



## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press  
**Contact: Gina Wilding**  
**Ludlow Town Council, The Guildhall, Mill Street, Ludlow,**  
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**Despatch date: 18<sup>th</sup> October 2017**

### **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 23rd October 2017 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **August & September Income & Expenditure**
- **Second Quarter - Exceptions Report**
- **Policy Review**

*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. **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 the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 11<sup>TH</sup> SEPTEMBER 2017** (Open and Closed Session)
7. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on 11<sup>th</sup> September 2017

<b>ITEM</b>	<b>Attachment</b>
<b>8. FINANCE INFORMATION</b>	
To receive:-	
a) Cash Book – Payments and Income – August & September 2017	<b>8a</b>
b) Reconciliation – August & September 2017	<b>8b</b>
c) Barclaycard Statement – August & September 2017	<b>8c</b>
d) PayPal – Payments, Income & Reconciliation – August & September 2017	<b>8d</b>
e) Mayor’s Charity – Payment, Income & Reconciliation – August and September 2017	<b>8e</b>
<b>9. 2<sup>nd</sup> QUARTER</b>	
a) To receive the Income and Expenditure Report	<b>9a</b>
b) To receive the Exceptions Report	<b>9b</b>



<b>10. OUTSTANDING INVOICE</b>	
To consider a late invoice for Mayor's Charity	<b>10</b>
<b>11. POLICIES / CONSULTATION</b>	
To review the Senior's Party Protocol	<b>11</b>
<b>12. MARKET VAT</b>	<b>12</b>
To note current VAT groupings & information from NABMA	<b>13</b>
<b>13. MINOR INJURIES UNIT</b>	
To receive a report	
<b>14. WEST MERCIA ENERGY</b>	<b>14</b>
To note the information provided	
<b>15. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>	<b>No papers</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>16. HR &amp; H&amp;S QUOTATIONS</b>	
To consider quotations for HR & H&S support	<b>16</b>

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

List of Members of the Policy & Finance Committee

Councillors Cobley (Chair); Gill (Vice-Chair); Clarke; Garner; Ginger; Jones; Lyle; Mahalski; O'Neill; Parry; Perks; Pote; Sheward; Smithers

### Notes

The next Policy & Finance Committee meeting will be held on 4<sup>th</sup> December 2017