

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 11TH JUNE 2018** at **7.00PM**

PF/1 **PRESENT**

Chairman: Councillor Cobley

Councillors: Clarke, Garner, Gill, Mahalski, Parry, Perks and Sheward

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Rachael Ponsford, Finance Assistant

PF/2 **HEALTH & SAFETY**

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

PF/3 **VICE CHAIR ELECTION**

Councillor Cobley proposed Councillor Gill, Councillor Parry seconded. Councillor Perks proposed himself, Councillor Cobley seconded.

A vote was taken, Councillor Gill received 6 votes, and Councillor Perks received 2 votes. Majority with Councillor Gill.

RESOLVED (6:2:0) AC/VP

To elect Councillor Gill as Vice Chair

PF/4 **APOLOGIES**

Apologies for absence were received from Councillor Ginger.

PF/5 **DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
None declared		

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V Parry	-	Ludlow in Bloom

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
G Perks	15	Former Vice Chair of Food Festival
	9a	Civic regalia income
A Cobley	9a	Friends of ANOB
	9a	Allotment Holder
	15	Personal Friend of new manager
M Clarke	9a	Personal Friend of P Draper

PF/6 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

PF/7 UNITARY COUNCILLORS SESSION

Cllr Parry reported her concerns from recent SALC meeting.

- a) That the future use of CIL money was to be decided at cabinet level
- b) Foldgate Lane – an application for reserved matters had been submitted.
Further details could be requested from Vincent Maher, Planning Officer

PF/8 MINUTES**RESOLVED (Unanimous) GP/AC**

That the open minutes of the Policy and Finance Committee meeting held on 16th April 2018, be signed by the Chairman as a correct record of the meeting on removal of a typo error in PF/105.

RESOLVED (Unanimous) TG/AC

That the closed minutes of the Policy and Finance Committee meeting held on 16th April 2018, be signed by the Chairman as a correct record of the meeting

PF/9 ITEMS TO ACTION**RESOLVED (Unanimous) AC/CS**

Thanks to staff were given for the completion of all items to action.

PF/10 FINANCIAL INFORMATION

It was confirmed that the internal auditor was happy with the procedure and records relating to the Civic Regalia income. Going forward, members felt a

payment plan would enable clearer understanding of the timescale for completion of payments.

PF/11 RESOLVED (Unanimous) AC/GP

To note the income and expenditure for March and April 2018.

PF/12 RESOLVED (Unanimous) AC/MC

To note the Bank Reconciliation report for March and April 2018

PF/13 RESOLVED (Unanimous) AC/TG

That the Barclaycard report for April 2018 be received.

PF/14 RESOLVED (Unanimous) AC/CS

That the PayPal report for April 2018 be received.

PF/15 RESOLVED (Unanimous) AC/GP

That the Mayor's Charity report for April 2018, be received.

Congratulations were extended to the Mayor and the Mayoress on the amount raised for the Citizens Advice Bureau.

PF/16 INCOME & EXPENDITURE - YEAR END 2017 / 18

RESOLVED (Unanimous) AC/CS

To note the Income and Expenditure Exceptions Report for Q4 2017 / 18

PF/17 CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY

RECOMMENDED (Unanimous) AC/CS

- i) To adopt the revised Policy, subject to the correction of the typo in section 2.4 and the insertion of the statement – All Ludlow Town Council staff undergo a DBS check after appointment.
- ii) To review the policy annually.

PF/18 CIVIC AWARDS

RESOLVED (Unanimous) GP/AC

That the following amendments are brought back to committee for approval:

- i) The Civic Awards Criteria a-e are listed on the application form and tick boxes are added so that nominators can indicate the criteria that relates to their nominee
- ii) The application Form includes tick boxes to indicate the category under 18 / over 18 / community group
- iii) The criteria is amended to include wording to explain the new policy that successful nominees will be notified in writing and invited to attend Mayor Making for presentation of the Civic Award.

PF/19 LOCAL GOVERNMENT INVESTMENTS

RESOLVED (Unanimous) AC/TG

To note guidance on strategy on local government investments.

RESOLVED (Unanimous) AC/TG

To note current outline information relating to Public Works Loan Board, Reserves and accounts held by the Town Council.

To note that a draft Investment Strategy will be brought back to Committee.

RECOMMENDED (Unanimous) GP/TG

- i) To invest £150K from reserves into the CCLA Public Sector Deposit Fund
- ii) To research alternative investment(s) up to £50k to be brought back to future meeting.

PF/20 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) AC/CS

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

The meeting closed at 8.41pm.

Chairman

Date

N.B. Closed Session Minutes will be issued separately