



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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Despatch date: 21st January 2026

COUNCIL

You are summoned to attend the meeting of Ludlow Town Council to be held
at The Guildhall, Mill Street, Ludlow, on
Monday 26th January 2026 at 7.00pm

A handwritten signature in black ink that reads "Gina Wilding".

Gina Wilding
Town Clerk

Key Agenda Items:

- Budget and Precept
- Projects
- Churchyard Walls Task & Finish Group

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**

To receive an update from the Safer Neighbourhood Team.

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 and closed session minutes of **Council** on 5th January 2026 as a correct record of the meetings (LGA 1972 Sch 12 para 41(1)).

10. **ITEMS TO ACTION**

To consider the items to action from **Council** on 5th January 2026.

ITEM	Attachment
11. <u>DISPENSATION</u>	11
To approve the dispensation for Unitary Councillor Parry.	
12. <u>BUDGET AND PRECEPT</u>	12
a) To note the budget 2026 / 27 report.	
b) To approve the recommendations from Policy and Finance Committee	
c) To approve the budget of £1,295,579.00 for 2026 / 27.	
d) To approve the precept of £946,655.00 for 2026 / 27.	
e) To approve current earmarked reserves and a general reserve of in excess of 3 and up to 12 months of the precept for 2026 / 27.	
13. <u>PROJECT SUPPORT GRANT</u>	13
To consider an application for project support funding from Ludlow Croquet Club.	
14. <u>EXTERNAL AUDIT 2024 / 25</u> https://www.ludlow.gov.uk/your-council/finance	
a) To note that the notice of conclusion of external audit is published on the website.	14a
b) To note that sections 1, 2 and 3 and the audit's certificate are published on the website.	14b
15. <u>EXTERNAL AUDIT 2025 / 26 ASSERTION 10</u>	
a) To note the informative briefing on Assertion 10.	15a
b) To note that Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies compliance reports for the council's websites found 70% compliance as a benchmark for future improvements.	No papers
16. <u>PROJECT ACTION PLAN</u>	16
To consider the updated plan, review the previous priority projects and the priority projects for January – March 2026.	



17.	<u>SSYF REQUEST FOR FUNDING</u>	17
	To consider the request for support from SSYF.	
18.	<u>SHROPSHIRE'S DESTINATION MANAGEMENT PLAN 2026 - 2029</u>	18
	To consider supporting the draft Destination Management Plan (DMP) 2026-2029 https://getinvolved.shropshire.gov.uk/consultations/help-shape-the-future-of-tourism-in-shropshire/	
19.	<u>LUDLOW – TOWN OF CULTURE 2028</u>	19
	To make an expression of interest with Shropshire Council for an application for Ludlow.	
20.	<u>LUDLOW BATHING WATER STATUS</u>	20
	To note the Environment Agency Report.	
21.	<u>CIVILITY AND RESPECT PROJECT</u>	
a)	To note that Ludlow Town Council adopted the Civility and Respect Pledge on 1 st August 2022.	21a
b)	To approve compliance with Civility and Respect Working Group's published Basic Governance Checklist.	21b
22.	<u>GOVERNMENT CONSULTATION RESPONSE – STRENGTHENING THE STANDARDS AND CONDUCT FRAMEWORK FOR LOCAL AUTHORITIES IN ENGLAND</u>	22
	To note the government's intention to legislate for a whole system reform of the current regime as set out in Localism Act 2011.	
23.	<u>MEETING CALENDAR</u>	23
a)	To approve changing the date of the Policy & Finance Committee meeting from Monday 16 th February 2026 to Monday 2 nd March 2026.	
b)	To approve changing the date of the Full Council meeting from Monday 2 nd March 2026 to Monday 9 th March 2026.	
c)	To approve changing the date of the Annual Town Residents Meeting from Monday 30 th March 2026 to Monday 1 st June 2026.	
24.	<u>BUCKINGHAM PALACE GARDEN PARTY NOMINATION</u>	
	To consider a nomination for the Buckingham Palace Garden Party on 12 th May 2026.	24
25.	<u>COMMITTEE RECOMMENDATIONS</u>	
	To approve recommendations from: Policy & Finance Committee on Monday 19 th January 2026.	25
26.	<u>COMMITTEE MINUTES</u>	
	To receive the minutes of:	
a)	Policy & Finance Committee on 24 th November 2025.	26a
b)	Services Committee on 26 th November 2025.	26b
c)	Representational Committee on 2 nd December 2025.	26c
d)	Staffing Committee on 10 th December 2025.	26d



27.	<u>COMMUNICATIONS TASK AND FINISH GROUP</u>	27
	To consider the report recommendations.	
28.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u>	No papers
	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.	
29.	<u>CHURCHYARD WALLS TASK & FINISH GROUP</u>	29
	To consider a report and recommendations.	

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 and Taylor.

The date of the next Council meeting is 2nd March 2026

Item 9.

MINUTES



MINUTES

Minutes of a meeting of the **EXTRA ORDINARY COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 5TH JANUARY 2026** at **7.00 PM**.

FC/318 PRESENT

Chair: Councillor Lyle

Councillors: Addis (leaves 8.51pm); Childs; Cowell; Harris (leaves 8.51pm); Hepworth; Maxwell-Muller; Owen; Parry (leaves 8.58pm); Scott-Bell; Taylor; and Waite (leaves 7.20pm).

Officers: Gina Wilding, Town Clerk

ABSENT

Councillors: Gill; Ginger; Tapley.

FC/319 HEALTH & SAFETY

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

FC/320 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/321 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/322 APOLOGIES

Apologies were received from Councillors Gill, Ginger and Tapley.

FC/323 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

None declared.

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Owen	12	Knows the Chair of Ludlow Town Walls Trust.
Cowell	12	Is a member of the choir at St Laurence's Church. Knows the Chair of Ludlow Town Walls Trust.
Parry	12	Worships at St Laurence Church. Knows the Chair of Ludlow Town Walls Trust.
Hepworth	12	Knows the Chair of Ludlow Town Walls Trust.
Maxwell-Muller	12	Knows the Chair of Ludlow Town Walls Trust.
Childs	12	Knows the Chair of Ludlow Town Walls Trust.
Lyle	12	Knows the Chair of Ludlow Town Walls Trust. Knows Shropshire Council's Historic Environment Manager.

FC/324 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public in attendance.

A resident of Ludford restated his opinion regarding an ICO decision letter and asked to know the total amount spent on obtaining legal advice relating to

the ICO decision letter and when the expenditure was incurred. He also asked the town council to apply pressure on Shropshire Council to speed up the repairs of the potholes on Ludford bridge, which were recently repaired and have since failed again.

A resident of Ludlow asked if the statement made on the council's website that the CCTV project is completed is in fact correct.

A resident of Ludlow suggested that the council's next step could be to engage with the public, and if there any votes on the town walls during the closed session of the meeting, the council should consider the impact on residents. She asked if the £1,500.00 allocated to the Town Walls Trust for urgent stabilisation works had been undertaken. She stated her opinion that the churchyard was not closed and still the responsibility of the church – and asked that councillors bear this in mind when making decisions.

FC/325 LUDLOW'S UNITARY COUNCILLORS SESSION

Councillor Parry (Ludlow South) explained that Shropshire Council's new highways consultant had, before Christmas, spent three hours visiting Ludlow and the rest of her Unitary Council ward to look at the local problems, which included the poor state of the recent pothole repairs on Ludford bridge, and he had agreed that were not satisfactory. She was pleased that he would be a proactive extra resource to help tackle local highways issues.

Councillor Waite (Ludlow East)

Declared her resignation from Ludlow Town Council Clee View Ward with immediate effect.

Former Councillor Waite left the meeting at 7.21pm.

FC/326 MINUTES

RESOLVED DL/KC (unanimous)

That the open and closed session minutes of **Council** on 1st December 2025 be approved as a correct record and signed by the Chair.

FC/327 COMMITTEE MEETING CALENDAR

RESOLVED DL/KC (unanimous)

That the proposal to move Policy and Finance meeting from 12th January to 19th January 2026, and Full Council from 19th January to 26th January 2026 be approved.

FC/328 **MOTOR INSURANCE**

RESOLVED RO/ISB (unanimous)

That expenditure of £330.40 per year at current rates (pro-rated from the effective date until renewal) to add the under 25-year-old driver is approved.

FC/329 **BUILDINGS REVALUATION FOR INSURANCE PURPOSES**

RESOLVED RO/JH (unanimous)

That expenditure of £4,750 plus VAT for the revaluation of all Council-owned buildings by Gallagher is approved.

FC/330 **LISTED BUILDING (LBC) AND ADVERTISING CONSENT (ADV) APPLICATIONS**

RESOLVED PA/KC (7:0:4)

To support revised planning applications 25/04245/LBC and 25/04244/ADV relating to The George Inn, 12 Castle Street, Ludlow, Shropshire SY8 1AT.

FC/331 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED DL/KC (9:1:1)

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 9.05 pm.

Town Mayor

Date

Closed session minutes will be issued for this meeting.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **EXTRA ORDINARY COUNCIL** held at The Guildhall, Mill Street, Ludlow on **MONDAY 5TH JANUARY 2026** at **7.00PM**.

Named votes were requested for all decisions

FC/332 CHURCHYARD WALLS TASK & FINISH GROUP

RESOLVED DL/ISB (unanimous)

For: DL/ PA/ DC/ KC/ SH/ JH/ IMM/ RO/ VP/ ISB/ MT

Against: None

Abstain: None

That Ludlow Town Council states its willingness to work with the PCC and SC to achieve a resolution without resorting to the Courts.

FC/333 RESOLVED DL/KC (9:2:0)

For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT

Against: SH/VP

Abstain: None

That Ludlow Town Council is willing to hold a discussion with the PCC at a without prejudice meeting with a view to agreeing percentage contributions from all parties and with SC for in-kind percentage contributions.

FC/334 RESOLVED DL/KC (9:2:0)

For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT

Against: SH/VP

Abstain: None

That without prejudice and subject to agreement on the split of costs, Ludlow Town Council agrees to be the Responsible Body for maintenance to enable grant funding applications.

FC/335 RESOLVED DL/MT (10:0:2)

For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT

Against: None

Abstain: SH/VP

To delegate the drafting of the response to the Parochial Church Council's letter of 19th December 2025 to the Chair of the T&F group and the clerk, and that the draft is shared with Council by the end of the week.

Councillors Addis and Harris left the meeting at 8.51pm.

FC/336 RESOLVED DL/KC (unanimous)
For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT
Against: None
Abstain: None

That all future correspondence received from the Parochial Church Council or Shropshire Council, or the Ludlow Town Walls Trust, is not passed to Geldards prior to being seen and considered by the Churchyard Walls Task & Finish Group and Council.

FC/337 RESOLVED DL/KC (unanimous)
For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT
Against: None
Abstain: None

That a meeting between the Churchyard Walls Task & Finish Group, the Parochial Church Council and Shropshire Council be arranged as soon as possible after the letter has been sent to the Parochial Church Council.

FC/338 RESOLVED DL/KC (7:0:2)
For: DL/ DC/ KC/ JH/ IMM/ RO/ MT
Against: None
Abstain: ISB/VP

To be party to either a bilateral legal agreement with the PCC or preferably a trilateral agreement with the PCC and SC, with a view to protecting the legal position of our organisations and to protect all parties for the next 25 years.

Councillor Parry left the meeting at 8.58pm.

FC/339 RESOLVED JH/MT (unanimous)
For: DL/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT
Against: None
Abstain: None

That Ed Morton and/ or Colin Richards are permitted to hold discussions with Historic England, St. Laurence DAC, Shropshire Council, and any other necessary organisation for the purposes of initial scoping prior to the creation of a specification. An expenditure limit of £3,000.00 applies to this matter.

The meeting closed at 9.05 pm.

Town Mayor

Date

Item 10.

ITEMS TO ACTION

Full Council

Items to Action

<u>ONGOING</u>					
<u>FC Meeting</u> <u>29.07.2019</u>					
FC/125	<p><u>1ST FLOOR GUILDHALL</u></p> <p>That: -</p> <ul style="list-style-type: none"> 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. 	<p>Building consent application sent.</p> <p>Quotations sought.</p>	GW	Complete	09/12/19
<u>FC Meeting</u> <u>26.04.2021</u>					
FC/336	<p><u>STAFFING STRUCTURE REVIEW</u></p> <p>To approve: -</p> <ul style="list-style-type: none"> i) Creation of workspaces upstairs at the Guildhall to facilitate the proposed appointments. 	<p>Not being progressed.</p>	GW	Complete	01/07/22
				Pending	

Full Council

Items to Action

	ii) Further exploration of a Projects and Assets role by a Staffing Task & Finish Group. 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.	GW / HJ	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. August 25 – letters sent to Heather Kidd and Rob Wilson.	

Full Council

Items to Action

				Nov 25 – letter sent to Rob Wilson. Dec 25 – email sent to Simon D'Vali at SC (New Traffic & Highways Delivery Manager).	
<u>FC Meeting 01.08.2022</u>					
FC/122	<u>MARKET PARKING</u> 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	<u>MARKET PARKING</u> 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.	To be diarised when parking order in force.	GW	Pending	

Full Council

Items to Action

<u>FC Meeting</u> <u>29.07.2024</u>					
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.	
<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 reinstatement of the Ludlow Future Partnership.	To contact Tracy Woods, SC.	GW	Nov 25 - Still awaiting response.	

Full Council

Items to Action

<u>FC Meeting</u> 23.06.2025	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status / Update</u>	<u>Date</u>
FC/112	<p><u>LISTED BUILDINGS CONDITION REPORT</u></p> <p>That three contractors listed in the report are invited to submit a quotation.</p>	Invite contractors to quote.	GW	Pending	
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	
<u>FC Meeting</u> 28.07.2025	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/146	<p><u>PROJECTS</u></p> <p>That there are only two priority projects for the period September to December 2025 and are as follows:</p>			Installation taken place. Update provided to	

Full Council

Items to Action

	<ul style="list-style-type: none">• Installation and functioning of CCTV throughout Ludlow.• Amplification equipment and live broadcasting capabilities in the Guildhall chamber		KA HJ	Services Committee. Complete	Nov 2025
FC Meeting 03.09.2025					
FC/187	<u>INSURANCE RENEWAL</u> <u>RESOLVED MT/PA (unanimous)</u> That the Council's liability insurance be renewed with Hiscox at a cost of £16,101.09, and that the Task and Finish Group continue to meet to review the policy and bring any amendments back to Council for consideration.	To renew liability insurance.	GW / LJ	Ongoing	
FC/191	<u>RESOLVED RO/MT (unanimous)</u> That alternative quotes be sought for revaluation of the council's properties.	Alternative quotes to be sought.	GW	Ongoing. Jan 2026 - expenditure agreed. Date for site visits being arranged.	

Full Council

Items to Action

<u>FC Meeting</u> <u>20.10.2025</u>					
FC/250	<p><u>PROJECT UPDATES</u></p> <p>That a follow up letter be sent to Shropshire Council asking for progress on the Market Square parking issue.</p>	To write to Shropshire Council again.	GW / HJ	Nov 25 - Letter sent to Rob Wilson. Response received. He will press SC for update.	
FC/254	<p><u>EFFICIENCY REVIEW</u></p> <p><u>RESOLVED MT/JH (unanimous)</u></p> <p>That the Efficiency Review Task & Finish Group draft full terms of reference for approval, consider the timetable of action, assess the offer from LCC and report back to Full Council.</p>	Timetable first meeting to establish TOR, timetable and assess LCC offer.	GW	First meeting 15 th January 2026.	
<u>FC Meeting</u> <u>1.12.2025</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/284	<p><u>BUDGET TASK & FINISH GROUP UPDATE</u></p> <p><u>RESOLVED GG/MT (unanimous)</u></p> <p>That the recommendations from the Budget Task & Finish Group, as listed in their notes from their</p>	To be considered by Policy & Finance in	GW / LJ	Ongoing	

Full Council

Items to Action

	meeting on 20 th November 2025, are given further consideration by Policy & Finance Committee before coming back to Full Council in January 2026.	January then return to Full Council.			
FC/293	<u>PROJECTS</u> <u>RESOLVED DL/PA (unanimous)</u> That the CCTV project remains a priority.		KA	Ongoing.	
FC/294	<u>RESOLVED DL/KC (unanimous)</u> That the Guildhall heating upgrade and repair of the kitchen window remains a priority project.		KA / HJ	Ongoing. Heating upgrade starting 21.1.26.	
FC/313	<u>CHURCHYARD WALLS TASK & FINISH GROUP</u> <u>RESOLVED MT/DL (unanimous)</u> That the Task & Finish Group research an information page that compiles information already released on the website into a single page on the website, and publication is subject to approval by Full Council.	T&F Group to create an information page for website.	GW / KP	Ongoing	
FC/316	<u>RESOLVED MT/DL (unanimous)</u>				

Full Council

Items to Action

	The discussion from the meeting shall be reported back to the next full council meeting, and decision making will be undertaken by the whole council.	To return to next Full Council meeting.	GW		
COMPLETED					
<u>FC Meeting 31.07.2023</u>					
FC/133	<p>INSURANCE</p> <p>That:</p> <ul style="list-style-type: none"> i) the renewal questionnaire for the Town Council's insurance is approved. ii) the civic regalia is revalued. 	<p>Questionnaire to be returned to insurance company.</p> <p>Civic regalia to revalued. Specification delegated</p>	GW	Complete	Aug 2023
			GW	Complete	July 2025
<u>FC Meeting 29.07.2024</u>					
FC/191	<p>COMMITTEE RECOMMENDATIONS – REP</p> <p>To approve the recommendations from Representational Committee on 27th August 2024:</p>	Put on to Representational Committee	GW	Complete – being considered by	November 2025

Full Council

Items to Action

	<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. 	agenda for consideration.		Representational Committee	
	<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
FC/192	To approve membership of the Neighbourhood Plan Task and Finish Group as Councillors Ginger, Harris, Miller, Parry, Tapley and S Waite.	Meeting with Shropshire Council being organised for members of Representational Committee to inform this new council and to progress item.	GW	Complete – being considered by Representational Committee	Dec 2025
<u>FC Meeting 20.01.2025</u>					
FC/298	<u>WHEELER ROAD RECREATION AREA</u>				

Full Council

Items to Action

	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. Oct 2025 – letter sent with formal request to trustee. 5yr consent received.	GW / HJ	Complete	Nov 2025
FC Meeting 14.04.2025					
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
FC Meeting 23.06.2025	Item	Action	Staff	Status / Update	Date
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

Full Council

Items to Action

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> 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/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	To write to Shropshire	GW / HJ	Complete	July 2025

Full Council

Items to Action

	Traffic Regulation Order under the Road Traffic Regulation Act 1984 be approved.	Council and Portfolio holders.			
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 LCGS to confirm support.	GW / HJ	Complete	July 2025
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	Complete	Nov 2025
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>	To include on the July agenda.	KP	Complete	August 2025

Full Council

Items to Action

	<p>That the top three priority projects for June – September 2025 be approved as CCTV, VJ Day, and the Shaping Lives Project.</p> <p>The next three priorities for October – December 2025 be considered at the July Council meeting.</p>		GW	Complete	
FC/124	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></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>	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 VP/SH (unanimous)</u></p> <p>Councillor Parry is appointed the Town Council representative.</p>	Notify the group.	HJ	Complete	June 2025
FC/128	<p><u>LUDLOW SUSTAINABLE TRANSPORT BUS GROUP</u></p>				

Full Council

Items to Action

	That the update from Ludlow Sustainable Transport Bus Group be noted, and actions referred to the Representative committee.	Refer actions to Rep Cttee for July meeting.	GW	Complete	July 2025
<u>FC Meeting</u> <u>28.07.2025</u>	<u>Item</u>	Action	Staff	<u>Status/Update</u>	<u>Date</u>
FC/141	<u>LUDLOW POLICE UPDATE</u> To submit the Police Crime Commissioner (PCC) survey as drafted by the Town Clerk.	To complete survey and return to PCC.	GW	Complete	August 2025
FC/145	<u>VISIT SHROPSHIRE</u> To renew the Town Council's annual standard level membership at a cost of £1,500.00.	To renew membership.	GW	Complete	July 2025
FC/149	<u>PUBLIC PARTICIPATION</u> To allow public filming unless disruptive.	To update Standing Orders.	GW	Complete	Aug 2025
FC/150	To provide guidance on how to give notice and speak at meetings on the Council's website.	To update website.	GW	Complete	Aug 2025
FC/152	That Members of the public who are not residents of Ludlow may speak during public open session at the discretion of the Chair, particularly where	To update Standing Orders.	GW	Complete	Aug 2025

Full Council

Items to Action

	the matter directly relates to the town or Council responsibilities.				
FC/154	<u>ADOPTION OF CLUSTER MODEL FOR OUTDOOR SPACES PARTNERSHIP IN SHROPSHIRE</u> To note the cluster model and to approve Cllr Ian Maxwell-Muller to attend the Nature Recovery Conference on 3 rd October.	To book a space at the conference.	HJ	Complete	Aug 2025
FC/156	<u>CORE GRANTS</u> To approve the amendment of the criteria to read: Organisations must be prepared to attend Ludlow's Annual Town Residents Meeting to showcase their work and publicly recognise the support received from Ludlow Town Council, and to approve the release of the application form for core grant applications in 2026/ 27.	To update criteria To update application form	GW GW	Complete Complete	July 2025 July 2025
FC/160	<u>TOWN CRIER</u>	To update Town Crier.	GW	Complete	July 2025

Full Council

Items to Action

	Ludlow Town Council does not approve any sponsorship opportunities or hosting a competition in Ludlow.				
FC/162	<u>TOWN WALLS</u> To note the correspondence and to change the Full Council meeting on 8 th Sept to have this as a single agenda item.	To arrange single agenda item meeting.	GW / HJ	Complete	July 2025
FC/164	<u>SCAFFOLDING INSPECTION</u> To defer consideration until the requested information is received from Longmynd Consultants Ltd.	Bring to next meeting.	GW	Complete	Aug 2025
FC/165	<u>COMMITTEE MEMBERSHIP</u> To approve the amendment of the membership of Policy & Finance Committee to reflect the resignation of Councillor Harris from the committee.	To update matrix and website.	HJ	Complete	Aug 2025
FC/166	<u>COMMITTEE RECOMMENDATIONS</u>				

Full Council

Items to Action

	<p>To approve the following recommendations from Policy & Finance Committee on 21st July 2025:</p> <p>POLICY REVIEW</p> <p>Investment policy</p> <p>That the Council maintain a balance of £150,000.00 in the current account and all other funds to be vested in the CCLA Public Sector Deposit Fund.</p> <p>a) Communications Policies</p> <p>a) A Communication Strategy Task and Finish Working Group be set up to review the Press Protocol, Social Media Policy, Communications Protocol and Community Engagement Policy and the terms of reference be approved.</p> <p>b) The Communications Policy Task and Finish Working Group membership is Councillors Childs, Cowell, Lyle, Maxwell-Muller, Owen and Scott-Bell</p> <p>CLIMATE ACTION TASK & FINISH GROUP</p>	<p>To update P & F Committee Officer.</p>	<p>GW</p>	<p>Complete</p>	<p>Aug 2025</p>
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Full Council

Items to Action

	<p>That:-</p> <ul style="list-style-type: none">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:<ul style="list-style-type: none">• That a meeting of the Ludlow Town Centre Task and Finish Group be organised in Sept 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.			
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Full Council

Items to Action

	<ul style="list-style-type: none"> That the updates made to the Climate Action Plan as listed above be approved. 				
FC/173	<p><u>WORK EXPERIENCE</u></p> <p>To approve the request from a local college.</p>	To update college and make arrangements	HJ	Complete, to commence Oct 2025	Sept 2025
<u>FC Meeting 03.09.2025</u>					
FC/188	<p><u>RESOLVED MT/IMM (unanimous)</u></p> <p>That the Council's listed buildings and civic regalia insurance be renewed with Ecclesiastical at a cost of £9,642.79, and that the Task and Finish Group continue to meet to review the policy and bring any amendments back to Council for consideration.</p>	To renew listed buildings and civic regalia insurance.	GW / LJ	Complete	Sept 2025
FC/189	<p><u>RESOLVED MT/KC (unanimous)</u></p> <p>To approve cyber insurance up to £1 million cover for a premium of £981.00 and a £2,500 excess for one year, and that the Task and Finish Group continue to meet to review the policy and bring any proposed amendments back to Council for consideration.</p>	To arrange cyber insurance.	GW / LJ	Complete	Sept 2025
FC/190	<u>RESOLVED MT/IMM (unanimous)</u>				

Full Council

Items to Action

	That the Council's motor insurance be renewed for one year, and that the Task and Finish Group continue to meet to review the policy and bring any proposed amendments back to Council for consideration.	To renew motor insurance.	GW / LJ	Complete	Sept 2025
FC/193	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the membership of the Representative Committee be amended to reflect the resignation of Councillor Lyle, and that Councillor Parry be appointed to the Communications Strategy Task and Finish Working Group.</p>	To amend and update committee membership.	HJ	Complete	Sept 2025
FC/194	<p><u>SCAFFOLD ASSESSMENT</u></p> <p><u>RESOLVED DL/TG (unanimous)</u></p> <p>That the £540.00 quotation from Longmynd Consultants Ltd to assess the scaffolding surrounding the substation be approved.</p>	Instruct Longmynd Consultants.	GW / HJ	Complete	Oct 2025
FC Meeting 08.09.2025					

Full Council

Items to Action

FC/204	<p><u>LEGAL ADVICE</u></p> <p>The council received advice from their barrister and solicitor relating to the collapsed section of wall at St Laurence's church, and agreed that a second meeting would be required to discuss the matter further.</p>	To hold further extraordinary council meeting.	GW	Complete	Sept 2025
<u>FC Meeting 24.09.2025</u>					
FC/218	<p><u>CHURCHYARD AT ST LAURENCE CHURCH</u></p> <p><u>RESOLVED DL/KC (12:0:1)</u></p> <p>That a Task & Finish Group be formed to facilitate the progression of discussions and defer all decision making to Full Council.</p>	To arrange first meeting and formulate terms of reference.	GW	Complete	Sept 2025
FC/219	<p><u>RESOLVED MT/KC (unanimous)</u></p> <p>That as a matter of urgency the solicitor be instructed to issue a response, including the council's willingness to enter into discussions, to the letter received on 6th September 2025.</p>	To instruct solicitor.	GW	Complete	Sept 2025

Full Council

Items to Action

FC/220	<p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That membership of the Task & Finish Group is Councillors Childs, Ginger, Hepworth, Lyle, Owen, Scott-Bell, Tapley, and Taylor.</p>	Matrix updated.	HJ	Complete	Sept 2025
FC/221	<p><u>RESOLVED PA/KC (unanimous)</u></p> <p>That a public statement outlining the decisions made at the meeting be issued.</p>	To issue statement.	GW	Complete	Sept 2025
FC Meeting 28.07.2025	Item	Action	Staff	Status/Update	Date
FC/174	<p><u>GUILDHALL HEATING</u></p> <p>To approach Shropshire Council's Conservation Officer asking for their recommendations for heating to be installed in a Grade I listed building.</p>	Contact SC Conservation Officer.	HJ	Complete	Oct 2025
FC/175	<p><u>GUILDHALL AV</u></p> <p>To ask prospective suppliers to provide a demonstration in the Guildhall of how the equipment would work in the chamber before quotes are considered, or arrange for members</p>	Contact suppliers.	HJ	Complete	Oct 2025

Full Council

Items to Action

	to visit a comparable site to experience working equipment.				
FC Meeting 20.10.2025	Item	Action	Staff	Status/Update	Date
FC/234	<p><u>SHROPSHIRE COUNCIL DEVOLUTION OF SERVICES</u></p> <p><u>RESOLVED KC/IMM (unanimous)</u></p> <p>That the Town Clerk be authorised to sign and return the Memorandum of Understanding with Shropshire Council.</p>	To sign and return the MOU.	GW	Complete	Oct 2025
FC/235	<p><u>RESOLVED KC/GG (unanimous)</u></p> <p>To inform Shropshire Council that subject to adequate funding from Shropshire Council, Ludlow Town Council are interested in discussing the following local services in Ludlow:</p> <ul style="list-style-type: none"> • Litter picking and street cleaning • Grounds maintenance and verge cutting • Public waste bin management 	To contact Shropshire Council	GW	Complete	Nov 2025

Full Council

Items to Action

	<ul style="list-style-type: none">• Graffiti and fly-posting removal• Highway weed control• Support for public events• Maintenance of street furniture• Community clean-up support Shropshire Council owned play areas in Ludlow (subject to confirmation from Shropshire Council that they have the legal ability to transfer the play areas to Ludlow Town Council)				
FC/236	<p><u>RESOLVED GG/IMM (unanimous)</u></p> <p>To inform Shropshire Council that Ludlow Town Council does not at present consider itself able to support the following services, but is nonetheless concerned about the provision of the following services:</p> <ul style="list-style-type: none">• Ludlow Library• Teme Leisure• Youth Services• Support for Ludlow Museum	To contact Shropshire Council	GW	Complete	Nov 2025

Full Council

Items to Action

FC/237	<p><u>RESOLVED KC/PA (unanimous)</u></p> <p>That Ludlow Town Council shares its response to the government Town and Parish Neighborhood Governance consultation with Shropshire Council.</p>	To share document with SC.	GW	Complete	Nov 2025
FC/238	<p><u>RESOLVED MT/KC (unanimous)</u></p> <p>That a Task & Finish Group is not formed at this point, but the council contacts Shropshire Council / Claire Braddock to open discussions.</p>	To contact Shropshire Council.	GW	Complete	Nov 2025
FC/240	<p><u>RESOLVED GG/IMM (10:0:1)</u></p> <p>To approve the scope and objectives of this year's budget-setting process as the following:</p> <ul style="list-style-type: none">• To support existing services• To support council projects• To support Ludlow during devolution of services from Shropshire Council <p>To approve the budget setting premise of:</p> <ul style="list-style-type: none">• Inflation: 3.6%• Interest Rate: 4%			Complete	Nov 2025

Full Council

Items to Action

	To approve the reorganisation of budget lines as identified in the T&F notes. To approve the release of a consultation in December that discusses the range of options open to the council with as much information as is available.		LJ GW	Complete Complete – Report to go to Full Council Dec 2025.	Nov 2025 Nov 2025
FC/241	<u>CORE GRANTS</u> <u>RESOLVED GG/TG (unanimous)</u> That a grant of £1,000.00 to South Shropshire Youth Forum in 2026/27 be approved.	To write to SSYF.	HJ	Complete	Nov 2025
FC/242	<u>RESOLVED GG/TG (unanimous)</u> That a grant of £1,050.00 to Ludlow Town Concert Band in 2026/27 be approved.	To write to Ludlow Town Concert Band.	HJ	Complete	Nov 2025
FC/243	<u>RESOLVED GG/VP (9:0:2)</u> That the original application from Ludlow Town FC was retrospective and therefore refused	To write to Ludlow Town FC.	HJ	Complete	Nov 2025

Full Council

Items to Action

	because it was outside of council's criteria. The council offered the opportunity for an amended application but were unable to accept the submitted application for a wholly different project.				
FC/244	<p><u>RESOLVED KC/IMM (unanimous)</u></p> <p>That the grant of £5,000.00 to Ludlow Visitor Information Centre in 2026/27 be approved.</p>	To write to Ludlow VIC.	HJ	Complete	Nov 2025
FC/245	<p><u>RESOLVED TG/GG (8:0:3)</u></p> <p>That a grant of £1,000.00 to Pentabus Theatre in 2026/27 be approved.</p>	To write to Pentabus Theatre.	HJ	Complete	Nov 2025
FC/246	<p><u>SAFER NEIGHBOURHOOD TEAM POLICING PRIORITIES</u></p> <p><u>RESOLVED KC/MT (unanimous)</u></p> <p>That the agreed priorities for October 2025 to March 2026 are:</p> <ol style="list-style-type: none"> 1. Drugs 2. Antisocial behaviour including driving 3. Commercial and domestic theft 	To return priorities to SNT.	HJ	Complete	Nov 2025

Full Council

Items to Action

FC/248	<u>SHROPSHIRE COUNCIL PARKING CHARGES CONSULTATION</u> <u>RESOLVED ISB/PA (unanimous)</u> To object to the proposed increases in parking charges because of the severe detrimental impact upon Ludlow, which is a small market town with a population of less than 11,000. To report these concerns to the press and public that the Council is actively opposing the new charges.	To contact Shropshire Council with LTC objection. To share objection with press and public.	GW GW / KP	Complete Complete	Oct 2025 Oct 2025
FC/255	<u>PROJECT SUPPORT GRANTS</u> <u>RESOLVED KC/MT (unanimous)</u> That a £750 grant to Ludlow Assembly Rooms be approved.	To write to LAR.	HJ	Complete	Nov 2025
FC/256	<u>RESOLVED TG/AT (unanimous)</u> That clarification be sought from Hope House Hospice of specific instances in which the grant	To write to Hope House for additional information.	HJ	Complete	Nov 2025

Full Council

Items to Action

	funding would benefit individuals from Ludlow postcodes.	To return to Dec FC.		Complete	Dec 2025
FC/257	<p><u>WHEELER ROAD PLAY AREA COVENANT</u></p> <p><u>RESOLVED TG/IMM (9:0:1)</u></p> <p>That a formal request be sent to the covenant holder to allow the temporary use of the Recreation Area by Ludlow Rugby Club adults' team on two evenings per week.</p>	<p>To send a formal request to covenant holder. Response received. Considered by Services Committee Nov 2025.</p>	GW / HJ	Complete	Nov 2025
FC/258	<p><u>RESOLVED MT/IMM (9:0:1)</u></p> <p>That once the Christmas Lights installation is completed, the grass cutting at Wheeler Road recreation area becomes the top priority for the Direct Labour Force.</p>	<p>To add to DLF work schedule.</p>	KA / MH	Complete	Nov 2025
FC/260	<p><u>COMMITTEE RECOMMENDATIONS</u></p> <p><u>RESOLVED KC/MT (9:0:1)</u></p> <p>That the recommendations from Policy and Finance Committee on 1st September 2025 and</p>	<p>To update Policy & Finance</p>	HJ	Complete	Nov 2025

Full Council

Items to Action

	<p>13th October 2025 be approved:</p> <p><u>AGED DEBTORS</u></p> <p>That invoice number 1139 for 30p owed by Craven Arms Memorials be written off.</p> <p><u>POLICY REVIEW</u></p> <p><u>Information and Data Protection Policy</u></p> <p>That the Information and Data Protection Policy, as amended to state that the policy will be reviewed “annually” instead of “periodically”, be adopted.</p> <p><u>Data Transparency Policy</u></p> <p>That Data Transparency Policy be amended to include the publication of the quarterly income and expenditure reports and the earmarked reserves on the Council’s website.</p> <p>That the Data Transparency Policy, as amended, be adopted.</p>	<p>Committee Officer.</p> <p>P&F Committee Officer to update policies folder and Communications Officer to update website.</p> <p>To communicate the agreed policies to staff in writing.</p>	<p>LJ</p> <p>KP</p> <p>LJ</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>Nov 2025</p> <p>Nov 2025</p> <p>Nov 2025</p>
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Full Council

Items to Action

	<p><u>Data Breach Policy</u> That the Data Breach Policy, as amended to state that it replaces the Data Breach Policy adopted on the 17th June 2019, be adopted.</p> <p><u>Freedom of Information Policy</u> That the Freedom of Information Policy, as amended to state that the policy will be reviewed annually, be adopted.</p> <p><u>RESIDENTIAL RENTAL</u> That a residential rent remains at £500.00 per month to be increased annually by inflation from January 2026.</p> <p><u>POLICY REVIEW</u></p> <p><u>Recruitment and Selection Policy</u> That the Recruitment and Selection Policy, be adopted.</p> <p><u>Sexual Harassment Policy and Action Plan</u></p>	For P&F Committee Officer.	LJ	Complete	Nov 2025
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Full Council

Items to Action

	<p>That the Sexual Harassment Policy and Action Plan, be adopted.</p> <p><u>Hedgerow Policy</u></p> <p>That the Hedgerow Policy, be adopted.</p>				
FC/261	<p><u>RESOLVED VP/ISB (unanimous)</u></p> <p>That the recommendations from Representational Committee on 9th September 2025 be approved:</p> <p><u>CORONATION AVENUE</u></p> <p>To recommend to Full Council that Shropshire Council are given a list of critical roads in Ludlow, which should not be closed, but if works are required they are open with 2-way traffic lights especially during the busiest times of year which are summer, Christmas and the festivals:</p> <ul style="list-style-type: none">• Sheet Road• Henley Road• Dinham Bridge• Temeside• Bromfield Road	To write to SC.	HJ	Complete	Nov 2025

Full Council

Items to Action

	<ul style="list-style-type: none"> • Coronation Avenue • Galdeford • Overton Road 				
FC/268	<p><u>GUILDHALL HEATING</u></p> <p><u>RESOLVED KC/TG (unanimous)</u></p> <p>That the quotation of £33,273.09 ex. VAT from Grange Heating be accepted, and the project in a Grade I Listed building progresses to the next stage, which is detailed sign off by the conservation officer.</p>	To liaise with Grange Heating and Conservation Officer to progress the project.	HJ	<p>Complete</p> <p>Nov 2025 – C.O. visit taken place.</p> <p>To progress to next stage.</p> <p>Jan 2026 – works scheduled to start 21st January 2026.</p>	Jan 2026
FC/269	<p><u>CHAMBER AMPLIFICATION SYSTEM</u></p> <p><u>RESOLVED IMM/TG (unanimous)</u></p> <p>That the quotation of £6,094.00 ex. VAT from Sound Induction Systems be accepted.</p>	To progress the project with SIS.	HJ	<p>Complete</p>	Nov 2025
FC Meeting 1.12.2025	<u>Item</u>	Action	Staff	Status/Update	Date
FC/285	<u>RESOLVED DL/IMM (13:1:1)</u>		GW / KP	Complete	Dec 2025

Full Council

Items to Action

	That, subject to the removal of the reference to a survey, the budget consultation statement be approved for release.	To release statement.			
FC/286	<p><u>RESOLVED MT/IMM (unanimous)</u></p> <p>That all councillors provide their feedback on the draft survey to the Town Clerk within a 14-day period, so that the Clerk can redraft the survey for approval at Full Council in January 2026.</p>	To return to Full Council in January 2026.	GW	Complete	Dec 2025
FC/288	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/IMM (unanimous)</u></p> <p>That the improved Community Engagement Strategy, superseding the existing strategy from point 4 onwards, be adopted.</p>	To update the policy, circulate to staff and update on website.	KP	Complete	Dec 2025
FC/289	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/PA (unanimous)</u></p> <p>That the strapline 'Looking After Ludlow's Future' be approved, and that the Task & Finish group be tasked with developing an ambitious action plan to support this aspiration, with the plan to be submitted to Full Council for approval.</p>	T&F Group to progress and feed back to Full Council.	GW / KP	Complete	Dec 2025
FC/290	<u>RESOLVED DL/KC (unanimous)</u>				

Full Council

Items to Action

	That the Task & Finish group refocuses on the original remit to review council's communications policies and protocols to create a user-friendly suite of policies that strengthen the council's engagement with the community.	T&F Group to review policies.	GW / KP	Complete	Dec 2025
FC/291	<p><u>COMMUNICATIONS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/KC (unanimous)</u></p> <p>That the Communications Task & Finish group reports back to Full Council in April 2026.</p>	To return to Full Council in April 2026.	GW / KP	Complete	Dec 2025
FC/295	<p><u>RESOLVED DL/AT (unanimous)</u></p> <p>That the priority projects be reconsidered at the January 2026 council meeting.</p>	To return to Full Council in January 2026.	GW / HJ	Complete	Jan 2026
FC/298	<p><u>COMMITTEE MEMBERSHIP</u></p> <p><u>RESOLVED DL/TG (unanimous)</u></p> <p>That the committee and Task & Finish Group membership be noted, with the addition of Councillor Lyle onto the Residential Rental Task & Finish Group, and the Efficiency Review Task & Finish Group.</p>	To update matrix.	HJ	Complete	Dec 2025
FC/299	<p><u>PROJECT SUPPORT GRANT APPLICATIONS</u></p> <p><u>RESOLVED VP/JH (13:0:2)</u></p>				

Full Council

Items to Action

	That a £750 grant to Ludlow Piano Festival be approved.	To update Finance Officer and inform applicant.	HJ / LJ	Complete	Dec 2025
FC/300	<u>RESOLVED GG/AT (13:0:2)</u> That, with regret, the application for £1,000 from Hope House Hospice be declined because it does not meet the Project Support Grant criteria.	To write to Hope House.	GW / HJ	Complete	Dec 2025
FC/301	<u>WHEELER ROAD RECREATION AREA</u> <u>RESOLVED DL/PA (unanimous)</u> That the positive conditional response received from the covenant holder, and the fact that the matter is being considered by the Services Committee, be noted.	Letter sent to Rugby Club.	KA	Complete	Dec 2025
FC/302	<u>MAYOR'S SUNDAY</u> <u>RESOLVED DL/KC (unanimous)</u> That the Mayor's Sunday service will take place on Sunday 28 th June 2026.	To update council calendars and make arrangements.	HJ	Complete	Dec 2025
FC/303	<u>COUNCILLOR DISPENSATION</u> <u>RESOLVED DL/SH (7:4:4)</u>				

Full Council

Items to Action

	To grant a dispensation for the duration of the existing council term for Councillor Waite to participate and vote on all matters relating to the devolution of powers, and / or delivery of Shropshire Council services by Ludlow Town Council.	To keep record of active dispensations.	HJ	Complete	Dec 2025
FC/304	<u>SCAFFOLDING</u> <u>RESOLVED DL/IMM (13:0:2)</u> That the recommendations in the report be costed and considered by the Policy & Finance Committee in January 2026.	For inclusion in the next P&F meeting.	GW / LJ	Complete	Dec 2025
FC/305	<u>COMMITTEE RECOMMENDATIONS</u> <u>RESOLVED RO/IMM (14:0:1)</u> That, subject to an amendment to the wording of a recommendation from the Climate Action Task & Finish Group on 30th October 2025, changing it to a recommendation from the Town Planters Task & Finish Group, the following recommendations from the Policy & Finance Committee on 24th November 2025 be approved:	Update P&F committee officer.	HJ	Complete	Dec 2025

Full Council

Items to Action

	<p>PF/150 b) <u>Recommendations</u></p> <p><u>RECOMMENDED RO/KC (Unanimous)</u></p> <p>That the recommendations of the Climate Action Task and Finish Group meeting held on the 13th November 2025 be approved:-</p> <p>Changes/actions relating to the CAP.</p> <p>To consider the following statement to be forwarded to prospective contractors when obtaining quotes:</p> <p>It is important to Ludlow Town Council that prospective contractors consider the following aspects of their work to be efficient and less harmful to the environment.</p> <ul style="list-style-type: none">• Conserve natural resources through careful planning, and efficient use of resources, water and raw materials.• Minimisation of waste through source reduction, reuse and recycling.	Changes to CAP.	KA	Complete	Dec 2025
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Full Council

Items to Action

	<ul style="list-style-type: none">Handling and disposal of waste through safe and environmentally sustainable methods. <p>We would like contractors to have an aspirational 'zero to landfill' policy to ensure as much waste as possible is diverted from landfill. With the ultimate goal of achieving Zero Waste to Landfill through prevention, reduction, reuse and recycling.</p> <p>PF/152 b) <u>Recommendations</u></p> <p><u>RECOMMENDED RO/MT (7:0:1)</u></p> <p>That the recommendation of the Climate Action Task and Finish Group meeting held on the 30th October 2025 be approved:-</p> <ol style="list-style-type: none">Purchase of a plastic planter in black to trial on Bromfield slip road at a cost of £399 + £72 delivery (from Amberol – self watering planter PRM-0P)Removal of 29 boxes from various locations in Ludlow (as detailed: 19 Old Street, 4 Corve Street, 2 Broad Street, 2 Bromfield slip road, two	KA to progress actions.	KA	Complete	Dec 2025
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Full Council

Items to Action

	<p>Mill Street). This is to remove boxes which are in poor condition, are not being maintained or that there are simply too many planters in a single location. Local residents will be notified of the changes.</p> <ul style="list-style-type: none">c) All plants that can be saved will be used in other LTC locations.d) Planters that can be salvaged will be repaired for use elsewhere and also made more 'sustainable' with liners etc.e) Purchase tags to number/identify remaining planters £31.64 (including delivery and tax)f) Agree with the suggestion of a single business sponsorship category that will be within the £20-£30 per annum cost bracket – no income for LTC, simply to cover costs of a plaque etc.g) Approve that cordaline plants are removed from planters and offered to local residents free of charge.h) To approve the purchase of a box ball shrub.			
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Full Council

Items to Action

	i) To approve the purchase of 6 lavender plants, 6 hebe plants, weed suppressing matting and bark for the Old Street flower beds – work to be undertaken over winter.				
FC/314	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED MT/JH (unanimous)</u></p> <p>That permission be granted for the Town Walls Trust (TWT) to speak with the author of the structural engineering report, on the clear understanding that they are acting on behalf of the TWT, and not the Town Council.</p>	To contact TWT.	GW	Complete	Dec 2025
FC/315	<p><u>RESOLVED MT/JH (unanimous)</u></p> <p>That a confidential non-binding without prejudice meeting is arranged between the PCC and all members of the Task & Finish Group.</p>	Meeting took place in December 2025.	GW	Complete	Dec 2025
<u>FC Meeting</u> <u>5.1.2026</u>	<u>Item</u>	<u>Action</u>	<u>Staff</u>	<u>Status/Update</u>	<u>Date</u>
FC/328	<p><u>MOTOR INSURANCE</u></p> <p><u>RESOLVED RO/ISB (unanimous)</u></p>				

Full Council

Items to Action

	That expenditure of £330.40 per year at current rates (pro-rated from the effective date until renewal) to add the under 25-year-old driver is approved.	To arrange insurance.	GW / HJ	Complete	Jan 2026
FC/329	<p><u>BUILDINGS REVALUATION FOR INSURANCE PURPOSES</u></p> <p><u>RESOLVED RO/JH (unanimous)</u> That expenditure of £4,750 plus VAT for the revaluation of all Council-owned buildings by Gallagher is approved.</p>	Proceed with revaluation.	GW	Complete	Jan 2026
FC/332	<p><u>CHURCHYARD WALLS TASK & FINISH GROUP</u></p> <p><u>RESOLVED DL/ISB (unanimous)</u> For: DL/ PA/ DC/ KC/ SH/ JH/ IMM/ RO/ VP/ ISB/ MT Against: None Abstain: None</p> <p>That Ludlow Town Council states its willingness to work with the PCC and SC to achieve a resolution without resorting to the Courts.</p>		GW	Complete	Jan 2026
FC/333	<u>RESOLVED DL/KC (9:2:0)</u>				

Full Council

Items to Action

	<p>For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: SH/VP Abstain: None</p> <p>That Ludlow Town Council is willing to hold a discussion with the PCC at a without prejudice meeting with a view to agreeing percentage contributions from all parties and with SC for in kind percentage contributions.</p>		GW	Complete	Jan 2026
FC/334	<p>RESOLVED DL/KC (9:2:0) For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: SH/VP Abstain: None</p> <p>That without prejudice and subject to agreement on the split of costs, Ludlow Town Council agrees to be the Responsible Body for maintenance to enable grant funding applications.</p>		GW	Complete	Jan 2026
FC/335	<p>RESOLVED DL/MT (10:0:2) For: DL/ PA/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: None Abstain: SH/VP</p> <p>To delegate the drafting of the response to the Parochial Church Council's letter of 19th December 2025 to the Chair of the T&F group</p>		GW	Complete	Jan 2026

Full Council

Items to Action

	and the clerk, and that the draft is shared with Council by the end of the week.				
FC/336	<p><u>RESOLVED</u> DL/KC (unanimous)</p> <p>For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT</p> <p>Against: None</p> <p>Abstain: None</p> <p>That all future correspondence received from the Parochial Church Council or Shropshire Council, or the Ludlow Town Walls Trust, is not passed to Geldards prior to being seen and considered by the Churchyard Walls Task & Finish Group and Council.</p>		GW	Complete	Jan 2026
FC/337	<p><u>RESOLVED</u> DL/KC (unanimous)</p> <p>For: DL/ DC/ KC/ JH/ IMM/ RO/ VP/ ISB/ MT</p> <p>Against: None</p> <p>Abstain: None</p> <p>That a meeting between the Churchyard Walls Task & Finish Group, the Parochial Church Council and Shropshire Council be arranged as soon as possible after the letter has been sent to the Parochial Church Council.</p>		GW	Complete	Jan 2026
FC/338	<p><u>RESOLVED</u> DL/KC (7:0:2)</p> <p>For: DL/ DC/ KC/ JH/ IMM/ RO/ MT</p> <p>Against: None</p>				

Full Council

Items to Action

	Abstain: ISB/VP To be party to either a bilateral legal agreement with the PCC or preferably a trilateral agreement with the PCC and SC, with a view to protecting the legal position of our organisations and to protect all parties for the next 25 years.		GW	Complete	Jan 2026
FC/339	<u>RESOLVED JH/MT (unanimous)</u> For: DL/ DC/ KC/ JH/ IMM/ RO/ ISB/ MT Against: None Abstain: None That Ed Morton and/ or Colin Richards are permitted to hold discussions with Historic England, St. Laurence DAC, Shropshire Council, and any other necessary organisation for the purposes of initial scoping prior to the creation of a specification. An expenditure limit of £3,000.00 applies to this matter.		GW	Complete	Jan 2026

Item 11.

DISPENSATION



DISPENSATION

Report No. FC/26/01

**Full Council
26th January 2026**

1. INTRODUCTION

1.1 This report explains the circumstances for a dispensation and the specific circumstance of this request.

2. RECOMMENDATION

2.1 That under the Localism Act 2011, para. 33 (1), Ludlow Town Council grant a dispensation to Councillor Parry for remainder of four year term of office that commence in May 2025 to participate and vote in all matters relating to the devolution of powers to Ludlow Town Council when they are considered at meetings of Ludlow Town Council including any committees, of which she is a member, on the grounds that's as a member also of the Town Council with detailed knowledge of its working practices and capabilities. Her participation in such matters would be in the interests of persons living in the area covered by Shropshire Council.

3. BACKGROUND

3.1 Section 33(1) of the Localism Act 2011 allows a local authority to grant a dispensation from the restrictions in section 31(4) on a member's participation or voting due to a pecuniary interest.

This is done upon a written request from the member to the proper officer of the authority. A relevant authority can only grant this dispensation if it meets certain criteria, such as:

- considering that without it, business would be impeded or political balance would be upset,
- and that granting it is in the interests of the local area.

The maximum period for which the dispensation may be granted is four years.

4. CURRENT SITUATION

4.1 Councillor Parry has been granted dispensation with regard to the matters of devolution by Shropshire Council and following the same process as other unitary councillors is making an application for dispensation with regard to the Town Council.

Town Clerk
January 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

Item 12.

BUDGET AND PRECEPT



REPORT

Ludlow Town Council

Final Budget and Precept for 2026 / 27 Report No. FC/26/02

**Full Council
26th January 2026**

1. INTRODUCTION

- 1.1 This report is an update on the budget setting process and recommendations from the Responsible Financial Officer and Budget Task and Finish group.

2. RECOMMENDATION

- 2.1 To approve the recommendations from Policy Finance Committee as listed at 4.1 of this report.
- 2.2 To approve the general reserves of in excess of 3 and up to 12 months of precept.
- 2.3 To approve the final budget of £1,295,579.00 for 2026 / 27.
- 2.4 To approve the precept of £946,655.00 for 2026 / 27.

3. BACKGROUND

- 3.1 Setting the budget for 2026 / 27 is a very challenging undertaking because of Shropshire Council's crisis.
- 3.2 Ludlow Town Council has reserves – shown in the Balance Statement **appended to the report** to enable it to **proactively manage its existing**

assets and to enable some flexibility to **respond to the Unitary Authority's financial crisis.**

- 3.3 **Existing Local Services and Assets:** The Town Council's Project Action Plan shows active and planned projects for existing assets. **The action plan is item 16 of the FC agenda.**
- 3.4 **Unitary Authority's financial crisis:** The relationship between Ludlow Town Council and Shropshire Council can often lead to confusion because they have distinct yet complementary remits.

Ludlow Town Council lists the respective services provided by each local authority on its website www.ludlow.gov.uk

The following have also been identified as common misconceptions:

- **Myth:** The Town Council is responsible for everything in Ludlow.
- **Fact:** Many services, such as highways, social care, planning decisions, and waste collection sit with Shropshire Council. The Town Council does not control all outcomes in the town.
- **Myth:** If the Town Council isn't delivering a service directly, it isn't involved.
- **Fact:** A key part of our role is partnership — supporting, convening, and working alongside local organisations, volunteers, businesses, and Shropshire Council to help initiatives succeed.

- 3.5 The Town Council may not be responsible for everything, but it is present, engaged, and committed to supporting Ludlow and the organisations that make the town work.
- 3.6 Shropshire Council's worsening financial situation, and its need to consider devolving as yet unidentified services, has the potential to affect communities across the county. In response, Ludlow Town Council is launching a community engagement plan to help inform its approach to Shropshire Council's financial difficulties and to understand our residents' longer-term expectations of their town council.

Following the signing of a Memorandum of Understanding (MoU) with Shropshire Council, Town Councillors have agreed to develop an operational plan focused on delivering improved services and creating an improved environment for residents, visitors, and other stakeholders.

The MoU outlines the principles and areas of cooperation between the two councils, including opportunities to strengthen service delivery and, where

appropriate, consider the local devolution of services. Our shared aim is to provide the best possible services in a cost-effective way for our residents. We have already begun discussions with Shropshire Council to identify areas where Ludlow Town Council may be able to offer additional support. However, residents should be aware that any extra responsibilities taken on by the town council are likely to result in additional costs, which would potentially need to be reflected in the council tax householders pay. It is too early to provide an estimate of costs.

3.7 Shropshire Council has indicated that there is an opportunity for Ludlow Town Council to financially support Ludlow library, street cleaning, and play areas. Ludlow Town Council needs more detailed information from Shropshire Council before decisions can be made.

4. BUDGET RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE

4.1 PF/186 c Recommendations

RECOMMENDED RO/MT (Unanimous)

That:-

- a) General Reserves in excess of 3 and up to 12 months of the value of the Precept, be approved.
- b) the final budget of £1,295,579.00 for 2026/27, be approved.
- c) the precept of £946,655.00 for 2026/27, be approved.
- d) the Budget Task and Finish Group continues to meet after the annual budget is set to develop more detailed specifications and costings for the Projects/EMR Action Plan.
- e) Earmarked Reserves funds be moved as follows:-

EMR No.	Name	Amount	Action
321	Capital Reserve Henley Orchard	£2,213.34	Release to General Fund
	General Fund	£2,213.34	Increase EMR:323 Neighbourhood Fund from General Reserves
322	EMR Public Toilets	£26,478.00	Release to General Fund

	General Fund	£26,478.00	Set up site specific EMRs (Castle Street / Smithfield / Linney) and increase each EMR from General Reserves according to a detailed specifications and costings from the Projects / EMR Action Plan.
325	EMR Play Areas Fund	£51,072.00	Release to General Fund
	General Fund	£51,072.00	Set up site specific EMRs for Wheeler Road, Linney and Houseman Play Areas and increase each EMR from General Reserves according to a detailed specifications and costings from the Projects / EMR Action Plan.
327	EMR Skatepark	£997.00	Release to General Fund
	General Fund	£997.00	Increase Wheeler Road Play Area EMR from General Reserves
334	EMR Wheeler Play Area Resurface	£2,000.00	Release to General Fund
	General Fund		Increase Wheeler Road Play Area EMR from General Reserves
341	EMR Signage	£7,117.00	Release to General Fund
	General Fund	£7,117.00	Increase site specific EMRs for Wheeler Road, Linney and Houseman Play Areas from General Reserve according to a detailed specifications and costings from the Projects / EMR Action Plan.
353	EMR Contingency Fund	£55,004.00	Release to General Fund
	General Fund	£55,004.00	Set up Churchyard Walls Legal Costs EMR and increase from general reserves.
362	EMR Grant Match Funding	£20,000.00	Release to General Fund
	General Fund.	£20,000.00	Increase EMR:363 Neighbourhood Plan from General Reserves
366	EMR Legal and Reg Compliance	£30,000.00	Release to General Fund

	General Fund	£145,000.00	Increase Churchyard Walls Legal Costs EMR to a total of £200,000.00 from General Reserves.
368	EMR Mem Bench/Plaque Maintenance	£195.00	Release to General Fund
	General Fund	£195.00	Increase EMR: 342 Street Furniture from General Reserve.

5. BUDGET SETTING

5.1 In last year's 2025 / 26 budget setting, the town council increased the precept by 9.8%, which was an annual increase of £22.75 for residents in a band D property, which is a weekly increase is 44 pence.

5.2 During the current year of 2025 / 26, the council has looked for ways to increase income as well as ways to reduce expenditure. This has resulted in increasing the council's annual income from interest by £25,000.

5.3 The town council has been working with an inflationary increase of 3.6%. Due to prudent management of its finances, in 2026 / 27 Ludlow Town Council will not increase its precept beyond the 0% increase figure of £946.655.00, which means there will be no increase to the Council Tax.

5.4 In setting its budget, the council is making the following financial planning provisions:

- **Annual Review of Reserves**
To continue monitoring income trends, asset conditions, and expenditure to adjust reserves, as necessary.
- **Income Diversification**
To reduce reliance on the precept by maximizing other income streams.
- **Proactive Asset Management**
To conduct regular inspections of listed buildings, play areas, and other high-risk assets to prevent unexpected costs.
- **Cost Monitoring**
To continue continuously monitor operating expenses to ensure reserves remain adequate and proportionate to risks through Policy and Finance Committee.

5.5 Reserve Levels

The council is continuing to build total reserves to ensure the council can manage both short-term operational risks and long-term capital obligations.

- **General Reserve:**

To approve a general reserve to increase from £355,813 (equivalent to 3 months of the precept) to a level that is equivalent to up to 12 months of the precept, providing a balance between flexibility and prudent risk management.

- **Earmarked Reserves:**

To approve the re-arrangement of earmarked reserves as detailed below

A breakdown of the earmarked reserves is on the appended balance sheet.

5.6 Investments

The council currently holds an investment of £1,923,925.00 in the Public Sector Deposit Fund. This money is made up of the current year fund (2025/26), the general fund reserve, and earmarked reserves. This strategy will increase the council's income from interest payments as mentioned in 4.2.

5.7 Fees

The fees for 2026 / 27 agreed by Services Committee are attached to this report. The Town Council has increased some fees by an inflationary 3.6% and some fees such as parking at the Linney, public toilets at Castle Street, and Ludlow Musuem at the Buttercross remain unchanged.

5.8 Local Services and Projects

The council's budget will deliver the council's local services including Ludlow Museum at the Buttercross, Ludlow market, CCTV, public toilets, open spaces, play areas, events, benches, bus shelters, Henley Road Cemetery, and the council's projects action plan, which is attached to this report.

5.9 External factors

that have an impact on the value of the precept such as the annual Council tax base for Ludlow tend to fluctuate. This year, the Council tax base has increased slightly from 3,714.23 to 3,716.80, which means that the 0% increase value of the precept has increased by £655.00. **Full information on the Council Tax base is appended to this report in the letter received from Shropshire Council.**

5.10 Final Budget

The final budget is appended to this report.

Budget of £1,295,579.00
Precept - £946,655.00

Town Clerk and Responsible Financial Officer.
January 2026

Implications

Wards Affected (All)

Financial (as described in the report)

Health & Safety (expenditure included in budget)

Law & Order (expenditure included in budget)

Environmental Implications (expenditure included in budget)

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i><u>Current Assets</u></i>		
101	Debtors	4,172
105	Vat Control	12,489
201	Barclays Combined	19,452
205	Income Cashbook	31
211	Public Sector Deposit Fund	1,930,250
220	Petty Cash	141
221	Buttercross Museum Til Float	50
222	Market Float	20
223	Toilet Coin Box Float	30
Total Current Assets		1,966,635
<i><u>Current Liabilities</u></i>		
501	Creditors	33,085
540	Receipts in Advance	961
Total Current Liabilities		34,046
Net Current Assets		1,932,589
Total Assets less Current Liabilities		<u>1,932,589</u>

Represented by :-

301	Current Year Fund	466,884
310	General Fund	355,813
321	Capital Reserve Henley Orchard	2,213
322	EMR Public Toilets	26,478
323	EMR Neighbourhood Fund	95,221
325	EMR Play Areas Fund	51,072
326	EMR CCTV	14,796
327	EMR Skatepark	997
329	EMR Mkt Online Booking System	2,070
331	EMR Cemetery	48,167
334	EMR Wheeler PlayArea Resurface	2,000
335	EMR Tree Survey & Works	1,735
336	EMR Linney Riverside Park	25,403
337	EMR EV Compound Fund	32,000
339	EMR Allotments	372
340	EMR Streetlighting	6,442
341	EMR Signage	7,117
342	EMR Street Furniture	8,325
344	EMR Christmas Lights	10,000
345	EMR Guildhall - Grade 1 Listed	101,000
346	EMR Buttercross - Grade 1 List	100,000
347	EMR Depot - Metal Construction	10,000
351	EMR Market	50,000
352	EMR Cemetery House - Rental Pr	9,450
353	EMR Contingency Fund	55,004
354	EMR DLF Equip Replacement Fund	9,838
356	EMR GDPR	1,390
357	EMR Buttercross	183
358	EMR Civic Regalia	794
359	EMR Large Project Fund	292,641
360	EMR Seniors Party Grant	219

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
361	EMR Mayfair	1,863
362	EMR Grant Match Funding	20,000
363	EMR Neighbourhood Plan	5,000
364	EMR Town Centre Planters	5,000
365	EMR Staffing Contingencies	50,000
366	EMR Legal & Reg Compliance	30,000
367	EMR SYA	18,000
368	EMR Mem Bench/Plaque Maintain	195
369	EMR Non-Domestic Rates	14,113
370	EMR Town Trails	795
<hr/>		
Total Equity		<hr/> <u>1,932,589</u>

Ludlow Town Council Current Year - 2025-26
Annual Budget - By Centre (Actual YTD Month 9)
Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>General Administration</u>											
1018	Street Trading Income	6,000	10,965	0	0	7,000	0	7,000	4,543	6,000	0	0
1171	Miscellaneous Income	0	209	0	0	0	0	0	88	0	0	0
1176	Precept Received	823,696	823,696	0	0	946,000	0	946,000	946,000	946,655	0	0
1187	Neighbourhood Fund	0	1,665	0	0	0	0	0	2,271	0	0	0
1196	Interest Received	20,000	40,393	0	0	50,000	0	50,000	38,401	75,000	0	0
	Total Income	849,696	876,928	0	0	1,003,000	0	1,003,000	991,302	1,027,655	0	0
4009	Training/Manuals	7,000	5,907	1,000	0	6,000	0	7,000	5,985	6,000	0	0
4016	Annual Town Meeting	50	75	0	0	100	0	100	85	100	0	0
4017	Miscellaneous	150	154	0	0	150	0	150	73	150	0	0
4019	Mobile Phones	3,300	3,514	0	0	3,500	0	3,500	2,685	3,500	0	0
4021	Postage	300	273	0	0	250	0	250	272	300	0	0
4022	Stationery	900	917	0	0	900	0	900	946	950	0	0
4023	Subscriptions & Licence Fees	3,400	2,491	0	500	2,600	0	3,100	3,167	4,500	0	0
4024	ALC Subscription	2,400	2,386	0	0	2,600	0	2,600	2,644	2,800	0	0
4025	Paper Recycling & Confidential	300	258	0	0	250	0	250	180	260	0	0
4026	Office Equipment	1,500	1,546	0	0	2,000	0	2,000	929	1,750	0	0
4028	Liability Insurance	29,000	29,898	0	0	32,000	0	32,000	26,854	27,000	0	0
4029	Motor Insurance	2,500	2,852	0	0	3,000	0	3,000	3,153	3,400	0	0
4031	Web-site	1,400	1,433	0	0	1,500	0	1,500	1,503	1,560	0	0
4032	Newsletter	3,000	1,147	1,000	0	2,000	0	3,000	63	2,000	0	0
4034	Photocopier	2,500	5,869	0	0	2,500	0	2,500	1,761	2,500	0	0
4039	RBS Accounts Package	2,500	1,911	0	0	2,200	0	2,200	2,027	2,200	0	0

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Ludlow Town Council Current Year - 2025-26
Annual Budget - By Centre (Actual YTD Month 9)
Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4053	HR and H&S Advice	4,400	7,237	0	0	5,500	0	5,500	5,243	7,500	0	0
4054	Do Not Use	0	0	0	-500	500	0	0	0	0	0	0
4055	Professional Fees/Legal	10,000	19,747	0	0	45,000	0	45,000	35,382	65,000	0	0
4057	Audit Fees	3,600	3,676	0	0	3,800	0	3,800	1,623	3,950	0	0
4058	Bank Charges	0	0	0	-1,700	1,700	0	0	0	0	0	0
4062	Climate Action	500	140	360	0	500	0	860	34	500	0	0
4070	Fire Safety	1,200	1,402	0	0	1,500	0	1,500	1,039	1,560	0	0
4072	Bus Shelter	5,200	0	5,200	0	16,000	0	21,200	8,387	5,400	0	0
4080	General Data Protection Reg	0	0	0	0	100	0	100	73	100	0	0
4102	Risk Assessment Software	700	0	700	0	0	0	700	0	0	0	0
4120	Council Minute Book Binding	1,660	0	1,660	0	1,000	0	2,660	0	500	0	0
4610	Loan Charges	156,292	1,990	0	0	2,000	0	2,000	995	1,990	0	0
Overhead Expenditure		243,752	94,821	9,920	-1,700	139,150	0	147,370	105,103	145,470	0	0
101 Net Income over Expenditure		605,944	782,107	-9,920	1,700	863,850	0	855,630	886,199	882,185	0	0
6000	plus Transfer from EMR	0	-150,000	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	1,665	0	0	0	0	0	2,271	0	0	0
Movement to/(from) Gen Reserve		605,944	630,442			863,850		855,630	883,928	882,185		
<u>102</u>	<u>Staff Costs</u>											
4000	Salaries and Wages	616,300	593,430	0	0	636,915	0	636,915	467,441	650,750	0	0
4001	Actuarial Pension Fund Deficit	7,000	7,000	0	0	7,300	0	7,300	7,300	0	0	0
4002	CC Salaries and Wages	638	775	0	0	600	0	600	563	800	0	0
4005	Other Costs	500	646	0	0	500	0	500	282	700	0	0
4056	Payroll Processing Fees	2,000	1,800	200	0	2,000	0	2,200	0	3,000	0	0

Continued on next page

Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
											Carried Forward	
4060	Recruitment Costs	1,000	1,742	0	0	1,000	0	1,000	1,180	2,000	0	0
4063	Staff Counselling	1,800	595	1,000	0	800	0	1,800	189	300	0	0
4064	Staff Medicals	700	166	200	0	700	0	900	95	850	0	0
	Overhead Expenditure	629,938	606,153	1,400	0	649,815	0	651,215	477,050	658,400	0	0
	Movement to/(from) Gen Reserve	(629,938)	(606,153)			(649,815)		(651,215)	(477,050)	(658,400)		
<u>103</u>	<u>Insurance Claims</u>											
1070	Insurance Claims Received	0	14,421	0	0	0	0	0	250	0	0	0
	Total Income	0	14,421	0	0	0	0	0	250	0	0	0
4059	Insurance Claims Expenditure	0	15,237	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	15,237	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(816)			0		0	250	0		
<u>104</u>	<u>Transaction Fees</u>											
4058	Bank Charges	1,900	1,487	0	1,700	0	0	1,700	878	1,600	0	0
4075	Linney Parking Meter Fees	0	1,725	0	2,200	0	0	2,200	1,606	1,800	0	0
4327	Market Online Booking Fees	700	488	0	600	0	0	600	273	600	0	0
4523	Buttercross Card Payment Fees	0	54	0	80	0	0	80	36	100	0	0
4524	Market Card Payment Fees	0	701	0	800	0	0	800	1,269	1,500	0	0
4525	Guildhall Card Payment Fees	0	0	0	0	0	0	0	20	50	0	0
	Overhead Expenditure	2,600	4,456	0	5,380	0	0	5,380	4,082	5,650	0	0
	Movement to/(from) Gen Reserve	(2,600)	(4,456)			0		(5,380)	(4,082)	(5,650)		

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Ludlow Town Council Current Year - 2025-26
 Annual Budget - By Centre (Actual YTD Month 9)
 Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR
105	<u>Civic Ceremonial</u>										
1160	Civic Regalia Income	0	34	0	0	0	0	0	34	0	0
1166	Mayor's Charity	0	0	0	0	0	0	0	280	0	0
1173	Seniors Party Donations	0	0	0	0	0	0	0	100	0	0
	Total Income	0	34	0	0	0	0	0	414	0	0
4040	Election Expenses	0	0	0	0	4,000	0	4,000	0	4,000	0
4200	Mayors Allowance	6,476	3,630	0	0	3,280	0	3,280	3,173	3,500	0
4201	Mayor Making	1,500	1,282	0	0	1,500	0	1,500	1,580	1,600	0
4202	Mayor's Sunday	550	161	0	0	300	0	300	195	300	0
4206	Remembrance Sunday	800	498	0	0	800	0	800	501	550	0
4207	Seniors Party	1,200	1,481	0	0	1,200	0	1,200	981	1,250	0
4208	Childrens Xmas Grotto	300	307	0	0	350	0	350	0	350	0
4209	Civic Awards	150	88	0	0	150	0	150	135	150	0
4210	Civic Regalia	500	693	0	0	500	0	500	329	700	0
4211	Twinning	300	0	300	0	300	0	600	300	300	0
4212	Members Expenses	400	72	0	0	400	0	400	0	400	0
4213	Mayors Board Updating	500	834	0	0	1,000	0	1,000	834	900	0
	Overhead Expenditure	12,676	9,045	300	0	13,780	0	14,080	8,029	14,000	0
	105 Net Income over Expenditure	-12,676	-9,012	-300	0	-13,780	0	-14,080	-7,615	-14,000	0
6000	plus Transfer from EMR	0	-2,653	0	0	0	0	0	2,846	0	0
	Movement to/(from) Gen Reserve	(12,676)	(11,665)			(13,780)		(14,080)	(4,769)	(14,000)	
110	<u>Community Grants</u>										

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		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1123	Bathing Water Signage	0	431	0	0	0	0	0	0	0	0	0
1175	Tree of Light Donations	0	0	0	0	0	0	0	565	0	0	0
1191	ShapingPlacesforHealthy Lives	0	15,000	0	0	0	0	0	0	0	0	0
	Total Income	0	15,431	0	0	0	0	0	565	0	0	0
4091	Shaping Places Project Expend	0	3,618	11,382	0	0	0	11,382	5,020	0	0	0
4109	Market Town Support Fund	1,096	1,483	0	0	0	0	0	0	0	0	0
4110	Visitor Information Services	0	0	0	0	5,000	0	5,000	5,000	0	0	0
4144	SYA	1,500	1,500	0	0	0	0	0	0	0	6,000	0
4150	Youth Forum	2,000	2,000	0	0	1,000	0	1,000	1,000	1,000	0	0
4156	Assembly Rooms	0	0	0	0	5,000	0	5,000	5,000	5,000	0	0
4159	Ludlow Piano Festival	500	500	0	0	750	0	750	750	0	0	0
4160	Project Support Grants	10,000	3,050	0	0	10,000	0	10,000	1,500	10,000	0	0
4161	Ludlow Town Band	1,050	1,050	0	0	1,050	0	1,050	1,050	1,050	0	0
4162	Pentabus Theatre	0	0	0	0	0	0	0	0	1,000	0	0
4167	Ludlow Town Colts FootballClub	750	750	0	0	0	0	0	0	0	0	0
4183	Ludlow Hockey Club	0	0	0	0	1,000	0	1,000	1,000	0	0	0
	Overhead Expenditure	16,896	13,951	11,382	0	23,800	0	35,182	20,320	18,050	6,000	0
	Movement to/(from) Gen Reserve	(16,896)	1,480		(23,800)		(35,182)	(19,755)		(18,050)		
<u>111</u>	<u>Community Projects</u>											
4158	Christmas Lights	12,000	12,013	0	0	20,000	0	20,000	19,735	20,720	0	0
4181	Town Plan	1,500	0	1,500	0	0	0	1,500	0	0	0	0
4182	Churchyard Wall Loan Expenditu	2,152	900	1,252	0	0	0	1,252	0	0	0	1,252

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Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	
											Carried Forward	
4604	CCTV	4,000	0	0	0	4,000	0	4,000	1,113	4,144	0	0
4705	Skatepark	1,000	3	0	0	1,000	0	1,000	0	1,000	0	0
	Overhead Expenditure	20,652	12,916	2,752	0	25,000	0	27,752	20,849	25,864	0	1,252
6000	plus Transfer from EMR	0	-4,997	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(20,652)	(17,913)			(25,000)		(27,752)	(20,849)	(25,864)		
115	<u>Property</u>											
1000	Buttercross Shop Rent	20,000	20,000	0	0	20,000	0	20,000	15,000	20,000	0	0
	Total Income	20,000	20,000	0	0	20,000	0	20,000	15,000	20,000	0	0
4222	Maintenance	3,400	167	0	0	2,000	0	2,000	2,142	1,500	0	0
	Overhead Expenditure	3,400	167	0	0	2,000	0	2,000	2,142	1,500	0	0
	Movement to/(from) Gen Reserve	16,600	19,833			18,000		18,000	12,858	18,500		
117	<u>Buttercross Market</u>											
4013	Electricity	400	385	0	0	400	0	400	350	450	0	0
	Overhead Expenditure	400	385	0	0	400	0	400	350	450	0	0
	Movement to/(from) Gen Reserve	(400)	(385)			(400)		(400)	(350)	(450)		
119	<u>Buttercross</u>											
1006	Buttercross Museum Tickets	6,000	6,395	0	0	6,000	0	6,000	4,108	6,000	0	0
1007	Buttercross Museum Donations	0	177	0	0	0	0	0	191	0	0	0
1008	Buttercross Museum Merchandise	1,200	1,361	0	0	1,200	0	1,200	941	1,300	0	0
	Total Income	7,200	7,934	0	0	7,200	0	7,200	5,239	7,300	0	0

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		2024/ 25		2025/ 26					2026 / 27				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4011	Rates	5,400	5,763	0	0	5,500	0	5,500	-11,566	0	0	0	
4012	Water Rates	550	492	0	0	800	0	800	574	650	0	0	
4013	Electricity	1,400	1,247	0	0	1,500	0	1,500	787	1,350	0	0	
4014	Gas	1,300	1,193	0	0	1,400	0	1,400	432	1,300	0	0	
4020	Telephone	550	0	150	0	550	0	700	8	150	0	0	
4222	Maintenance	1,000	2,352	0	0	1,500	0	1,500	1,080	1,500	0	0	
4232	Buttercross Museum Merchandise	750	690	0	0	700	0	700	289	600	0	0	
4233	Buttercross Lift Contract	600	200	0	0	300	0	300	200	250	0	0	
4234	Clock Service	320	359	0	0	350	0	350	0	400	0	0	
4522	Buttercross Museum Events	150	133	0	0	150	0	150	48	200	0	0	
4523	Buttercross Card Payment Fees	0	0	0	-80	80	0	0	0	0	0	0	
		Overhead Expenditure	12,020	12,431	150	-80	12,830	0	12,900	-8,148	6,400	0	0
		119 Net Income over Expenditure	-4,820	-4,497	-150	80	-5,630	0	-5,700	13,387	900	0	0
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-14,113	0	0	0	
		Movement to/(from) Gen Reserve	(4,820)	(4,497)			(5,630)		(5,700)	(726)	900		
121	<u>Guildhall</u>												
1171	Miscellaneous Income	0	0	0	0	0	0	0	25	0	0	0	
		Total Income	0	0	0	0	0	0	25	0	0	0	
4011	Rates	9,500	10,354	0	500	10,000	0	10,500	9,319	10,800	0	0	
4012	Water Rates	1,500	1,179	0	0	2,200	0	2,200	431	800	0	0	
4013	Electricity	6,300	7,296	0	0	6,500	0	6,500	2,646	7,800	0	0	
4020	Telephone	2,200	1,702	0	0	2,200	0	2,200	1,606	1,800	0	0	

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Ludlow Town Council Current Year - 2025-26
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		2024/ 25		2025/ 26					2026 / 27		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR
											Carried Forward
4218	Guildhall Redecoration	1,000	0	0	0	0	0	0	0	0	0
4222	Maintenance	1,500	985	0	0	3,000	0	3,000	6,427	2,500	0
4604	CCTV	700	0	700	0	0	0	700	0	0	700
4612	IT Package & cloud backup	3,000	2,816	0	0	3,000	0	3,000	2,519	3,200	0
	Overhead Expenditure	25,700	24,334	700	500	26,900	0	28,100	22,948	26,900	0
	121 Net Income over Expenditure	-25,700	-24,334	-700	-500	-26,900	0	-28,100	-22,923	-26,900	0
6000	plus Transfer from EMR	0	-1,000	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(25,700)	(25,334)			(26,900)		(28,100)	(22,923)	(26,900)	
201	<u>Markets</u>										
1003	Buttercross Market Rent	1,400	3,752	0	0	2,000	0	2,000	2,341	3,000	0
1020	Market Rents	130,000	139,081	0	0	130,000	0	130,000	108,780	135,000	0
1022	Electricity	3,500	3,707	0	0	3,500	0	3,500	3,046	3,750	0
1023	Specialist Markets	0	693	0	0	1,200	0	1,200	1,624	0	0
1025	Antique Market	10,200	9,906	0	0	10,200	0	10,200	8,636	10,200	0
1027	Food Festival	1,500	0	0	0	300	0	300	0	0	0
1030	Produce Market (Ludlow 21)	8,500	8,840	0	0	8,500	0	8,500	7,514	8,500	0
1036	Tuesday Markets	0	2,374	0	0	0	0	0	884	2,000	0
1037	Sunday Markets	14,750	14,278	0	0	16,350	0	16,350	17,640	16,000	0
1038	Thursday Markets	14,750	8,802	0	0	10,000	0	10,000	11,110	10,000	0
1040	Parking Permits	0	14,189	0	0	0	0	0	12,407	0	0
1171	Miscellaneous Income	0	198	0	0	0	0	0	10	0	0
	Total Income	184,600	205,818	0	0	182,050	0	182,050	173,990	188,450	0

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		2024/ 25		2025/ 26					2026 / 27				
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward	
4011	Rates	26,200	24,950	0	-500	26,200	0	25,700	22,455	26,700	0	0	
4012	Water Rates	800	685	0	0	1,000	0	1,000	492	800	0	0	
4013	Electricity	4,000	3,880	0	0	4,000	0	4,000	2,893	4,200	0	0	
4017	Miscellaneous	300	334	0	0	300	0	300	2	300	0	0	
4018	Online Booking System	500	0	500	0	0	0	500	4,000	0	0	0	
4030	Advertsing	5,773	2,278	0	0	4,000	0	4,000	2,230	4,000	0	0	
4036	MACCs Licence & Maintenance	850	788	0	0	850	0	850	851	900	0	0	
4222	Maintenance	9,817	9,914	0	0	3,000	0	3,000	671	3,000	0	0	
4223	Waste Management	12,000	8,718	1,000	0	9,500	0	10,500	8,549	10,500	0	0	
4227	Parking Permits	0	14,120	0	0	0	0	0	9,814	0	0	0	
4327	Market Online Booking Fees	0	0	0	-600	600	0	0	0	0	0	0	
4524	Market Card Payment Fees	0	0	0	-800	800	0	0	0	0	0	0	
		Overhead Expenditure	60,240	65,667	1,500	-1,900	50,250	0	49,850	51,957	50,400	0	0
		201 Net Income over Expenditure	124,360	140,150	-1,500	1,900	131,800	0	132,200	122,032	138,050	0	0
6000	plus Transfer from EMR	0	-3,495	0	0	0	0	0	3,500	0	0	0	
		Movement to/(from) Gen Reserve	124,360	136,655			131,800		132,200	125,532	138,050		
202	<u>Mayfair</u>												
1024	May Fair	9,388	9,388	0	0	9,632	0	9,632	9,632	9,979	0	0	
		Total Income	9,388	9,388	0	0	9,632	0	9,632	9,632	9,979	0	0
4000	Salaries and Wages	0	2,815	0	0	0	0	0	2,196	0	0	0	
4224	May Fair	9,388	5,427	0	0	9,632	0	9,632	5,145	9,979	0	0	
		Overhead Expenditure	9,388	8,242	0	0	9,632	0	9,632	7,341	9,979	0	0

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		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	202 Net Income over Expenditure	0	1,146	0	0	0	0	0	2,291	0	0	0
6000	plus Transfer from EMR	0	-1,146	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(0)			0		0	2,291	0		
<u>205</u>	<u>Tourism</u>											
1056	Town Trails Income	0	210	0	0	0	0	0	140	0	0	0
1057	Events Leaflet Income	3,000	0	0	0	0	0	0	0	0	0	0
	Total Income	3,000	210	0	0	0	0	0	140	0	0	0
4255	Events Leaflet	3,000	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	3,000	0	0	0	0	0	0	0	0	0	0
	205 Net Income over Expenditure	0	210	0	0	0	0	0	140	0	0	0
6001	less Transfer to EMR	0	210	0	0	0	0	0	140	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
<u>301</u>	<u>Street Lighting</u>											
4222	Maintenance	2,000	6,309	0	0	4,000	0	4,000	555	4,000	0	0
	Overhead Expenditure	2,000	6,309	0	0	4,000	0	4,000	555	4,000	0	0
6000	plus Transfer from EMR	0	4,309	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,000)	(2,000)			(4,000)		(4,000)	(555)	(4,000)		
<u>302</u>	<u>Street Furniture</u>											
1059	Street Furniture Income	0	1,327	0	0	0	0	0	3,737	0	0	0

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Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Total Income	0	1,327	0	0	0	0	0	3,737	0	0	0
4222	Maintenance	1,000	597	0	0	1,000	0	1,000	253	0	0	0
4354	Signage	250	503	0	0	250	0	250	50	250	0	0
4501	Street Furniture	1,500	1,117	0	0	1,500	0	1,500	2,641	3,500	0	0
	Overhead Expenditure	2,750	2,217	0	0	2,750	0	2,750	2,944	3,750	0	0
	302 Net Income over Expenditure	-2,750	-890	0	0	-2,750	0	-2,750	793	-3,750	0	0
6000	plus Transfer from EMR	0	-786	0	0	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	195	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,750)	(1,871)			(2,750)		(2,750)	793	(3,750)		
303	Toilets											
1174	Toilet Block Income	10,000	5,133	0	0	7,000	0	7,000	4,197	5,000	0	0
	Total Income	10,000	5,133	0	0	7,000	0	7,000	4,197	5,000	0	0
4222	Maintenance	5,000	2,650	0	0	5,000	0	5,000	1,705	3,000	0	0
4319	Consumable Goods	3,500	3,433	0	0	4,000	0	4,000	2,598	3,800	0	0
4356	Toilet Cleansing	2,000	1,415	0	0	2,000	0	2,000	1,564	1,700	0	0
	Overhead Expenditure	10,500	7,498	0	0	11,000	0	11,000	5,867	8,500	0	0
	303 Net Income over Expenditure	-500	-2,365	0	0	-4,000	0	-4,000	-1,669	-3,500	0	0
6000	plus Transfer from EMR	0	-2,350	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(500)	(4,715)			(4,000)		(4,000)	(1,669)	(3,500)		
304	Castle Street Toilets											

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		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4012	Water Rates	2,600	2,342	0	0	3,200	0	3,200	3,362	2,600	0	0
4013	Electricity	6,500	4,799	0	0	5,000	0	5,000	2,588	5,000	0	0
	Overhead Expenditure	9,100	7,141	0	0	8,200	0	8,200	5,949	7,600	0	0
	Movement to/(from) Gen Reserve	(9,100)	(7,141)			(8,200)		(8,200)	(5,949)	(7,600)		
<u>305</u>	<u>Smithfield Toilets</u>											
4012	Water Rates	1,500	1,679	0	0	1,800	0	1,800	939	1,864	0	0
4013	Electricity	900	890	0	0	1,000	0	1,000	702	1,000	0	0
4317	Water Management	400	356	0	0	400	0	400	267	400	0	0
	Overhead Expenditure	2,800	2,926	0	0	3,200	0	3,200	1,909	3,264	0	0
	Movement to/(from) Gen Reserve	(2,800)	(2,926)			(3,200)		(3,200)	(1,909)	(3,264)		
<u>306</u>	<u>Linney Toilets</u>											
4012	Water Rates	300	273	0	0	400	0	400	121	320	0	0
4013	Electricity	600	677	0	0	800	0	800	584	750	0	0
	Overhead Expenditure	900	950	0	0	1,200	0	1,200	705	1,070	0	0
	Movement to/(from) Gen Reserve	(900)	(950)			(1,200)		(1,200)	(705)	(1,070)		
<u>401</u>	<u>Cemetery</u>											
1050	Cemetery House Rent	6,000	6,000	0	0	6,000	0	6,000	4,500	6,216	0	0
1051	Cemetery Fees	15,000	22,031	0	0	15,000	0	15,000	13,446	15,000	0	0
1053	Grave Digging Fees	0	15,689	0	0	0	0	0	14,528	0	0	0
1054	Babies Memorial Donations	0	0	0	0	0	0	0	20	0	0	0

Continued on next page

Ludlow Town Council Current Year - 2025-26
Annual Budget - By Centre (Actual YTD Month 9)
Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1171	Miscellaneous Income	0	49	0	0	0	0	0	0	0	0	0
	Total Income	21,000	43,769	0	0	21,000	0	21,000	32,494	21,216	0	0
4011	Rates	1,600	1,758	0	0	1,600	0	1,600	1,977	2,300	0	0
4012	Water Rates	300	347	0	0	500	0	500	190	400	0	0
4013	Electricity	350	329	0	0	500	0	500	261	370	0	0
4222	Maintenance	2,000	1,605	0	0	2,000	0	2,000	324	1,800	0	0
4230	Cemetery Registers Restoration	500	0	500	0	0	0	500	0	0	0	500
4306	Grave Digging	0	14,327	0	0	0	0	0	10,377	0	0	0
4510	Chapel Maintenance	1,000	32	0	0	1,000	0	1,000	0	1,000	0	0
4511	Cemetery House Maintenance	1,000	104	0	0	1,000	0	1,000	422	1,000	0	0
4515	Babies Memorial	0	0	0	0	200	0	200	0	0	0	0
4516	Cemetery Extension (Capital)	2,000	1,400	0	0	2,000	0	2,000	0	2,000	0	0
4606	Cemetery Paths (Capital Item)	2,000	1,650	0	0	2,000	0	2,000	0	2,000	0	0
	Overhead Expenditure	10,750	21,553	500	0	10,800	0	11,300	13,551	10,870	0	500
	401 Net Income over Expenditure	10,250	22,216	-500	0	10,200	0	9,700	18,944	10,346	0	-500
6000	plus Transfer from EMR	0	-2,814	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	10,250	19,402			10,200		9,700	18,944	10,346		
402	<u>Ludlow in Bloom</u>											
4550	Ludlow in Bloom Expenditure	4,000	3,600	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	4,000	3,600	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(4,000)	(3,600)			0		0	0	0		

Continued on next page

Ludlow Town Council Current Year - 2025-26
Annual Budget - By Centre (Actual YTD Month 9)
Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>403</u>	<u>Allotments</u>											
1076	Allotments Rent	923	923	0	0	945	0	945	945	979	0	0
	Total Income	923	923	0	0	945	0	945	945	979	0	0
4222	Maintenance	923	1,378	0	0	945	0	945	415	979	0	0
	Overhead Expenditure	923	1,378	0	0	945	0	945	415	979	0	0
	403 Net Income over Expenditure	0	-455	0	0	0	0	0	530	0	0	0
6000	plus Transfer from EMR	0	453	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(2)			0		0	530	0		
<u>410</u>	<u>Amenities</u>											
4222	Maintenance	5,000	3,760	1,240	0	6,000	0	7,240	5,232	2,000	0	0
4303	Plants	1,000	839	0	0	5,000	0	5,000	2,322	4,000	0	0
4304	Wheeler Rd Hedge Trimming	0	0	0	0	0	0	0	0	4,000	0	0
4357	Pest Control	300	0	200	0	0	0	200	0	200	0	0
4400	Wheeler Rd Play Area Resurface	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4401	Housman Cres Play Area Fencing	200	0	0	0	200	0	200	0	0	0	0
4402	Tree Survey & Works	2,000	1,450	0	0	2,000	0	2,000	3,071	2,000	0	0
	Overhead Expenditure	10,500	6,049	1,440	0	15,200	0	16,640	10,625	14,200	0	0
6000	plus Transfer from EMR	0	-2,750	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(10,500)	(8,799)			(15,200)		(16,640)	(10,625)	(14,200)		
<u>411</u>	<u>Linney Riverside Park</u>											

Continued on next page

Ludlow Town Council Current Year - 2025-26
 Annual Budget - By Centre (Actual YTD Month 9)
 Note: Draft Budget for 2026 / 27

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1075	Linney Park Car Park Meter	15,000	15,278	0	0	15,000	0	15,000	12,641	15,000	0	0
	Total Income	15,000	15,278	0	0	15,000	0	15,000	12,641	15,000	0	0
4011	Rates	620	549	0	549	0	0	549	494	570	0	0
4012	Water Rates	0	0	0	0	0	0	0	17	0	0	0
4013	Electricity	200	291	0	0	300	0	300	311	350	0	0
4075	Linney Parking Meter Fees	0	0	0	-2,200	2,200	0	0	0	0	0	0
4608	Linney Car Park	15,000	6,110	0	0	15,000	0	15,000	1,300	15,000	0	0
	Overhead Expenditure	15,820	6,949	0	-1,651	17,500	0	15,849	2,122	15,920	0	0
	411 Net Income over Expenditure	-820	8,329	0	1,651	-2,500	0	-849	10,519	-920	0	0
6000	plus Transfer from EMR	0	-8,890	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(820)	(561)			(2,500)		(849)	10,519	(920)		
500	<u>Direct Labour Force</u>											
1072	Vehicle Sale	0	2,000	0	0	0	0	0	0	0	0	0
	Total Income	0	2,000	0	0	0	0	0	0	0	0	0
4013	Electricity	1,500	1,559	0	0	1,500	0	1,500	808	1,700	0	0
4223	Waste Management	2,500	2,239	0	0	2,500	0	2,500	3,781	4,100	0	0
4311	Vehicle Service & Repair	1,000	624	0	0	500	0	500	105	200	0	0
4312	Hand Mowers and Strimmers	800	873	0	0	0	0	0	0	900	0	0
4313	Vehicle Lease Hire	15,000	14,832	0	0	15,000	0	15,000	11,124	15,000	0	0
4318	Vehicle Tax	400	-38	0	0	0	0	0	715	0	0	0
4319	Consumable Goods	1,500	1,497	0	0	1,500	0	1,500	788	1,500	0	0

Continued on next page

		2024/ 25		2025/ 26					2026 / 27			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4320	Fuel	5,200	5,114	0	0	6,000	0	6,000	3,526	6,000	0	0
4322	Clothing & PPE	1,600	1,610	0	0	1,600	0	1,600	1,660	1,660	0	0
4323	Equipment	1,600	1,601	0	0	29,623	0	29,623	1,443	30,000	0	0
Overhead Expenditure		31,100	29,910	0	0	58,223	0	58,223	23,951	61,060	0	0
Movement to/(from) Gen Reserve		(31,100)	(27,910)			(58,223)		(58,223)	(23,951)	(61,060)		
501	Contingencies											
4800	Contingency Fund	16,384	6,465	0	-549	171,252	0	170,703	13,053	201,303	0	0
4801	Infrastructure Fund	2,000	0	0	0	5,000	0	5,000	0	0	0	0
4803	DLF Equip Replacement Fund	1,500	0	0	0	3,000	0	3,000	0	0	0	0
Overhead Expenditure		19,884	6,465	0	-549	179,252	0	178,703	13,053	201,303	0	0
6000	plus Transfer from EMR	0	-3,500	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(19,884)	(9,965)			(179,252)		(178,703)	(13,053)	(201,303)		
Total Budget Income		1,120,807	1,218,592	0	0	1,265,827	0	1,265,827	1,250,571	1,295,579	0	0
Expenditure		1,161,689	970,748	30,044	0	1,265,827	0	1,295,871	793,670	1,295,579	6,000	2,452
Net Income over Expenditure		-40,882	247,844	-30,044	0	0	0	-30,044	456,902	0	-6,000	-2,452
plus Transfer from EMR		0	(179,619)	0	0	0	0	0	(7,767)	0	0	0
less Transfer to EMR		0	2,070	0	0	0	0	0	2,411	0	0	0
Movement to/(from) Gen Reserve		(40,882)	66,154			0		(30,044)	446,724	0		

Ms G Wilding
T/Clerk
Ludlow TC
The Guildhall
Mill Street
Ludlow
SY8 1AZ

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Date: 11th December 2025
My Ref: JW/NH/SD
Your Ref

Dear Ms Wilding

2026/27 COUNCIL TAX PRECEPT

Shropshire Council is currently preparing the Revenue Estimates for 2026/27 prior to the calculation of the Council Tax which will be levied in April 2026.

In order to achieve this Council Tax taxbases for all parish and town councils within Shropshire Council have recently been determined for the year 2026/27.

The Council Tax taxbase figure approved by Council on 11th December 2025 for your Council is 3,716.80 Band D equivalents.

The determination of your Parish Council's taxbase for 2026/27 once again includes the impact of the Welfare Reform Act 2012 which abolished Council Tax Benefit from 31st March 2013 and introduced localised Council Tax Support (CTS) schemes. Billing authorities are required to express localised council tax support schemes in terms of a reduction in the Council Tax taxbase.

This reduction in the Council Tax taxbase is partially offset by the inclusion of Council Tax Support Grant (CTSG) within Shropshire Council's Settlement Funding Assessment determined by Government although this amount is not separately identified as it is not ring-fenced.

The Council Tax taxbase, as you may know, is a measure of the number of chargeable properties within your area expressed as Band D equivalents. Your Council's charge is calculated by dividing your precept by the Council Tax taxbase figure.



I would be grateful, therefore, if you could notify me of your Council's precept requirement for 2026/27 as soon as possible and by 31st January 2026 at the latest by completing the enclosed "Council Tax Precept Requirement 2026/27" form.

A local council's precept requirement is the amount of income the council is requesting Shropshire Council to collect from Council Tax taxpayers on their behalf and is effectively the council's net budget requirement. The net budget requirement is determined by deducting total budgeted income (including any use of reserves) from total budgeted expenditure for the year.

Councils whose precept requirement exceeds £140,000 are required to provide income and expenditure information with the Council Tax demand notice. Therefore, if your precept is greater than £140,000 please also complete part (b) of the "Council Tax Precept Requirement 2026/27" form, i.e. total expenditure, a breakdown of expenditure by service, transfer from reserves and income. This information will be included in Shropshire Council's 2026/27 Council Tax information available on the Internet.

Please submit a "Nil" return if it is anticipated that no precept will be called for during the year.

Some Useful Information

When determining your Council's 2026/27 precept requirement you may find the information in the table below useful. The table summarises your Council's Council Tax taxbase, precept requirement and Band D Council Tax charge in 2025/26 and your Council's provisional Council Tax taxbase for 2026/27. Between 2025/26 and 2026/27 your Council's Council Tax taxbase has increased by 0.07 %

Following information provided in previous years which you may have found useful the table below also shows the resulting Band D Council Tax charge if your Council requests the same precept in 2026/27 as it levied in 2025/26 and the annual effect on the Council Tax taxpayer in your Council's area for every £100 or £1,000 increase or decrease in the precept requirement.



	Council Tax Taxbase (Band D Equivalents)	Precept Requirement (£)	Band D Council Tax Charge (£)
2025/26	3,714.23	946,000	254.7
2026/27	3,716.80	946,000	254.52
		+ / - 100	0.03
		+ / - 1,000	0.27

You may find it useful to know that in order to show a 0% increase in the Band D Council Tax charge on the 2026/27 Council Tax Demand Notices your Council's precept requirement for 2026/27 would need to be £946,655 compared to £946,000 requested in 2025/26.

It is anticipated that 100% of all precepts will be paid over in April 2026 and I would also, therefore, be grateful if you could provide your Council's banking details by completing the "Banking Details for Precept Payment" section of the enclosed form.

I would be grateful if in future you could notify Michelle Hodgkiss either by telephone (01743 258656) or e-mail (michelle.hodgkiss@shropshire.gov.uk) of any changes to your Council's contact details.

Thank you for your assistance. If you require any further information or clarification, please do not hesitate to contact Nicola Higgins either by telephone (01743 258953) or e-mail (nicola.higgins@shropshire.gov.uk).

Yours sincerely

James Walton
Executive Director
Section 151 Officer

Tel: 01743 258915
E-mail: james.walton@shropshire.gov.uk



Item 13.

PROJECT SUPPORT GRANT



11 DEC 2025

ANNUAL & PROJECT SUPPORT GRANT APPLICATION

CONTACT DETAILS

Name of Group/Organisation

Ludlow Castle Croquet Club

Address

Linney,
Ludlow
Shropshire

Post Code: SY81EE

Email: bobpurcell1@gmail.com

Fax:

Tel No:07840288643

Contact Person

Title: Mr

First Name: Bob

Surname: Purcell

Position held in Group: Committee member

AIMS AND PURPOSE OF YOUR COMMUNITY GROUP

Enclose our constitution

Charity Registration Number

I enclose our constitution.

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

VAT registration number if applicable

Not applicable.

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

We are a Croquet Club playing on two full size lawns. We are financed essentially by subscriptions, but have obtained grants whenever it was necessary to acquire mowing equipment. We depend on our members to do this work and other essential maintenance.

How many people are in your group/organisation

We have 35 members.

ABOUT YOUR PROJECT

Project/Grant Title

Levelling our lawns.

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

The club has two lawns. Lawn 1 was flattened 10 years ago thanks to the generosity of a member of the parent tennis and bowling club. He recruited friends to help him with this task. The area had been allotments and more recently was rough grassland. No action was taken to level lawn 2, which is very uneven and in poor condition. Both lawns are regularly mown by members; the mowers to do this were bought with grants from several local bodies plus donations from members. We now have the necessary equipment to keep the lawns well maintained. What we do not have are the resources to do the necessary levelling. Having two lawns of a good standard will allow us to organise tournaments and attract new members, which we need to do. The lawns should be very flat with a tolerance of no more than 6mm. To achieve this will require professional help. We require grants this fund this work as we only have the reserves to repay small loans.

It's worth saying that croquet is a game that welcomes all ages and abilities, providing competitive challenge and social contact. Whether played for fitness, focus or friendship, it offers a low impact yet deeply engaging way to stay active for life. It can be a tool for improving mental health, reducing isolation and encouraging gentle physical activity.

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.

35 members, with 30 living within Ludlow.

Estimated cost of project £8,280

Desired grant from Ludlow Town Council £1,000

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

FINANCIAL DETAILS

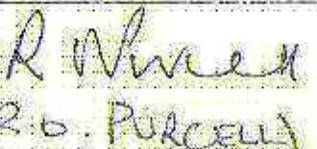
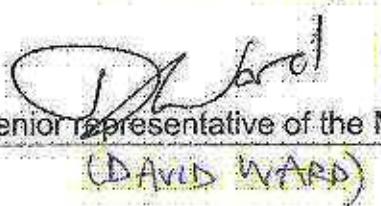
You must include an up to date statement of your group's financial position (a copy of the latest accounts or a treasurer's report). If you are holding substantial reserves, you must provide an explanation as to why this project cannot be supported from your own funds

DECLARATION

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

Bank... NAT WEST..... Branch... LUDLOW..... Postcode... SY8 1AG
Account number... 8267 346
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)	 R. Purcell (Chairperson) (C.R.O. PURCELL)	Date: 11/12/25
Signature 2 (Chairperson or senior representative of the Management Committee)	 David Ward (TREASURER) (DAVID WARD)	Date: 4/12/25

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.

I have: (Please tick)	✓ My constitution (if you are not a registered organisation) ✓ My latest accounts and/or treasurer's accounts
---------------------------------	--

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

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018.

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.

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

Ludlow Castle Croquet Club Accounts to Nov 2025

	2025	2024	2023
Full Members	£ 2,050.00	£ 2,205.00	£ 2,460.00
Country Members	£ 130.00	£ 227.50	£ 130.00
Sundry Income	£ 221.20	£ 800.00	£ 340.00
 Total Income	 £ 2,401.20	 £ 3,232.50	 £ 2,930.00
 Lawn expenses	 -£ 628.78	 -£ 163.44	 -£ 1,105.64
Mower maintenance	-£ 120.77	-£ -	-£ 397.18
Croquet England Membership	-£ 437.00	-£ 437.00	-£ 396.00
Joint Club annual fees	-£ 722.00	-£ 888.00	-£ 902.00
Miscellaneous	-£ 74.29	-£ 19.00	
 Total Expenditure	 -£ 1,982.84	 -£ 1,507.44	 -£ 2,800.82
 Nett	 £ 418.36	 £ 1,725.06	 £ 129.18

LUDLOW CASTLE CROQUET CLUB CONSTITUTION AND RULES

1. NAME The name of the club shall be Ludlow Castle Croquet Club, hereafter referred to as the Club. The Club is part of Ludlow Castle Bowling and Tennis Club (LCBTC) and is bound by its constitution and rules

2. OBJECTS The main purposes of the Club are to provide facilities for and to promote participation in the amateur sport of croquet in Ludlow.

The Club is constituted by these rules as a non profit making members' club. In no circumstances during the continuance of the club, nor at or after its dissolution, shall any assets or surplus funds be distributed to any member or other person. All surplus income or profits are to be reinvested in the Club.

Each member of the Croquet Club is a de facto member of the LCBTC.

Membership is open to all persons whose application for membership is approved by the committee, and is *not subsequently determined in accordance with these rules*.

3. MANAGEMENT

The management of the Club shall be in the hands of its Management Committee. Members of the Management Committee must be full members of the Club.

The management committee shall consist of 4 officers, and 4 members.

The officers and committee members shall be elected at the Annual General Meeting and shall hold office until the following AGM, except that the elected committee shall have the power to fill any casual vacancy.

All committee members must attend a minimum of 50% of the year's committee meetings in order to retain the right to be nominated for the committee for the following year.

Subject always to the provisions of these rules, the management committee shall have the power to transact any business, borrow money, deal with any matter and make any regulations to secure the efficient and equitable running of the Club.

➤ The officers shall be the Chairman, Secretary, Treasurer and Membership Secretary.
Each of the officers shall implement the decisions and carry out the instructions of the committee as they relate to their particular areas of responsibility.

The Chairman shall convene and preside over all meetings.

The Secretary shall issue notices of meetings, keep minutes thereof, deal with correspondence and keep the records thereof, and deal with such other administrative matters as the committee may decide.

The Treasurer shall have charge of all monies belonging to the Club, and shall maintain records thereof. He/she shall produce annual accounts to the last day of February each year, in good time for auditing and presentation to the AGM.

The Membership Secretary shall maintain and circulate membership lists, welcome new members, and encourage new members to renew their membership.

4. MEMBERSHIP

4.1 A candidate for membership shall submit to the Membership Secretary or Treasurer an application, accompanied by the appropriate annual subscription and stating willingness to abide by these Rules if elected. The application shall be considered by the committee at its meeting next following, and if it be accepted the candidate shall be considered a member from the date of application. Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

The Club may have different classes of membership and subscriptions on a non discriminatory and fair basis.

The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

4.2 Each member agrees as a condition of membership to be bound by these Rules.

4.3 Members are entitled to vote at General Meetings.

4.4 The annual subscription shall be decided by the Management Committee and ratified at the AGM. The membership year shall run from 1st April to 31st March.

5. MEETINGS The Annual General Meeting shall be held in April of each year on such date and at such time and place as the Management Committee shall decide. The business thereof shall be to read, and approve if agreed to be correct, the minutes of the previous AGM, to receive reports from the retiring officers, to elect officers and members of the Management Committee, who must themselves be full members and be proposed by 2 full members, to serve until the following AGM, to receive and consider the audited accounts, to appoint auditors, to consider changes to these Rules, and to conduct other such business as may arise.

An Extraordinary General Meeting may be called by the committee at its discretion, and shall also be called by the Secretary on receipt of a request signed by at least 20% of the membership. Such requisition must state, in the form of a resolution, the business to be transacted.

The Membership Secretary shall inform every member at least 14 days before the date of a General Meeting, of the date, time and place of the meeting and details of the business to be transacted, by email (if a member has registered an email address for the purposes of receiving emails from the committee) as well as notices posted in the Clubhouse.

 **Twelve full members shall constitute a quorum.**

Committee meetings shall be held on such dates and at such times and places as the committee shall decide. The business thereof shall be to verify the minutes of the last meeting, to receive officers' reports, consider applications for membership, and deal with any other business as may arise. 50% of the committee's membership shall constitute a quorum.

The Management Committee may from time to time delegate powers or duties to sub-committees who will subsequently report back to the full committee.

The Management Committee shall have the power to enter into contracts for the purposes of the Club on behalf of all members.

Every member of the Management Committee, employee or agent of the Club shall be indemnified by the Club.

6. CHANGES OF RULE Changes to these Rules may only be made by a simple majority of those members present and voting at a General Meeting. A proposal for such change may be made by any member, who shall submit it in writing to the Secretary at least 28 days before the date of the meeting, specifying the change in the form of a resolution to be placed before the meeting.

7. GENERAL

The Club shall be affiliated to the Croquet Association.

Visitors may be introduced by members on payment of a fee determined by the Management Committee.

8. FINANCE All monies payable to the Club shall be received by the Treasurer and shall be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except by cheque signed by two authorised signatories.

9. DISSOLUTION OF THE CLUB

The Club shall be dissolved only on the passing of a Resolution to that effect at a General Meeting called at due notice. The passing of the resolution shall require at least two –thirds majority of those present. Such a meeting shall appoint a committee to wind up the affairs of the Club and give general directions as to the disposal of assets.

Upon dissolution of the Club, any remaining assets shall be transferred to the LCBTC.

05/06/2016

Item 14.

EXTERNAL AUDIT 2024 / 25

Ludlow Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Ludlow Town Council for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection by any local government elector of the area of Ludlow Town Council on application to:	
(a) <u>GINA WILDING, TOWN CLERK THE GUILDHALL, MILL STREET, LUDLOW, SY8 1AZ townclerk@ludlow.gov.uk</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>Mon-Fri 10am - 4pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £0.40 (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d)	(d) Insert the name and position of person placing the notice
Date of announcement: (e)	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Ludlow Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

Agreed			"Yes" means that this authority:		
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority, and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

23/06/2025

and recorded as minute reference:

FC/106

Signed by the Chair and Clerk of the meeting where approval was given:

Dug

Chair

Gwladys

Clerk

Information required by the Transparency Code (not part of the Annual Governance Statement)

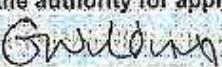
The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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www.ludlow.gov.uk

Section 2 – Accounting Statements 2024/25 for

Ludlow Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,056,662	1,217,862	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	773,395	823,696	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	361,727	394,896	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	574,894	604,020	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	1,990	1,990	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	397,038	364,739	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,217,862	1,465,705	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,223,582	1,464,045	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	711,304	687,271	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	33,010	31,706	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charitable)			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			<i>The figures in the accounting statements above exclude any Trust transactions.</i>
I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.		I confirm that these Accounting Statements were approved by this authority on this date:	
Signed by Responsible Financial Officer before being presented to the authority for approval		23/06/2025	
		as recorded in minute reference:	
Date 18/06/2025		FC/1107	
Signed by Chair of the meeting where the Accounting Statements were approved			

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Ludlow Town Council - SH0110

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2024/25 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

We do not certify completion because:

We have not been able to complete our review work in time to enable the smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2025

Final External Auditor Report and Certificate 2024/25 in respect of Ludlow Town Council- SH0110

Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

External auditor's limited assurance opinion 2024/25

On 23 September 2025, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2025. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

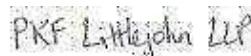
On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2024/25 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.

External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.



PKF Littlejohn LLP
06/01/2026

Item 15.

EXTERNAL AUDIT 2025 / 26 ASSERTION 10

Assertion 10 (SAPP 2025): A simple explanation for parish and town councils

Introduction

The Smaller Authorities' Proper Practices Panel (SAPP) has released the updated [2025 edition of the Practitioners' Guide](#), offering essential updates to support local councils and smaller authorities in managing governance and financial duties with greater clarity.

In addition to confirming councils must follow existing compliance (GDPR & DPA for security and privacy, FOI & Transparency Code for document publishing), the 2025 edition of the Practitioners' Guide states (Assertion 10: Digital and Data Compliance):

- Council clerks must operate from a generic (not person-specific) council-owned domain-based official email address.
- The website must continue to meet accessibility regulations (currently WCAG2.2AA).
- Councils must have an IT policy.

Council-owned domain names

*(1.47) Email management. Every authority must have a generic email account hosted on an authority-owned domain, for example:
clerk@abcparschcouncil.gov.uk or clerk@abcparschcouncil.org.uk
Not abcparschclerk@gmail.com or abcparschcouncil@outlook.com
(which are free, non-council-owned services).*

Free email services such as Gmail and Hotmail must no longer be used.

Why is this important?

- The Council does not own those free platforms or domain (Gmail, Yahoo, Hotmail etc).
- The data contained in it is not really yours.
- The Council has no legal rights over it.
- Getting access without the logins is impossible.
- Creates a GDPR exposures with FOI & SAR issues.
- No authenticity of message – anyone can set up a free email address!

Council-owned domain names (continued)

Which domain type should be used?

.gov.uk (recommended)

- It's the official domain for a Council.
- Elevated level of security.
- Improves compliance.
- Improves GDPR – and FOI & SAR situations.
- Added benefits and security services.
- More professional.
- Improved authenticity of message.
- Can only be used by authorised organisations.

.org.uk (acceptable)

- It's an acceptable UK-based domain for a Council.
- Elevated level of security above free emails.
- Helps with compliance.
- Improves GDPR – and FOI & SAR situations.
- Requires less scrutiny = less official than .gov.uk.

You can also use .com, .co.uk or other council-owned domain suffixes but not all are within the UK jurisdiction managed by Nominet.

Best practice

- Claim your parish or town council .gov.uk address.
- Use it for matching email and website addresses. There are three naming options:

For parishes: locationparishcouncil.gov.uk or location-pc.gov.uk or locationparish.gov.uk.

For towns: locationtowncouncil.gov.uk & location-tc.gov.uk.

For community councils: locationcommunitycouncil.gov.uk or location-cc.gov.uk.

- You CANNOT have location.gov.uk – these are reserved for central government (some authorities, nonetheless, acquired theirs before the rules were tightened).

- The guidance is strangely silent on what other council staff and councillors must do in terms of email - but it is best practice for all those at the council to use the same domain-based email. And for all members to cease using personal email addresses.

Website Accessibility Compliance

(1.49) All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

- All public sector bodies, including parish and town councils' websites must meet WCAG2.1AA standard since 2020.
- Regulations rose to WCAG2.2AA in October 2024.
- You must have a compliant website.
- Regardless of the domain type, SAPP '25 & Public Sector Website laws require compliance.
- You must have an up-to-date and relevant Accessibility Statement.
- .gov.uk domains must not be used in a non-compliant way.
- Risks? Audit failure, withdrawal of your .gov.uk domain.

IT Policy

(1.54) All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone – clerks, members and other staff – should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

As local authorities shift more of their operations online—emailing agendas, sharing sensitive documents, updating websites, and even engaging on social media—having clear digital protocols has become essential.

Without proper guidance, authorities risk:

- Data leaks from unsecured platforms (email, websites, shared files) or mishandled personal information.
- Lost communications when staff or councillors use personal accounts that are inaccessible when they leave.

IT Policy (continued)

- Regulatory failures, such as non-compliance with accessibility laws or mishandling Freedom of Information (FOI) requests.
- Cybersecurity threats including phishing, malware, or compromised devices & email accounts.

A formal IT policy provides a simple, central document outlining how digital tools and information should be managed securely and professionally.

Council IT Policy (with practical examples)

Here are some of the things you should consider go into your policy - and why each element matters:



Purpose and Scope

Clearly define who the policy applies to:

- Councillors.
- Clerks.
- Contractors.
- Volunteers.

Example: "This policy covers all personnel using IT systems for council business, regardless of whether they are using council-owned or personal devices."



Email Use Protocol

Require use of an official, generic council email (e.g. clerk@yourparishcouncil.gov.uk) for all correspondence on the council's own domain.

Why? If communications are tied to personal emails (e.g. helen.parishclerk@gmail.com) you risk losing access to records and violating GDPR if staff change.

- Establish permanent, shared email addresses.
- Prohibit email forwarding to private accounts.
- Outline password requirements and access control.



Website and Accessibility Standards

Ensure the council website complies with WCAG 2.2 AA standards and publishes required content (minutes, AGAR, councillor information, etc.)

Real-world risk: A council failing to meet accessibility standards or omitting key

documents risks failing audit and losing their .gov.uk domain.

- Assign a named individual to maintain the site.
- Schedule regular audits for accessibility and link functionality.



Data Protection Responsibilities

Reinforce the council's role as a Data Controller under GDPR.

Example: "No personal data should be stored unencrypted on personal devices or cloud platforms without council approval."

- Refer to the existing Data Protection Policy.
- Provide clear steps for managing FOI and subject access requests (SARs).



Use of Council-Owned Devices

Outline expectations for those using council equipment.

Example: "Council laptops must not have software installed without prior consent."

- Specify ownership of devices and procedures when roles end.
- Provide guidance on requesting tech support or reporting issues.



Cybersecurity Best Practices

Require anti-virus protection, regular updates, and two-factor authentication where possible.

Example threat: A councillor opens a phishing email from a spoofed HMRC address, inadvertently installing malware.

- Train staff to recognise suspicious emails.
- Ban password reuse across personal and council logins.
- Social Media and Communications.
- Set boundaries around public communication on platforms like Facebook or local forums.

Example: "Only the clerk or chair is authorised to post on the council's official social media pages."

- Clarify who can post, respond, or moderate online content.
- Define appropriate tone and messaging.
- Include guidelines for platforms like WhatsApp used for council business.



Training and Review Cycle

Regular training ensures everyone understands their role in keeping the council secure.

Example: "Councillors and staff will complete annual refresher sessions on IT use and data protection."

- Define who is responsible for reviewing and updating the policy.
- Recommend annual reviews at a minimum.

What councils should do next

If you don't already have an IT policy in place:

- Use a template from your County Association, SLCC, or NALC as a starting point.
- Customise it to reflect your specific council setup and digital tools.
- Adopt the policy formally at a council meeting and record the decision in the minutes.
- Ensure training so all members understand their roles and responsibilities.

Final word

This is more than a paperwork exercise.

Following the Practitioners' Guide protects your council's data, maintains legal compliance, and supports good digital governance.

If you're unsure how to proceed, your internal auditor or support network is a good place to begin. Better to be proactive now than face challenges during the AGAR submission.



This document was written by Mark Tomkins, 14 April 2025.

Mark Tomkins is the Founder and Creative Director of Aubergine, a specialist web and design agency established in 2002. With over 30 years in the creative and digital industry, Mark has been at the forefront of web accessibility and digital communication, particularly within the public sector. He is a champion of website accessibility, co-author of the NALC Website Accessibility & Publishing Guidebook, and a regular speaker on topics such as:

- Website accessibility compliance.
- .gov.uk domain registration and deployment.
- Best practice in council website design.
- Improving online visibility and search performance.
- Cyber security and GDPR compliance for councils.

Mark's webinars are known for their practical, plain-English advice, helping parish and town councils improve their digital presence, meet legal obligations, and better engage with their communities. His approach combines deep technical knowledge with a passion for inclusive design and communication.

In addition to his professional work, Mark is also a parish councillor, bringing real-world insight into the challenges and opportunities faced by local government bodies and is ILCA qualified.

Item 16.

PROJECT ACTION PLAN

Action Plan 2024 / 25 – Updated January 2026

Plan to be reviewed at each Full Council (FC) meeting throughout the year.

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 updates on each stage of projects to completion at each FC meeting.	102/4000	Reported to each Full Council.
Governance	Area	Aims	Objectives		Actions
Policies	Improve access to policies.	Easy to read and understand policies.	Update polices on website	102/4000	Ongoing
			Change the format of all 80 polices 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	501/ 4800 £1,500.00	Completed
			Purchase asset software, train staff, and populate with existing data, and manage ongoing updates.		Existing asset register spreadsheet in use. Review of effective options indicate that initial budget is insufficient. Matter to be considered during Efficiency Review.

Action Plan 2024 / 25 – Updated January 2026

Plan to be reviewed at each Full Council (FC) meeting throughout the year.

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: January 2026</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. • LTC signed a MOU with Shropshire Council in October 2025. 		Ongoing.

Action Plan 2024 / 25 – Updated January 2026

Plan to be reviewed at each Full Council (FC) meeting throughout the year.

			<ul style="list-style-type: none"> • LTC are in discussion with SC regarding support of the library since December 20205. • LTC Public devolution consultation due to be launched in January / Feb 2026. 		
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Projects	Aims	Objectives	Actions	Status	Budget / EMR	Completion Date(s)
1 CCTV Priority project October - December 2025.	Increase crime deterrents and detection.	Activate 13 Wi-Fi CCTV cameras	<p>Final stage: Sign off on Faculty from Chancellor of Diocese of Hereford to install WiFi transmitters in the church tower.</p> <p>Final Stages: Installation of the WI-FI transmitters and activate lines of sight to the CCTV cameras.</p>	<p>Faculty granted 12 April 2024.</p> <p>Agreement between LTC and PCC signed – May 2024.</p> <p>Initial scoping site visit to the tower undertaken by ORP</p> <p>Detailed plan of works being compiled for approval by PCC.</p> <p>Electrical install in Church Tower.</p> <p>Transmitter install in church tower and CCTV sites set up by ORP.</p>	<p>EMR 326: £14,796.00</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Completed September 2025</p> <p>Completed 06/10/25</p> <p>Final install arranged for 22nd and 23rd October 2025</p>
				<p>As reported to Services Committee on 26th November 2025 - New CCTV locations</p> <p>Cameras are installed at the following sites:</p> <ul style="list-style-type: none"> • Station Drive near Aldi – 360 degree camera • Corve Street at junction with Station Drive – 360 degree camera • Corve Street near The Compasses – 360 degree camera • Whitbread Road at junction with Sandpits Road (opposite park entrance) – 360 degree camera and anti-vandal spikes 		

Action Plan 2024 / 25 – Updated January 2026

Plan to be reviewed at each Full Council (FC) meeting throughout the year.

			<ul style="list-style-type: none">• Bromfield Road near the Coronation Avenue junction – ANPR camera and Overview camera• Henley Road towards Weyman Road junction – ANPR camera and overview camera• Sheet Road by petrol station pedestrian crossing – ANPR camera and overview camera• Lower Broad Street near Ludford bridge lights – ANPR camera and overview camera• Event Square opposite Castle Lodge Buttery – ANPR camera and overview camera. <p>Upcoming CCTV locations:</p> <p>Cameras will shortly be located at the following sites:</p> <ul style="list-style-type: none">• Ludlow library (Parkway and entrance side of building) – PTZ camera.• Henley Road by the mini roundabout with Gravel Hill and New Road – Fixed camera and link.• Fishmore Road by the mini roundabout with Raglan Place and Whitbatch Close – ANPR camera and overview camera. <p>Update to Services Committee on 14 January 2026, mechanical equipment failure stopped progress at site meeting on 18th November 2025; and snow stopped progress at site meeting on 8th January 2026.</p>	
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Action Plan 2024 / 25 – Updated January 2026

Plan to be reviewed at each Full Council (FC) meeting throughout the year.

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 <u>RESOLVED BW/GG (unanimous)</u> 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.		
					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 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. TWT also approached SC to undertake the works.	£1,500.00	
					At FC on 24th September 2025, T&F group set up. Information gathering letter sent to PCC solicitor.		
					Resolutions in December 2025 and January 2026. https://www.ludlow.gov.uk/your-council/council-and-committee-meetings/full-council		
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 works - £3,250.00	EMR 345: £101,000.00	Completed September 2025
					Remedial works required Estimated cost £3,475.00		Estimated completion end of February 2026.
		To heat the Guildhall Chamber and upgrade the system for the	To replace the electric heating system	Preliminary Stage: Inspection	Local electrician made initial visit to confirm that current heaters are unusable.		Completed

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	whole building Priority project December 2025.		<p>Interim stage: Repositioning existing heaters</p> <p>Mid stage: Alternative heating being researched.</p> <p>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.</p> <p>Project costings to be approved by Full Council</p> <p>Final Stage: Conservation Officer approval required.</p>	<p>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.</p> <p>No immediate local (Shropshire) solution is available. Town Clerk to undertake initial research of HE guidance and suitable companies.</p> <p>Senior Admin Assistant (commenced work in January 2025). Arrange site visits in March / April and follow up visits in June 2025.</p> <p>Estimated costs: £30-40,000.</p> <p>Report to July FC meeting.</p> <p>At FC on 20/10/25, it was resolved that the quotation of £33,273.09 ex. VAT from Grange Heating be accepted, and the project in a Grade I Listed building progresses to the next stage, which is detailed sign off by the conservation officer.</p> <p>25/11/25: Site visit with conservation officer and contractor undertaken. Conservation officer to review with colleagues and advise if LBC application is required before works can take place.</p> <p>Contractor started work on 21 January – estimated duration 2-3 weeks .</p>		Complete.
	Improve the internal and external condition of the rear wall.	Inspection of wall six months after initial works completed.	<p>Mid-stage: Liaise with SC CO to inspect the back wall to assess if it requires re-rendering.</p> <p>Final Stage: undertake works agreed with SC CO.</p>	<p>CO officer unable to advise directly and local companies will be approached.</p> <p>To be covered in condition report.</p>		FC on 20/10/25
	Replacement / Repair of kitchen window – (ground floor).	To make safe.	Approval for works given by Services Committee – 27th November 2024.	25/11/25: Site visit with conservation officer, who advised that paint surface was holding in the moisture and required remedy. Further details to follow in email.		Estimated completion mid-February 2026.
			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.		Deferred until condition report.
			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 extension; and approach three local heritage quality companies for quotes.	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.		Deferred until condition report.

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					Quotations for works to windows and erecting scaffolding are being sought. 25/11/25: Site visit with conservation officer undertaken – awaiting proposal from contractor for further consultation with the conservation officer.		
				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.	EMR 345 - Guildhall £101,00.00	Pending for 2026
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 and community needs information to inform design of layout plan	To seek quotes for appropriate layout plan. To identify the community needs, and bring to report to FC in 2026	Quotations for design work for layout plan being sought.	Pending for 2026.
				Final stages: FC to approve layout plan Engage contractor to undertake ground works.			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. Followed up with SC portfolio holder in November 2025.	No budget	Ongoing

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					New Officer appointed at Shropshire Council in Dec 2025 - Traffic and Highways Delivery Manager – Viv Parry held site visits with him to explain the issue.		
				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.	Map of effected stalls to be provided.		January 2026
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 ad 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.
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
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 paly area and repair safety gates.		EMR 334 Wheeler Play Area Resurface £13,876.00	February & March 2023
				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.	EMR 325 Play Areas Fund £17,713.00	
				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.	EMR 325 – Play Areas £51,072.00	
	Henley Helper Volunteer days	To improve community cohesion. To improve biodiversity	To improve community cohesion through volunteer work and improve biodiversity of	First Monthly Event of 2025 on 1 st April 2025	Social media call out for volunteers. Surveymonkey sign up process created.		Ongoing from April to October 2026.

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			Henley Road Cemetery site through volunteer projects.		Risk assessment and site management plan to be reviewed prior to first event.		
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.	<p>The contractor is only able to work onsite one day a week because markets take place every day 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>EMR 340 street lighting £4,970.00</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>	Commenced November 2025 and ongoing.
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.	<p>To create and install the required signage (funded by Defra).</p> <p>To hold monthly meetings with the EA team.</p>	<p>Signage has been ordered – awaiting delivery.</p> <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> <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>Grant Funded 110 / 1123 £431.00</p>	<p>Installed in October 2024.</p> <p>Ongoing</p> <p>Monthly Teams meetings with EA.</p>

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					Shropshire Wild Bathing App launched in May 2025. Additional EA 'Hello Lamp Post' signage to help the public access information to be installed at the Linney. EA report confirmed continuation of Poor water quality status for next bathing season in May 2026, although 2025 was a significant improvement on 2024.		
18	Ludlow Future Partnership	To bring SC, LTC, and local orgs together in support of achieving common aims to improve Ludlow.	To improve decide on short, mid and long terms projects to improve Ludlow.	To meet quarterly to progress short, mid and long terms projects for Ludlow.	Priorities workshop to take place in October 2024	Contingencies Revenue.	Ongoing
					Inaugural meeting of Ludlow Future Partnership took place in November 2024. A series of quarterly meeting are now due to take place in 2024 / 25 and beyond.		Suspended
19	Shaping Lives Grant Funding Priority project June – September 2025.	To support local organisations in 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		Completion Date September 2025

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					(and hopefully the confidence to try it again at home). Videos and Recipe cards are being created.		
				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 September 2025
				Phase 5	Food Intolerances Workshops and three videos completed.		Completion Date September 2025
				Conclusion of the project will include: Digital recipe cards Workshops for local people Videos of cooking the recipes in workshops Print recipe cards in folders	To maintain the consistently high standard of the project, the remaining recipes should be test cooked prior to final sign off – and this has unfortunately delayed our progress. We are now due to complete in end of November. We are proud of the information resource being created. Please find link to the project on Hands Together website to see the work on this project to date: https://www.hands altogether ludlow.org.uk/our-projects/healthy-eating 200 x Recipe card folders and inserts delivered December 2025. Folders to be supplied FOC to residents of Ludlow. Distribution to partner organisation began in January 2026. Working with partners to conclude project report.		Project final completion date end of November 2025. Project deliverables and expenditure to be reported to March FC
21	EV Charging points at	To support the council's electric vans	To lower charging costs and enhance charging convenience.	Agreed location of charging points in Henley Road cemetery.	Not started.		TBC

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	Henley Road Depot	with dedicated charging facilities		Project plan needs to encompass safety, protecting dignity of site and facilitating multiple uses.			
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. Priority project October-December 2025.	To improve communications in the council chamber, make meetings more transparent, and facilitate a wider audience.	To improve transparency of council decision making processes.	To improve the electric socket/power availability in the chamber; install amplification and conferencing equipment. Quotations sought from specialist providers.	July 2025 - Quotes obtained from two AV companies/providers, with a third pending. Report to be considered by Council – 28/07/25 Report to FC 20/10/25 - approval of a system from Sound Induction Systems for £6,094.00 ex. VAT	Contingencies Budget.	System installed in November 2025 –two cordless mics delivered in December 2025.
	Live broadcasting capabilities in the Guildhall chamber. Priority project October-December 2025.	To improve communications in the council chamber, make meetings more transparent, and facilitate a wider audience.	To improve transparency of council decision making processes.	Quotations sought from specialist providers	Investigation specification and costings in December 2025.		TBC.
24	Wheeler Road Youth Festival	To improve youth engagement	To provide new opportunities to engage with new activities.	Consultation launched in January 2026			Consultation deadline 18 th February 2026.
25	Efficiency Review	To review the effectiveness of the processes supporting service deliver.	To ensure that the electorate are getting value for money.	T&F group first meeting held on 15 th January 2026.	T&F group to scope the method, timescale, and associated costing and report back to FC.		Ongoing.

Current Priority Projects: **highlighted in red**.

Newly added projects: **highlighted in purple**.

Total of 22 projects.

Item 17.

SSYF REQUEST FOR FUNDING

Ludlow Town Council proposal – South Shropshire Youth Forum

SSYF has applied more recently for core funding towards our Garden Help Scheme. We and the wider community value the scheme, and so would like to think the Town Council would consider to continue to support the project beyond this next financial year.

Our established Friday night detached project continues to be delivered, with the financial support from Herefordshire Community Foundation. HCF has supported the project for the last few years, and the most recent grant is due to end by 30th January 2026.

We are hoping to reapply to HCF but would like to add some extra resources to the bid, which would come at an additional cost. We'd like request that Ludlow Town Council fund this additional element.

The additional element will be a youth activity budget. This budget (we propose £1,500) will be held by SSYF with young people who we meet/work with being able to have their say on what activities or services they'd like to see delivered. Obviously the activities would have to be realistic, as they have a limited budget, but they can be involved in the decision making process. It would also help to structure our detached sessions. We'd also encourage one or two young people to join our Ludlow Youth Focus group, and activities could potentially be put to this group for discussion and approval. The money won't be exclusively for the Friday night detached group but we'd like to offer the idea of them helping us to manage it in the first instance.

This money would last from the start of the new project (estimate start March/April 2026) for approximately 18 months.

Example of suggested activities that the money will go towards:

- Summer BBQ
- DJ competition
- Skate jam
- Drop-in winter cafe sessions at Wesley's or other venues (help pay for sessions that are currently provided for free)
- Day trip activity – suggestions so far include fishing
- Evening sessions – canoeing at the Linney

Recent project successes

The project has developed really well the last 12 months or so, with record numbers of young people worked with, and regular weekly contacts also at a record high. This means there are more young people choosing to socialise on the streets of Ludlow than ever. To our surprise the number of young females present has also grown to just over 40% of young people.

The impact of the project can be seen on a number of levels:

1. The growing trust between youth workers and young people.
Young people are willing to talk to us. Many start contact by calling us over to speak to them rather than us having to try to get them to talk. This is a good indicator showing they are comfortable to talk to us and have us around.
2. The amount of time conversing with young people is growing.
Conversations are more in depth and are usually centred around
 - The latest gossip/what's current
 - The situation at school, at college, at home or work
 - Work/volunteering opportunities
 - Drugs/alcohol
 - Matters around the law
 - Relationships at home/with peers
 - Discussions about views/needs and how they feel about being part of their community
3. We have got young people to express their views/needs. We have been close to organising some activities with them, such as a DJ competition.
4. We have started to get to know some of the parents of the young people as some are keen to help organise/support activities.
5. A Ludlow Youth Focus group has been set up to look at ways of getting something positive done for young people (as a response to all the negative comments made on social media about young people of Ludlow). We currently meet online. Partners include the Assembly Rooms, SSYF staff and trustees, Ludlow & Area Community Partnership, Limitless Ludlow, SSYF Town Council rep, and parents of young people.

Item 18.

SHROPSHIRE'S DESTINATION MANAGEMENT
PLAN 2026 - 2029

Good Morning

Help shape the future of the Visitor Economy in Shropshire.

Shropshire Council and Visit Shropshire are in the process of developing a new Destination Management Plan (DMP) to guide the future of tourism for the next three years, and we want to hear your views.

After gathering information from workshops, interviews, desk research, and surveys, the draft DMP is now ready for your review.

The new plan aims to increase the value of tourism by boosting overnight stays, establishing effective county-wide partnerships, and ensuring a sustainable visitor economy through restorative tourism practices. Additionally, it seeks to enhance the county's accessibility and its welcoming atmosphere for all visitors.

The draft DMP also highlights the need to expand serviced accommodation, create a distinct county identity, and implement integrated marketing strategies. Improving data collection and regional collaboration are essential to support the vision of a resilient and thriving visitor economy that benefits local communities, the wider economy, and the environment.

Once approved, the DMP's objectives and principles will be adopted and implemented by the broader Visitor Economy sector, not just by specific bodies like Shropshire Council and Visit Shropshire. A tactical plan will need to be written, and external funding secured to achieve some of the plan's goals.

We invite you to share your thoughts by Monday, 2 February 2026. Please follow the link to download the current draft and access the Consultation Survey

<https://getinvolved.shropshire.gov.uk/consultations/help-shape-the-future-of-tourism-in-shropshire/>

Alternatively, from 9th December you can read a copy in your local library and fill in a printed copy of the survey. Your Shropshire Local venue can also direct you to the survey.

The development of the Destination Management Plan has been 100% funded by the UK Government through the UK Shared Prosperity Fund.

We look forward to receiving your valuable feedback.

Regards

Item 19.

LUDLOW – TOWN OF CULTURE 2028

UK Town of Culture Competition – Applications are Now Open!

19 January 2026

Towns across the country can now apply to enter the [**UK Town of Culture competition**](#), which aims to shine a spotlight on the unique contributions that towns make.

Three finalists – one small, one medium, one large town – will be chosen, with the winner crowned the ‘UK Town of Culture 2028’ and receiving a £3 million prize money to deliver a cultural programme in 2028. Two runners-up will also receive £250,000 to deliver elements of their bid.

Bidding places have until 31 March to complete an Expression of Interest (EOI), making the case for why their town is special. Relevant councils must be engaged in any applications put forward.

The Department for Culture, Media and Sport (DCMS) has published [**guidance to assist the towns that wish to bid for the title of UK Town of Culture 2028**](#), and [**a toolkit to access social materials to help announce that your town will be applying.**](#)

Shropshire Council
The Guildhall
Frankwell Quay
Shrewsbury
Shropshire
SY3 8HQ

Date: 14th January 2026

My
Ref:
Your
Ref

Dear Town Clerk,

I am writing to alert you to an exciting opportunity.

The Government has launched the UK Town of Culture 2028 programme, and towns across the country are invited to submit an Expression of Interest by 31st March 2026. Full guidance is available here: [UK Town of Culture 2028 Expression of Interest: Guidance for bidders - GOV.UK](https://www.gov.uk/government/publications/uk-town-of-culture-2028-expression-of-interest-guidance-for-bidders).

This is a fantastic chance to showcase the cultural vibrancy of your town. Importantly, if any town in Shropshire is successful, the benefits will extend across the whole county—boosting tourism, investment, and community pride.

Please note that all bids must come from a local partnership, which includes local councils. While Shropshire Council is very keen to support this initiative, we do not have the capacity to be involved with bids for every town. Therefore, we are asking whether you are aware of any intention within your town to submit a bid.

If more than one town indicates an intention to bid, a small panel chaired by Cllr Heather Kidd, Leader of Shropshire Council, will consider which has the greatest chance of success and the greatest benefit for our beautiful county.

Please could you please let me know by Friday 30th January if your town is considering a bid, including a one page overview or bullet points detailing:

- why your town should be Town of Culture, what 'story' does it have to tell.
- what impact do you want the project to deliver for the town.
- any early details of the types of activity / cultural offer that you will include in the EOI.
- the capacity/expertise that you have to deliver the programme.

Should it be necessary for the panel to consider multiple applications, we will aim to inform towns by Friday 6 February, giving time to prepare for the Expression of Interest deadline with the support of Shropshire Council officers and members.

This is a wonderful opportunity to celebrate Shropshire's rich culture and heritage. We look forward to hearing from you and working together to make the most of this chance.

Best wishes



Cllr Rob Wilson
Portfolio Holder for Transport and Economic Growth
Shropshire Council

Item 20.

LUDLOW BATHING WATER STATUS

Item 21.

CIVILITY AND RESPECT PROJECT

Improvement and Development Board's Civility and Respect Working Group Launches Governance Checklist to Support Councils

15 January 2026

The Improvement and Development Board (IDB) Civility and Respect Working Group has published a [**Basic Governance Checklist**](#) designed specifically for parish and town councils. This practical tool goes beyond a simple tick-box exercise – it provides a structured way for councils to assess their governance arrangements and identify areas for improvement.

The checklist covers key elements of good governance, including:

- **Membership and professional support** – Ensuring councils and clerks are connected to sector bodies such as the National Association of Local Councils (NALC) and SLCC for advice, training, and best practice.
- **Employment and training** – Confirming contracts, personal development plans, and access to ongoing professional development for clerks and councillors.
- **Codes of conduct and civility** – Reinforcing the importance of signed Codes of Conduct, civility pledges, and training to maintain respectful behaviour.
- **Core governance documents** – Verifying essential policies and procedures such as Standing Orders, Financial Regulations, Complaints Procedures, and Risk Management.
- **Transparency and accountability** – Checking that information covering audits, financial transactions, meeting minutes, and calendars is properly managed and publicly accessible.

By using this checklist, councils can benchmark their current practices, identify gaps, and take proactive steps to strengthen governance. This not only helps prevent issues from escalating but also demonstrates a commitment to operating with civility and respect – key principles for building trust within the community and among council members.

Councils that meet these standards can also use the checklist as a foundation for achieving recognition through initiatives such as the NALC Local Council Award Scheme.

Strong governance is the cornerstone of a well-run council. Reviewing governance against this checklist is an opportunity to ensure clarity of roles, improve decision-making, and foster a positive culture where councillors, clerks, and communities work together respectfully.

Access the [**Basic Governance Checklist**](#).



Town & Parish Council's Recommended Basic Governance Checklist

Good governance underpins a well run town or parish council and without it can be the cause of Civility & Respect and other issues and problems which could escalate.

This first step Governance Checklist is recommended to Councillors, Clerks, County Officers and Monitoring Officers to review when there are complaints and concerns regarding the functioning of the Council.

If the Council is unable to complete part of the checklist, it may be by addressing this initially it could prevent the problem escalating.

1	<p>Is the Council a member of National Association of Local Councils (NALC)?</p> <p>NALC supports and promotes local councils providing statutory and non statutory information.</p> <p>NALC also works with County Associations for local support.</p>	
2	<p>Is the Clerk a member of Society of Local Council Clerks (SLCC)?</p> <p>Councils should ensure and pay (Local Government Act 1972 s 143 (1) (b)), for their Clerk to have professional membership to enable to receive training and be kept fully up to date on the sector.</p> <p>SLCC has a mentoring scheme to support new Clerks and local meetings.</p>	
3	<p>Employment Matters</p> <p>Does the Clerk (and other staff) have a Contract of Employment?</p> <p>Does the Clerk (and other staff) have a Personal Development Plan reviewed at least annually?</p>	
4	<p>Code of Conduct</p> <p>Have all Councillors signed up to the Code of Conduct?</p> <p>Have all Councillors received Code of Conduct training?</p>	

5	<p>Training</p> <p>Is there a plan for undertaking recommended training e.g. Code of Conduct for Councillors?</p> <p>Some free training is available via Principal Authorities and County Associations and or can be shared with neighbouring councils.</p> <p>Does the Clerk have access to recommended training?</p> <p>There are many forms of training for Clerks from progression for new Clerks 1 day on line up to an MA.</p> <p>There are also many relevant topic based training in person and online to keep Clerks up to date and benefit their Councils and Community. Being a member of SLCC will normally ensure a reduced rate for training.</p> <p>Some grant funding can be available for training.</p>	
6	<p>Does the Clerk attend professional development conferences?</p> <p>Professional Conferences have sessions specifically designed for Clerks skill building, professional development and enrichment. This will enable a Clerk, Council and the community to stay ahead of a challenging and fluctuating environment and recommending solutions to issues that have been addressed by other Clerks & Councils. Conferences provide ideas, best practices, contacts and tools which can not only improve the day to day governance of the Council, can assist with financial savings, accessing funds and project management.</p>	
7	<p>Professional Helpline / Advice / Support</p> <p>Has advice on the problem been sought from NALC? Has it been acted on?</p> <p>Being a member of NALC will enable free access to the professional helpline and support.</p> <p>Has advice on the problem been sought from SLCC? Has it been acted on?</p> <p>SLCC is not a union. It's helpline for Clerks is provided to assist with professional matters advising of best practices and practical solutions. It also provides the facility of networking Clerks who have been through similar problems.</p>	

	<p>SLCC Advice Library includes over 700 documents listed under the 90 categories; within each category you'll find the documents grouped by:</p> <ul style="list-style-type: none"> • Advice Notes – statement of fact or law • Guidance Notes – how to do something • Model Documents – can be adapted to suit a council's particular circumstances. <p>SLCC members may use and adapt the documents within their own council(s) on the understanding that the copyright remains with SLCC. The document must not be shared with or transferred to non-members.</p>	
8	<p>Is the Council trying to operate without a Clerk?</p> <p>There can be several reasons why the Clerk is not currently available. The recommendation is that a Locum Clerk who has professional qualification is brought in to assist with the issue to prevent escalation.</p>	
9	<p>Does the Chair / Mayor have professional support?</p> <p>This can be from the Clerk / Locum Clerk, County Association or NALC.</p>	
10	<p>Are the Council, Councillors and Clerk clear about their Roles and Responsibilities?</p> <ul style="list-style-type: none"> • Council who acts as a corporate body making policies and decisions on behalf of the Council. • Councillors who form the corporate body and cannot act as individuals nor be involved in the day to day management of the Council. • Clerk who carries out the instructions of the Council as a corporate body and manages the day to day functions and governance of the Council 	
11	<p>Is there evidence of bullying and harassment by a Councillor?</p> <p>This becomes a Code of Conduct matter and therefore the Council as the corporate body cannot investigate and take actions. The process is referred to the Monitoring Officer for determination.</p>	
12	<p>Is there evidence of inappropriate behaviour by the Clerk?</p> <p>The Council if it believes the Clerk has acted inappropriately should ideally address in the regular Performance Development Plan.</p> <p>If there continues to be a problem it is recommended that professional advice is sought to address employment matters rather than a Council trying to do their best, which can sometimes make problems more difficult and bring the Council into a 'crisis' situation.</p> <p>Ideally a plan should be in place if this is needed (e.g. who to contact).</p>	

	<p>Ideally larger councils would have professional external HR support.</p> <p>It is recommended that at all times a professional trained Clerk is in place even if a Locum.</p>	
13	<p>Has the Council signed up to the Civility & Respect Pledge?</p> <p>Have Councillors been asked as individuals to sign up to the Statement of Assurance?</p>	
14	<p>Are the basic Governance arrangements in place?</p> <p>The items below indicate a basic level of governance procedures which should be in place for a town or parish council.</p> <p>It should also be noted that if a Council has all of these governance arrangements in place it can use these as a base to apply for the NALC Bronze Local Council Award see www.nalc.gov.uk</p>	
i	Standing Orders	
ii	Financial Regulations	
iii	Code of Conduct	
iv	Publication Scheme	
v	Complaints Procedure	
vi	Privacy Notice	
vii	Audit completed , advertised correctly, evidence of reports presented to Council.	
viii	Internal Audit reports regularly reported to Council	
ix	Financial Transactions – transparent information available	
x	Meeting Calendar	
xi	Minutes – available and transparent	
xii	Risk Management Policy	
xiii	Register of Assets	
xiv	Insurance Policy	

Item 22.

GOVERNMENT CONSULTATION RESPONSE –
STRENGTHENING THE STANDARDS AND
CONDUCT FRAMEWORK FOR LOCAL
AUTHORITIES IN ENGLAND

Government Consultation Response – Strengthening the Standards and Conduct Framework for Local Authorities in England

11 November 2025

The government has [published its response](#) to the consultation held on strengthening the Standards Framework in England. ([Strengthening the standards and conduct framework for local authorities in England – consultation results and government response - GOV.UK](#))

The response, signed off by Alison McGovern MP, the Minister of State, includes the following summary of the position accepted by the government:

‘In summary, we intend to legislate for a whole system reform of the current regime as set out in Localism Act 2011. The measures will include:

- the introduction of a mandatory code of conduct, which will include a behavioural code, for all local authority types and tiers
- a requirement that all principal authorities convene formal standards committees, to include provisions on the constitution of standards committees to ensure objectivity, accountability and transparency
- the requirement that all principal authorities offer individual support during any investigation into code of conduct allegations to both the complainant and the councillor subject to the allegation
- the introduction at the authority level of a ‘right for review’ for both complainant and the subject elected member to have the case reassessed on grounds that will be set out in legislation
- powers for authorities to suspend elected members for a maximum of 6 months for serious code of conduct breaches, with the option to withhold allowances during suspension for the most serious breaches and introduce premises and facilities bans either in addition or as standalone sanctions
- in response to the most serious allegations involving police investigation, or where sentencing is pending, the introduction of powers to suspend elected members on an interim basis for an initial period of 3 months which, if extended, will require regular review
- a new disqualification criterion for any elected member subject to the maximum period of suspension more than once within 5 years
- the creation of a new national appeals function, to consider appeals from elected members to decisions to suspend them and/or withhold allowances, and for complainants if they consider their complaint was mishandled. Any appeal submitted will only be permitted after complainant or elected member has invoked their ‘right for review’ of the local standards committee decision has been invoked and that process is completed

‘When this government took office, we pledged to reset the relationship with local authorities, and a key part of that commitment is to work creatively and collaboratively with all those with an interest in local government. We will continue to engage with the sector and stakeholders whilst we develop the detail of operationalising these proposals.’

You can read a press release on this consultation response here [Tough new powers to clean up local politics - GOV.UK](#)

Item 23.

MEETING CALENDAR

Council Calendar

2026

January

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Bank Holiday

Mayor Making
ATM
AGM
Mayors Sunday
Election day

Remembrance Sunday

Christmas Lights Switch On
Mayfair
Mayfair Service
Seniors Party

Policy & Finance
Services

Representational
Council
Staffing Committee

Climate Action Sub-Committee

Item 24.

BUCKINGHAM PALACE GARDEN PARTY
NOMINATION

SHROPSHIRE ASSOCIATION OF LOCAL COUNCILS

Buckingham Palace Garden Party – 12th May 2026

POLICY AND GUIDANCE ON INVITATIONS TO THE BUCKINGHAM PALACE GARDEN PARTY

The Shropshire Association of Local Councils is entitled to nominate 4 people to attend the Summer Garden Party at Buckingham Palace (two individuals within the parish/town council, with accompanying guests).

Once nominated for the invitation, it is expected that the individuals shall be responsible for making the necessary travel arrangements and incurring any costs associated with attending the Garden Party. Please note there will be no parking facilities available for guests, with the exception of disability badge holders (blue badge holders) which should be noted on the form.

Local Councils are invited to nominate individuals for inclusion on the invitation list by completing and returning the application form, to be received by email, by SALC no later than 12 noon on Friday 13th February 2026

After this deadline, the Association shall consider all valid applications using the following criteria:

The person nominated:

- Will be an individual within the parish/town council who has made a considerable contribution to the community
- Will be over the age of 18 and resident of the ceremonial County of Shropshire
- Will not have attended a Garden Party previously, unless the nominated individual was the accompanying guest (i.e. not the main guest) last time they attended, they may then be nominated in their own right.

Details of the successful nominations will be detailed on both the SALC website and the Information Bulletin.

The nomination form is appended.

GUIDANCE NOTES

1. WHO MAY MAKE A NOMINATION

Any Parish or Town Council in membership of the Shropshire Association of Local Councils may make a nomination by completing the nomination form below and forwarding it by email to alc@shropshire.gov.uk

2. CLOSING DATE FOR NOMINATIONS

The closing date is **12 noon on Friday 13th February 2026.**

3. NOMINATIONS

It is not possible to enter into details on the merits of any particular nomination and its progress.

4. WHO CAN BE NOMINATED

- Any individual within the Parish/Town Council who is a resident of the ceremonial County of Shropshire.
- Nominees and guests must be over the age of 18 years and must not have previously attended a Buckingham Palace Garden Party, unless the nominated individual was the accompanying guest (i.e. not the main guest) last time they attended, they may then be nominated in their own right.

5. SELECTION PROCESS

Successful nominees will be drawn at random by SALC from a pool of all valid nominations received.

6. ENQUIRIES

Any enquiries please contact the SALC office on 01743 252744 or email alc@shropshire.gov.uk.

Once complete, please email Nomination Form and Consent Form to alc@shropshire.gov.uk to be received by SALC no later than 12 noon on Friday 13th February 2026.

SHROPSHIRE ASSOCIATION OF LOCAL COUNCILS

BUCKINGHAM PALACE GARDEN PARTY – 12th May 2026

NOMINATION FORM

Parish Council Details

Name	
Position	
Council	
Address	
Email	
Tel No	

Nomination

Name(s) (as per passport)	
Position	
Decorations/Post Nominals	
Address	
Email	
Tel No	
Name of Guest (as per passport) and relationship to nominee	
Disabled Access Required	Yes/No
Parking Required (blue badge holders only)	Yes/No

Signed: Date:

To comply with data protection legislation, each person's consent is required to process their personal data for the purpose of nominating them to attend a Garden Party:

CONSENT FORM

"I consent to my personal data being processed for the purpose of issuing invitations to the Buckingham Palace Garden Party, 12th May 2026 and to cater for guests with special needs. I understand that my personal data will be processed by Shropshire Association of Local Councils and If I am successful in the draw to attend the Garden Party, will also be processed by NALC and The Keeper of the Privy Purse on behalf of the Royal Household"

Signed.....

Nominee

"I consent to my personal data being processed for the purpose of issuing invitations to the Buckingham Palace Garden Party, 12th May 2026 and to cater for guests with special needs. I understand that my personal data will be processed by Shropshire Association of Local Councils and if successful in in the draw to attend the Garden Party, will also be processed by NALC and The Keeper of the Privy Purse on behalf of the Royal Household"

Signed

Guest

Item 25.

COMMITTEE RECOMMENDATIONS



RECOMMENDATIONS FROM POLICY AND FINANCE COMMITTEE 19TH JANUARY 2026 TO FULL COUNCIL 26TH JANUARY 2026

PF/180 FINANCIAL REGULATIONS

RECOMMENDED RO/MM (Unanimous)

That Financial Regulation 5.15 be amended to include the following bullet point:-

- “except that any commitment to incur expenditure on obtaining legal advice shall require consultation with the Chair of the Council (or Deputy Chair in the absence of the Chair) or of the Chair of the Policy and Finance Committee.”

PF/183 SHROPSHIRE COUNTY PENSION FUND

RECOMMENDED MT/RO (Unanimous)

That the Actuarial Valuation Employers Contribution Rate of 16.8% for 2026/27, 2027/28 and 2028/29, be approved.

Item 26.

COMMITTEE MINUTES

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 24th NOVEMBER 2025** at **7.00PM**

PF/132 PRESENT

Chair:	Councillor R. Owen
Councillors:	Cowell; Hepworth; Lyle; Maxwell-Muller; Parry; Scott Bell; Taylor.
Officers:	Gina Wilding, Town Clerk Lucy Jones, Senior Finance Assistant

PF/133 ABSENT

Councillors Childs, Gill and Ginger, were absent.

PF/134 WELCOME

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

PF/135 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/136 MEETING PROTOCOL

The Chair 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.

PF/137 APOLOGIES

Apologies for absence were received from Councillors Gill and Ginger.

PF/138 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/139 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present at the meeting.

A member of the public complimented the Committee on the new audio set up which had improved the rooms sound quality, queried the figure released through a Freedom of Information request regarding legal costs related to the churchyard wall, if they were the costs to date or up to the original FOI request date of November 2024.

He also drew Members attention to trip hazards on Broad Street. The Town Clerk advised that this fell under Shropshire Council as the Highway Authority.

PF/140 UNITARY COUNCILLORS' SESSION

Unitary Councillor Parry, Ludlow South, stated that she had spoken to Shropshire Council regarding the fly tipping in Castle Street car park. She added that Ludford Parish Council were currently submitting requests to Shropshire Council for new street furniture and that Ludlow may wish to do the same.

PF/141 MINUTES

RESOLVED RO/KC (Unanimous)

That the minutes of the Policy and Finance Committee meeting held on the 13th October 2025, be approved as a correct record, and signed by the Chair.

PF/142 ITEMS TO ACTION

RESOLVED RO/KC (Unanimous)

That the items to action from the Policy and Finance Committee meeting held on the 13th October 2025, be noted.

PF/143 INTERNAL AUDITOR

The Council's Internal Auditor, Kevin Rose, spoke to the Committee about the work that he does, his experience and the challenges that are being faced by town and parish Council's across the country. He commented on the SAPPP and CIPFA Consultation and the increased audit workload related to Assertion 10.

PF/144 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 September 2025; be received.

PF/145 CLOSE CASHBOOKS

RESOLVED RO/KC (Unanimous)

That:-

- a) the PayPal Cashbook be closed; and
- b) the Electric Vehicle Cashbook be closed.

PF/146 AGED DEBTORS

RESOLVED RO/KC (Unanimous)

That the Debtors report be received.

PF/147 AGED DEBTORS

RESOLVED RO/MM (Unanimous)

That the Debtors Explanation Report be received.

PF/148 POLICY REVIEW – CORPORATE GOVERNANCE POLICY**RECOMMENDED RO/KC (Unanimous)**

That the review of the Corporate Governance Policy be deferred to the next meeting.

PF/149 CLIMATE ACTION TASK AND FINISH GROUP**a) Minutes****RESOLVED RO/MT (6:0:1)**

That the minutes of the Climate Action Task and Finish Group meeting held on the 13th November 2025 be received.

PF/150 b) Recommendations**RECOMMENDED RO/KC (Unanimous)**

That the recommendations of the Climate Action Task and Finish Group meeting held on the 13th November 2025 be approved:-

Changes/actions relating to the CAP.

To consider the following statement to be forwarded to prospective contractors when obtaining quotes:

It is important to Ludlow Town Council that prospective contractors consider the following aspects of their work to be efficient and less harmful to the environment.

- Conserve natural resources through careful planning, and efficient use of resources, water and raw materials.
- Minimisation of waste through source reduction, reuse and recycling.
- Handling and disposal of waste through safe and environmentally sustainable methods.

We would like contractors to have an aspirational ‘zero to landfill’ policy to ensure as much waste as possible is diverted from landfill. With the ultimate goal of achieving Zero Waste to Landfill through prevention, reduction, reuse and recycling.

PF/151 PLANTING TASK AND FINISH GROUP**a) Minutes****RESOLVED RO/MT (7:0:1)**

That the minutes of the Planting Task and Finish Group meeting held on the 30th October 2025 be received.

PF/152 b) Recommendations

Councillor Taylor introduced the recommendations and explained that the Group planned to concentrate on the Town centre planters in the short term. Councillor Parry stated that if Ludlow wanted to enter the In Bloom competition in the future they would need to expand beyond the town centre as town wide displays were a specific element of the competition criteria.

RECOMMENDED RO/MT (7:0:1)

That the recommendation of the Planting Task and Finish Group meeting held on the 30th October 2025 be approved:-

- a) Purchase of a plastic planter in black to trial on Bromfield slip road at a cost of £399 + £72 delivery (from Amberol – self watering planter PRM-0P)
- b) Removal of 29 boxes from various locations in Ludlow (as detailed: 19 Old Street, 4 Corve Street, 2 Broad Street, 2 Bromfield slip road, two Mill Street). This is to remove boxes which are in poor condition, are not being maintained or that there are simply too many planters in a single location. Local residents will be notified of the changes.
- c) All plants that can be saved will be used in other LTC locations.
- d) Planters that can be salvaged will be repaired for use elsewhere and also made more 'sustainable' with liners etc.
- e) Purchase tags to number/identify remaining planters £31.64 (including delivery and tax)
- f) Agree with the suggestion of a single business sponsorship category that will be within the £20-£30 per annum cost bracket – no income for LTC, simply to cover costs of a plaque etc.
- g) Approve that cordaline plants are removed from planters and offered to local residents free of charge.
- h) To approve the purchase of a box ball shrub
- i) To approve the purchase of 6 lavender plants, 6 hebe plants, weed suppressing matting and bark for the Old Street flower beds – work to be undertaken over winter.

PF/153 BUDGET TASK AND FINISH GROUP**RESOLVED RO/MT (7:0:1)**

That the minutes of the Budget Task and Finish Group meetings held on the 13th October 2025, be received.

PF/154 2nd QUARTER INCOME AND EXPENDITURE**a) Income and Expenditure Report****RESOLVED RO/MT (Unanimous)**

That the 2nd Quarter Income and Expenditure Report, be noted.

PF/155 b) Exceptions Report

RESOLVED RO/MT (Unanimous)

That the 2nd Quarter Exceptions Report, be approved.

PF/156 INTERNAL AUDIT

a) Internal Auditor's Observations Recommendations

RECOMMENDED RO/MT (Unanimous)

That the Internal Auditor's observations and proposed actions be approved.

PF/157 b) Internal Auditor's Letter and Summary of Tests

RECOMMENDED RO/MT (Unanimous)

That the Internal Auditor's cover letter and summary of test, be noted.

PF/158 DATA USE AND ACCESS ACT 2025 (DUA)

RESOLVED RO/MT (Unanimous)

That the Data Use and Access Act 2025 (DUA), be noted

PF/159 SAPPP AND CIPFA LAUNCH JOINT CONSULTATION ON PROPER PRACTICES FOR SMALLER AUTHORITIES

RESOLVED RO/KC (Unanimous)

That authority be delegated to the Town Clerk to reply to the consultation, with the input of the Policy and Finance Committee Chair.

PF/160 CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT

a) Statement

RESOLVED RO/MT (Unanimous)

That the CCLA Public Sector Deposit Fund Investment statements for October 2025, be noted.

PF/161 b) Sell Shares Funds Transfer

RESOLVED RO/KC (7:0:1)

That the CCLA Public Sector Deposit Fund Sell Shares Funds Transfer, be noted.

PF/162 BARCLAYS BANK

RESOLVED RO/DL (Unanimous)

That Barclays Bank month end balances be noted.

PF/163 CASH FLOW MANAGEMENT

RESOLVED RO/KC (Unanimous)

That the amount kept in the Barclays Bank account at any one time be reduced from £150,000.00 to £90,000.00, with the released funds being placed in the CCLA Public Sector Deposit Fund account earning a higher rate of interest.

PF/164 MAYOR AND DEPUTY MAYOR EVENTS

RESOLVED RO/DL (Unanimous)

That the Mayor and Deputy Mayor's event attendance from August to October 2025, be noted.

The meeting closed at 8.33pm

Chair

Date

N.B. Closed Session Minutes will NOT be issued for this meeting.

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 26TH NOVEMBER 2025 at 7PM**

S25/084 PRESENT

Chair: Councillor Cowell

Councillors: Addis, Childs, Lyle, Maxwell Muller, Tapley.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Julie Cox, Finance Assistant

S25/085 ABSENT

Councillors Gill, Ginger, Harris, Hepworth, Parry & Taylor were absent.

S25/086 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION

The Chair, Councillor K Cowell, welcomed everyone to the Services Committee meeting at the Guildhall and explained housekeeping information.

S25/087 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.

S25/088 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.

S25/089 APOLOGIES

Apologies were received from Councillor Gill, Councillor Ginger, Councillor Hepworth and Councillor Taylor.

S25/090 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

Councillor Lyle

Knows Chair of Rugby Club

Former member of Friends of Ludlow Museum

Knows the Guerilla Gardeners

Knows the Local to Ludlow market manager

Councillor Maxwell Muller

Former Chair Friends of Ludlow Museum

Councillor Addis

Knows Rugby Club Chairman

S25/091 PUBLIC OPEN SESSION (15 minutes)

The Market Manager of the Local to Ludlow Producers Market made the following presentation:

The Local to Ludlow Market has been trading every 2nd & 4th Thursday for 25 years. It is a campaign that promotes the production and sale of locally produced food, drink and other items made within 30 miles of Ludlow. We are formally a farmers' market and support more than 40 small local businesses that are the backbone of our local food & drink economy. We are a not for profit community interest Company whose surplus goes into educational activities for young people.

In 2026 our 4th Thursday is Christmas Eve, many of our traders are unwilling to trade on that day for a variety of reasons, so we are requesting to trade on Thursday 17th December as an alternative.

S25/092 LUDLOW UNITARY COUNCILLORS SESSION

No Unitary Councillors were present.

S25/093 MINUTES

RESOLVED PA/DL (unanimous)

That the minutes of the Services Committee meeting held on Wednesday 15th October 2025 be approved as a correct record and signed by the Chair.

S25/094 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the Items to Action from the Services Committee on Wednesday 15th October 2025 be noted.

S25/095 HIRE OF PUMP TRACK/YOUTH FESTIVAL – WHEELER ROAD RECREATION AREA

RESOLVED KC/PA (unanimous)

To conduct a survey of young people and other Ludlow residents to gauge if there is sufficient local interest in a youth festival at Wheeler Road Recreation Area during the summer holidays. To bring the survey results back to the Committee for consideration.

S25/096 USE OF WHEELER ROAD RECREATION AREA BY LUDLOW RUGBY CLUB

RESOLVED KC/DC (unanimous)

To write to the Rugby Club outlining the terms under which permission is granted. Specifically, that the Rugby Club is responsible for undertaking safety checks of the grassed pitch area and for removal of any hazardous items found prior to commencement of play; and also that the Rugby Club arranges for the grass to be cut on site as they would usually cut the grass at their club ground, or LTC could obtain quotes for a contractor to undertake the work and recharge costs to the Rugby Club.

S25/097 FRIENDS OF LUDLOW MUSEUM

RESOLVED KC/DL (unanimous)

That the Dissolution of Friends of Ludlow Museum be noted.

S25/098 RESOLVED PA/DL (unanimous)

That the report provided to the Civic Society in their new role as Museum supporter be accepted.

S25/099 TREE STUMP REMOVAL AT CASTLE GARDENS

RESOLVED PA/DL (unanimous)

That the stump of the dead Maple tree in Castle Gardens be left in situ for wildlife habitat.

S25/100 ANNUAL FEES AND CHARGES 2026/2027

RESOLVED PA/DL (unanimous)

That the suggested fees and charges for 2026/2027 including inflationary increases where applicable be approved.

S25/101 ANNUAL PLAY AREA INSPECTIONS

RESOLVED KC/PA (unanimous)

That the annual play area inspection reports be noted. That urgent works identified within the report have been completed.

S25/102 CCTV STATUS UPDATE

RESOLVED PA/DL (unanimous)

To note that nine additional CCTV cameras throughout the wider area of Ludlow have been installed in addition to the eight town centre CCTV cameras, and further new cameras are also to be installed at Ludlow Library, Henley Road, & Fishmore Road.

S25/103 PRODUCE MARKET DATES FOR DECEMBER 2026

RESOLVED PA/IMM (unanimous)

That the request from Local to Ludlow Producers Market to amend their market trading date from 24th December 2026 to 17th December 2026 be approved.

S25/104 LUDLOW MARKET UPDATE

RESOLVED KC/DL (unanimous)

That the update from the Market Officer be noted.

S25/105 RESOLVED DL/DC (unanimous)

That Ludlow Assembly Rooms be approached and asked not to use the word 'market' for future events to avoid any confusion with Ludlow Market events.

S25/106 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED KC/PA (unanimous)

The Chair 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.

The meeting closed at 7.41pm.

Chair

Date

Closed session minutes will be issued for this meeting.



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 26th NOVEMBER 2025 at 7PM.**

S25/107 ANTI-SOCIAL BEHAVIOUR AT HENLEY ROAD CEMETERY

RESOLVED PA/IMM (unanimous)

Following recent vandalism at the site, to approve a temporary measure of purchasing and installing four cameras at a cost of £280.00. A permanent CCTV camera installation is to be scoped by a contractor and reported back to Committee.

S25/108 HEDGE AT HENLEY ROAD CEMETERY

RESOLVED PA/IMM (unanimous)

That more quotes be sought for the hedge cutting at Henley Road Cemetery, bought back to a future Committee.

The meeting closed at 8.08pm.

Chair

Date



MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **TUESDAY 2nd December 2025 at 7pm.**

R/184 PRESENT

Chair: Councillor Harris

Councillors: Councillors Addis, Cowell, Gill (7.06pm), Ginger, Owen, Parry, Scott-Bell, Tapley.

Officers: Gina Wilding Town Clerk
Charlie Ambrizas Committee Officer

R/185 ABSENCES

Councillors Hepworth was absent.

R/186 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/187 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/188 APOLOGIES

Apologies were received from Councillors Hepworth.

R/189 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None.

Conflicts of Interest
None

Personal Interest

Cllr K Cowell 25/04223/TCA Knows the resident

R/190 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public

R/191 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION

Councillor Parry was present and asked that the committee write to Shropshire Council to ask for advance notification of planned tree works in Ludlow.

7.06pm Cllr Gill joined the meeting.

R/192 NEIGHBOURHOOD PLAN

Rosie Corner, Policy and Neighbourhood Planning Officer and Eddie West, Planning Policy and Strategy Manager provided a presentation to the committee. Following the presentation members agreed to further discuss existing and emerging plans to help them understand the range of options.

R/193 MINUTES

RESOLVED SH/GG (unanimous)

To approve the minutes of 4th November 2025 as a correct record for the Chairman to sign.

R/194 ITEMS TO ACTION

RESOLVED SH/GG (unanimous)

To note the items to action of 4th November 2025.

R/195 SHROPSHIRE COUNCIL DECISIONS PENDING

RESOLVED GG/KC (unanimous)

That the decisions pending by Shropshire Council be noted.

R/196 SHROPSHIRE COUNCIL DECISIONS

RESOLVED SH/KC (unanimous)

That the decisions by Shropshire Council be noted.

R/197 PLANNING APPLICATIONS

25/03951/FUL 70 New Road, Ludlow, Shropshire, SY8 2LS

RESOLVED GG/ISB (8:1:0)

No objection to the erection of single storey rear extension

R/198 25/04116/LBC McCartneys, 16 High Street, Ludlow, Shropshire, SY8 1BS

RESOLVED SH/PA (unanimous)

No objection to structural stabilisation, facade and render repairs, timber and joinery repairs, general making good and redecoration and internal alterations (retrospective)

R/199 25/04229/TCA 47 Broad Street, Ludlow, Shropshire, SY8 1NL

RESOLVED SH/ISB (6:1:2)

No objection to fell 1no. Balsam Poplar within Ludlow Conservation Area

R/200 25/04224/TCA Chapel House, Dinham, Ludlow, Shropshire, SY8 1EJ.

RESOLVED PA/ISB (7:0:2)

No Objection to fell 1no Bird Cherry and replace with another tree within Ludlow Conservation Area

R/201 25/04223/TCA Linfield, Linney, Ludlow, Shropshire, SY8 1EE.

RESOLVED GG/KC (unanimous)

No objection to remove four lower limbs and three split limbs of 1no Swamp Cypress within Ludlow Conservation Area

R/202 25/04244/ADV The George Inn, 12 Castle Street, Ludlow, Shropshire, SY8 1AT

RESOLVED GG/SH (7:0:2)

To Object to installation of new externally illuminated fascia sign, projecting sign and wall sign, and an internally illuminated sign on existing railing for the following reasons:

- i) Back lit box signs are unnecessarily obtrusive in the conservation area

R/203 25/04245/LBC The George Inn, 12 Castle Street, Ludlow, Shropshire, SY8 1AT

RESOLVED GG/SH (7:0:2)

To Object to installation of new externally illuminated fascia sign, projecting sign and wall sign, and an internally illuminated sign on existing railing for the following reasons:

- ii) Back lit box signs are unnecessarily obtrusive in the conservation area

R/204 25/03749/FUL Holmlands , 26 Dinhams, Ludlow, Shropshire, SY8 1GF.

RESOLVED KC/VP (unanimous)

That the amendments have not addressed the original objections stated by the town council and that these objections are as stated below:

- The partial removal of the traditional local stone boundary wall would erode the historic enclosure and character of the lane. The wall, although partly realigned, contributes positively to the street scene. Its loss is unjustified and detrimental.
- The replacement of traditionally detailed, side-hung painted timber garage doors and gate with a non-traditional aluminium sliding gate would introduce a visually intrusive and inappropriate feature.

The proposals clearly conflict with the Ludlow Conservation Area requirements as stated below, and should therefore be refused:

7.4 Quality and appropriateness of design, materials and use is required for all proposals in Conservation Areas:

- Materials should match those traditionally used in the Conservation Area.
- Proposals should retain or restore traditional stone or brick boundary walls.

The Conservation Area Appraisal also notes:

- 4.11 A large amount of garden space survives in this residential town centre, and policy seeks to keep it that way.

The creation of extensive hardstanding for vehicle parking and turning presents a serious concern. This area extends to the existing hedge, which sits above a significant historic retaining wall of local stone rubble. There has been no professional assessment regarding the potential structural risk to this wall.

In principle, we do not object to replacing the existing garage/shed, but only if access remains from the south and traditional timber side-hung doors or gates are retained, to preserve the character of the lane.

Gates in this part of the Conservation Area are consistently side-hung (single or double leaf). The proposed large sliding gate is alien in scale and type and would appear intrusive and over-dominant in the streetscape.

R/205 25/04424/TCA Linney Villa , Linney, Ludlow, Shropshire, SY8 1EE.

RESOLVED GG/KC (unanimous)

No Objection to reduce height by approx. 4-5m, lateral spread by up to 1m and shape 1no Western Red Cedar (T1), reduce height by approx. 2-3m, lateral spread by up to 1m and shape 1no Leyland Cypress (T2) & reduce height by approx. 3-4m, lateral spread by up to 1m and shape 1no Western Red Cedar (T3) within Ludlow Conservation Area

R/206 ROAD CLOSURE/TRAFFIC MANAGEMENT

RESOLVED SH/KC (7:0:2)

To contact Shropshire Council to ask them to use traffic management/ traffic lights to ensure that roads can remain open at 40 Sandpits Avenue on 1st March 2026.

To note the other road closures.

R/207 BUILDINGS, BUILDING LAND AND TREES

RESOLVED SH/PA (unanimous)

To write to Shropshire Council and ask they let us know in advance of any proposed tree works.

To restate the council's concerns regarding the delays in progress at 5, King Street.

R/208 NEW DESIGN GUIDANCE DOCUMENTS CONSULTATION DEADLINE EXTENDED UNTIL 14/01/2026

RESOLVED GG/PA (8:0:1)

To note the consultation.

Meeting closed at 8:21 pm

Chairman

Date

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10TH DECEMBER 2025** at 2.00 pm.

ST/59 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell, Lyle and Owen.

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

ST/60 ABSENT

Councillors Gill, Harris, Hepworth and Maxwell-Muller were absent.

ST/61 HEALTH & SAFETY

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

ST/62 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/63 APOLOGIES

Apologies were received from Councillors Hepworth and Maxwell-Muller.

ST/64 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared.

Conflict of Interest

None declared.

Personal Interests

None declared.

ST/65 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/66 MINUTES

RESOLVED ISB/DL (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 10th October 2025 be approved as a true record and signed by the Chair.

ST/67 ITEMS TO ACTION

RESOLVED ISB/DL (unanimous)

That the items to action of the Staffing Committee meeting held on the 10th October 2025 be noted.

ST/68 SEXUAL HARASSMENT POLICY

RESOLVED KC/ISB (unanimous)

That the updated Sexual Harassment Risk Assessment be approved.

ST/69 PAY AWARDS

RESOLVED DL/KC (unanimous)

That the NJC Pay Awards 2018–2025: Local Council Pay Settlements for England and Wales, be noted.

RESOLVED DL/KC (unanimous)

That the increase in the National Minimum Wage, be noted.

RESOLVED DL/KC (unanimous)

That the pay claim for 2026 / 27, be noted.

ST/70 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED DL/KC (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 3.08 pm.

Chair

Date

Closed session minutes will be issued.

DRAFT



CLOSED SESSION MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10TH DECEMBER 2025** at 2.00 pm.

ST/71 APPRAISALS

RESOLVED ISB/KC (unanimous)

That the current appraisal process is approved and is also considered during the efficiency review.

ST/72 RECRUITMENT UPDATE

RESOLVED ISB/DL (unanimous)

That the appointments of AR and IP as Direct Labour Force Assistant Grounds Persons be ratified.

ST/73 RESOLVED DL/ISB (unanimous)

That the commencement date of 15th December 2025 for the two Direct Labour Force Assistant Grounds Persons be noted.

ST/74 RESOLVED ISB/DL (unanimous)

That, for the next recruitment cycle, the job description, application form and shortlisting criteria be aligned, and that as usual all associated papers be submitted to the Staffing Committee for approval prior to publication.

ST/75 STAFF TRAINING

RESOLVED ISB/DL (unanimous)

That the annual training list for staff be noted.

ST/76 H&S UPDATES

RESOLVED ISB/DL (unanimous)

That the update on actions taken to manage Health & Safety in relation to the Council's activities be received.

ST/77 EFFICIENCY REVIEW

RESOLVED ISB/DL (unanimous)

That the first Efficiency Review Task & Finish Group meeting be set for either 2 pm on 15th January 2026 or during the working day on 16th January 2026, time to be confirmed depending on majority councillor availability.

The meeting closed at 3.08 pm.

Chair

Date

Item 27.

COMMUNICATIONS TASK AND FINISH GROUP



COMMUNICATIONS TASK AND FINISH GROUP RECOMMENDATIONS

Report No. FC/26/03

**Full Council
26th January 2026**

1. INTRODUCTION

1.1 This report provides recommendations from the Communications Task and Finish Group meeting on 20th January 2026.

2. RECOMMENDATION

- 2.1 To approve the consultation document.
- 2.2 To approve the print and distribution costs.
- 2.3 To approve the consultation period.

3. BACKGROUND

- 3.1 Full Council considered the consultation document in December 2025 and asked for it to be further consider and brought back.
- 3.2 Cllrs were able to submit their suggestions within a 14-day window after the meeting, these suggestions were process by staff and staff and Cllrs discussed the consultation at the T&F meeting on 20th January 2026.

4. CURRENT SITUATION

4.1 The attached consultation document is the product of the T&F meeting (please note that it is formatted to print on A4 in landscape / fold on short end.) We will print copies for the meeting.

4.2 **Key points in the development of the document:**

- Headings were added / increased in size to delineate the two sections of the consultation, which are:
 - What Ludlow Town Council (LTC) does and;
 - What Shropshire Council (SC) does that LTC might need to contribute to / take on.
- A link was added to www.ludlow.gov.uk – to the table that explains which council does what.
- Comments boxes were added to enable a fuller understanding of the selected options.

4.3 The presentation and distribution of the consultation was an important consideration fo the T&F.

Presentation:

- The survey has been created in survey monkey and print copies.
- All answers will be collated so that they all equally contribute to the final report.
- Quotation for printing -

Distribution:

- The survey will be delivered to local resident with the Local Ludlow magazine.
- Subject to agreement with local organizations, multiple collection points will be designated for the printed surveys to include Rocksprings Community Centre, Cllr Lyle's house, Hands Together Ludlow, Ludlow Library, and the Guildhall. Local schools will also be asked to help.
- Quotation for distribution – to follow.

4.4 **Timescale:** is subject to print and distribution lead times (TBC)

Town Clerk
January 2026

Implications

Wards Affected (All)

Financial (Unstated)

Health & Safety (Unstated)

Law & Order (Unstated)

Environmental Implications (Unstated)

9. Would you like to share any additional thoughts about local services or the future of Ludlow?



Ludlow Shaping Our Future Together Survey

Shropshire Council's financial position continues to worsen, raising the possibility that responsibility for some services—yet to be identified—may be devolved to town and parish councils. This is a significant concern for Ludlow Town Council. In response, Ludlow Town Council is launching a community engagement programme to help shape our approach to Shropshire Council's financial challenges and to better understand residents' longer-term expectations of their Town Council.

10. What communication channels do you use to access information about Ludlow Town Council?

	Ludlow Town Council	Ludlow Market	Ludlow Museum at the Buttercross
Website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Instagram	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noticeboards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local press/radio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printed leaflets/poster	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Magazines (print/online)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for taking the time to complete this survey — your feedback is important to us.

Please return by DATE

Please return your completed form to:

Ludlow Town Council,
The Guildhall,
Mill Street,
Ludlow,
SY8 1AZ

Alternatively you can drop your completed form to:

[Rocksprings Community Centre, Cllr Lyle's house, Hands Together Ludlow, Ludlow Library](#)

1. Please select the Town Council Services you value most (please select up to 5)

<input type="checkbox"/>	Allotments	<input type="checkbox"/>	Ludlow Market and street trading
<input type="checkbox"/>	Bus shelters and benches	<input type="checkbox"/>	Ludlow Museum at the Buttercross
<input type="checkbox"/>	CCTV cameras and maintenance	<input type="checkbox"/>	Parks and green spaces at the Linney
<input type="checkbox"/>	Christmas Lights	<input type="checkbox"/>	Play areas at the Linney, Wheeler Road and Housman Crescent
<input type="checkbox"/>	Civic and community events	<input type="checkbox"/>	Public toilets
<input type="checkbox"/>	Floral displays	<input type="checkbox"/>	Support for community groups and charities
<input type="checkbox"/>	Henley Road Cemetery	<input type="checkbox"/>	Support for youth clubs
<input type="checkbox"/>	Ludlow Market street lighting		

2. Thinking about all services, how would you rate your satisfaction with Ludlow Town Council?

- Excellent
- Good
- Neutral
- Poor
- Very Poor

Please tell us why

3. Overall, how confident are you that the Town Council is acting in line with community interests?

- Very Confident
- Fairly Confident
- Neutral
- Not very confident
- Strong lack of confidence

Please tell us why

4. How well informed do you feel about the work of Ludlow Town Council?

- Extremely well-informed
- Well informed
- Somewhat informed
- Not well-informed
- Not at all informed

Please tell us why

With regard to services currently delivered by Shropshire Council:

5. Please rank these services in order of importance 1–6

(Where 1 = High Importance and 6 = Low Importance)

- Public planting and floral features
- Fly tipping removal and graffiti
- Paths and verge maintenance
- Street cleaning
- Ludlow Library
- Other play areas in Ludlow (approx.10)

6. Please indicate which areas should be prioritised if additional funding was made available (choose 3)

- Improving parks and green spaces
- Increasing youth and community services
- Investing in cultural areas such as Library and Museum
- Keeping streets clean and tidy
- CCTV cameras and maintenance
- Town centre upkeep

Other (please specify)

7. Would you be prepared to pay extra to protect services in Ludlow?

- Yes
- No

Please tell us why

8. What should be the Town Council's top priority over the next five years?