written report should be issued which will be circulated to all Councillors in advance of the meeting with the agenda.
11. Task & Finish Groups will appoint a spokesperson (Chair) by consensus.
12. The Clerk / Responsible Financial Officer shall be an ex-officio member of each Task & Finish Group with responsibility for administrative support and guidance.

13. When appropriate to the task, the Task and Finish Group should consult with outside organisations or appropriate persons, and the nature and outcome of this consultation should be openly reported to the appropriate Committee or Full Council.
14. Any change or extension to the remit of a Task & Finish Groups or change of membership should be agreed by the Council or relevant Committee.

COMMITTEE MINUTES

MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall Mill Street Ludlow on **TUESDAY 17th JUNE 2025 at 7pm.**

R/023 PRESENT

Chair: Councillor Harris.

Councillors: Councillors Addis, Scott- Bell, Cowell, Gill, Ginger, Lyle, Owen, Parry, Tapley

Officers: Gina Wilding, Town Clerk
Charlotte Ambrazas Committee Officer

R/024 ABSENCES

Councillor Hepworth.

R/025 HEALTH AND SAFETY

The Chairman informed Councillors, and everyone present, of the fire exits, fire assembly point and asked that everyone sign the attendance log.

R/026 RECORDING OF MEETINGS

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

R/027 APOLOGIES

Apologies were received from Councillor Hepworth (work commitments)

R/028 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

Cllr Scott-Bell	Item 17	Lives next door
-----------------	---------	-----------------

Conflicts of Interest
None

Personal Interest

Cllr Addis	Item 20	Responded to Resident by email
Cllr Lyle	25/01869/TCA	Knows the applicant
	25/02090/TCA	Knows the applicant
	25/02092/TCA	Knows the applicant

R/029 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

R/030 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

Unitary Councillor Parry was present but had no updates.

R/031 MINUTES**RESOLVED PA/ISB (8:0:2)**

To approve the minutes of 20th May 2025 as a correct record for the Chairman to sign.

R/032 ITEMS TO ACTION**RESOLVED GG/TG (8:0:2)**

To note the items to action of 20th May 2025

R/033 SHROPSHIRE COUNCIL DECISIONS PENDING**RESOLVED SB/DL (8:0:2)**

That the decisions pending by Shropshire Council be noted.

R/034 SHROPSHIRE COUNCIL DECISIONS**RESOLVED PA/KC (8:0:2)**

That the decisions by Shropshire Council be noted.

Cllr Scott Bell left the meeting at 7:08 pm

R/035 PLANNING APPLICATIONS

25/01779/LBC 26 Bell Lane, Ludlow, SY8 1BN

RESOLVED GG/KC (unanimous)

To consider all three applications together.

R/036 RESOLVED TG/DL (unanimous)

To object to the creation of new window on rear elevation and the erection of single storey rear extension because the photographs referred to are not present, and there is not sufficient information to facilitate decision making.

Cllr Scott-Bell returned to the meeting at 7:17pm

R/037 25/01869/TCA The Croft , St Julians Avenue, Ludlow, SY8 1EU

RESOLVED TG/KC (9:0:1)

No Objection to the reduction by 50% new growth of 1no. Poplar (T1) and crown reduction by 30% to last pruning points 3no. Gingko Biloba (T2-4) within Ludlow (Gravel Hill) Conservation Area.

R/038 25/01910/FUL 9 Camp Lane, Ludlow, SY8 1EQ

RESOLVED KC/TG (unanimous)

No Objection to the proposed replacement of existing conservatory with a new orangery and a small single storey rear extension, replacement of existing roughcast render with traditional lime render to external walls.

R/039 25/02090/TCA Mill House, 23 Mill Street, Ludlow, SY8 1BG

RESOLVED DL/KC (unanimous)

To Object to the felling of 1no Snake Bark Maple within Ludlow Conservation Area for the following reasons

- i) No valid reason is given for the felling.
- ii) No replacement tree is offered.

R/040 25/02091/TCA Belvedere, 9 Julian Road, Ludlow, SY8 1HA

RESOLVED SH/ISB (unanimous)

No Objection to the felling of 1no Thuja, subject to replanting an indigenous tree.

No Objection to reduction by 20% of 1no Magnolia within Ludlow (Gravel Hill) Conservation Area, subject to work is done late September early October to protect the good health of the tree.

R/041 25/02092/TCA 54 Corve Street, Ludlow, SY8 1DU

RESOLVED SH/TG (unanimous)

No Objection to the removal of one branch of 1no Eucalyptus within Ludlow Conservation Area.

R/042 25/01889/FUL 3 - 4 Market Street, Ludlow, SY8 1BP

RESOLVED PA/SH (unanimous)

To Object to the conversion and two storey extension to create 11 No. Apartments for the following reasons:

- The proposal is an overdevelopment of a small site.
- It would create overcrowded development with very cramped living conditions.
- There would not be adequate bin space provision.
- The proposed development would overstretch the existing infrastructure including drainage, and sewage.
- There would be a lack of amenity space.
- It is out of keeping with the existing street scene.
- The SUDS report is inadequate.
- The protected species report is inadequate.
- There has been no change of use from commercial to residential use.
- The property has not been delicensed.

R/043 25/01890/LBC 3 - 4 Market Street, Ludlow, SY8 1BP

RESOLVED SH/TG (unanimous)

To Object to works to facilitate the conversion and two storey extension to create 11No apartments for the following reasons:

- The proposal is an overdevelopment of a small site.
- It would create overcrowded development with very cramped living conditions.
- There would not be adequate bin space provision.
- The proposed development would overstretch the existing infrastructure including drainage, and sewage.
- There would be a lack of amenity space.
- It is out of keeping with the existing street scene.
- The SUDS report is inadequate.
- The protected species report is inadequate.
- There has been no change of use from commercial to residential use.
- The property has not been delicensed.

R/044 25/02099/TCA 2 Warrington Gardens, Ludlow, SY8 1RP.

RESOLVED GG/SB (unanimous)

No Objection to Felling 1no Holly within Ludlow (Galdeford) Conservation Area

R/045 25/02177/TCA The Lime House, 16 Lower Mill Street, Ludlow, SY8 1BH.

RESOLVED GG/SB (8:0:2)

No Objection to remove two branches from 1no Silver Birch & fell 1no Crab Apple and replant with acer tree within Ludlow Conservation Area.

R/046 25/02178/TCA 12 St Marys Mews, Ludlow, SY8 1FG.

RESOLVED GG/DL (unanimous)

No Objection to reduce from 20ft to 12ft in height group of Leylandii within Ludlow Conservation Area

R/047 25/02155/TCA 3 Friars Garden, Ludlow, SY8 1RX,

RESOLVED GG/DL (unanimous)

No Objection to Crown reduce by max. 25% 1no. Purple Beech (T1) and fell 1no. Crab Apple (T2) within Ludlow (Galdeford) Conservation Area, and replace with indigenous tree.

R/048 ROAD CLOSURE/TRAFFIC MANAGEMENT

RESOLVED ISB/KC (unanimous)

For the Town Clerk under delegated authority, to contact Shropshire Council for more information on the 'Within the walls' Road Closure

R/049 BUILDINGS, BUILDING LAND AND TREES

RESOLVED SH/ISB (unanimous)

To maintain the pressure on Shropshire Council regarding 5 King Street through Ludlow's Unitary Councillor.

To get an update on the reported H&S concerns related to the old trouser factory on Old Street.

R/050 THE GOVERNMENT PROPOSES FURTHER REFORMS OF THE PLANNING SYSTEM IN ENGLAND

RESOLVED GG/KC (unanimous)

To support Shropshire Council's Response as follows:
to express apprehension regarding the potential erosion of democratic decision-making resulting from these reforms. The Council emphasizes the importance of maintaining appropriate democratic scrutiny in planning decisions to ensure that developments align with local needs and character.

That the scaling used in the proposed reforms is not appropriate to a town the size of Ludlow (pop: 10,0000).

R/051 GOVERNMENT TO CONSULT ON REVISED NATIONAL PLANNING POLICY FRAMEWORK (NPPF) LATER THIS YEAR

RESOLVED TG/DL (unanimous)

To note the consultation

R/052 GOVERNMENT CONSULTATION ON REFORMING PLANNING COMMITTEES

RESOLVED GG/ISB (unanimous)

To support Shropshire Council's concerns regarding these proposed reforms, that the Council emphasizes the importance of maintaining local democratic oversight in planning decisions. The Council is wary that increased delegation to planning officers and standardized committee structures may undermine the role of elected representatives and reduce community engagement in the planning process.

To further object to the flawed reform for the following reason:

- The proposed changes are not reflective of the different tiers of local authorities.

R/053 GOVERNMENT CONSULTATION ON AMENDMENTS TO LEGISLATION ON VEHICLE REMOVAL, STORAGE AND DISPOSAL

RESOLVED GG/VP (9:1:0)

To support the following changes to the legislation:

- Agree with reducing the seizure-to-disposal window (Section 59) from 14 days to 48 hours?
- Support moving from "working days" to "days"?
- Agree with harmonising all disposal timeframes to 7 days and the 48-hour rule under Section 59.
- To approve an inflation-linked increase.

R/054 WILD-JUSTICE-LOST-NATURE-SUMMARY

RESOLVED RO/PA (9:0:1)

To make a written representation to Shropshire Council that they enforce the five principles within the planning system.

R/055 RESOLVED SH/ISB (unanimous)

That principle no. 5 'To join an army of ecological enforcers' is considered by the Climate Action Group and a report comes back to committee.

R/056 20 MPH SCHOOL SPEED LIMIT

RESOLVED GG/KC (unanimous)

To support the 20mph speed limit to be enforced by the police and to support a zebra crossing to be installed at both Sandpits Road and Old Street.

R/057 FISHMORE ROAD – PARKING PROBLEMS

RESOLVED GG/PA (unanimous)

To wait to receive more information from the resident and undertake a public consultation.

Meeting closed at 8:58 pm

Chairman

Date

Closed Session minutes will not be issued.

MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **TUESDAY 15th JULY 2025 at 7pm.**

R/058 ELECTION OF A TEMPORARY CHAIR

RESOLVED TG/KC (unanimous)

To elect Councillor Ginger as the temporary Chair of this meeting.

R/059 PRESENT

Chair:	Councillor Ginger (temporary Chair)
Councillors:	Councillors Addis, Cowell, Gill, Hepworth, Owen, Parry, Tapley
Officers:	Gina Wilding, Town Clerk Kate Adams, Deputy Town Clerk

R/060 ABSENCES

Councillors Harris, Lyle and Scott-Bell were absent.

R/061 HEALTH AND SAFETY

The Chairman informed Councillors, and everyone present, of the fire exits, fire assembly point and asked that everyone sign the attendance log.

R/062 RECORDING OF MEETINGS

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

R/063 APOLOGIES

Apologies were received from Councillor Harris (childcare issues), Councillor Lyle (prior commitments), and Councillor Scott-Bell (prior commitments).

R/064 DECLARATIONS OF INTERESTDisclosable Pecuniary Interests

None.

Conflicts of Interest

None

Personal Interest

Cllr Gill	Owner of 26 Bell Lane	Discussed the matter informally with the applicant.
Cllr Hepworth	Item 12 road closure	Lives within the area affected
Cllr Owen	Item 12 road closure	Lives within the area affected
Cllr Cowell	Item 12 road closure	Has been in contact with a resident in relation to the culvert road closure.
Cllr Parry	Item 12 road closure	Has been in contact with a resident in relation to the culvert road closure.

R/065 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public present and two wished to speak to the Committee.

The owner of 26 Bell Lane informed the committee that the property had previously been empty for 10 years and requires renovation and was previously subject to some unsympathetic renovation. The property currently has no plumbing, heating or electrics. They purchased the property due to historical interest and plan to work sympathetic to bring it back to a liveable standard. He said that they are proposing a modern single storey extension which would make the property fit for modern day living and have employed an experienced local builder and conservation consultant. He said that their application is supported by the neighbours that would be affected.

A neighbouring resident of 25 Bell Lane wanted to add his support to the planning application for 26 Bell Lane as they were pleased to see an empty house being brought back to life.

R/066 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

Councillor Parry was present but had no updates.

R/067 MINUTES

RESOLVED GG/KC (unanimous)

To approve the minutes of 17th June 2025 as a correct record for the Chairman to sign.

R/068 ITEMS TO ACTION

RESOLVED GG/PA (unanimous)

To note the items to action of 17th June 2025.

R/069 SHROPSHIRE COUNCIL DECISIONS PENDING

RESOLVED GG/KC (unanimous)

That the decisions pending by Shropshire Council be noted.

R/070 SHROPSHIRE COUNCIL DECISIONS

RESOLVED GG/PA (unanimous)

That the decisions by Shropshire Council be noted.

R/071 PLANNING APPLICATIONS

25/02213/FUL Proposed Residential Development South of A49, Ludlow

RESOLVED GG/KC (unanimous)

No objection to the proposed earthworks pursuant to provision of roundabout associated with consented residential development approved under 13/03862/OUT.

R/072 25/02215/ADV 18-19 King Street, Ludlow, SY8 1AQ

RESOLVED KC/RO (unanimous)

No objection to the application to erect and display Item B Main fascia sign and Item C projecting sign.

R/073 25/02243/FUL 23 Greenacres, Ludlow, SY8 1LU

RESOLVED VP/GG (unanimous)

No objection to roof extension to front elevation.

R/074 25/02145/FUL Avon House, Henley Road, Ludlow, SY8 1QZ

RESOLVED KC/GG (unanimous)

No objection to the demolition of existing rear extension and detached garage, and erection of new rear extension and attached garage.

R/075 25/02467/FUL Winslade, Henley Road, Ludlow, SY8 1QZ

RESOLVED GG/KC (unanimous)

No objection to the loft conversion.

R/076 ROAD CLOSURE/TRAFFIC MANAGEMENT

RESOLVED GG/TG (7:0:1)

The Whitcliffe Road / Killhorse Lane road closure highlights a communication issue between neighbouring authorities as there has been a large number of piecemeal / clashing road closures on this stretch of road.

Ludlow Town Council are to write to Shropshire Council and Herefordshire Council asking for communication and co-operation between the authorities in co-ordinating road closures that affect many residents and businesses.

R/077 RESOLVED GG/TG (unanimous)

To contact Shropshire Council for clarification of the works being undertaken to trees along Dark Lane and whether there is a plan/ programme to replace the felled trees.

R/078 BUILDINGS, BUILDING LAND AND TREES

RESOLVED SH/ISB (unanimous)

To contact Connexus regarding a partially collapsed retaining wall at the junction of Temeside and St Johns Road which is an eyesore and poses a health and safety risk due to loose bricks.

R/079 LUDLOW BUS SURVEY

RESOLVED GG/PA (unanimous)

To note the bus survey responses.

To undertake a whole town consultation for new bus shelter locations based on the amended bus routes.

R/080 NEIGHBOURHOOD PLANNING

Ludlow Town Council acknowledges that:

- Neighbourhood planning empowers local communities to shape the development and growth of their areas through the creation of Neighbourhood Plans.
- The preparation of Neighbourhood Plans requires significant time, expertise, and financial resources, often placing a burden on parish and town councils.
- Neighbourhood Plans contribute to more democratic, locally informed planning decisions and support the delivery of sustainable development aligned with community needs and aspirations.

RESOLVED GG/TG (7:1:0)

1. Call upon His Majesty's Government to provide increased and sustained funding to support the development, review, implementation and maintenance of Neighbourhood Plans.
2. Request that the Government ensures funding is accessible to all communities, to promote inclusivity and fairness in the planning process.
3. Write to Stuart Anderson MP and the Rt Hon Angela Rayner MP, Secretary of State for Housing, Communities, and Local Government to communicate this resolution and advocate for enhanced support for neighbourhood planning.

R/081 STORM THE CASTLE CONSULTATION**RESOLVED GG/KC (unanimous)**

To thank Andali events for providing the information and ask them to come back to the committee for further discussions and negotiations when more detail is known.

R/082 GOVERNMENT CONSULTATION ON CHANGES TO BIODIVERSITY NET GAIN**RESOLVED RO/KC (3:2:4)** The chairman used their casting vote in favour of the motion.

To respond to the consultation in support of option B – enhanced biodiversity net gain (BNG) requirements.

Issue	Option B: Enhanced BNG Requirements
Scope & Exemptions	Special treatments for irreplaceable habitats only
Timeline & Transition	Bring in freestanding Biodiversity Gain Statement sooner
On-site vs Off-site Gains	Encourage/exemplify estate-based portfolios for efficiency
Baseline Degradation Handling	Use pre-Jan 2020 baseline if degraded to prevent gaming

Issue	Option B: Enhanced BNG Requirements
Templates and Guidance	Issue NSIP-specific templates and guidance now
Compulsory Purchase	Encourage guided acquisition aligned with mitigation hierarchy

Meeting closed at 8:48 pm

Chairman

Date

Closed Session minutes will not be issued.



MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH JUNE 2025** at 9:30 am.

ST/01 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell, Lyle, Maxwell-Muller and Owen.

Officers: Gina Wilding, Town Clerk
Helen Jones, Senior Administration Assistant

ST/02 ABSENT

Councillors Gill, Harris & Hepworth.

ST/03 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/04 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

ST/05 ELECTION OF VICE CHAIR

RESOLVED KC/DL (unanimous)

That Councillor Maxwell-Muller be elected Vice Chair of Staffing Committee for 2026/26.

ST/06 APOLOGIES

Apologies were received from Councillors Gill (clashing commitment), Harris (family medical matter), and Hepworth (work commitment).

ST/07 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared.

Conflict of Interest

None declared.

Personal Interests

None declared.

ST/08 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/09 MINUTES

RESOLVED ISB/KC (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 13th March 2025 be approved as a true record and signed by the Chair.

ST/10 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the items to action of the Staffing Committee meeting held on the 13th March 2025 be noted.

ST/11 LOCAL GOVERNMENT PAY CLAIM 2025/26

RESOLVED ISB/DL (unanimous)

That the Pay Claim for 2025/26 be noted.

ST/12 POLICIES

RESOLVED ISB/IMM (unanimous)

That the Council's policies in relation to HR including Appraisal Policy, Recruitment Policy, Wellbeing Policy, Managing Attendance Policy, Disciplinary

and Grievance Policy, Bullying and Harassment Policy, Dignity at Work, Staff Code of Conduct, and Employee Handbook be noted.

It was noted that the Bullying and Harassment Policy had not been reviewed recently and this should take place through the Policy & Finance Committee.

ST/13 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/DL (unanimous)

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

The meeting closed at 10.35am.

Chair

Date

Closed Session minutes will be issued.

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH JUNE 2025** at 9:30 am.

ST/14 STAFFING

RESOLVED ISB/KC (unanimous)

That the report on staff roles and related information be received.

ST/15 APPRAISALS

RESOLVED ISB/DL (unanimous)

That the report on the appraisal process be received.

That an agenda item to further discuss the appraisal process is brought back to the next meeting.

ST/16 SICKNESS

RESOLVED ISB/KC (unanimous)

That the report on staff sickness be received.

ST/17 HEALTH & SAFETY

RESOLVED ISB/IMM (unanimous)

That the report on H&S procedures and record of incidents be received.

The meeting closed at 10.35am.

Chair

Date

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 21st JULY 2025** at **7.00PM**

PF/43 PRESENT

Chair: Councillor R. Owen

Councillors: Childs; Cowell; Ginger; Hepworth; Lyle; Maxwell-Muller;
Scott Bell; Taylor

Officers: Gina Wilding, Town Clerk
Lucy Jones, Senior Finance Assistant

PF/44 ABSENT

Councillors Gill, Harris and Parry were absent.

PF/45 WELCOME

The Chair, Councillor Owen, welcomed everyone to the Policy and Finance Committee meeting and advised on essential housekeeping information.

PF/46 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

PF/47 APOLOGIES

Apologies for absence were received from Councillor Gill and Harris.

PF/48 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/49 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present at the meeting.

PF/50 UNITARY COUNCILLORS' SESSION

There were no Unitary Councillors present.

PF/51 MINUTES

RESOLVED RO/DL (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 16th June 2025, be approved as a correct record, and signed by the Chair.

PF/52 ITEMS TO ACTION

RESOLVED RO/KC (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 16th June 2025, be noted.

PF/53 FINANCE INFORMATION

RESOLVED RO/KC (Unanimous)

That the Cash Book Payments, Income and Reconciliation, Barclaycard Payments, Income and Reconciliation, PayPal Payments, Income and Reconciliation, Petty Cash Payments, Income and Reconciliation, Public Sector Deposit Fund Payments, Income and Reconciliation, Income Cash Book Payments, Income and Reconciliation and Electric Vehicle Charging Payments, Income and Reconciliation for May 2025; and the Mayor's Charity Account Payments, Income and Reconciliation and Mayor's Charity Account Income Payments, Income and Reconciliation for March, April, May and June 2025, be received.

PF/54 AGED DEBTORS

a) Report of Debtors

RESOLVED RO/MT (Unanimous)

That:-

- a) the Debtors report be received.
- b) As per Council policy all Cemetery and memorial bench fees be paid in advance of any works being undertaken.

PF/55 b) Debtors Explanation Report

RESOLVED RO/KC (Unanimous)

That the Debtors Explanation Report be received.

PF/56 INSURANCE

The Chair advised that a special Council meeting may need to be called in August to consider the insurance renewal if quotations are not received in time to be included on the July Council agenda.

RESOLVED KC/RO (Unanimous)

That the Council seek insurance quotations from BHIB Councils Insurance, Gallagher (AJG) and James Hallum Council Guard.

PF/57 POLICY REVIEW

a) Investment Policy

RECOMMENDED RO/IMM (Unanimous)

That the Council maintain a balance of £150,000 in the current account and all other funds be invested in the CCLA Public Sector Deposit Fund.

PF/58 b) Communications Policies

RECOMMENDED RO/IMM (Unanimous)

That:-

- a) a Communications Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy.
- b) The Communications Policy Task and Finish Working Group membership be made up of Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott Bell.

PF/59 c) Complaints Policies

RESOLVED DL/KC (Unanimous)

That the review of the Complaints policies be deferred.

PF/60 FINANCIAL INFORMATION

RESOLVED RO/KC (Unanimous)

That following their approval by the Policy and Finance Committee the quarterly Income and Expenditure report be published on the Council's website.

PF/61 RESIDENTIAL RENTAL

RESOLVED RO/JH (7:1:0)

That a local lettings agent be instructed to undertake an internal inspection of the residential rental property and recommend a rental value.

PF/62 CLIMATE ACTION TASK AND FINISH GROUP

RECOMMENDED RO/IMM (Unanimous)

That:-

- a) the minutes of the Climate Action Task and Finish Group meeting held on the 11th July 2025 be received.
- b) The Climate Action Task and Finish Group recommendations from the 11th July 2025 be approved as follows:-
 - That a meeting of the Ludlow Town Centre Planting Task & Finish Group be organised in September and put together a seasonal planting and tub maintenance strategy for 2025/26. This forum will allow us to begin pulling ideas together for the provision and maintenance of planting throughout Ludlow.
 - That a volunteer group named St Johns Guardians should be set up. Once up and running all updates and information to go via Services Committee. The first volunteer day to take place on a weekday in September, DLF to all be available to assist with removal of rubbish etc., spades forks and trowels to be brought by the person or loaned by the DLF.
 - That the updates made to the Climate Action Plan as listed above be approved.

PF/63 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

RESOLVED RO/KC (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statement for May 2025 and letter, be noted.

PF/64 WEST MERCIA ENERGY

RESOLVED RO/DL (Unanimous)

That the benefit returns for 2024/25 from West Mercia Energy, be noted.

FC/65 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED RO/DL (unanimous)

That 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, and the meeting continue in closed session.

The meeting closed at 8.26pm

Chair

Date

N.B. Closed Session Minutes will be issued for this meeting.



CLOSED MINUTES

Closed Session Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 21st JULY 2025** at **7.00PM**

PF/66 ENERGY CONTRACTS

RESOLVED (Unanimous) GG/KC

That the Council's electricity and gas supplies remain with West Mercia Energy on a one year rolling contract.

The meeting closed at 8.26pm

Chairman

Date