

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,

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Despatch date: 8th May 2025

COUNCIL

You are summoned to attend the Annual meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 14th May 2025 at 7.00pm



Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2025-2026
- Election of Deputy Mayor 2025-2026
- Committee Structure & Meeting Calendar
- Internal Controls
- Civic Nominations

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. **HEALTH AND SAFETY**

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber 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. **ELECTION OF MAYOR 2025-2026**

The retiring mayor will welcome everyone to the meeting and invite nominations for the mayor to be proposed and seconded. Voting on all nominations will be by a paper ballot as stated in Standing Orders in successive rounds until the successful candidate is elected by a majority vote.

The new mayor shall sign an acceptance of office and chair the meeting.

3. **ELECTION OF DEPUTY MAYOR 2025-2026**

To receive nominations and elect the Deputy Mayor. Voting will be by a paper ballot as stated in Standing Orders including all nominations that are seconded until the successful candidate is elected by majority vote.

4. **RECORDING OF MEETINGS**

Under the Openness of Local Government Regulations 2014, recording and broadcast 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.

5. **APOLOGIES**

To receive apologies from Councillors.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

6. **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

7. PUBLIC OPEN SESSIONS (15 minutes)

Public Bodies (admissions to meetings) Act 1960 s1 extended by the LG Act 972 s100.

Ludlow Police are invited to address their comments and updates to the Council.

Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

To approve as a correct record the open and closed minutes of the **COUNCIL** meeting on **Monday 14th April 2025**. *LGA 1972 Sch 12 para 41(1).*

To note the Items to Action sheet from **Monday 14th April 2025.**

ITEM	Attachment
12. <u>COMMITTEE STRUCTURE</u>	
a) To adopt the Committee Structure of Representational Committee, Policy & Finance Committee, Staffing Committee and Services Committee.	12a
b) To adopt the Meeting Protocol.	12b
13. <u>REPRESENTATIONAL COMMITTEE</u>	
a) To adopt the Terms of Reference for Representational Committee.	13a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Representational Committee from the new Representational Committee Members.	No papers
14. <u>POLICY & FINANCE COMMITTEE MEMBERSHIP</u>	
a) To adopt the Terms of Reference for Policy & Finance Committee.	14a
b) To nominate and elect the Members of Policy and Finance Committee <i>Please note: Terms of Reference state that membership should include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees.</i>	No papers
c) Election of Chairman for Policy and Finance Committee (from the new Policy and Finance Committee Members).	No papers
d) To agree the Council's Authorised Signatories for payments.	14d
e) To approve the Council's active direct debits.	14e
f) To note the procedure for Council payments.	14f

15. STAFFING COMMITTEE MEMBERSHIP

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| a) To adopt the Terms of Reference for Staffing Committee.
There will be three timetabled meetings per annum to facilitate statutory updates and HR training for committee members, and ad-hoc meetings as required. | 15a |
| b) To nominate and elect the Committee Membership. | No papers |
| c) Election of Chairman for Staffing Committee from the new Staffing Committee Members. | No papers |

16. SERVICES COMMITTEE MEMBERSHIP

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| a) To adopt the Terms of Reference for Services Committee. | 16a |
| b) To nominate and elect the Committee Membership. | No papers |
| c) Election of Chairman for Services Committee from the new Services Committee Members. | No papers |

17. APPOINTMENT OF TASK AND FINISH GROUPS

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| a) To form a Climate Action Task and Finish Group. To adopt the Terms of Reference of the Climate Action Task and Finish Group. | 17a |
| b) To form a Budget Task and Finish Group, and approve membership, to commence 2026 / 27 budget setting activities with the Town Clerk / Responsible Financial Officer in July 2025. | 17b |
| c) To form a Ludlow Town Centre Planting Task and Finish Group. To adopt the Terms of Reference of the Ludlow Town Centre Planting Task and Finish Group. | 17c |

18. MEETING CALENDAR

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| a) To note the Council/Committee calendar dates for 2025/26 (set to enable the council to meet the statutory requirements of the external audit). | 18a |
| b) To adopt the Council/Committee calendar dates for 2025/26. | 18b |

19. STANDING ORDERS

To adopt the Council's Standing Orders.	19
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20. FINANCIAL REGULATIONS

To adopt the Council's Financial Regulations.	20
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21. COUNCIL'S LAND AND ASSETS

To adopt the asset register.	21
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22. SCHEME OF DELEGATION

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| a) To note the NALC topic. | 22a |
| b) To adopt the Council's Scheme of Delegation. | 22b |

23.	<u>INTERNAL CONTROLS</u>	
	a) To adopt the Council's Internal Controls Policy.	23a
	b) To adopt the Council's Risk Assessments.	23b
24.	<u>COMPLAINTS POLICIES</u>	
	a) To adopt the Council's Complaints Policy.	24a
	b) To adopt the Vexatious Complainants Policy.	24b
25.	<u>INSURANCE</u>	
	a) To adopt insurance cover in respect of all insured risks.	25a
	b) To adopt vehicle insurance cover.	25b
26.	<u>MEMBERSHIP OF OTHER ORGANISATIONS AND PROFESSIONAL BODIES</u>	
	a) To adopt the Policy on Council Representation on Outside organisations.	26a
	b) To review and appoint Councillor representatives on Outside Organisations.	26b
	c) To approve the Council's continued Membership of Professional Bodies.	26c
27.	<u>FREEDOM OF INFORMATION</u>	
	a) To adopt the Council's Freedom of Information Policy.	27a
	b) To adopt the Model Publication Scheme.	27b
28.	<u>PRESS PROTOCOL</u>	
	To adopt the Council's Press Protocol.	28
29.	<u>DATA PROTECTION REGULATIONS</u>	
	To adopt the Data Protection Policy.	29
30.	<u>MAYOR'S ALLOWANCE</u>	
	To approve a mayor's annual allowance of £3,280.00 in 2025 / 26.	No papers
31.	<u>GENERAL POWER OF COMPETENCE (GPC)</u>	
	To resolve that, in accordance with the Localism Act 2011, s.8 and The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, Ludlow Town Council meets the criteria for eligibility and is therefore entitled to exercise the General Power of Competence. The Council confirms that:	31
	a) The Town Clerk holds the relevant CiLCA qualification; and	
	b) At the time of this resolution, the number of councillors elected at the last ordinary election or at a subsequent	

by-election equals or exceeds two-thirds of the total number of councillors.

32. COMMITTEE MINUTES

To receive the minutes of:

- a) Representational Committee on 8th April 2025.
- b) Services Committee on 23rd April 2025.

32a

32b

33. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

No papers

34. CIVIC NOMINATIONS

- a) To note the civic nomination criteria.
- b) To approve Civic Awards for 2025.

34a

34b

35. LONG SERVICE AWARD

To consider a Member Long Service Award.

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M e m b e r s h i p

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

The date of the next Council meeting is Monday 23rd June 2025