



## LUDLOW TOWN COUNCIL A G E N D A

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

**Contact: Gina Wilding**

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**Despatch date: 14<sup>th</sup> June 2017**

### COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at  
The Guildhall, Mill Street, Ludlow, on  
Monday 19<sup>th</sup> June 2017 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Presentation from Ludlow Assembly Rooms*
- *Annual Return and Internal Auditors Report*
- *Ludlow Hospital Update*
- *Town Walls*

*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 exits can be found to the rear of the building 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. **Apologies**
3. **Declarations of Interests**  
*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.*
  - a) Disclosable Pecuniary Interest
  - b) Declaration of conflicts of Interest
  - c) Declarations of personal interest
4. **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.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** – To approve as a correct record and sign:
  - a) The open and closed session **COUNCIL** minutes of **WEDNESDAY 10<sup>th</sup> MAY 2017**.
  - b) The minutes of the Annual Town Residents meeting on **MONDAY 24<sup>th</sup> APRIL 2017**.

'The minutes must be signed and loose leaf pages initialled at the meeting which they record or at the next meeting, by the person presiding thereat' LGA 1972, Sch 12, para4 (1)

**Members are reminded:**

*All proposed amendments or queries relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.*

*All Committee minutes must be received without discussion or debate.*

7. **Items to Action** – To note the items to action sheet from the previous Council Meeting held on 10<sup>th</sup> MAY 2017.

	<b>ITEM</b>	<b>Attachment</b>
8.	<b>PRESENTATION – CIVIC AWARD</b> Mr David Mulliner to receive his Civic Award from the Mayor of Ludlow.	<b>No papers</b>
9.	<b>PRESENTATION FROM LUDLOW ASSEMBLY ROOMS</b>	



	To receive a ten minute presentation from Helen Hughes, Ludlow Assembly Rooms.	<b>No papers</b>
<b>9.</b>	<b>ANNUAL RETURN AND INTERNAL AUDITOR'S REPORT</b>	
a)	To adopt the Internal Auditor's Report.	<b>9a</b>
b)	To approve the Annual Return Governance Statement (Section 1) in accordance with the Accounts and Audit Regulations.	<b>9b</b>
c)	To approve Annual Return Statement of Accounts 2016-17 (Section 2) in accordance with the Accounts and Audit Regulations.	<b>9c</b>
<b>10.</b>	<b>LUDLOW HOSPITAL UPDATE</b>	
	To consider update regarding Midwifery Services in Ludlow	<b>10</b>
<b>11.</b>	<b>EVENTS SQUARE</b>	
	To consider a report regarding parking and uses of Events Square.	<b>11</b>
<b>12.</b>	<b>MEMBERSHIP</b>	
a)	To suspend Standing Orders and consider Committee Membership for 2017-18.	<b>12a</b>
b)	To suspend Standing Orders and consider Representatives on Outside Bodies Membership.	<b>12b</b>
c)	To note a letter from the Ludlow Mascall Centre.	<b>12c</b>
<b>13.</b>	<b>CORRESPONDENCE FROM PHILIP DUNNE, MP</b>	
a)	To consider a letter regarding public toilets and business rates.	<b>13a</b>
b)	To consider a letter regarding Future Fit.	<b>13b</b>
c)	To consider a letter regarding business rate relief for small businesses.	<b>13c</b>
<b>14.</b>	<b>KEEP OUR SHROPSHIRE HISTORY ALIVE</b>	
	To consider a letter requesting for funds to support Keep Our Shropshire History Alive.	<b>14</b>
<b>15.</b>	<b>ANNUAL RESIDENTS MEETING</b>	
a)	To note action from Representational Committee 31 <sup>st</sup> May 2017 regarding question from the Annual Town Residents meeting on the 24 <sup>th</sup> April 2017.	<b>15a</b>
b)	To receive information as requested from the Annual Town Residents meeting on the 24 <sup>th</sup> April 2017.	<b>15b</b>
<b>16.</b>	<b>RECOMMENDATIONS</b>	
a)	To consider the open and closed recommendations from the Policy & Finance Committee meeting on the 12 <sup>th</sup> June 2017	<b>16a</b>
b)	To consider the open and closed recommendations from the Services Committee on the 5 <sup>th</sup> June 2017	<b>16b</b>
<b>17.</b>	<b>COMMITTEE &amp; WORKING GROUP MINUTES</b>	
a)	To receive the minutes of the Representational Committee meeting held on the, 3 <sup>rd</sup> May and 31 <sup>st</sup> May.	<b>17a</b>
b)	To receive minutes of the Services Committee on the 5 <sup>th</sup> June 2017	<b>17b</b>



c)	To receive the minutes of the Staffing & Appeals Committee on the 5 <sup>th</sup> June 2017.	<b>17c</b>
<b>18.</b>	<b>LETTER OF THANKS</b> To receive a letter of thanks from Homestart.	<b>18</b>
<b>19.</b>	<b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> 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.	<b>No papers</b>
<b>20.</b>	<b>TOWN WALLS</b>	
a)	To consider a report regarding the Town Walls	<b>20a</b>
b)	To consider a letter regarding a joint funding bid.	<b>20b</b>
c)	To consider legal advice regarding Linney House.	<b>20c</b>

### **M e m b e r s h i p**

Councillors Gill (Town Mayor); Sheward (Deputy Mayor); Clarke; Copley; Garner; Ginger; Jones; Lyle; Parry; Paton; Perks; and Pote;

**The next Council meeting will be held on the  
29<sup>th</sup> June 2017 (Co-option Meeting)**

**SECTION 6a**

**MINUTES – FC 10<sup>TH</sup> MAY 2017**



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10<sup>th</sup> MAY 2017** at 7.00 PM.

### **FC/01     PRESENT**

Chairman:                    Councillor Gill

Councillors:                Clarke; Copley; Ginger; Jones; Lyle; Parry; Paton; Perks;  
Pote and Sheward.

Officers:                     Gina Wilding, Town Clerk  
Naomi Brotherton, Senior Admin Assistant  
Mr P Draper, Former Mayor 2016-17

### **FC/02     ELECTION OF MAYOR 2017/18**

Former Mayor, Mr P Draper informed Members that one nomination for Mayor had been received as per below and invited further nominations.

Councillor Parry nominated herself. This nomination was seconded by Councillor Perks.

Councillor Jones nominated Councillor Gill. This nomination was seconded by Councillor Sheward.

A paper ballot was taken.

Councillor Parry received 2 votes.

Councillor Gill received 9 votes.

### **RESOLVED (9:2:0) RJ/CS**

To elect Councillor Gill Mayor for 2017/2018.

### **FC/03     ELECTION OF DEPUTY MAYOR 2017/18**

The Mayor of Ludlow, Councillor Gill, informed Members that a nomination for Deputy Mayor had been received and invited further nominations.

Councillor Perks nominated himself. This nomination was seconded by Councillor Parry.

Councillor Jones nominated Councillor Sheward. This nomination was seconded by Councillor Gill.

A paper ballot was taken.

Councillor Perks received 3 votes.

Councillor Sheward received 8 votes.

**RESOLVED (8:3:0) RJ/TG**

To elect Councillor Sheward Deputy Mayor for 2017/2018.

**FC/04 HEALTH & SAFETY**

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

**FC/05 APOLOGIES**

Apologies were received from Councillor Garner.

**FC/06 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
G. Perks	22	Wishes to be excluded from decision making on This item.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
G. Ginger	26	Personal friend of one of the nominees
G. Perks	6	Had not received reply to letter.
	14	Wished to be excluded from decision making on this item
	26	Know nominees and taken external advice

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
M. Clarke	26	Member of the Rugby Club
A. Cobley	26	Knows one of the nominees
T. Gill	26	Member of the Rugby Club
D. Lyle	26	Knows two of the nominees and proposers
V. Parry		Ludlow in Bloom
	26	Knows one of the nominees

R. Pote	24a	Chair of Ludlow Town Residents Association
	26	Proposer for a civic award

## **FC/07 PUBLIC OPEN SESSION (15 minutes)**

J. Smithers – Guy Thornycroft – Resident – Mr Smithers congratulated all the Councillors who were elected for 2017-2021. He thanked them all for their help during the last four years when he was a Councillor.

Mr D Burton – P4L – Mr Burton welcomed the new Councillors after the election, wished them success and stated that P4L were looking to support the work of the Town Council. He suggested that this was a time of change, challenges and cutbacks. He said the P4L was formed to try and make Ludlow more cohesive, in terms of 'work, live and play'. He offered his opinion on a number of problems that the group saw with the Town Council.

Firstly, the group welcomed debate on the suitability of the Guildhall for Council meetings, seating for the public was inadequate and audibly it was difficult to hear the discussion from the table. He requested that the Town Council explore another venue for meetings and another use for the Guildhall.

Secondly, Mr Burton advised Council that P4L would like meetings with the Town Council to enable debate and updates on the intentions of Shropshire Council.

Thirdly, the formal meetings of the Town Council were off-putting to members of the public. He understood that Agendas were being put online but would like to see the full version. Mr Burton also said he understood and that tablets would soon be issued to Councillors which would cut down on paper and resources.

Lastly Mr Burton declared that the Town Council website was tired, out-of-date on a regular basis and he felt was needed to promote the town, Town Council, and should be encouraged to have a greater presence, whether this was online or through social media.

Mr Burton finished by saying that he believed the changes to services from Shropshire Council were non-reversible, and in his view felt that the Town Clerk should become more qualified he believed this currently put the Town Council at a disadvantage. He concluded by saying he believed that the Town Council was alienating the public and being non-inclusive.

## **FC/08 UNITARY COUNCILLORS SESSION**

Councillor Parry, Ludlow South - Councillor Parry thanked the public for voting for her again as a Unitary Councillor, although she added that the work of the Town Council was just as important.

Councillor Parry reported that in the next four years she would be working more with groups that covered pensioner isolation, Alzheimer's and dementia, especially as the ageing population in Ludlow was increasing. The Ludlow

Groups that had been formed would be having a BBQ in July and members of all the Groups would be invited. A single telephone number would be set up to cover services and groups available in Ludlow. The telephone number would operate from the Ludlow Methodist Church.

**FC/09 OPEN MINUTES – 13<sup>th</sup> MARCH 2017**

**RESOLVED (9:0:2) MC/RJ**

That the open session minutes of the Council meeting held on the 13<sup>th</sup> March 2017, be approved as a correct record and signed by the Chairman.

**FC/10 CLOSED MINUTES – 13<sup>TH</sup> MARCH 2017**

**RESOLVED (9:0:2) RJ/AC**

That the closed session minutes of the Council meeting held on the 13<sup>th</sup> March 2017, be approved as a correct record and signed by the Chairman.

**FC/11 ITEMS TO ACTION – 13<sup>th</sup> MARCH 2017**

**RESOLVED (8:0:3) GP/GG**

That the Items to Action be noted.

**FC/12 FULL COUNCIL MEETING THURSDAY 29<sup>TH</sup> JUNE 2017**

**RESOLVED (8:0:3) RJ/CS**

To approve a Full Council Co-option meeting on Thursday 29<sup>th</sup> June 2017.

**FC/13 COUNCIL CALENDAR**

Councillor Ginger raised concerns due to the additional work which would be required for the Town Council to take on services from Shropshire Council and said that he felt additional Council meetings would be required in February and April 2018.

The Town Clerk confirmed that additional meetings could be added as and when required.

Councillor Perks agreed with Councillor Ginger and stated that monthly Full Council meetings were piloted the previous year and requested that the Town Clerk do a feasibility study. He said that it was easier to have meetings set in advance.

The Town Clerk voiced her grave concerns stating that the Town Council currently did not have a Deputy Town Clerk and that members should be mindful that staff needed to take annual leave. She added that at this present moment in time, there were over 40 meetings planned in the year for Council business to take

place and currently the Town Council simply did not have the staff to take on additional work as it was already at saturation point. She went on to say that the workload/meetings needed to be viable and when meetings were added adhoc/or at short notice, staff were accommodating, but this put them under considerable pressure, which members should be aware had an impact on their health and home life. The Town Clerk re-iterated that 40 meetings was a good starting point and when more staff were recruited more meetings could be added, if members wished.

Councillor Perks proposed that the Town Clerk report back regarding the viability of monthly Full Council meetings. This was seconded by Councillor Clarke but not voted on.

**RESOLVED (8:0:3) GG/CS**

**For: AC, TG, GG, RJ, DL, NP, RP, CS**

**Abstention: MC, VP, GP**

That:-

- i) The Council Calendar for 2017/18 be approved;
- ii) A Working Group be formed to review and report back on the Committee Structure and delegated powers with a view to enabling more expedient decision.

**FC/14 MEETING PROTOCOL**

**RESOLVED (unanimous) GP/GG**

That subject to the typographic error on page 32, the Meeting Protocol be adopted;

**FC/15 SERVICES COMMITTEE MEMBERSHIP**

**a) Services Committee Terms of Reference**

**RESOLVED (unanimous) GP/CS**

That the Terms of Reference for the Services Committee be adopted.

**FC/16 b) Services Committee Membership**

**RESOLVED (unanimous) RJ/MC**

To approve the Services Committee membership of of Councillors Clarke, Cobley, Gill, Ginger, Jones, Lyle, Paton, Perks and Parry.

**FC/17 c) Election of Services Committee Chairman 2017/18**

The Mayor invited nominations for Chairman of Services Committee for 2017/2018.

Councillor Jones nominated Councillor Clarke. This was seconded by Councillor Perks. There were no other nominations.

**RESOLVED (unanimous) RJ/GP**

That Councillor Clarke be elected Chairman of Services Committee for 2017/2018.

**FC/18 d) Election of Services Committee Vice-Chairman 2017/18**

The Mayor invited nominations for Vice-Chairman of Services Committee for 2017/2018.

Councillor Clarke nominated Councillor Perks. This was seconded by Councillor Parry. There were no other nominations.

**RESOLVED (unanimous) MC/VP**

That Councillor Perks be elected Vice-Chairman of Services Committee for 2017/18.

**FC/19 REPRESENTATIONAL COMMITTEE MEMBERSHIP**

**a) Representational Committee Terms of Reference**

**RESOLVED (10:0:1) GG/RJ**

That the Terms of Reference for the Representational Committee be adopted.

**FC/20 b) Membership**

**RESOLVED (unanimous) GG/RJ**

That the membership of the Representational Committee, consist of Councillors Clarke, Gill, Ginger, Jones, Lyle, Parry, Paton, Pote and Sheward be approved.

**FC/21 c) Election of Representational Committee Chairman 2017/18**

The Mayor invited nominations for Chairman of Representational Committee for 2017/2018.

Councillor Jones nominated Councillor Ginger. This was seconded by Councillor Pote. No further nominations were received.

**RESOLVED (10:0:1) RJ/RP**

That Councillor Ginger be elected Chairman of Representational Committee for 2017/2018.

**FC/22 c) Election of Representational Committee Vice-Chairman 2017/18**

The Mayor invited nominations for Vice-Chairman of Services Committee for 2017/2018.

Councillor Ginger nominated Councillor Sheward. This was seconded by Councillor Jones. There were no other nominations.

**RESOLVED (unanimous) GG/CS**

That Councillor Sheward be Vice-Chair of the Representational Committee for 2017/18.

**FC/23 POLICY AND FINANCE COMMITTEE MEMBERSHIP****a) Policy and Finance Committee Terms of Reference**

**RESOLVED (unanimous) AC/RP**

That the Terms of Reference for the Policy & Finance Committee be adopted.

**FC/24 b) Membership**

**RESOLVED (unanimous) RJ/AC**

To approve the Policy and Finance Committee membership of Councillors Clarke, Cobley, Gill, Ginger, Jones, Parry, Perks, Pote and Sheward.

**FC/25 c) Election of Policy and Finance Committee Chairman 2017/18**

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2017/2018.

Councillor Perks nominated Councillor Cobley. This was seconded by Councillor Ginger. There were no other nominations.

**RESOLVED (unanimous) GP/GG**

That Councillor Cobley be elected Chairman of Policy and Finance Committee for 2017/2018.

**FC/26 d) Election of Policy and Finance Committee Vice-Chairman 2017/18**

The Mayor invited nominations for Vice-Chairman of Policy and Finance Committee for 2017/2018.

Councillor Ginger nominated Councillor Gill. This was seconded by Councillor Jones. There were no other nominations.

**RESOLVED (unanimous) GG/RJ**

That Councillor Gill be elected Vice-Chairman of Policy and Finance Committee for 2017/2018.

**FC/27 e) Authorised Signatories**

**RESOLVED (unanimous) RJ/AC**

That Councillors Cobley, Gill, Ginger, Lyle, Parry and Perks be approved as Authorised Signatories.

**FC/28 STAFFING AND APPEALS COMMITTEE MEMBERSHIP**

The Mayor reminded Members that if they wished to be on this Committee they must be able to participate in disciplinary matters should they arise.

The Town Clerk informed Members that Staffing and Appeals Training for Committee Members would take place at the Guildhall on Thursday 15<sup>th</sup> June and Tuesday 20<sup>th</sup> June respectively.

7.56 pm – Councillor Perks left the meeting.

**a) Staffing and Appeals Committee Terms of Reference**

**RESOLVED (9:0:1) GG/AC**

That the Terms of Reference for the Staffing & Appeals Committee be adopted.

**FC/29 b) Membership**

**RESOLVED (9:0:1) AC/MC**

To approve the Staffing and Appeals Committee membership of Councillors Cobley, Gill, Ginger, Jones, Lyle, Pote and Sheward.

**FC/30 c) Election of Staffing and Appeals Committee Chairman 2017/18**

The Mayor invited nominations for Chairman of Staffing and Appeals Committee for 2017/2018.

Councillor Ginger nominated Councillor Jones. This was seconded by Councillor Sheward. There were no other nominations.

**RESOLVED (7:0:3) GG/CS**

That Councillor Jones be elected Chairman of Staffing and Appeals Committee for 2017/2018.

**FC/31 c) Election of Staffing and Appeals Committee Vice-Chairman 2017/18**

The Mayor invited nominations for Vice-Chairman of Staffing and Appeals Committee for 2017/2018.

Councillor Jones nominated Councillor Lyle. This was seconded by Councillor Pote. There were no other nominations.

**RESOLVED (7:0:3) RJ/RP**

That Councillor Jones be elected Vice-Chairman of Staffing and Appeals Committee for 2017/2018.

8.00 pm – Councillor Perks re-joined the meeting.

**FC/32 APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS**

8.01 pm – Councillor Clarke left the meeting.

Street Trading

**RESOLVED (unanimous) TG/RJ**

To approve the Street Trading Sub-Committee membership of Councillors Gill, Jones, Parry and Sheward.

**FC/33 CIVIC EVENTS WORKING GROUP**

**RESOLVED (unanimous) TG/RJ**

That the membership of the Civic Events Working Group consist of, Councillors Gill, Parry, Perks and Sheward be approved.

8.04 pm – Councillor Clarke re-joined the meeting.

**FC/34 BUDGET WORKING GROUP**

**RESOLVED (unanimous) TG/AC**

That the membership of the Budget Working Group consist of, Councillors Cobley, Gill, Ginger and Parry be approved.

**FC/34 TOWN PLAN WORKING GROUP**

**RESOLVED (unanimous) TG/DL**

That the membership of the Town Plan Working Group consist of, Councillors Gill, Lyle, Parry and Pote be approved.

**FC/35 CCTV WORKING GROUP****RESOLVED (unanimous) TG/RP**

That the membership of the CCTV Working Group consist of, Councillors Gill, Parry and Pote be approved.

**FC/36 APPOINTMENT OF MEMBERSHIP FOR NEW SUB-COMMITTEES AND WORKING GROUPS****Market Traders Quarterly Meetings**

Members discussed the creation of a Market Sub-Committee and decided that Councillors should attend the Market Traders quarterly meetings and report back to Services Committee. Councillor Jones informed Council that normally it was the Chair of the Services Committee who attended and arranged these meetings but any Councillor was welcome to attend also. Councillor Clarke confirmed that he would diarise and organise the Market Traders quarterly meetings.

Following a question from Councillor Perks the Town Clerk confirmed that any issues raised at the Market Traders meetings would be taken to the Services Committee for discussion before any actions being recommended to Full Council for consideration.

**RESOLVED (10:0:1) GG/GP**

That the Chair and Vice-Chair of Services Committee arrange and attend the quarterly Market Traders meetings and report matters for consideration to Services Committee.

**FC/37 REVIEW OF COMMITTEE STRUCTURE WORKING GROUP****RESOLVED (10:0:1) GP/CS**

That a Review of Committee Structure Working Group be formed.

**FC/38 Membership of Review of Committee Structure Working Group****RESOLVED (unanimous) RJ/AC**

That the membership of Review of Committee Structure Working Group consists of Councillors Cobley, Ginger, Jones, Lyle, Parry, Perks, Pote and Sheward.

**FC/39 SCHEME OF DELEGATION****RESOLVED (unanimous) GG/CS**

That the Scheme of Delegation be adopted.

**FC/40     STANDING ORDERS**

Councillor Perks raised the issue of Councillors attending Town Council meetings whilst not being a member of that particular Committee, and being treated the same as the public, being excluded for confidential items. He stated he felt that even if a Councillor was not a member they should be eligible to attend the whole meeting.

Councillor Cobley replied to Councillor Perks, as the matter had been put to him as Chair of the Policy & Finance Committee the previous year, and pointed out that when it had been raised Councillor Jones had proposed that if a Councillor was not a member of a Committee then they should be excluded from the confidential session of the meeting. Councillor Cobley went on to say that this proposal had been seconded by him, Councillor Perks. Councillor Perks stated that he should be able to change his mind.

Councillor Sheward disagreed with Councillor Perks emphasising that in matters regarding Staffing and Appeals this should stand as issues could be sensitive and needed to be kept to the Committee membership only.

The Town Clerk also confirmed that the Local Government Act stated that if a Councillor was not on the membership of a Committee then they may only attend as a member of the public. The Mayor reminded Members that there were no membership limits to Committees and they were eligible to put their name forward for any they wished.

**RESOLVED (unanimous)     GG/AC**

That Standing Orders be adopted.

**FC/41     FINANCIAL REGULATIONS**

8.30 pm Councillor Pote left the meeting.

**RESOLVED (unanimous)     GP/RJ**

That the Financial Regulations be adopted.

8.31 pm Councillor Pote re-joined the meeting.

**FC/42     COUNCIL'S LAND AND ASSETS****RESOLVED (unanimous)     CS/AC**

That the list of the Council's assets register be adopted.

**FC/43**     **RECOMMENDATIONS FROM POLICY & FINANCE COMMITTEE PF/117 IN RELATION TO INSURANCE**

Following a question from Councillor Perks, the Town Clerk confirmed that all private and commercial property was insured but the contents would be on the onus of the tenant, and was not the liability of the Town Council.

PF/116    INSURANCE REVIEW

PF/117    RECOMMENDED (unanimous) AC/GG

*To approve the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel.*

**RESOLVED (10:0:1)    AC/MC**

That the recommendations from the Policy & Finance Committee on the 10<sup>th</sup> April be approved.

INSURANCE REVIEW

To approve the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel.

**FC/44**     **INSURANCE COVER**

**RESOLVED (10:0:1)    RJ/AC**

That the Insurance Schedule be adopted.

**FC/45**     **RISK ASSESSMENTS**

**RESOLVED (unanimous)    GP/RJ**

That the Risk Assessments be adopted.

**FC/46**     **REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED (Unanimous)    GP/GG**

That the Council's Representatives on Outside Bodies on the list attached be approved for 2017/2018.

**FC/47**     **EXTENSION OF THE MEETING**

**RESOLVED (Unanimous)    GP/GG**

That the meeting be extended for a further 30 minutes.

**FC/48**    **MEMBERSHIP OF OTHER BODIES**

**RESOLVED** (unanimous)    AC/DL

That the Council's membership of other bodies be approved.

**FC/49**    **FREEDOM OF INFORMATION POLICY**

9.04pm Councillor Perks left the meeting.

**RESOLVED** (9:0:1)    GG/RJ

That the Freedom of Information Policy be adopted.

**FC/50**    **MODEL PUBLICATION SCHEME**

**RESOLVED** (9:0:1)    RJ/GG

That the Model Publication Scheme be adopted.

9.05 pm Councillor Perks re-joined the meeting.

**FC/51**    **PRESS PROTOCOL**

**RESOLVED** (10:0:1)    RJ/AC

That the Press Protocol be adopted.

**FC/52**    **COMMITTEE & WORKING GROUP MINUTES**

**Annual Town Residents Meeting 24<sup>th</sup> April 2017**

**RESOLVED** (9:0:2)    RJ/DL

That the minutes from the Annual Town Residents Meeting be received.

**FC/53**    **Policy & Finance 10<sup>th</sup> April 2017**

**RESOLVED** (9:0:2)    AC/RJ

That the minutes from the Policy & Finance Committee held on 10th April 2017 be received.

**FC/54**    **Services 3<sup>rd</sup> April 2017**

**RESOLVED** (10:0:1)    RJ/GG

That the minutes from the Services Committee held on 3<sup>rd</sup> April 2017 be received.

**FC/55 Representational Committee 8<sup>th</sup> March and 5<sup>th</sup> April 2017**

**RESOLVED (9:0:2) GG/RJ**

That the minutes from the Representational Committee held on the 8<sup>th</sup> March and 5<sup>th</sup> April 2017 be received.

**FC/56 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) TG/RJ**

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

The meeting closed at 9.20 pm

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date

NB Closed session minutes will be issued.

## CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10<sup>TH</sup> MAY 2017** at **7:00PM**

9.13 pm – Councillor Ginger and Perks left the meeting.

**FC/57**     **CIVIC AWARDS**

**RESOLVED** (unanimous)     **RJ/VP**

That the civic nomination on page 233 be withdrawn as nominee received an award in 2015.

**FC/58**     **RESOLVED** (2:7:0)     **RJ/VP**

That the motion that the civic nominee on page 221 receive a civic award was not carried.

**FC/59**     **RESOLVED** (8:0:1)     **RJ/VP**

That the civic nominee on page 223 receive a civic award.

**FC/60**     **RESOLVED** (unanimous)     **RJ/VP**

That the civic nominee on page 225 receive a civic award.

**FC/61**     **RESOLVED** (6:0:3)     **RJ/VP**

That the civic nominee on page 227 receive a civic award.

The meeting closed at 9.20pm

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Town Mayor

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Date

**SECTION 6b**

**MINUTES – ATRM 24<sup>TH</sup> APRIL 2017**



## MINUTES

Minutes of a meeting of the **ANNUAL TOWN MEETING** held in Oscars, Ludlow Assembly Rooms, Mill Street, Ludlow on **MONDAY 24<sup>th</sup> APRIL 2017** at **7.00PM**

### **ATM/01 PRESENT**

Chairman:	Councillor Draper
Councillors:	Clarke; Cobby; Gill; Ginger; Jones; Kemp; Lyle; Parry; Perks; Sheward; Smithers.
Officers:	Gina Wilding, Town Clerk; Naomi Brotherton, Senior Admin Assistant Louise Coles, Admin Assistant
Unitary Councillors:	Andy Boddington, Vivienne Parr,
Electors:	25

### **ATM/02 WELCOME BY THE MAYOR**

The Mayor welcomed everyone to the meeting, introduced himself, the Councillors and Town Clerk, explained the order of business and thanked all who were attending. He informed the meeting of the fire exits and fire assembly point in the event of an emergency.

The Mayor stated that it had been a pleasure and honour to have served the Council in the capacity of Mayor and that it had been a pleasure working with staff and Councillors.

### **ATM/03 APOLOGIES**

Apologies were received from Councillors J Newbold and S Newbold.

### **ATM/04 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None Declared.

Conflicts of Interest  
None declared.

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	LIB	Chair of Ludlow in Bloom

**ATM/05 VOTING**

The Mayor advised the meeting that if a vote was called, only Electors of the Town were eligible to vote.

**ATM/06 PRESENTATION ON THE WORK OF THE TOWN COUNCIL 2016-2017**

The Mayor explained that he was Chair of Full Council and updated residents.

**Publications and Social Media**

He outlined the Town Council's two main publications, namely the Buttercross Bulletin, which was produced quarterly and the Calendar of Events which around 85,000 copies were printed annually and distributed through the Town and Midlands to raise awareness of Ludlow Museum at the Buttercross and the events in Ludlow.

The Town Council also reached the public through the Town Council's website [www.ludlow.gov.uk](http://www.ludlow.gov.uk), Market website, Facebook and Twitter. In addition the Ludlow Market and Ludlow Museum at the Buttercross could be followed on Instagram and the Ludlow Museum at the Buttercross was on Trip Advisor.

**Town Council Staff**

The Mayor informed residents that there were 21 full or part-time members of staff (FTE 14.5) working for the Town Council, to deliver the Town Council services including; Ludlow Market, Henley Road Cemetery, Ludlow Museum at the Buttercross, Amenity and Play Area Maintenance, Public Toilets, Street Trading, Cross Street Banners, Allotments, Committee Services, Websites, Social media, Newsletters, Civic Events, Financial and Administrative support.

He welcomed new staff, Helen Jones and Monty Lowe as Museum Assistants and also introduced Louise Coles, Admin Assistant, who was present that evening.

**Ludlow Museum at the Buttercross**

The Mayor reported that the Museum at the Buttercross opened on 12<sup>th</sup> August 2016 and thanked Shropshire Council for funding the refurbishment from the Market Town Revitalisation Programme. He stated that he hoped that everyone present had visited the Museum, as it was well worth it, and added that the Town Council had good staff who actively promoted the Museum.

He explained that the museum collection was owned by Shropshire Council and a service level agreement enabled the Town Council to open the building and Museum as a significant tourism attraction in Ludlow.

The Mayor also thanked the Friends of Ludlow Museum for their support of Ludlow Museum at the Buttercross.

### **Guildhall**

The Mayor explained that the majority of meetings took place in the Guildhall which was situated in the heart of the Town.

## **ATM/07 SERVICES COMMITTEE – COUNCILLOR JONES**

The Mayor invited Councillor Jones as Chair of the Services Committee to speak on the work of the Committee.

### **Toilets**

Councillor Jones highlighted the work of the Services Committee and said that the Town Council staff looked after the toilets at Castle Street, Smithfield, the Linney Riverside Park and the Cemetery.

### **Flower Beds in Ludlow**

Councillor Jones praised the Direct Labour Force (DLF) who she said did a marvellous job of caring and maintaining the flower beds in Ludlow. She thanked the DLF for helping the Ludlow in Bloom Committee to achieve gold again for 2016.

She emphasised that the Town Council supported Fairtrade and that the fairtrade bed in Castle Gardens has been refurbished in 2016 to highlight the logo.

### **Cemetery**

Councillor Jones stated that along with the flower beds the DLF maintained the Cemetery and organised the Markets. She highlighted that the Cemetery Chapel was being used more.

### **Markets**

Councillor Jones advised residents that the Market was doing extremely well, with new traders joining as soon as stalls became vacant. She stated that this was down to the Market Officer and thanked him for his hard work, as well as the Town Clerk and office staff.

### **Street Trading**

Councillor Jones highlighted that Street Trading was also income for the Town Council raising £6,452 for 2016-17 and helped to create a vibrant street scene in Ludlow.

**ATM/08 REPRESENTATIONAL COMMITTEE – COUNCILLOR GINGER**

Councillor Ginger explained the role of Representational Committee as a statutory consultee for planning applications including advertising, listed building work, and tree applications received by the Planning Authority, Shropshire Council. He stated that the Town Council commented from a local perspective.

In 2016-17 the Committee commented on 116 planning applications and 30 tree applications.

He went on to say that the Committee also commented on traffic regulation orders, licensing; and pavement permits, which were a new role for the Committee this year.

**Project Support Grants**

Councillor Ginger stated that the following organisations had been awarded project support grants totalling £2,000.00 in for 2016-17 - Friends of St Leonard's Churchyard, Ludlow Green Festival, Ludlow College, Ludlow Defib 4 you, Ludlow Hockey Club, Shropshire Hills AONB, Song for You at Helena Lane Centre and Working Together.

**ATM/09 POLICY & FINANCE COMMITTEE – COUNCILLOR COBLEY**

Councillor Cobley explained that role of the Committee was to review the policies and budget of the Town Council. The Committee looked at the Town Council's income and expenditure. He added that the Committee also received a quarterly exceptions reports.

He explained that the Council invited applications once a year and awarded Core Grant Funding to external organisations.

Councillor Cobley reported that the Committee adopted new policies when required and also reviewed and re-adopted policies on a regular basis, taking external advice if necessary, a list of which could be found in the Annual Report.

He explained that the Committee also commented on consultations from Shropshire Council, the most recent were the Economic Strategy, Leisure Strategy and Bus Strategy.

Councillor Cobley drew residents' attention to the council's financial timetable of End of Year in May, annual audit in June and approval of the Annual Return by Council in June. and external audit in July. The accounts could be inspected by residents in July, and the Annual Return was displayed on the website.

**ATM/10 WRITTEN AND VERBAL QUESTIONS FROM RESIDENTS**

The Mayor informed the public that questions had been received prior to the meeting.

**Questions from Ludlow Town Centre Residents Association (11)**

**Q1:** A large number of finger sign posts within the town are not fit for purpose because of factual errors in their information. These cause visitors a great deal of confusion and annoyance and the residents' embarrassment as they have been like that for years. We are aware the Sustainable Transport Group is addressing the issue but are interested in the plans the Council may have to address this situation and when?

**A1:** In and Out of Ludlow Forum (IOL) agreed to undertake a review of the finger posts and feed back to Shropshire Council regarding out of date signage and changes that need to be made.

**Q2:** This town has a deplorable level of anti-social behaviour which not only has a serious effect on the visitors to the Town but also the residents, many of whom are so anxious about it that they will not venture out of their houses in the evenings. A major tool in fighting this behaviour is the CCTV cameras within the town. Once again these are not fit for purpose and are totally ineffective. The Residents Association have offered in the past to help towards raising the funding for the repair or replacement of this equipment but to no avail. What plans do the council have to address this situation and when?

**A2:** Ludlow's CCTV is working and regularly serviced under contract by ADT. The cameras are hard wired. The hard drive is located at Ludlow Police Station and reviewed by the police as required. A suitable location outside the police station needs to be established because of risk of police station closing.

Recently the Town Clerk visited Oswestry CCTV Control Centre, which is located within Oswestry Police Station. The setup is different because they operate 18 cameras under a wireless radio wave system (need clear line of sight and radio dish receptors).

The CCTV centre is led by one paid co-ordinator to organise the volunteers to actively monitor the cameras, liaise with the police, and ensure data protection compliance. 24/7 cover not possible.

There is also have a backup infrastructure at Oswestry Guildhall because of concerns about the police station closing in Oswestry. Oswestry CCTV set up costs were in the region of £70,000.00.

**Q3:** Recent reports have cited Diesel fumes as a major source of respiratory disease. Given the very large number of buses and coaches that use our already congested streets, what plans do the council have to alleviate this situation and when?

**A3:** It is difficult to comment without information identifying hazardous levels and the levels reached in Ludlow.

As a small market town, it is unlikely that the level of fumes would be the same as those released in a city or larger town.

The situation needs careful consideration and research because Ludlow is a tourism destination and needs to encourage visitors. The Chamber of Commerce and IOL have done some work with coach companies to help support the tourism economy in Ludlow and LTC actively supports the tourism economy.

**Q4:** The campaign for a 20 MPH speed limit for the whole town appears to have a great deal of support. Do the Town Council support this proposal, if so what steps have been taken to implement this?

**A4:** The Town Council is awaiting findings of the survey for consideration at Committee or Council - and is not able to comment further at this time.

**Q5:** Could the Council please clarify the reason behind the Annual May Fair being held in the centre of town and now away from the shops and residential areas?

**A5 :** The siting of the Mayfair is based on custom and practice and supported by the Health & safety Executive (HSE) who visited last year, which passed the set up and operation of the Mayfair in the centre of town.

**Q6 has been withdrawn**

**Q7:** Recent notification to the residents regarding the May Fair did not contain a council contact phone number in case of emergencies. Why not?

**A7:** Effective emergency communication should be the shortest line of communication.

The Mayfair organisers will respond to operational problems, so are the point of contact at the Mayfair.

The police and emergency services should be the first point of contact for the public in any other emergency. The emergency services are provided with essential contact details for Town Council staff.

Local youth workers will provide stewarding cover to assist the police at the event.

- Q8:** Fair ground rides have recently been responsible for some fatalities, not to mention horrific injuries. Assuming that insurance covers this event, does the town have sufficient liability cover in the event of an accident?
- A8:** As previously stated five officers from the Health & Safety Executive closely examined the setup, the equipment and the procedures of the Mayfair and the Mayfair passed their inspection. The Principle Event organiser (PEO) has insurance. LTC also has insurance.
- Q9:** When you we expect the town walls to be repaired?
- A9:** The town walls are in the Town Council's action plan for 2017/18. The New Council will be able to take up office on 8 May 2017.
- Q10:** How can the Council further encourage the use of Park and Ride to alleviate the difficulty in trying to park at weekends as a resident?
- A10:** Shropshire Council currently tender the contract and provides funds for Ludlow Park and Ride. The more immediate problems to consider in the coming year is the continuation of the service as there is a question mark over the continued funding of this services and Ludlow Town Council sees this as the priority concern at present. However, encouraging a sustainable level of use of the Park and Ride is no doubt part of the solution to the problem. The Town Council are happy to work with local organisations to identify workable solutions.
- Q11:** Having lost a major battle with rampant bureaucracy over the supermarket, the town is faced with even more devastating blow to its survival, the massive Business Rate hike! What measures are the council actively taking to intervene in the implementation of this destructive process?
- A11:** The supermarket was a local authority planning matter and the business rates are under the remit of the Valuation Office, so each has required a different way of working. Ludlow Town Council and other organisations in Ludlow have been active participants in both matters.

With regard to the business rates, the town Council has written to the MP, the PM and the valuation office explaining the serious detrimental impact the changes will have in Ludlow and providing actual figures to illustrate the actual impact. Individual Town Councillors have worked with the Chamber of Business to compile information and assist local business owners.

## Question from for Ludlow 21 Sustainable Transport Team

**Q12:** Will Ludlow Town Council commit to supporting tried and tested measures (1) that can significantly improve the health and safety of residents and visitors such as the '20's Plenty for Ludlow' campaign that was launched in January this year?

We appreciate that Council support will require the backing of local residents and businesses and are in the process of collecting this.

(1) Here is evidence from national bodies supporting these assertions: Moving to a default 20mph speed limit for streets where people live, work and shop may be the most effective approach available at present to create better conditions for walking and cycling.**28**

DfT found that 71% of survey respondents favoured 20mph limits in residential streets.**29**

**28.** National Heart Forum. Reducing the default speed limit in built-up areas: highlighting the health benefits of 20mph. London 2010.

**29.** Department for Transport. British Social Attitudes Survey 2010: attitudes to transport. London 2010.

**A12:** The Town Council are awaiting the opportunity to consider and comment on the local survey results within the context of the viability of implementation and effective enforcement.

I think members would also appreciate the chance to further consider the reports quoted in the (your) question.

**ATM/11** The Mayor then asked for questions from the floor.

Robin Pote, Streatley Mews

**Q Referring to the question about diesel fumes, would it be possible to suggest to Minsterly Motors to stop their engines when they are outside the Assembly Rooms? I appreciate that we need a bus service and coaches, but could we request drivers turn off their engines?**

**A** The matter will be looked into to determine the appropriate action.

Peter Norman, Lower Ledwyche

**Q In previous Town Residents meetings we have been provided with a set of accounts which shows the success and failures of the Town Council. There is no evidence of this at this meeting, so we cannot judge what has been success or a failure, so could the timing of the meeting be adjusted, or could accounts be provided for residents?**

A Legislation obliges the town council to hold the Annual Town Residents meeting between March and June; and this does not fit with the council's financial timetable of End of Year in May, annual audit in June and approval of the Annual Return by Council in June; and external audit in July. The accounts could be inspected by residents in July, and the Annual Return would be displayed on the website.

You are welcome to attend the Full Council meeting on the 19<sup>th</sup> June when Council will approve the annual return.

Chris Davies, Knowbury

Q **Firstly I support Robin Pote regarding buses and can confirm as a volunteer in the box office the fumes are unbearable, coaches in particular as they leave their engines running for the aircon, so visitors to return to a cool coach. Could the Town Council pass a bylaw for coaches and buses not to run their engines?**

**My question is, you referred to the Shropshire Council consultation regarding buses and leisure. Will the Town Council be publishing their comments and considerations of these documents?**

A Consultation responses are recorded in the minutes of meetings, which are available as public documents.

The bus strategy was a series of five options per question and there were a generous number of questions. Therefore the basic links were published on the website and members were encouraged to respond to the consultation individually.

Mr Geoffrey Tutt, Mill Street

Q **Now that the Royal British Legion (RBL) has closed, is there any need for the two disabled parking spaces outside the building? I assume they were created for the RBL but are now no longer required.**

A This matter would be considered at an appropriate meeting (Representational Committee)

The meeting closed at 7.30 pm

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Town Mayor

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Date

## **SECTION 7**

### **ITEMS TO ACTION**

## Council 10<sup>th</sup> May 2017

### Items to Action

<b>Minute No.</b>	<b>Resolution</b>	<b>Action</b>	<b>Status</b>	<b>Date</b>
<b>28/7/14</b>				
<b>FC/133</b> 23.7.14	<b><u>CCTV FUNDING</u></b>  That:- i) the successful funding application is noted. ii) the Town Clerk secures quotations for service and maintenance of CCTV cameras and infrastructure. iii) a meeting of the CCTV Working Group be called for discuss the current contract and the future of the scheme.	Seek quotations  Call a meeting of the CCTV Working Group. Date to be arranged in June. Membership of Working Group to be decided. FC 2.2.15.	Done.  Pending  Complete	   02/02/15

# Council 10<sup>th</sup> May 2017

## Items to Action

28/09/15				
FC/150	<p><b><u>GUILDHALL ACCESS</u></b></p> <p><b><u>RESOLVED</u> (unanimous) VP/CS</b></p> <p>That the following recommendations be approved:-</p> <ul style="list-style-type: none"> <li>i) Subject to necessary approvals, a wall mounted post box be installed, suitable for wheelchairs;</li> <li>ii) Subject to necessary approvals, a bell accessible by wheel chair users is installed;</li> <li>iii) Full contact details are displayed outside the Guildhall, including telephone numbers and email addresses so that contact can easily be made with staff members.</li> </ul>	<p>Application to be made to Historic England.</p> <p>Contact details displayed in noticeboard outside Guildhall</p>	<p>Pending</p> <p>Complete</p>	<p>6/10/15</p>
09/11/15				
FC/189	<p><b><u>PROPERTY UPDATE</u></b></p> <p><b><u>RESOLVED</u> (unanimous) GP/AC</b></p> <p>That:-</p> <ul style="list-style-type: none"> <li>i) The quotation from Hook Mason, Conservation Architects is accepted;</li> <li>ii) The Town Clerk has delegated authority to liaise with the conservation architect and Historic England to create a specification for improvements and repairs;</li> </ul>	<p>Letter to Hook Mason TC to liaise with HE.</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>	<p>16/12/15</p> <p>10/11/15</p> <p>10/11/15</p>

## Council 10<sup>th</sup> May 2017

### Items to Action

	<ul style="list-style-type: none"> <li>iii) The initial claim lodged with the Town Council's insurers is noted, and that further quotations and information will be supplied when available;</li> <li>iv) Members support the Town Clerk in a business continuity disaster recovery plan;</li> <li>v) A review of the suitability of the Guildhall for Town Council use is undertaken when practicable;</li> </ul>	Business continuity recovery plan drawn up. Review to be undertaken when practicable.	Pending	
<b>20/01/16</b>				
<b>FC/215</b>	<p><b><u>TOWN WALLS</u></b></p> <p><b><u>RESOLVED</u> (unanimous) PK/MC</b></p> <p>That the background information and minutes be noted.</p>			
<b>FC/216</b>	<p><b><u>RESOLVED</u> (unanimous) GP/GG</b></p> <p>That:-</p> <ul style="list-style-type: none"> <li>i) the Town Council seek advice from Historic England prior to appointing a structural engineer and project manager;</li> <li>ii) a press release announcing the appointment of the structural engineer would be made as soon as practicable.</li> </ul>	Structural engineer and project manager appointed. Press release when practicable.	Complete  Pending	06/07/16
<b>20/06/16</b>				
<b>FC/63</b>	<p><b><u>LOCAL SERVICES</u></b></p> <p><b><u>RESOLVED</u> (unanimous) GG/GP</b></p> <p>That:-</p> <ul style="list-style-type: none"> <li>i) The revised proposal from Shropshire Council be noted;</li> <li>ii) The Memorandum of Co-operation be adopted</li> </ul>			

## Council 10<sup>th</sup> May 2017

### Items to Action

	iii) A meeting is arranged with the LJC Parish Councils and the focus for a referendum is included in the meeting.	Meeting to be arranged.	Pending	
<b>25/07/16</b>				
<b>FC/88</b>	<b><u>PRESENTATION FROM THE HOUSMAN SOCIETY</u></b>  <b><u>RESOLVED (unanimous) CS/JS</u></b>  That the Town Clerk discusses the proposals regarding Ludlow's connection with the works and life of A E Housman in more detail with Mr Hunt.	TC to liaise with Mr Hunt.	Ongoing	

# Council 10<sup>th</sup> May 2017

## Items to Action

FC/96	<p><b><u>RECOMMENDATIONS FROM SERVICES COMMITTEE 18<sup>TH</sup> JULY 2016</u></b></p> <p><b><u>RESOLVED</u> (unanimous) GG/JS</b></p> <p>That the recommendations from the Services Committee on the 18<sup>th</sup> July 2016 be approved.</p> <p><b><u>CEMETERY PLOTS</u></b></p> <ul style="list-style-type: none"><li>i) That Section I is used only for burials and no further reserved graves are accepted in this area;</li><li>ii) All pre-purchased reserved graves are allocated in section L,</li><li>iii) One new row is created on section L and extend entries are recorded for plot L in the burial register to record additional plots.</li></ul> <p><b><u>MUSLIM BURIALS</u></b></p> <p>That:-</p> <ul style="list-style-type: none"><li>i) It is recognised that there is a finite capacity at Henley Road Cemetery and Ludlow Town Council must ensure that best use of the area for the residents of the parish.</li><li>ii) A statistical report is compiled using historic burial rates to predict future demand and likely lifespan of the remaining space in the cemetery; and the report is brought back to members.</li></ul>	<p>Letter to the Iman and Cllr from Craven Arms.</p> <p>Statistical report to go to Service Cttee.</p>	<p>Complete</p> <p>Pending</p>	<p>21/09/16</p>
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## Council 10<sup>th</sup> May 2017

### Items to Action

07/11/16				
FC/191	<p><b><u>ANTI-SOCIAL BEHAVIOUR</u></b></p> <p><b><u>RESOLVED</u> (unanimous) GP/MC</b></p> <p>That:-</p> <p>i) the Town Council supports the actions of the Police, Ludlow Town Centre Residents Association and Unitary Councillors to curtail recent anti-social behaviour;</p> <p>ii) the Town Council undertakes a review on the effectiveness of public money committed to town centre CCTV.</p>	Review on costs of CCTV.	Complete Pending	7/11/16

## Council 10<sup>th</sup> May 2017

### Items to Action

13/03/17				
FC/272	<p><b><u>NALC AMENDMENT TO 'TOILET TAX'</u></b></p> <p><b><u>RESOLVED (Unanimous) GG/JS</u></b></p> <p>That:-</p> <p>i) Ludlow Town Council support NALC's amendment to the Local Government Finance Bill for mandatory rate relief for public conveniences.</p> <p>ii) Ludlow Town Council lobby NALC and the local MP to support mandatory rate relief for all premises providing public services.</p>	<p>Letter to NALC and the MP.</p> <p>Letter to NALC and MP.</p>	<p>Complete</p> <p>Complete</p>	<p>23/03/17</p> <p>23/3/17</p>
FC/274	<p><b><u>COMMITTEE RECOMMENDATIONS</u></b></p> <p><b><u>Services Committee 20<sup>th</sup> February 2017</u></b></p> <p><b><u>RESOLVED (Unanimous) RJ/AC</u></b></p> <p>That the open and closed recommendations from the Services Committee meeting held on the 20<sup>th</sup> February 2017 be approved:</p> <p><b><u>WASTE MANAGEMENT</u></b></p> <p>That subject to receipt of details of a fourth contractor and a like for like quotation, the Town Clerk has delegated authority to award</p>	<p>Another quotation sought. Quotations requested.</p>	<p>Pending</p>	

## Council 10<sup>th</sup> May 2017

### Items to Action

	the waste management contract for Ludlow Market and Henley Road Cemetery to the most appropriate contractor.			
FC/275	<p><b><u>RECOMMENDATIONS FROM POLICY &amp; FINANCE 27<sup>TH</sup> FEBRUARY 2017</u></b></p> <p><b><u>RESOLVED (Unanimous) AC/TG</u></b></p> <p>That the recommendations from the Policy &amp; Finance Committee meeting held on the 27<sup>th</sup> February 2017 be approved:</p> <p><b><u>POLICIES</u></b></p> <p><b><u>Customer Care Policy</u></b></p> <p>That the Customer Care Policy be adopted subject to comments from Ellis Whittam.</p>	Policy to be amended if appropriate and saved digitally and paper copies, when advice received from EW.	Pending	
FC/283	<p><b><u>GUILDHALL TENDERS</u></b></p> <p><b><u>RESOLVED (unanimous) RJ/AC</u></b></p> <p>That the insurance claim options are fully explored and the matter is brought back to Full Council as soon as possible.</p>	Options to be explored.	Ongoing	

# Council 10<sup>th</sup> May 2017

## Items to Action

10/05/17				
FC/12	<p><b><u>FULL COUNCIL MEETING THURSDAY 29<sup>TH</sup> JUNE 2017</u></b></p> <p><b><u>RESOLVED</u></b> (8:0:3) RJ/CS</p> <p>To approve a Full Council Co-option meeting on Thursday 29<sup>th</sup> June 2017.</p>	29/6/17 meeting added to Council Calendar for 2016-17	Complete	11/5/17
FC/13	<p><b><u>COUNCIL CALENDAR</u></b></p> <p><b><u>RESOLVED</u></b> (8:0:3) GG/CS  <b>For:</b> AC, TG, GG, RJ, DL, NP, RP, CS  <b>Abstention:</b> MC, VP, GP</p> <p>That:-</p> <p>i) The Council Calendar for 2017/18 be approved;</p> <p>ii) A Working Group be formed to review the Committee Structure and delegated powers.</p>	Calendar circulated to Cllrs and staff.	Complete	15/5/17
FC/14	<p><b><u>MEETING PROTOCOL</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous) GP/GG</p> <p>That subject to the typographic error on page 32, the Meeting Protocol be adopted;</p>	Protocol amended and digital and paper copies saved.	Complete	15/5/17

## Council 10<sup>th</sup> May 2017

### Items to Action

FC/27	<p>e) <b><u>Authorised Signatories</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous) RJ/AC</p> <p>That Councillors Cobley, Gill, Ginger, Lyle, Parry and Perks be approved as Authorised Signatories.</p>	New signatories to be arranged with the bank.	Ongoing	
FC/32	<p><b><u>APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS</u></b></p> <p><u>Street Trading</u></p> <p><b><u>RESOLVED</u></b> (unanimous) TG/RJ</p> <p>To approve the Street Trading Sub-Committee membership of Councillors Gill, Jones, Parry and Sheward.</p>	Committee Membership list circulated to cllrs & staff.	Complete	15/5/17
FC/33	<p><b><u>CIVIC EVENTS WORKING GROUP</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous) TG/RJ</p> <p>That the membership of the Civic Events Working Group consist of, Councillors Gill, Parry, Perks and Sheward be approved.</p>	Committee Membership list circulated to cllrs & staff.	Complete	15/5/17
FC/34	<p><b><u>BUDGET WORKING GROUP</u></b></p> <p><b><u>RESOLVED</u></b> (unanimous) TG/AC</p> <p>That the membership of the Budget Working Group consist of, Councillors Cobley, Gill, Ginger and Parry be approved.</p>	Committee Membership list circulated to cllrs & staff.	Complete	15/5/17

## Council 10<sup>th</sup> May 2017

### Items to Action

FC/34	<p><b><u>TOWN PLAN WORKING GROUP</u></b></p> <p><b><u>RESOLVED (unanimous) TG/DL</u></b> That the membership of the Town Plan Working Group consist of, Councillors Gill, Lyle, Parry and Pote be approved.</p>	Committee Membership list circulated to cllrs & staff.	Complete	15/5/17
FC/36	<p><b><u>APPOINTMENT OF MEMBERSHIP FOR NEW SUB-COMMITTEES AND WORKING GROUPS</u></b></p> <p><u>Market Traders Quarterly Meetings</u></p> <p><b><u>RESOLVED (10:0:1) GG/GP</u></b> That the Chair and Vice-Chair of Services Committee arrange and attend the quarterly Market Traders meetings and report matters for consideration to Services Committee.</p>	Chair & Vice-Chair of Services to attend and report back to Services Cttee.	Complete	15/5/17
FC/38	<p><u>Membership of Review of Committee Structure Working Group</u></p> <p><b><u>RESOLVED (unanimous) RJ/AC</u></b></p> <p>That the membership of Review of Committee Structure Working Group consists of Councillors Cobley, Ginger, Jones, Lyle, Parry, Perks, Pote and Sheward.</p>	Cttee membership forwarded to Cllrs and staff.	Complete	15/5/17

## Council 10<sup>th</sup> May 2017

### Items to Action

FC/39	<b><u>SCHEME OF DELEGATION</u></b>  <b><u>RESOLVED</u></b> (unanimous) <b>GG/CS</b>  That the Scheme of Delegation be adopted.	Digital and paper copies updated and saved.	Complete	15/5/17
FC/40	<b><u>STANDING ORDERS</u></b>  <b><u>RESOLVED</u></b> (unanimous) <b>GG/AC</b>  That Standing Orders be adopted.	Digital and paper copies updated and saved.	Complete	15/5/17
FC/41	<b><u>FINANCIAL REGULATIONS</u></b>  <b><u>RESOLVED</u></b> (unanimous) <b>GP/RJ</b>  That the Financial Regulations be adopted.	Digital and paper copies updated and saved.	Complete	15/5/17
FC/43	<b><u>RECOMMENDATIONS FROM POLICY &amp; FINANCE COMMITTEE PF/117 IN RELATION TO INSURANCE</u></b>  <b><u>RESOLVED</u></b> (10:0:1) <b>AC/MC</b>  That the recommendations from the Policy & Finance Committee on the 10 <sup>th</sup> April be approved.  INSURANCE REVIEW		Complete	10/5/17

## Council 10<sup>th</sup> May 2017

### Items to Action

	To approve the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel.	Insurance reviewed approved.		
<b>FC/44</b>	<b><u>INSURANCE COVER</u></b>  <b><u>RESOLVED</u> (10:0:1)      RJ/AC</b>  That the Insurance Schedule be adopted.	Insurance Schedule adopted.	Complete	10/5/17
<b>FC/46</b>	<b><u>REPRESENTATIVES ON OUTSIDE BODIES</u></b>  <b><u>RESOLVED</u> (Unanimous)      GP/GG</b>  That the Council's Representatives on Outside Bodies on the list attached be approved for 2017/2018.	Membership forwarded to Cllrs and staff.	Complete	15/5/17
<b>FC/49</b>	<b><u>FREEDOM OF INFORMATION POLICY</u></b>  <b><u>RESOLVED</u> (9:0:1)      GG/RJ</b>  That the Freedom of Information Policy be adopted.	Digital and paper copies updated and saved.	Complete	15/5/17

## Council 10<sup>th</sup> May 2017

### Items to Action

<b>FC/50</b>	<b><u>MODEL PUBLICATION SCHEME</u></b>  <b><u>RESOLVED</u> (9:0:1) RJ/GG</b>  That the Model Publication Scheme be adopted.	Digital and paper copies updated and saved.	Complete	15/5/17
<b>FC/51</b>	<b><u>PRESS PROTOCOL</u></b>  <b><u>RESOLVED</u> (10:0:1) RJ/AC</b>  That the Press Protocol be adopted.	Digital and paper copies updated and saved.	Complete	15/5/17
<b>FC/57</b>	<b><u>CIVIC AWARDS</u></b>  <b><u>RESOLVED</u> (unanimous) RJ/VP</b> That the civic nomination on page 233 be withdrawn as nominee received an award in 2015.	Nomination withdrawn. Proposer informed	Complete	05/06/17
<b>FC/58</b>	<b><u>RESOLVED</u> (2:7:0) RJ/VP</b> That the motion that the civic nominee on page 221 receive a civic award was not carried.	Proposer informed.	Complete	05/06/17
<b>FC/59</b>	<b><u>RESOLVED</u> (8:0:1) RJ/VP</b>  That the civic nominee on page 223 receive a civic award.	Proposer informed.	Complete	17/5/17

## **Council 10<sup>th</sup> May 2017**

### **Items to Action**

<b>FC/60</b>	<b><u>RESOLVED</u> (unanimous) RJ/VP</b> That the civic nominee on page 225 receive a civic award.	Proposer informed.	Complete	17/5/17
<b>FC/61</b>	<b><u>RESOLVED</u> (6:0:3) RJ/VP</b> That the civic nominee on page 235 receive a civic award.	Proposer informed.	Complete	17/5/17

**SECTION 9a**

**INTERNAL AUDITORS REPORT**

**Ludlow Town Council**  
**Internal Audit Report 2017**



	<b>Internal Control Objective</b>	<b>Observation</b>	<b>Internal Audit Response</b>
<b>A</b>	<i>Appropriate accounting records have been kept properly throughout the year.</i>	The Council maintains its accounts using the Omega accounting system which is commonly used by Councils of a similar size. The records reviewed were found to be well maintained.	<b>Yes</b>
<b>B</b>	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	The Council has in place a set of Financial Regulations which were subject to review in May 2016. A test of bank payments was conducted during the interim audit, it was possible to obtain sight of all supporting vouchers all of which had been appropriately authorised	<b>Yes</b>
<b>C</b>	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	The Council maintains a Risk Register and reviewed risk at a meeting of Full Council held on 11th May 2016	<b>Yes</b>
<b>D</b>	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	The Council set its budget and precept at a meeting held on 1st February 2016. Regular budget reports have been submitted to the F&GP committee. Observations relating to budgetary control were made in the interim audit report.	<b>Yes</b>
<b>E</b>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	A limited review of income was conducted during the year and observations were made in the interim audit report. A detailed review of income will be undertaken during the next interim audit.	<b>Yes</b>

F	<p><i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i></p>	<p>The Council maintains a Petty Cash. Transactions through the petty cash are of low value and frequency</p>	<p><b>Yes</b></p>
G	<p><i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i></p>	<p>The Council operates its payroll using outsourced services from Shropshire Council. A test of payments made to staff contracts of employment was undertaken. There were no adverse observations</p>	<p><b>Yes</b></p>
H	<p><i>Asset and investments registers were complete and accurate and properly maintained.</i></p>	<p>The Council maintains an asset register. The quality and format of the register has significantly improved. It was noted that the register has not been updated for additions / disposals made during the year. <b>Recommendation:</b> The Council should update the asset register prior to approval of the Annual Return</p>	<p><b>Yes</b></p>
I	<p><i>Periodic and year-end bank account reconciliations were properly carried out.</i></p>	<p>The Council has undertaken regular bank reconciliations. There were no unusual reconciling items at year end</p>	<p><b>Yes</b></p>
J	<p><i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i></p>	<p>The Council reports on an Income and Expenditure basis. Year end debtors and creditors were reviewed and found to be appropriate.</p>	<p><b>Yes</b></p>

K	<i>(For local councils only)</i> Trust funds (including charitable) – The council met its responsibilities as a trustee.	The Council does not act as Trustee	N/A
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**Kevin Rose ACMA**

**IAC Audit & Consultancy Ltd**

12 June 2017 at 06:20

**SECTION 9b & 9c**

**ANNUAL RETURN**

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 March 2017

Ludlow Town Council 2016/17

SECTION 1 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer  Date

I confirm that these accounts are approved by the Council and recorded as council minute reference  Dated

Signed on behalf of the above Council (Chair)  Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	313,807	322,899	Total balances & reserves at the beginning of the year as recorded in the Council Financial Records
2 Annual Precept	335,299	360,416	Total amount of Precept income received in the year
3 Total other receipts	370,374	335,070	Total income or receipts as recorded in the cashbook minus the Precept
4 Staff costs	296,609	339,144	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5 Loan interest/Capital repayments	34,182	34,182	Total expenditure or payments of capital and interest made during the year on the Council borrowings
6 Total other payments	365,790	<del>258,694</del> 258,693	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7 Balances carried forward	322,899	386,366	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8 Total Cash & Investments	365,800	447,459	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9 Total Fixed Assets	609,882	624,659	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register
10 Total Borrowings	138,508	109,978	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 1;
- \* Bank Reconciliation as at 31 March

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.**

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of  
smaller authority here:

LUDLOW TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed			'Yes' means that this smaller 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.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
			✓	

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

Bridget

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

## Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

LUDLOW TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	313,807	322,899	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.
2. (+) Precept or Rates and Levies	335,299	360,416	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	370,374	335,070	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	296,609	339,144	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	34,182	34,182	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	365,790	258,693	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	322,899	386,366	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	365,800	447,459	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	609,882	624,659	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	138,508	109,978	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*Swilding*

SIGNATURE

Date

13/06/2017

YYY

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

## Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

LUDLOW TOWN COUNCIL

### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### 2. 2016/17 External auditor report

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

### 3. 2016/17 External auditor certificate

We certify/do not certify\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

External auditor name

Date

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

LUDLOW TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit

PRIN KEVIN ROSE ACMA

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

1/6/2017

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

## Guidance notes on completing the 2016/17 annual return

1. You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent work by the auditor. NALC, SLCC and ADA have helplines if you want to talk through any problem you encounter.
2. Make sure that your annual return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your smaller authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the accounting statements (Section 2 on page 3). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
7. Explain fully significant variances in the accounting statements on page 3. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	
Section 1	For any statement to which the response is 'no', an explanation is provided?	
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2017 agreed to Box 8?	
	An explanation of any difference between Box 7 and Box 8 is provided?	
Sections 1 and 2	Trust funds – all disclosures made if a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).

## **SECTION 10**

### **HOSPITAL UPDATE**

## **Rural Midwifery Services Update**

A results of a review by SaTH into the future of the services are due to be announced in July. It has been reported that Shrewsbury and Hospital NHS Trust (SaTH) is proposing to shut its midwife-led maternity units around the county and replace them with a system of on-call midwives.

The Shrewsbury and Hospital NHS Trust insists the proposal is not pre-empting the outcome of a review, but to avoid the recent situation where the units have been closed at short-notice because of sickness.

Papers from a recent CCG meeting state:

'Members of the Board may have seen that SaTH have moved to introduce an, 'adapted midwifery model of staffing to enable, as the Trust have described, 'the midwives attending MLU births as an on-call model in staffing demand, not staffing the MLU buildings, to enable the service to be maintained in a planned and systematic way and also provide prospective escalation cover for the obstetric unit.' SaTH have confirmed that that this reflects a growing usage of the Consultant Led Unit and is therefore a response to this rather than a predetermination of the result of the Midwifery Led Unit Review.'

As Andy Boddington, Unitary Cllr for Ludlow North states in his blog, 'What this means is that expectant mothers in Ludlow going in to labour will need to predict their birth and hope it doesn't happen too quickly, so that a midwife can get to Ludlow and unlock the doors. Most mothers will not want this insecurity and will book into Telford or Hereford. That means that it is inevitable that Ludlow Maternity Unit will close.'

## **SECTION 11**

### **EVENTS SQUARE**

**REPORT**

**EVENTS SQUARE**  
**Report No. FC/17/**

**Full Council**  
**19<sup>th</sup> June 2017**

**1. INTRODUCTION**

- 1.1 The aim of this report is to provide background information and current situation relating to the minute detailed below.
- 1.2 On Monday 5<sup>th</sup> June 2017, members of Services Committee

RESOLVED (Unanimous) MC/GP

That the Town Clerk:

Brings a report to Council on 19 June 2017 to explain all aspects of the situation including:

- i) The current parking order with Shropshire Council.
- ii) The possibility of a day-time parking order that will not prevent cultural events and street trading.

**2. RECOMMENDATION**

- 2.1 To investigate the options with Shropshire Council Officers to consider whether a Traffic Regulation Order (TRO) with exemption to permit cultural events and street trading that is suitable for Ludlow
- 2.2 To clarify the costs involved in creating a Traffic Regulation Order (TRO) suitable for Ludlow; and liability for these costs

**3 BACKGROUND**

- 3.1 The area outside Ludlow Castle and in front of Terry Jones Travel and

- Ludlow College is known as Entertainment (Events) Square. It is one of the town's most attractive areas. It is with the town conservation area and surrounded by the Ancient Scheduled monuments of Ludlow Castle and Castle Gardens.
- 3.2 Ludlow Town Council has delegated authority to permit cultural events and street trading in the Events Square. **APPENDIX 1**
  - 3.3 The cultural events and street trading add to the colour and diversity of the town and support the town's tourism economy. The town council has agreements with Ludlow Food Festival, Ludlow Fringe Festival, The Green Festival, Made in Shropshire and the Mayfair for use of the Events Square.
  - 3.4 On Events Square, there are two rows of benches that provide public seating. The internal row of seats is sometimes removed to enable events to take place.
  - 3.5 Town Council vehicles use the Square to enable them to off load equipment when working on Castle Gardens, and Town Council contractors have been issued with parking permits to enable deliveries of equipment and materials. However, Events Square is not a designated public parking area.

#### **4 CURRENT SITUATION**

- 4.1 Ludlow's economy is heavily reliant on tourism. The Events Square is a prominent area within the town, and the trading and cultural activities are important because they add to the vibrant street life of the town, which is attractive to visitors and supportive of the town economy.
- 4.2 Recently, members of the public have been parking vehicles (cars, motorbikes and vans) have been parking on Events Square.  
  
The parking is haphazard, thoughtless and unsightly; vehicles have blocked access to the benches; impeded emergency vehicle access to the castle; blocked street trading and caused extra work for town council staff and festival event organisers.
- 4.3 A street trader has recently been prevented from trading by parked cars blocking the square. If the current situation persists, it is only a matter of time before festivals or events have to be cancelled or curtailed.
- 4.4 The two attachments outline the problems encountered by street traders and Ludlow Castle. **APPENDIX 2**

4.5 There is currently no parking enforcement of the Events Square.

## **5 OPTIONS**

5.1 An initial meeting has been set up with Shropshire Council Officers at the end of June to scope the issue and draft options for consideration by the Town Council.

5.2 Initial conversations have brought to light a few considerations:

- It is possible to create exemptions to permit cultural events and street trading
- From Shropshire Council's perspective, applying a parking order to a small area of the town center may lead to undesirable displacement parking in other parts of the town center area and this could be considered during scoping process.
- A time restricted parking may create confusion.
- The creation of a parking order is a legal process and will require appropriate consultation, which would be undertaken by Shropshire Council. Signage will be required and this is subject to national regulation.
- As yet the costs are not known and Shropshire Council has made no commitment to meet any of the costs.

Town Clerk  
June 2017

### **Implications**

**Wards Affected (all)**

**Financial (as contained with the report)**

**Health & Safety (Risk Assessments for specific activities will be undertaken)**

**Law & Order (None)**

**Environmental Implications (As contained within the report)**

EXTRACTED MINUTE FROM COUNCIL 26 03 09 SSDC

RECOMMENDATION OF THE LICENSING & APPEALS COMMITTEE  
26<sup>TH</sup> FEBRUARY 2009

C/91 STREET TRADING, CASTLE SQUARE, LUDLOW

The Chairman of the Licensing & Appeals Committee, Councillor Mrs J. Williams presented the report to Council relating to a request submitted by Ludlow Town Council that the Policy regarding street trading in Castle Square, Ludlow, be amended to enable street trading to be permitted on Entertainment/Events Square and greater Castle Square when ancillary to entertainment or cultural activity.

**RESOLVED (unanimous)**

**that the Policy relating to Entertainment/Events Square, Ludlow, be amended so as to also permit street trading in greater Castle Square when this is ancillary to a cultural event or entertainment.**

## EXTRACTED MINUTES

Minutes of a meeting of the **COUNCIL** held in the Ludlow Conference Centre, Ludlow on **MONDAY 5<sup>th</sup> DECEMBER 2011** at **7.00PM**

**FC/263 b) Recommendations**

**Street Trading Policy**

**That:-**

- i) the Street Trading Policy be adopted**
- ii) once adopted (including discounted rates) the Town Clerk forward a copy of the Policy to the Consultees as set out in clause 6.3.**
- ii) the Policy be implemented with effect from 1<sup>st</sup> January 2012.**

**RESOLVED (10:0:1)**

**That:-**

- i) the Street Trading Policy be adopted**
- ii) once adopted (including discounted rates) the Town Clerk forward a copy of the Policy to the Consultees as set out in clause 6.3.**
- ii) the Policy be implemented with effect from 1<sup>st</sup> January 2012.**

## APPENDIX 2

**From:** Liz Gresko [mailto:  
**Sent:** 22 May 2017 15:33  
**To:** Assistant@ludlow.gov.uk  
**Subject:** Street Trading Pitch - Gresko Bohdi Ludlow

Hello Naomi,

We have been street trading on Castle Square since 21<sup>st</sup> April. We would like to book more dates in July, August and September.

We are beginning to establish ourselves. We are getting good feedback on our appearance and food.

We do have a serious problem with parking in the area in the front and side of us. This blocks the already very limited visibility from the market area. Please see the photo from our gazebo of the gap visitors see us from.

The area can look like a car park, not a trading area, so visitors don't give a second glance.

We've seen the impact several times already.

Tony tries hard to move people on, but he cannot be permanently standing in the area. He tells us there should be no parking in the area but this is not enforceable.

We cannot be continually asking people to move on, this would cause us badwill.

Last week we had cars parked almost directly in front of our pitch when we arrived at 8.00 a.m.

Can you please let us know what can be done re the parking?

Could you also let us know what the situation is regarding tables and chairs. We've seen that the Silver Grill and Bostin Chips both have several sets.

Would we also be allowed? If so are there any rules we should follow?

We have the application form and available dates for future bookings, Liz will send these shortly.

Best Regards,  
Richard and Liz

**From:** Sonja Belchere [  
**Sent:** 30 May 2017 17:09  
**To:** 'Gina Wilding' <townclerk@ludlow.gov.uk>  
**Subject:** RE: cars on Events Square outside Ludlow castle.

Hi Gina

Key problems for us and our visitors are as follows:

The car parking completely blocks the view of the castle gates and prevents pedestrians from accessing the castle from the market square. They have to cross to roads to get round the cars.

There is very little consideration for pedestrians. The drivers are not too careful about driving near pedestrians and some of the speeds with which they park are unacceptable. Last week a lady "swung round" at such speed to rush into the market that she could have hit a pedestrian and when approached about it she just ignored me and carried on muttering that she would only be 5 mins.

They have also blocked the way through to Castle House car park by parking too close to The Art Rooms (not The Art Rooms visitors) thus causing access problems for emergency vehicles if needed.

Best Wishes

Sonja

Sonja Belchere  
The Custodian  
Ludlow Castle  
01584 874465  
[Sonja@ludlowcastle.com](mailto:Sonja@ludlowcastle.com)

**From:** Gina Wilding [<mailto:townclerk@ludlow.gov.uk>]  
**Sent:** 30 May 2017 15:18  
**To:** 'Sonja Belchere' <  
**Subject:** cars on Events Square outside Ludlow castle.

Hi Sonja,

I'm putting together a report on the detrimental impact of the cars that are parking in the area outside the castle by Terry Jones & Ludlow College.

From the castle's perspective, please could you let me know what problems the parked cars have caused /are likely to cause if it persists.

Many thanks.  
Kind regards,  
Gina

Gina Wilding BA (Hons)

## **SECTION 12a**

### **COMMITTEE MEMBERSHIP**



## **SECTION 12b**

### **REPRESENTATIVES ON OUTSIDE BODIES**

**REPRESENTATIVES ON OUTSIDE BODIES 2017/18**  
**Adopted Full Council 10<sup>th</sup> May 2017**

Organisation	Number of Reps	Contact	LTC Representative Councillors 2017/2018
SALC (South Shropshire Area Cttee)	1	Dianne Dorrell/Tim Ward	Cllr Sheward
Ludlow Joint Committee	1	Linda Monteith	Cllr Gill
Ludlow Conservation Area Advisory	2	Ben Williscroft	Cllr Ginger/Sheward
Parish Paths Partnership	1	Chris Badley	Cllr Cobley
Flood Forum	1	Rhian Townsend	Cllr Parry/Lyle
Assembly Rooms	1	Chris Underhill	Cllrs Lyle/Parry alternating
Ludlow Hospital	1	Sarah Wardle	Cllrs Jones/Paton alternating
Ludlow Chamber of Trade & Commerce	1	Tish Dockerty	Cllr Gill
Town Walls Trust	1	Richard Cundall	Cllr Sheward
Ludlow in Bloom	1	Viv Parry	Cllr Parry
Access Group	1	Viv Parry	Cllr Parry
Ludlow Mascall Centre	1	Director – Tina Healy	Cllr Parry
Cons. Trust for St Laurence	1	Bill Lloyd-Kitchen	Cllr Parry
St Laurence vision project	1	Team Rector	
Teme Weirs Trust	1	Daphne Jones	
Friends of Whitcliffe Common	1	John Barnard	Cllr Cobley
Gallows Bank Trust	1	Mr David Davies	Cllr Lyle
Ludlow 21 Food & Farm Group	1	Tish Dockerty	
Job Charlton Trust Almshouses	1	Eric Williams	Cllr Parry
Elizabeth Massey Almshouses	1	Eric Williams	Cllr Parry
Hosyer-Foxe Almshouses	1	Eric Williams	Cllr Parry
South Shropshire Youth Partnership	1	Linda Monteith	Cllr Paton
Youth Forum	1	Richard Morley	Cllr Paton
Ludlow Area Youth Partnership	1	Linda Monteith	Cllr Paton
Fairtrade Steering Group	1	Jenny Hume	Cllr Lyle
Shropshire Hills & Ludlow Tourism Destination Partnership	1	Tish Dockerty	
Wigley Fields Allotments	1		Cllrs Lyle/Jones alternating
Ludlow Town Centre Residents Association	1	Robin Pote	Cllr Pote

Ludlow 21 Sustainable Transport Group	1	Robin Pote	Cllr Pote
In and Out of Ludlow (IOL) Forum			Pote/Parry/Sheward/Gill/Ginger

**SECTION 12c**

**LETTER FROM LUDLOW MASCALL CENTRE**



*A Place to Meet -* Ludlow Mascall Centre  
Lower Galdeford Ludlow SY8 1RZ Shropshire  
Telephone: 01584 873882  
director@ludlowmascallcentre.co.uk

Dear Gina

Thank you for your letter. I do apologise I should have written to you sooner. Ludlow Mascall Centre amended its constitution at the AGM in September 2016 and as a result a representative from Ludlow Town Council is no longer required on the Board.

I would like to take this opportunity to thank the Town Council and yourself for all your support over the years.

Kind Regards

Tina Healy  
Centre Director

**SECTION 13a, 13b & 13c**

**LETTERS FROM PHILIP DUNNE, MP**

PHILIP DUNNE MP

(LUDLOW)



HOUSE OF COMMONS

LONDON SW1A 0AA

10 APR 2017

Ms Gina Wilding  
Town Clerk  
Ludlow Town Council  
The Guildhall  
Mill Street, Ludlow  
Shropshire SY8 1AZ

3<sup>rd</sup> April 2017  
Our Ref: AV/03.04.17/245

Dear Gina

Thank you for your letter of 23<sup>rd</sup> March about business rates and public toilets.

The provision of public toilets is one of the basic services that help create good quality public places. For this reason, I welcome the fact that the Local Government Finance Bill will allow local authorities to grant discretionary business rates relief on public toilets that they own and maintain.

As they are such an important amenity for many people, I believe that reducing the costs on local authorities of maintaining them will be hugely beneficial. The measure will help councils to keep toilets open, and pave the way for savings by parish and town councils, which often bear the burden of maintaining such facilities.

On the matter of mandatory relief, I am aware that an amendment on this subject has been tabled for the forthcoming Report Stage of the Bill in the House of Commons. I would emphasise that councils do not currently have the power that the Government seeks to introduce, so I would not underestimate the importance of this change. I believe it is right to ensure that councils have choice in this area, as they know what is best for their local area.

Yours sincerely

Philip Dunne  
MP for Ludlow

PHILIP DUNNE MP  
(LUDLOW)



HOUSE OF COMMONS  
LONDON SW1A 0AA

Mrs Gina Wilding  
Town Clerk - Ludlow Town Council  
Guildhall, Mill Street  
Ludlow  
Shropshire SY8 1AZ

10 APR 2017

31<sup>st</sup> March 2017  
Ref:RD.07/03/2017/198

Dear Gina

Thank you for your letter of 1<sup>st</sup> March. As you know, FutureFit is part of the NHS in Shropshire planning for urgent and emergency care to plan for sustainable services for the county for the future. This has now been subsumed within the Sustainability and Transformation Plans for Shropshire, Telford and the Wrekin which is in development and has a much broader remit to plan how to deliver viable health and social care services for the next five years. The most recent draft plan (version 5.0) was published on 31<sup>st</sup> January 2017 and I would encourage your members to read the document which can be found at:

<http://www.sath.nhs.uk/wp-content/uploads/2017/02/Shropshire-and-Telford-STP-update.pdf>. The nominated Lead is Simon Wright, Chief Executive of Shropshire and Telford Hospital. He can be contacted at:  
[Simon.Wright@sath.nhs.uk](mailto:Simon.Wright@sath.nhs.uk)

Yours sincerely

Philip Dunne  
MP for Ludlow



HOUSE OF COMMONS  
LONDON SW1A 0AA

The Manager  
Ludlow Market  
Open Market, Castle Street  
Ludlow, Shropshire  
SY8 1AT

2<sup>nd</sup> May 2017

Dear Sir/Madam

Having met Ludlow Chamber of Commerce and local traders back in February, I am well aware of the concerns many Ludlow businesses have about the proposed business rate revaluation. I have spoken to several retailers in the town centre directly about this.

While the majority of businesses in Ludlow will see their business rates fall or stay the same, thanks to the permanent doubling of the threshold for small business rate relief, some are clearly facing significant rises. So since February I have been putting pressure on the Treasury and the Valuation Office Agency, to try and mitigate the impact of this revaluation on local businesses. I met the Chancellor in March, and was pleased to see further transitional arrangements announced in the Budget.

The £300m discretionary fund for local authorities to use locally to ease the impact of increases was confirmed last week before Parliament was dissolved ahead of the General Election. I am seeking to establish what allocation will go to Shropshire and will urge Shropshire Council to set criteria which help those parts of the county which have seen the steepest increases.

I have also been challenging the Valuation Office Agency to visit Ludlow, to see for themselves the evidence being gathered to show the impact of these changes to rateable values, and to get a feel for the special retail environment in the town. I am delighted to say, after some back and forth, they have now agreed to my request, and will send their Chief Valuation Officer and a local Valuation Officer to Ludlow. I am seeking to arrange this as soon as possible, and am meeting Tish Dockerty and Tom Dixon this week to coordinate our approach.

I have been advised by Tom, a former valuation officer, whom I quote that "there is a well-established procedure between the British Retail Consortium, the Rating Surveyors' Association, and the VOA to have consultation committees for town and city retail centres to pool evidence to establish the proper pattern of RVs related to relativity, in valuation terms, of the different trading pitches, which is the aspect which seems to have gone awry in Ludlow. The process is now known as GPCR (Group Pre-Challenge Resolution), using a method of 'key rents'."

I hope therefore that you will be willing to provide information to the Chamber of Commerce, in a manner which preserves your confidential information, but allows us to develop a 'key rents' data pack to substantiate a GPCR case for traders in the town.

Yours sincerely

Philip Dunne  
MP for Ludlow

PS please contact Trish on [tish@ludlowchamber.co.uk](mailto:tish@ludlowchamber.co.uk) if you have not already done so, to help provide key rent evidence.

From the Constituency Office at:

54 Broad Street, Ludlow, Shropshire SY8 1GP

Tel: 01584 872187 Fax: 01584 876345

Email: [gibsonja@parliament.uk](mailto:gibsonja@parliament.uk) Website: [www.philipdunne.com](http://www.philipdunne.com)

## **SECTION 14**

**KEEP OUR SHROPSHIRE HISTORY ALIVE**

# Keep Our Shropshire History Alive



KSLI



Shrops  
Yeomanry



KSLI  
Volunteers



Horse  
Artillery



**The Rifles Office  
Army Reserve Centre  
Cophorne Road  
Shrewsbury SY3 8LZ**

08 MAY 2017

Mrs G. Wilding  
Ludlow Town Council  
Ludlow  
Shropshire

1<sup>st</sup> May 2017

Dear Mrs Wilding,

## **KOSHA Fundraising**

At the beginning of our Fundraising campaign last year, I sent an e-mail to all Shropshire Town and Parish Councils enclosing a letter (copy attached) asking if your Council might be in a position to offer a little help. The campaign is now drawing to a close and an amount of just over £16,000 will shortly be handed to the Museum. Several Councils in Telford have responded to my request and have contributed to this total - sadly, the only contribution from wider Shropshire has been from Shrewsbury Town Council with a quite magnificent sum. Before we finally close, therefore, I am writing to one or two of the Town Councils of Shropshire asking if you have had an opportunity to consider our request and look forward to hearing from you.

Kind regards

Yours sincerely,

Shirley Gallaway  
Secretary – KOSHA

# Keep Our Shropshire History Alive



KSLI



Shrops  
Yeomanry



KSLI  
Volunteers



Horse  
Artillery



**The Rifles Office  
Army Reserve Centre  
Cophorne Road  
Shrewsbury SY3 8LZ**

Dear Councillors,

## **Shropshire Regimental Museum**

I have sent this letter via an e-mail to your Council Clerk in the hope that you might be able to consider at your meeting my request for support and possibly a small donation. We were very grateful that some Shropshire Councils donated extremely generously when our committee (in a different guise) were collecting to place a memorial to the KSLI at the National Memorial Arboretum - this was achieved in May 2015.

Our Regimental Museum is to be found in the confines of Shrewsbury Castle and is regarded as one of the finest in the country – truly, the regiments whose histories are displayed within see it as doing them proud. Even after extensive damage caused by an IRA bomb in 1992, Museum staff, together with a not inconsiderable number of specialist organisations and artisans, managed to restore it to its former glory within 5 years by incredibly dedicated hard work. Sadly, the Ministry of Defence have decided to withdraw the funding to all Regimental Museums which will see Shrewsbury with a shortfall of around £30,000 per annum. I am writing now on behalf of the KOSHA Committee who represent a group of Kings' Shropshire Light Infantry Veterans who have joined together to seek support from all their comrades and other veterans and as many Shropshire based organisations as possible to try to bridge the shortfall gap. Running costs for the actual Museum must be found by the Trustees through private donations, a small shop selling memorabilia and various fund-raising activities.

We believe that it will be a rare indigenous Shropshire family with no link to this museum, covering as it does the history of the KSLI/Light Infantry from formation in Bridgnorth in 1755 and Shrewsbury in 1759 (53<sup>rd</sup> and 85<sup>th</sup> of foot respectively) right up to the present day, together with the Shropshire Yeomanry and Royal Horse Artillery. I thank you in anticipation.

Yours sincerely,

*Shirley Gallaway*

Secretary KOSHA

KOSHA Chairman: M.G.Halliday, 7 Cotswold Drive, Telford TF3 2NR. tel: 01952 591715, e-mail: [mg.halliday@hotmail.co.uk](mailto:mg.halliday@hotmail.co.uk)  
Secretary: S.Gallaway, Ty Gwyn, Station Rd, Pant, Nr Oswestry SY10 8JT. tel: 01691 830970, e-mail: [gallawayshann@aol.com](mailto:gallawayshann@aol.com)

**SECTION 15a**

**ANNUAL TOWN RESIDENTS MEETING  
ACTIONS FROM REPRESENTATIONAL COMMITTEE  
31<sup>ST</sup> MAY**



## EXTRACTED MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **WEDNESDAY 31<sup>st</sup> MAY 2017** at **7pm**.

### **R/21 PARKING BAYS - 8 MILL STREET LUDLOW**

**RESOLVED (unanimous)**  
**GG/DL**

To support the residents request to remove the disabled classification from the disabled bays outside 8 Mill Street.

### **R/22 POLLUTION – BUS IDLING**

The Chair introduced the agenda item to members and explained that Councillor Sheward (Vice Chair) had been researching this subject, since it was raised at the Annual Town Residents Meeting and invited him to address members.

Councillor Sheward had been in discussion with Public Protection Officers – Environmental Resilience at Shropshire Council with regard to pollution in Shropshire from motorists leaving their engines running for long periods of time in town centres.

Shropshire Council do not currently have the powers of enforcement to allow Civil Enforcement Officers to give warnings or guidance to drivers or to issue on the spot fines but would look sympathetically on any request for change to this situation.

Pollution monitoring device is located in the Bullring area of the town, since 2015. The monitor is switched off because levels did not present any concerns. The Chair thanked Councillor Sheward for the information.

**RESOLVED (unanimous)**  
**CS/GG**

Members requested the following;

- That the Town Clerk write to Mr Matthew Clarke and invite him to make presentation at the next Representational meeting on Wednesday 28<sup>th</sup> June 2017.
- That the Town Clerk write to Shropshire Council asking them to take on enforcement powers under Road Traffic (vehicle emissions) Regulations 2002 and enforce section 42 of the Road Traffic Act 1988.
- To request active monitoring and possibly re-positioning of the monitor to an area where buses and coaches wait.

- That the Town Clerk write to bus and coach companies and local hotels to explain the situation. Although this topic has been raised at the Ludlow Town Meeting by residents and LTC support the concerns, Shropshire Council are the overall authority with the enforcement powers.

**SECTION 15b**

**INFORMATION REQUESTED FROM ANNUAL TOWN  
RESIDENTS MEETING**



## QUESTIONS RAISED FROM THE ANNUAL TOWN RESIDENTS MEETING MONDAY 24<sup>TH</sup> APRIL 2017

**ATM/11** The Mayor then asked for questions from the floor.

Robin Pote, Streatley Mews

**Q** Referring to the question about diesel fumes, would it be possible to suggest to Minsterly Motors to stop their engines when they are outside the Assembly Rooms? I appreciate that we need a bus service and coaches, but could we request drivers turn off their engines?

**A** The matter will be looked into to determine the appropriate action.

Please refer to [Item 14a on the Agenda](#).

Peter Norman, Lower Ledwyche

**Q** In previous Town Residents meetings we have been provided with a set of accounts which shows the success and failures of the Town Council. There is no evidence of this at this meeting, so we cannot judge what has been success or a failure, so could the timing of the meeting be adjusted, or could accounts be provided for residents?

**A** Legislation obliges the town council to hold the Annual Town Residents meeting between March and June; and this does not fit with the council's financial timetable of End of Year in May, annual audit in June and approval of the Annual Return by Council in June; and external audit in July. The accounts could be inspected by residents in July, and the Annual Return would be displayed on the website.

You are welcome to attend the Full Council meeting on the 19<sup>th</sup> June when Council will approve the annual return.

Please refer to [Item 9 on the Agenda](#).

Chris Davies, Knowbury

**Q** Firstly I support Robin Pote regarding buses and can confirm as a volunteer in the box office the fumes are unbearable, coaches in particular as they leave their engines running for the aircon, so visitors to return to a cool coach. Could the Town Council pass a bylaw for coaches and buses not to run their engines?

**My question is, you referred to the Shropshire Council consultation regarding buses and leisure. Will the Town Council be publishing their comments and considerations of these documents?**

A Consultation responses are recorded in the minutes of meetings, which are available as public documents.

The bus strategy was a series of five options per question and there were a generous number of questions. Therefore the basic links were published on the website and members were encouraged to respond to the consultation individually.

[These consultations were discussed at the Policy & Finance Committee Meeting on the 10<sup>th</sup> April 2017 – the extracted minutes are attached](#)

Mr Geoffrey Tutt, Mill Street

**Q Now that the Royal British Legion (RBL) has closed, is there any need for the two disabled parking spaces outside the building? I assume they were created for the RBL but are now no longer required.**

A This matter would be considered at an appropriate meeting (Representational Committee)

[Please refer to Item 14a on the Agenda.](#)



## EXTRACTED MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 10<sup>th</sup> APRIL 2017** at **7.00PM**

### **PF/119 ECONOMIC GROWTH STRATEGY CONSULTATION**

#### **RESOLVED (7:0:1) GG/AC**

That the Council respond to the consultation as follows:

- i) Members are dismayed that the release of such an important strategy consultation has been timed for the end of a term of council for both the unitary authority and town and parish councils in Shropshire.
- ii) The language employed in the strategy is vague, there is plenty of urging and hoping, but little evidence of commitment to action. Whilst it is noted that setting consultation questions can be challenging, the reasoning behind some of the questions is difficult to understand.
- iii) The Town Council is aware that Shropshire Council has sold significant assets in Ludlow without reinvesting any of the money in Ludlow, which does not instil confidence in Shropshire Council's willingness to invest in Ludlow, or support the rhetoric of the strategy for Ludlow.
- iv) The strategy mentions the A49 growth corridor, but there is no management structure or consultative body identified to take any meaningful action. Research reveals that the importance of the A49 growth corridor was also identified in similar documents in 2014, but there has not been any progress, and in 2017, there is still no identifiable body under which action would be taken.
- v) Ludlow Town Council would like to work with Shropshire Council to find ways to make the strategy work for Ludlow. Ludlow Town Council has worked hard to achieve stability in this term of the Council, which will extend into the next term of the council. The majority of Councillors will be returning to the Council, there are two contested ward elections and a minimal number of co-options will take place.
- vi) Ludlow Town Council seeks to be a continuing source of strength for Ludlow and would like to invite Gemma Davies, Head of Economic Growth to a meeting on 12<sup>th</sup> June 2017 at 7.00pm at the Guildhall to have a chance to understand how Shropshire Council's Economic Growth Strategy will work for Ludlow and how Ludlow can contribute to the overall economic development of the county.

### **PF/120 INDOORS LEISURE FACILITIES STRATEGY**

#### **RESOLVED (unanimous) GG/RJ**

That a strongly worded statement be sent to Shropshire Council in defence of the existing indoor leisure facilities in Ludlow, clearly stating the large catchment

area that is served by South Shropshire leisure centre and the absolute need to maintain the existing level of facilities and access as a minimum.



## EXTRACTED MINUTE

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 16<sup>th</sup> JANUARY 2017** at **7.00PM**

### **PF/86      SHROPSHIRE BUS STRATEGY CONSULTATION**

Councillor Parry commented that she has requested that this be discussed at the next Environment and Services Scrutiny Committee at Shropshire Council.

The Chairman suggested that the questionnaire be completed by individual Councillors. Councillor Smithers added that the consultation should be put onto the Ludlow Town Council website and a press release issued to encourage participation.

#### **RESOLVED (Unanimous) JS/AC**

That:-

- i) Members individually complete the questionnaire
- ii) the bus consultation is publicised through the Ludlow Town Council website and press release

**SECTION 16a**

**RECOMMENDATIONS**

**FROM P&F COMMITTEE 12<sup>TH</sup> JUNE 2017**



## **Recommendations from Policy & Finance Committee 12<sup>th</sup> June 2017 to Full Council 19<sup>th</sup> June 2017**

**PF/ END OF YEAR CARRY FORWARDS**

**RECOMMENDED (8:0:1) AC/TG**

To approve the carry forward budget from 2016/17 to 2017/18

**PF/ CONFIDENTIAL WASTE DISPOSAL**

**RECOMMENDED (unanimous) GP/AC**

To approve the increased budget and change of supplier to Evastore

**SECTION 16b**

**RECOMMENDATIONS  
FROM SERVICES COMMITTEE 5<sup>TH</sup> JUNE 2017**



## **Recommendations from Services Committee 5<sup>th</sup> June 2017 to Full Council 19<sup>th</sup> June 2017**

### **S/13     LUDLOW MARKET**

#### **RECOMMENDED (5:3:1) MC/GP**

- i) To approve the Calendar of Events market timetable for 2017/18 because it enables all users of the market, namely Town Council market traders, Local to Ludlow market traders, Antiques market traders, Tinsel Tuesday market traders to complete their trading prior to Christmas.
- ii) To refuse the proposal to put up temporary stalls on Events Square because of an unacceptable financial and H&S risk for the Town Council.

**SECTION 17a**

**COMMITTEE & WORKING GROUP MINUTES**

**REPRESENTATIONAL COMMITTEE MEETINGS**

**3<sup>RD</sup> May & 31<sup>st</sup> MAY 2017**



## MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **WEDNESDAY 3<sup>rd</sup> MAY 2017** at **7pm**.

### **R/675** **PRESENT**

Chair: Councillor Ginger

Councillors: Clarke (7.07pm), Gill, Jones, Lyle and Sheward

Officers: Gina Wilding, Town Clerk  
Sarah Hughes, Finance Assistant

Also Attending: Councillor A Boddington, Unitary Councillor  
Councillor T Huffer, Unitary Councillor

### **R/676** **HEALTH & SAFETY**

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

### **R/677** **APOLOGIES**

Apologies were received from Councillors Draper, Kemp and Smithers.

### **R/678** **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None

#### Conflicts of interest

Cllr	Item	Reason
Lyle	Shropshire Housing Association	Small Gardens Festival applying for grant from Shropshire Housing Association
Gill	15	Personally donated to Friends of the Museum
Ginger	14	Resident of Corve Street
Clarke	17/01897/ADV	Subcontracts for Shukers

#### Personal Interest

Cllr	Item	Reason
Lyle	17/01327/FUL	Knows staff at the Brewery

	17/01759/FUL 14 15	Knows Architect Knows Applicant Knows Applicants of both organisations
	17/01168/COU	Knows applicant
Ginger	15	Knows Applicant
Gill	15	Knows Applicant
	17/01168/COU	Knows applicant
Clarke	17/01168/COU	Knows applicant

**R/679      PUBLIC OPEN SESSION (15 minutes)**

Linda Downey, Poyner Road, regarding the application on Poyners Linda expressed concerns that the development was proposed on amenity area which was fondly used by residents. She also expressed concerns regarding drainage for the proposed dwelling, access for emergency vehicles and restricted parking as a result of extra traffic.

Denise Thompson, Ludlow 21, spoke regarding the bus shelter proposed on Corve Street. She informed the committee that at the site meeting to review the options, measurements of the roadway had been taken and it was established that widening the road would be a possible course of action in order to be able to install an appropriate shelter. She suggested that Ludlow Town Council permit Andrew Keyland from Shropshire Council to undertake investigative work to create a more detailed proposal to be scoped and put to the Town Council.

Councillor Clarke entered the meeting at 7.07pm

Mr M Hunt, Julian Road, addressed the committee with his objection to the Poyner Close application with reference to case law precedent. Notes supplied.

**R/680      LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

Councillor Huffer, Ludlow East,  
Councillor Huffer reaffirmed the comments of the public regarding **Poyner Road Ludlow 17/01372/FUL**, stating she had received letters from several residents with concerns over the proposal.

She shared the concerns over parking and access, and suggested that the application must go to Shropshire Councils planning committee and she would not encourage an officer led decision.

Councillor Huffer also informed the committee that the Housing Association application for **Lacy Road** had been withdrawn.

Councillor Boddington, Ludlow North,  
Councillor Boddington informed the committee that

planning application **17/01387/FUL Sidney Road, Ludlow** has been submitted, and it is no longer possible to put a green spaces order on the area.

Regarding **17/01540/FUL, The Croftings Felton Close Ludlow** Councillor Boddington stated that the lack of green space would be detrimental to the whole area, and felt that the two additional houses would be significant overdevelopment of the area.

He informed members that he had attended the highly productive meeting regarding **Corve Street Bus Shelter Ludlow**, and suggested that widening the pavement to facilitate the shelter would be the best option, and if supported by the Town Council the works could be undertaken during the scheduled resurfacing works in later this year.

The Chairman responded that there was no need to widen the pavement because the proposed bus shelter would fit the pavement as it stands, without widening.

With regard to **Brian Mears Bricks Ltd Bromfield Road Ludlow (17/01812/DIS, 17/01810/DIS, 17/01837/DIS)** Councillor Boddington expressed his concerns regarding the proposed changes to the petrol station lighting, which would transform the facility for the originally proposed low lit petrol station with activity sensitive lighting, to the currently proposed fixed intensity lighting, which would create light pollution.

**R/681**     **MINUTES**  
**RESOLVED (unanimous)**  
**GG/RJ**

That the minutes of the Representational Committee meeting held on Wednesday 5<sup>th</sup> April 2017 be approved as a correct record and signed by the Chairman.

**R/682**     **ITEMS TO ACTION**

The Chairman thanked staff for completing the items to action.

**RESOLVED (unanimous)**  
**GG/RJ**

To note the items to action

**R/683**     **LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)**

**RESOLVED (unanimous)**  
**GG/CS**

To note the agenda of the meeting held on 3<sup>rd</sup> May and the minutes of Wednesday 5<sup>th</sup> April 2017.

**R/684**      **SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED** (unanimous)  
**GG/CS**

To note the decisions.

**R/685**      **SHROPSHIRE COUNCIL DECISIONS**

**16/04032/FUL 9 Tower Street Ludlow SY8 1RL - GRANTED**

**RESOLVED** (unanimous)  
**GG/RJ**

To notify Shropshire Council that the proposed entrance would result in the loss of the Town Council's trading pitch, which was an unacceptable outcome for the Town Council.

**R/686**      **DISCHARGE OF CONDITIONS APPLICATIONS**

**Brian Mears Bricks Ltd Bromfield Road Ludlow SY8 1DN**  
**(17/01812/DIS, 17/01810/DIS , 17/01837/DIS)**

Members noted that concerns previously raised by Ludlow Town Council regarding lighting, as detailed below, had not been considered:

*Members raised concerns over highway issues including safety, access and the potential for traffic build up on an already busy approach road into the town and the main pedestrian route to Ludlow Secondary School. Also the impact of lighting and deliveries required to run a 24 hour petrol station and convenience store.*

**RESOLVED** (unanimous)  
**GG/DL**

To Object to the discharge submitted and support concerns that the proposed changes to the petrol station lighting, which would transform the facility for the originally proposed low lit petrol station with activity sensitive lighting, to the currently proposed fixed intensity lighting, which would create light pollution.

**R/687**      **PLANNING APPLICATIONS**

**17/01387/FUL Housing Development Sidney Road Ludlow SY8 1SQ**

The Chair confirmed that the footpath and the bridleway are on the definitive map; and there are TPOs on all 3 trees on the site. He also made reference to the case law established by the Sunningwell case in Oxfordshire, where the development was refused on the grounds that the space had been used as an amenity area for over 20 years.

**RESOLVED (unanimous)**  
**GG/RJ**

To strongly object on the following grounds:

- i) The amenity value of the land is significant to the residents, who have enjoyed the use of the land for over twenty years
- ii) The development would be detrimental to the visual amenity of the area
- iii) the existing footpath and the bridleway are on the definitive map;
- iv) there are Tree Protection Orders on all 3 trees on the site  
there is precedent in case law established by the Sunningwell case in Oxfordshire, and others, where the development was refused on the grounds that the space had been used as an amenity area for over 20 years.

**R/688 17/01372/FUL Housing Development Site Poyner Road Ludlow SY8 1RQ**

Councillor Sheward noted the application is

**RESOLVED (unanimous)**  
**GG/RJ**

To Object for the following reasons:

- i) The proposal is unachievable and unsustainable.
- ii) access for emergency vehicles, refuse collections would be impeded
- iii) there would be inadequate parking provision
- iv) Drainage may be problematic.

**R/689 17/01199/FUL Garages off Rock Lane Ludlow SY8 1SF**

**RESOLVED (unanimous)**  
**GG/DL**

To Object

On the following grounds:

- The road is very narrow.
- The development would increase traffic
- There is a lack of parking in the area and the development would add to the congestion.
- Access for emergency vehicles and service vehicles such as refuse collection would be impeded.

**R/690 17/01327/FUL Ludlow Brewing Company Ltd Station Drive Ludlow SY8 2PQ**

**RESOLVED (unanimous)**  
**GG/DL**

No Objection

**R/691 17/01039/ADV Tesco Stores Ltd Corve street Ludlow SY8 2PG**

**RESOLVED (unanimous)  
GG/DL**

No objection

**R/692 17/01540/FUL The Croftings Felton Close Ludlow SY8 1DW**

**RESOLVED (unanimous)  
GG/DL**

To Object for the following reasons:

- i) The two proposed houses would be over development of the site
- ii) The proposed site of the two houses is the only green space in the development and this would have a significant detrimental impact on the amenity of the area.

**R/693 17/01179/FUL Mr Underhills Dinham Ludlow SY8 1EH**

Councillor Lyle commented that the plan received was difficult to read.

**RESOLVED (unanimous)  
GG/RJ**

No Objection

**R/694 17/01759/FUL Meran Linney House Ludlow SY8 1EE**

**RESOLVED (unanimous)  
GG/CS**

No Objection

**R/695 17/01781/LBC 2 Castle Street Ludlow SY8 1AT**

**RESOLVED (unanimous)  
GG/DL**

No objection

**R/696     17/01445/COU Walcote House 17 Broad Street Ludlow SY8 1NG**

**RESOLVED (unanimous)  
GG/MC**

No objection

Councillor Gill left the meeting at 7.47pm

**R/697     17/01897/ADV Former Shukers Showroom Lingen Road Ludlow SY8 1XD**

**RESOLVED (unanimous)  
GG/MC**

No objection

Councillor Gill returned to the meeting at 7.50pm

**R/698     17/01763/FUL Usher House 30 Mill Street Ludlow Shropshire SY8 1BG  
17/01764/LBC Usher House 30 Mill Street Ludlow Shropshire SY8 1BG**

**RESOLVED (unanimous)  
GG/RJ**

No objection

**R/699     17/01916/FUL The Rectory 4 College Street Ludlow SY8 1AN  
17/01917/LBC The Rectory 4 College Street Ludlow SY8 1AN**

**RESOLVED (unanimous)  
GG/DL**

No objection

**R/700     17/01168/COU The Angel Broad Street Ludlow SY8 1LT**

**RESOLVED (unanimous)  
GG/MC**

No objection in principle, subject to a copy of the Fire Service report for the first floor kitchen being made available to the committee.

**R/701     ROAD CLOSURES / TRAFFIC MANAGEMENT**

**RESOLVED (unanimous)  
GG/RJ**

To object to the proposed closure during the proposed dates in June

(05/06/2017 until 07/06/17) because a three day closure of a vital road would effectively close the Town Centre to buses and coaches during the tourism season.

Members stated that they understood the work was required, but asked that Western Power carry out the work during a quieter period of the year, preferably between January and March in 2018.

**R/702      INTEGRATED TRANSPORT OF LUDLOW MEETING MINUTES**

**RESOLVED (unanimous)**  
**GG/CS**

To receive the minutes of the Integrated Transport of Ludlow Meeting.

**R/703      CORVE STREET BUS SHELTER**

**RESOLVED (unanimous)**  
**GG/RJ**

To write to Andrew Keyland, Shropshire Council, to ask that he proceed with securing quotations and information necessary for Ludlow Town Council to reach an informed decision.

**R/704      GRANT APPLICATIONS**

- i) Friends of Ludlow Museum

**RESOLVED (unanimous)**  
**GG/DL**

That subject to the Town Clerk receiving confirmation that the primary fund raising stage of the project had not concluded, a grant of £200 is awarded to the Friends of Ludlow Museum

**R/705      GRANT APPLICATIONS**

- ii) Destination Ludlow Partnership

**RESOLVED (unanimous)**  
**GG/DL**

To defer the application until clarification was received that the bank account set up included the stipulation that release of funds required two signatories.

Meeting closed at 8.02pm

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Chairman  
NB: No Closed Session minutes will be issued

Date



## MINUTES

Minutes of a meeting of the **REPRESENTATIONAL COMMITTEE** held at the Guildhall, Mill Street, Ludlow on **WEDNESDAY 31<sup>st</sup> MAY 2017** at **7pm**.

### R/01 PRESENT

Chair: Councillor Ginger

Vice Chair Councillor Sheward  
Councillors: Councillors Clarke, Gill, Lyle, Paton and Pote

Officers: Gina Wilding, Town Clerk  
Stephanie Williams, Admin Assistant

Also attending Councillor Garner

### R/02 HEALTH & SAFETY

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

### R/03 APOLOGIES

Apologies were received from Councillors Jones and Parry

### R/04 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests  
None

Conflicts of interest

Cllr	Item	Reason
Gill	15	Pre-determined statements of view on item
Pote	15	Pre-determined statements of view on item

Personal Interest

Cllr	Item	Reason
Gill	17/02430/TCA 17/02267/TCA	Knows the applicant Knows the applicant
Ginger	17/02267/TCA Item 13 Item 14	Knows the applicant Owns a business in town centre Bus stop outside his business

		premises
Lyle	17/02221/LBC 17/4320/TCA Item 13	Knows the applicant Knows the applicant Knows the resident
Pote	17/2221/LBC Item 14  17/02061/TCA	Knows the applicant As a member of the Town Residents Association- suggestion came from TRA Knows the applicant

**R/05 PUBLIC OPEN SESSION (15 minutes)**

Mr G Tutt 47 Mill Street Ludlow

Item 13 - Parking Bays 8 Mill Street Ludlow

Mr Tutt read out a statement (attached) and confirmed that he was a resident of Mill Street but no longer owned a vehicle and conversion would raise the ratio of parking for residents/visitors from 1:3 to 1:4.

**R/06 LUDLOW'S UNITARY COUNCILLORS QUESTION AND ANSWER SESSION**

There were no Unitary Councillors present.

**R/07 MINUTES  
RESOLVED (unanimous)  
GG/TG**

That the minutes of the Representational Committee meeting held on Wednesday 3<sup>rd</sup> May 2017 be approved as a correct record and signed by the Chairman.

**R/08 ITEMS TO ACTION**

The Chairman thanked staff for completing the items to action.

**RESOLVED (6:0:1)**  
**GG/TG**

To note the items to action

**R/09 LUDLOW CONSERVATION AREA ADVISORY COMMITTEE (LCAAC)**

**RESOLVED (unanimous)**  
**GG/CS**

To note the agenda of the meeting held on 31<sup>st</sup> May and the minutes of Wednesday 3<sup>rd</sup> May 2017.

**R/10      SHROPSHIRE COUNCIL DECISIONS**

**RESOLVED (unanimous)  
GG/CS**

To note the decisions.

**R/11      SHROPSHIRE COUNCIL DECISIONS**

**17/01269/DIS Brian Mears Ltd Bromfield Road Ludlow SY8 1DN**

**RESOLVED (unanimous)  
GG/DL**

Members requested that the Town Clerk write to the Case Officer to state that the discharge of conditions were being considered in an order that made no sense because the parking had been agreed before the location of the petrol tanks made been agreed. The different options for the tanks would have an impact of space available for parking.

**PLANNING APPLICATIONS**

**R/12      17/02221/LBC 13 Raven Lane Ludlow SY8 1BW**

**RESOLVED (unanimous)  
GG/DL**

No objection

**R/13      17/01808/FUL Kennet House Sheet Road Ludlow SY8 1LJ  
17/01809/LBC Kennet House Sheet Road Ludlow SY8 1LJ**

**RESOLVED (unanimous)  
GG/CS**

To Object for the following reasons:

- The iconic property dates back to 1874, designed and built by Herbert Evans. The integrity of the building and the existing outbuilding which joins the house by a wall houses the original fire place, bread ovens, wash room and ash pit.
- The plans were misleading because they did not show the complete footprint.
- Members were familiar with the building and were therefore in a procession of the knowledge of the reality of the building that the plans do not show.
- Approval of the application would split the curtilage of the historic building which was unacceptable.
- The proposed room layout does not seem to comply with fire regulations.
- No parking provision has been included in the plans.

R/14 **17/02258/TCA 51 Broad Street Ludlow SY8 1NH**

**RESOLVED** (unanimous)  
**GG/DL**

No objection

R/15 **17/02267/TCA Land off Brand Lane Ludlow SY8 1NN**

**RESOLVED** (6:0:1)  
**RP/CS**

No Objection

R/16 **17/02384/TCA 33 Corve Street Ludlow SY8 1DL**

**RESOLVED** (unanimous)  
**GG/TG**

No objection

R/17 **17/02430/TCA Mr Underhills Dinham Ludlow SY8 1EH**

**RESOLVED** (unanimous)  
**GG/TG**

No objection

R/18 **17/02061/TCA Cliffdene Dinham Ludlow SY8 2SE**

**RESOLVED** (unanimous)  
**TG/GG**

Object

Members objected for the following reasons:

- The trees have high public amenity on the riverside.
- The area is rich in wildlife which needs to be protected.
- Raising the trees by 6 meters may cause the trees to become unstable.

R/19 **17/01540/FUL The Croftings Felton Close Ludlow SY8 1DW**

**RESOLVED** (unanimous)  
**GG/TG**

Object

Members reiterated their previous comments from 9<sup>th</sup> May 2017

*To object for the following reasons:*

- i) The two proposed houses would be over development of the site*
- ii) The proposed site of the two houses is the only green space in the development and this would have a significant detrimental impact on the amenity of the area.*
  - Members rejected the statement from MW Knight & Sons Ltd that the town council's point that the two new properties would negatively impact on the amenity value of the surrounding area is addressed by their assertion that 'the site was previously used as a builder's yard which has little aesthetic merit and produced noise and disturbance associated with a business of this kind' as irrelevant and disingenuous because Ludlow Town Council is commenting on the site as it currently exists, which is as a housing development. The Town Council's concerns cannot be addressed by referring to a builder's yard that no longer exists.
  - The proposed 2 dwellings on what was an amenity area on the original application of the site.
  - The current parking provision will be reduced to 4 spaces.

**R/20      17/02592/TCA The Lodge 17 Brand Lane Ludlow SY8 1NN**

**RESOLVED (unanimous)**  
**GG/CS**

No objection

Members felt unable to comment on the application without a site visit and requested that the Town Clerk write to the Case Officer to seek clarification on the application and to apply for an extension to comment on the application, due to the late validation.

**R/21      PARKING BAYS - 8 MILL STREET LUDLOW**

**RESOLVED (unanimous)**  
**GG/DL**

To support the residents request to remove the disabled classification from the disabled bays outside 8 Mill Street. This would increase the current parking provision from 1:3 disabled users to 1:4 if classification is removed.

**R/22      POLLUTION – BUS IDLING**

The Chair introduced the agenda item to members and explained that Councillor Sheward (Vice Chair) had been researching this subject, since it was raised at the Annual Town Residents Meeting and invited him to address members.

Councillor Sheward had been in discussion with Public Protection Officers – Environmental Resilience at Shropshire Council with regard to pollution in

Shropshire from motorists leaving their engines running for long periods of time in town centres.

Shropshire Council do not currently have the powers of enforcement to allow Civil Enforcement Officers to give warnings or guidance to drivers or to issue on the spot fines but would look sympathetically on any request for change to this situation.

Pollution monitoring device is located in the Bullring area of the town, since 2015. The monitor is switched off because levels did not present any concerns. The Chair thanked Councillor Sheward for the information.

**RESOLVED (unanimous)**  
**CS/GG**

Members requested the following;

- That the Town Clerk write to Mr Matthew Clarke and invite him to make presentation at the next Representational meeting on Wednesday 28<sup>th</sup> June 2017.
- That the Town Clerk write to Shropshire Council asking them to take on enforcement powers under Road Traffic (vehicle emissions) Regulations 2002 and enforce section 42 of the Road Traffic Act 1988.
- To request active monitoring and possibly re-positioning of the monitor to an area where buses and coaches wait.
- That the Town Clerk write to bus and coach companies and local hotels to explain the situation. Although this topic has been raised at the Ludlow Town Meeting by residents and LTC support the concerns, Shropshire Council are the overall authority with the enforcement powers.

**R/23**      **BUS SERVICE FOR TENDER**

**RESOLVED (unanimous)**  
**GG/CS**

Members requested that the Town Clerk write to Shropshire Council to express support for the continuation of all public bus services to and from Ludlow.

Cllr Pote and Cllr Gill removed themselves from the vote due to conflict of interest

**R/24**      **DESTINATION LUDLOW PARTNERSHIP**

**RESOLVED (6:0:1)**  
**GG/TG**

To support the grant application for £250.00 because the criteria had been met and that the criteria had now been met and funds are released.

**R/25**      **ROAD CLOSURE – MAYOR’S SUNDAY PARADE**

**RESOLVED (unanimous)**

**GG/CS**

To note the road closure application for the Mayor's Parade on Sunday 25<sup>th</sup> June 2017

**R/26      SUSPEND STANDING ORDERS**

**RESOLVED (unanimous)**

**GG/TG**

To suspend standing orders

**R/27      ROAD CLOSURE – BRAND LANE LUDLOW**

**RESOLVED (unanimous)**

**MC/TG**

To write to Shropshire Council to express concerns regarding the road closure of Brand Lane June 5<sup>th</sup> – 7<sup>th</sup> (inclusive 24 hours)

- Brand Lane is the only suitable exit road from the town centre for buses, coaches and large delivery lorries.
- Ludlow relies very much on tourism as well as local trade which are often brought into town via local buses and visiting coach companies.
- Previously the local bus service ran much smaller buses which could negotiate the diversion through Dinham and Whitcliffe.
- Mondays and Wednesday are busy market days
- Tuesday is a busy delivery day in Ludlow and many coaches visit the town centre.
- The diversion route provided is unsuitable for large buses, coaches and lorries.

•  
The proposed solution is the cheapest for contractors but expensive for the town's tourism and business reputation. Ludlow Town Council recognises that the work is essential but demands that Shropshire Council considers alternative such as working during the evening and plating over during the day so that the town can continue to function.

**R/28      REINSTATE STANDING ORDERS**

**RESOLVED (unanimous)**

**GG/TG**

Members reinstated standing orders

Meeting closed at 8.25pm

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Chairman  
NB: No Closed Session minutes will be issued

Date

**SECTION 17b**

**COMMITTEE & WORKING GROUP MINUTES**

**SERVICES COMMITTEE 5<sup>TH</sup> JUNE 2017**

## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 5<sup>th</sup> JUNE 2017** at **7.00PM**.

### **S/01**     **PRESENT**

Chairman:                    Councillor M Clarke

Councillors:                Cobley, Gill, Ginger, Jones, Lyle, Parry, Paton and Perks.

Officers:                     Gina Wilding, Town Clerk  
Sean Turgoose, DLF & Market Supervisor  
Sarah Hughes, Finance Assistant  
Tony Caton, Market Officer

Also Attending:            Councillor Pote  
Councillor Garner

The new Chairman Councillor Mark Clarke thanked the previous chair, Councillor Rose Jones on behalf of the committee for her good chairmanship. He said he hoped to be able to do as well.

### **S/02**     **HEALTH & SAFETY**

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

### **S/03**     **APOLOGIES**

No apologies were received.

### **S/04**     **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
None.		

#### Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry		Chair of Ludlow in Bloom

Councillor Ginger	9&11	Shopkeeper in Ludlow
Councillor Clarke	8	Resident in Ludlow

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Lyle	10	Involved with Fringe Festival
Councillor Paton	10	Fringe Festival Organiser
Councillor Perks	8	Resident of Ludlow and previously requested related agenda item on IOL Forum
Councillor Cobley	9	Relative is an occasional user of skate park

**S/05 PUBLIC OPEN SESSION**

There were no members of the public present

**S/06 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

Councillor V Parry, Ludlow South informed members that she has had an initial meeting with the new Portfolio Holder at Shropshire Council regarding tourism in Ludlow. He has agreed to meet with her again to discuss the matter in more detail. Date TBC.

**S/07 MINUTES****RESOLVED (Unanimous) MC/TG**

That the minutes of the Services Committee meeting held on the 3<sup>rd</sup> April 2017, be approved as a correct record and signed by the Chairman.

**S/08 ITEMS TO ACTION****RESOLVED (Unanimous) MC/TG**

To note the Items to Action.

**S/09 STREET LIGHTING****RESOLVED (Unanimous) TG/VP**

To amend the proposed recommendation to an alternative agreed by the committee.

**S/10     RESOLVED (Unanimous) GP/GG**

That:

- i) Due to recent break in attempts and thefts from town centre businesses, the Town Council 's Street Lighting is left as it is for reasons of security, crime prevention, provision of adequate lighting for CCTV images and reassurance for all residents and businesses.
- ii) Shropshire Council are approached regarding the reported countywide review of lighting due to take place over a five year period, and asked to officers to clarify the nature and timetable for reviewing street lighting in Ludlow.

**S/11     WHEELER ROAD SKATE PARK**

Councillor Parry informed the committee that Councillor Huffer has received a request for a new skate park on Lower Gallows Bank and encouraged communication if the project proceeded.

**RESOLVED (Unanimous) MC/GG**

That Councillor Jones liaises with the Wheeler Road Skate Park users to seek a detailed proposal including plans and costings to be brought to a future Services meeting.

**S/12     EVENTS SQUARE**

Councillors noted that the benches are removed for the cultural activities on the square, and suggested putting the benches back in situ to deter parking as often as possible without getting in the way of cultural events.

**RESOLVED (Unanimous) MC/GP**

That the Town Clerk:

- i) Brings a report to Council on 19 June 2017 to explain all aspects of the situation including:
  - The current parking order with Shropshire Council.
  - The possibility of a day-time parking order that will not prevent cultural events and street trading.

**S/13      LUDLOW MARKET**

Councillor Gill left the meeting at 8pm  
Councillor Gill re-entered the meeting at 8.03pm

**RECOMMENDED (5:3:1) MC/GP**

- i) To approve the Calendar of Events market timetable for 2017/18 because it enables all users of the market, namely Town Council market traders, Local to Ludlow market traders, Antiques market traders, Tinsel Tuesday market traders to complete their trading prior to Christmas.
- ii) To refuse the proposal to put up temporary stalls on Events Square because of an unacceptable financial and H&S risk for the Town Council.

**S/14      LUDLOW MUSEUM AT THE BUTTERCROSS**

**RESOLVED (Unanimous) MC/RJ**

To note the update regarding:

- i) The success of the first presentation on landscape archaeology and settlement on 1 June 2017 at Ludlow Museum at the Buttercross.
- ii) The Portable Antiquities Scheme (PAS) temporary exhibition celebrating the resident artefacts that are special to the Buttercross including the Bitterly Hoard, Pommel and filigree ring, showcasing a curated metal detectorist collection, and highlighting the recent work and future acquisitions by the Friends of Ludlow Museum including the Talbot, South Shropshire hoard and locket runs from June – August 2017

**S/15      REPORTS FROM REPS ON OUTSIDE ORGANISATIONS**

**RESOLVED (8:1:0) MC/GP**

That:-

- i) The Chairmen of each committee suggests which Outside Organisations' minutes would be most appropriate for their committee.
- ii) The Town Clerk allocates any remaining outside orgs in consultation with the Chairmen
- iii) Only authorised minutes of meetings are accepted as an update from Outside Organisations.

The meeting closed at 8.15pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. No Closed Session Minutes will be issued.

**SECTION 17c**

**COMMITTEE & WORKING GROUP MINUTES**

**STAFFING & APPEALS 5<sup>TH</sup> JUNE 2017**

## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 5<sup>TH</sup> JUNE 2017** at **2.00pm**.

### **SA/01**    **PRESENT**

Chairman:        Cllr Jones

Councillors:    Cobley, Gill, Lyle, and Sheward

Officers:        Gina Wilding, Town Clerk  
                      Naomi Brotherton, Senior Admin Assistant

### **SA/02**    **HEALTH AND SAFETY**

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

### **SA/03**    **APOLOGIES**

Apologies for absence were received from Councillors Ginger and Pote.

### **SA/04**    **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None

Conflict of Interest  
None

Personal interests  
None

### **SA/05**    **MINUTES**

**RESOLVED** (unanimous)  
**RJ/TG**

That the minutes of the Staffing & Appeals Committee meeting held on 1<sup>st</sup> February 2017 be approved as a correct record and signed by the Chairman.

**SA/06 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)**  
**RJ/TG**

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

**SA/07 STAFF APPRAISALS, TRAINING AND PAYSACLE REPORT**

**RESOLVED (unanimous)**  
**RJ/TG**

That:-

- i) Staff appraisals and training be noted;
- ii) The payscale report be noted;

**SA/08 MATERNITY COVER**

**RESOLVED (unanimous)**  
**RJ/DL**

That:-

- i) recruitment for 22 hrs a week Maternity Cover for the SFA prior to leaving to enable smooth transition is approved,;
- ii) subject to minor amendments, the Job Description, Person Specification, timetable and paperwork is approved.

**SA/09 DLF RECRUITMENT**

**RESOLVED**  
**RJ/AC**

That the Job Description, Person Specification, recruitment timetable and paperwork for the existing permanent DLF Grounds Person is approved.

The meeting closed at 2:27pm

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Chairman

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Date

## **SECTION 18**

### **LETTER OF THANKS FROM HOMESTART**

Ludlow Mascall Centre, Lower Galdeford, Ludlow SY8 1RZ

T 01584 878532

E [adminsouth@homestartshropshire.org.uk](mailto:adminsouth@homestartshropshire.org.uk)

W [www.homestartshropshire.org.uk](http://www.homestartshropshire.org.uk)



Home-Start  
Shropshire

11<sup>th</sup> May 2017

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

195 MAY 2017

Dear Gina

I am writing to thank you for your support last year and to give you an overview of the kinds of support we were able to give families in Shropshire, aided by your kind contribution.

As a small scheme making huge difference to families, the support you have given us has ensured we can continue offer help where it is needed most across the county.

Last year (April 2016 – March 2017), we supported 88 families with home-visiting volunteers, who visited them weekly. The support we offer varies and is individual to each family. This year we have seen a focus on mental ill health and its impact on families. We have also seen an increase in cases of domestic abuse within families we are supporting. The funding you have given enables us to support families that fall outside of the Lottery funding we have been receiving. Cases include:

- Domestic abuse support and signposting to specialist agencies, acting as a lead role at a time when a women is struggling to cope
- Support for families with a child over 1 year of age and under 5 years of age
- Supporting families' access support, followed by the impact of the benefit cap, such as accessing a local food bank
- Providing essential services to parents whose children are subject to a Child Protection Plan, enabling long term changes to their lifestyles and parenting
- Providing self-esteem 1-1 sessions for parents, to raise their confidence
- Focus on school readiness for some of the most vulnerable children, who will start school impacted by a lack of home education, play experiences and social experiences
- An extension of support services to some families following an end to the Lottery project (usually when a child reaches one year of age) enabling additional help to focus to areas not funded by the Lottery.

Our 53 volunteers have worked incredibly hard, and have also attended various training opportunities including their annual Safeguarding update, Mental Ill Health awareness, and some have trained to deliver a self-esteem course for women. Our volunteers report that they continue to feel well supported and feel they have increased their knowledge through the supervision and

training opportunities they access. We have staged two training programs for new volunteers, which run for 10 weeks each time, and have another course planned for September 2017.

This year is our final year of delivering a Lottery Funded Project for women in their later stages of pregnancy and into the first year of their baby's life. Throughout this project we have focused on post-natal depression, raising parents' confidence in parenting, as well as meet targets around healthy lifestyles, such as breastfeeding, healthy weaning, and parents' health benefits such as stopping smoking and active lifestyles.

Throughout the project to date, over 200 families have been supported to access their pre-natal and post-natal appointments. Without help, this is often problematical for them, due to the rural nature of our county and issues accessing services and transport. Although such a small part of what we have been doing, it is so crucial for the health and well-being of mother and baby.

We hope you will consider supporting Home-Start Shropshire again in the future, as your funding does make a difference and combat so many of life's difficulties.

Thank you again for your support, without which we could not continue offering vital assistance to vulnerable families in Shropshire.

Kind regards,



Claire Jackson  
Scheme Manager  
Home-Start Shropshire