



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,
SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 12th January 2022

POLICY & FINANCE COMMITTEE

You are invited to attend a virtual meeting of the Policy & Finance Committee to be held on Monday 17th January 2022 at 7.00pm via Zoom

Link: <https://us02web.zoom.us/j/87554916193>
Meeting ID: 875 5491 6193

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Income and Payments
- Interim Internal Audit Updates
- Aged Debtors Report

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. **Welcome** - To receive a welcome from Chairman of Policy and Finance Committee, Councillor Philip Adams.

'Welcome to a virtual meeting for the consideration of this agenda by the members of Policy & Finance Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the Council to hold decision making meetings virtually. The Council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I will explain our temporary process.

The Council has decided to retain all the elements of good governance including publically accessible meetings, and Councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

Members of the public will be given the opportunity to speak during the public open session at the beginning of the agenda, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who causes a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

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.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access to the meeting via audio only.

3. **Apologies** - To note apologies received from members of the Committee.
4. **Declarations of Interests** - To receive the declarations of interests from Members of the Committee.



- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

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.

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 and Delegated Decisions**
To note that the minutes of 15th February 2021 will be approved to be signed as a correct record by the Chairman at the next legally constituted Committee.
To note that the actions and decisions taken under delegated authority on 14th June, 26th July, 13th September, 25th October and 6th December 2021 are ratified by Council.
8. **Items to Action** – The items to action from the Policy & Finance Committee held on the 6th December 2021 are attached to this agenda.

	ITEM	Attachment
9.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for November 2021	9a
b)	Reconciliation for November 2021	9b
c)	Barclaycard Statements for October 2021	9c
d)	PayPal – Payments, Income & Reconciliation for November 2021	9d
e)	Petty Cash – Payment, Income & Reconciliation for November 2021	9e
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for November 2021	9f
g)	Mayor’s Charity Account - Payment, Income & Reconciliation for October and November 2021	9g
10.	AGED DEBTORS	
a)	To receive the current aged debtors report	10a
b)	To approve the amendment to the Debt Recovery Policy	10b
c)	To consider a report on the Calendar of Events 2020	10c
11.	INTERIM INTERNAL AUDIT To approve the bank reconciliation procedure, and note the update.	11



12.	LUDLOW MUSEUM AT THE BUTTERCROSS To approve acceptance of the bequest.	12
13.	MAYOR'S CIVIC VISITS	
a)	To note the Civic Events attended by the Mayor from September to December 2021	13a
b)	To note the Civic Events attended by the Deputy Mayor from September to December 2021	13b
14.	PROCUREMENT RULES To note the update	14
15.	REFERENDUM PRINCIPLES To note the update	15
16.	EXTERNAL AUDIT To note the update.	16
17.	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
18.	BUTTERCROSS COMMERCIAL LEASE To consider the Lease amendments suggested by the Council's solicitor	18
M e m b e r s h i p		
Members of the Policy & Finance Committee		
Councillors Adams (Chair); Boddington; Garner; Gill; Ginger; Lyle, O'Neill; Parry; Perks; and Pote.		
Notes		
The next Policy & Finance Committee meeting will be held on the 28th February 2022		