



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: 13th March 2019

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on Monday 18th March 2019 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- Income & Expenditure – February 2019
- Policies - 2019 Health & Safety Manual and H&S Policy
- Photocopier Contract

The public may speak at this meeting

In 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, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Recording of Meetings** – Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. **Apologies**
4. **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
5. **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.
6. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
7. **Minutes** – To approve the open and closed session minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 11th February 2019**.
8. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 11th February 2019**.

| | ITEM | Attachment |
|-----------|--|-------------------|
| 9. | FINANCE INFORMATION To receive:- | |
| a) | Cash Book – Payments and Income – February 2019 | 9a |
| b) | Reconciliation – February 2019 | 9b |
| c) | Barclaycard Statements – February 2019 | 9c |
| d) | PayPal – Payments, Income & Reconciliation – February 2019 | 9d |
| e) | Mayor's Charity – Payment, Income & Reconciliation – February 2019 | 9e |



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| 10. | POLICIES Following a policy review by Ellis Whittam H&S Consultants, to adopt the 2019 Health & Safety Manual and H&S Policy | 10 |
| 11. | WME PRICE UPDATE To note the price increases | 11 |
| 12. | EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES ADMISSION TO MEETINGS ACT 1960 The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. | No papers |
| 13. | PHOTOCOPIER CONTRACT To consider proposals for a new photocopier contract | 13 |
| M e m b e r s h i p | | |
| Members of the Policy & Finance Committee | | |
| Councillors Cobley (Chair); Clarke; Garner; Gill; Ginger; Mahalski; O'Neill; Parry; Perks; Sheward; Smithers | | |
| Notes | | |
| The next Policy & Finance Committee meeting will be held on the 15th April 2019 | | |