



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 15th SEPTEMBER 2014** at **7.00PM**

PF/36 PRESENT

Chairman: Councillor Holcombe

Councillors: Draper; Gill; Kemp; Mold; Parry; Sheward; Smithers

Officers: Gina Wilding, Town Clerk
Lucy Jones, Finance Secretary
Sarah Hughes, Admin Assistant

PF/37 HEALTH & SAFETY

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

PF/38 APOLOGIES

Apologies for absence were received from Councillors Cobley, Ginger and Lyle.

PF/39 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V. Parry	Financial Items	Chair of Ludlow in Bloom

Declaration of Conflicts of Interest

None declared.

Declarations of Personal Interest

None declared.

PF/40 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/41 UNITARY COUNCILLORS SESSION

Unitary Councillor Parry, Ludlow South, informed the Committee that the new combined Herford and Ludlow College would no longer be allowing out of hours room bookings on its property. She stated that currently over 170 people used space on the Ludlow campus for “keep fit” classes etc. and that they would have to find alternative accommodation at the end of October.

Councillors suggested that the Boxing Club may be a possible alternative for the groups displaced.

Councillor Gill entered the meeting at 7.05pm

Councillor Smithers entered the meeting at 7.07pm

PF/42 MINUTES

Councillor Sheward queried the resolution at minute PF/28. Members agreed that this was an accurate minute of the resolution and referring the whole policy to Representational Committee meant it could be looked at in more detail and in light of any relevant planning laws in order to create an effective policy for the Council.

RESOLVED (7:0:1) JS/PD

That the open and closed session minutes of the Policy and Finance Committee meeting held on 14th July 2014, be approved as a correct record and signed by the Chairman.

PF/43 ITEMS TO ACTION**RESOLVED (7:0:1) TG/PD**

That the Items to Action table be noted.

PF/44 FINANCIAL INFORMATION**RESOLVED (Unanimous) NH/PD**

That the Payments and Income Reports, Barclaycard Statement and Bank Reconciliation for June and July 2014 be noted.

PF/45 1st QUARTER ACCOUNTS**RESOLVED (Unanimous) PD/PK**

That the 1st Quarter Income and Expenditure report and Exceptions report be noted.

PF/46 POLICIES & LEGISLATION**a) Debt Recovery Policy**

Councillor Smithers asked if the Council had a process regarding reminders. The Town Clerk stated that invoices were issued on a term of 28 days and reminders were sent at then end of that period.

RECOMMENDED (Unanimous) JS/PD

That the Debt Recovery Policy be readopted.

PF/47 b) Managing Attendance Policy**RECOMMENDED (Unanimous) PK/TG**

That the Managing Attendance Policy be readopted.

PF/48 c) Model Publication Scheme

Councillor Smithers asked if this scheme took into account the new legislation which allowed for public meetings to be recorded. The Town Clerk stated that as a legal right had been created a policy would not be required, although any recording was not allowed to impact on the process of the meeting.

RECOMMENDED (Unanimous) TG/JS

That the Model Publication Scheme be readopted.

PF/49 d) Health and Safety Policy

Councillor Parry referred to the current disabled access issues within the Guildhall, including the front steps, step in Council Chamber, disabled toilets and provision of a hearing loop. The Town Clerk confirmed that the stair climber addressed access in part and a hearing loop was being looked into as part of the microphone system for the chamber. She went on to say that a Council resolution was required for disabled toilet works be undertaken, but that this could be looked at in the future.

RECOMMENDED (Unanimous) PD/TG

That:-

- a) the word "company" be replaced with "council" throughout the document.
- b) the member of staff listed on page 94 as Deputy Town Clerk be updated.

- c) subject to the above amendments the Health and Safety Policy be readopted.
- d) following their appointment, the policy be referred to the Council's Health and Safety advisor for comment.

PF/50 BOXING CLUB FINANCES

Following a query from Councillor Parry, the Town Clerk stated that the Boxing Club invoices were available to view at the Council's offices by any Councillor.

The Committee offered their thanks to all those involved in the project.

RESOLVED (Unanimous) PD/JS

That the Boxing Club finances be noted.

PF/51 PUBLIC SPACE PROTECTION ORDERS

Councillor Sheward asked if the Town Council would be able to operate this legislation and issue orders. The Town Clerk stated that if the Town Council encountered issues on its land it could follow the process to create a public space protection order.

RESOLVED (Unanimous) TG/PD

That the Public Space Protection Orders be noted.

PF/52 POLLING PLACES REVIEW 2014

Councillors discussed possible polling place locations within the town. The Guildhall was suggested but Members agreed that with its access problems and parking restrictions it was not an appropriate location.

RESOLVED (Unanimous) TG/JS

That:-

- a) the Polling Place Review 2014 be noted.
- b) the Town Clerk forward to Shropshire Council the following suggestions for a polling place to replace the library:-
 - Ludlow Mascall Centre
 - Womens Centre
 - Ludlow College
 - Leisure Centre

PF/53 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (Unanimous) NH/JS

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

The meeting closed at 8.05pm

Chairman

Date

N.B. Closed Session Minutes will be issued.