



## MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 23<sup>RD</sup> 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.

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.

#### **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 14<sup>th</sup> 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 30<sup>th</sup> June to Friday 8<sup>th</sup> 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 19<sup>th</sup> 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 (12:0:2)**

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 16<sup>th</sup> 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 Councils 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 – 5<sup>th</sup> 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 4<sup>th</sup> Quarter Exceptions Report, be approved.

**FC/131    COMMITTEE MINUTES**

**RESOLVED DL/PA (unanimous)**

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

**FC/132    RESOLVED DL/PA (unanimous)**

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

The meeting closed at 8.32pm.

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Town Mayor

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Date

Closed session minutes will NOT be issued for this meeting.