



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 18th JUNE 2012** at **7.00PM**

PF/01 PRESENT

Chairman: Councillor McCormack

Councillors: Newbold; Parry; Perks; Philips; Pound; Wilcox

Officers: Veronica Calderbank, Town Clerk
Gina Wilding, Deputy Town Clerk

In Attendance: Cllrs Davies; Draper; Perks & Toop

PF/02 APOLOGIES

Apologies for absence were received from Councillors Aitken and Leyton-Purrier.

PF/03 DECLARATIONS OF INTEREST

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

Personal Interests & Prejudicial Interests

No personal or prejudicial interests were declared.

PF/04 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

PF/05 PUBLIC OPEN SESSION FEEDBACK

The Town Clerk stated that all questions had been answered at the previous meeting.

PF/06 **QUESTION & ANSWERS – UNITARY COUNCILLORS**

Unitary Councillor R Taylor-Smith, Ludlow North, informed the meeting that the next Local Joint Committee meeting would be on 21st June 2012 at Knowbury Village hall and that she looked forward to Mayor Tony Pound attending.

Unitary Councillor Taylor-Smith commented that it was unfortunate that there was a clash with Community Infrastructure Levy (CIL) and a Special Council meeting on 28th June 2012.

PF/07 **CHANGE OF MEETING DATE**

All Members at the meeting considered the possibility of changing the date of the Special Council to the 25th June 2012 to enable Members to attend CIL meeting on the 28th June 2012.

RESOLVED (7:1:3)

That the meeting date be changed and a Special Council meeting take place on 25th and not the 28th June 2012.

Following Member's discussion and vote, Councillor R Taylor-Smith thanked Members for agreeing to change the date.

PF/08 **MINUTES****RESOLVED (5:0:2)**

That the minutes of the Policy and Finance Committee meeting held on 23rd April 2012, be approved as a correct record and signed by the Chairman.

PF/09 **ELECTION OF VICE CHAIR**

The Chairman invited nominations for Vice Chairman of Policy and Finance Committee.

Councillor Parry proposed Councillor Wilcox and this nomination was seconded by Councillor McCormack.

Councillor Pound proposed Councillor Phillips and this nomination was seconded by Councillor Newbold.

RESOLVED (4:3:0)

That Councillor Phillips be elected Vice Chairman of Policy and Finance Committee for 2012/13.

PF/10 RECOMMENDATIONS FROM SERVICES COMMITTEE

Market Matters - Medieval Market

RECOMMENDED (6:0:1)

That regular traders (those trading Monday, Wednesday, Friday and Saturdays), trading on the Saturday of the Medieval Fair should be offered a reduction of £10, making the cost to hire a stall £25.00, with a further reduction of £5 being offered if traders wear traditional dress.

PF/11 Food Festival

RECOMMENDED (unanimous)

That:-

- i) the Town Clerk is authorised to draw up an Agreement to let the whole 43 stalls on the market for the Sundays only of the Spring Festival in May and Autumn Food Festival in September.
- ii) the Agreement is to be between Ludlow Town Council and the Ludlow Food Festival organisers.
- iii) stalls are charged at the festival rate of £35 per stall plus vans and extras, such as Street Trading Pitches, Post Office and Events Square space and van space around the market.
- iv) the Agreement and charges are to be reviewed annually;
- v) the Festival Organisers provide bin bags to the exhibitors who must take away their own rubbish.
- vi) the market is cleaned during and after the event by Ludlow Town Council and the associated costs passed onto the Ludlow Food Festival.
- vii) prior and following the Food Festival an electricity meter reading is to be taken and the cost be passed onto the Ludlow Food Festival.

PF/12 Cemetery Matters, Grave Digging In-House

RESOLVED (unanimous)

That a full report regarding grave digging be taken to the next Policy & Finance Committee.

PF/13 Mayfair

RESOLVED (unanimous)

That the report be noted and the Town Clerk be authorised to write to Mr Wynn to resolve the issues for the 2013 Mayfair, namely;

- i) to provide signs to indicate that First-Aiders are available;
- ii) to request that any tannoy announcements are restricted to health and safety;
- iii) that individual ride volumes are to be set at a reasonable volume before the commencement of the Mayfair;
- iv) that Mr Wynne provides stewards for the Mayfair;
- v) that letters are sent out from the Town Council prior to the Fair with contact details of EHOs from Shropshire Council.

PF/14 SHROPSHIRE AND TELFORD & WREKIN TOURISM SUMMIT

RESOLVED (unanimous)

That the report from the Town Council Representative, Councillor Perks be noted and the Council express their thanks for his work and support.

PF/15 GRAVE DIGGING IN-HOUSE

The Chairman thanked the Deputy Town Clerk for a well explained report.

RESOLVED (4:2:1)

To continue using self-employed grave diggers at Henley Road Cemetery and review the situation in 12 months time.

PF/16 PART-NIGHT LIGHTING SCHEME

RESOLVED (unanimous)

That a public consultation be undertaken providing information via the website, the Buttercross Bulletin, Ludlow market stall (dates to be agreed), press releases for local papers and to Shropshire Council to contribute officer time to assist with the consultation. This approach to consultation would be applied to all current consultations.

PF/17 CODE OF CONDUCT

The Town Clerk advised Members that to ensure the continued legal support from Shropshire Council's Monitoring Officer they needed to adopt the proposed Code of Conduct by the 1st July 2012.

PF/18 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)

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

Press and Public were invited to return to the meeting

PF/21 CODE OF CONDUCT

RECOMMENDED (6:0:1)

That the new code of conduct be adopted with effect from the 1st July 2012 as adopted by the Shropshire Council to be reviewed after a six month period when an approach has been made to the Monitoring officer to provide full details of the Code and definitions in consultation and that the adoption of this code be publicised in the Bulletin and all Notice Boards and Local press.

PF/22 SAMDEV

Members received a report from the Chairman on the SamDev Meeting with Ludford Parish Council.

RESOLVED (unanimous)

That the Town Clerk prepares a consultation document based on the Chairman's notes from the meeting with Ludford Parish Council. The document would then be approved by Ludford Parish Council and form the basis of a consultation process as previously agreed in minute PF/16. The results of the consultation to be reported to Council.

PF/23 FINANCIAL INFORMATION

The Town Clerk informed Members that the internal auditor had not found any problems with the Council's financial and administrative records.

The Chairman thanked the Town Clerk for a clear and well explained report.

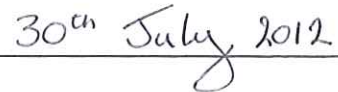
RESOLVED (unanimous)

That the report and accounts be noted

The meeting closed at 8.43pm.



Chairman



Date

N.B. Confidential Minutes will be issued.