



## 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: 10<sup>th</sup> January 2024**

### **POLICY & FINANCE COMMITTEE**

You are summoned to attend a meeting of the Policy & Finance Committee to be held in The Guildhall, Mill Street, Ludlow SY8 1AZ on Monday 15<sup>th</sup> January 2024 at 7.00pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **Policy Review**
- **Climate Action Sub-Committee**
  - **Interim Internal Audit**

***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 from the Chairman and essential housekeeping information.**  
Councillors and members of the public are to note that the fire exit is 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**  
To receive and note apologies 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 Session** – Ludlow’s Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
7. **Minutes**  
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 4<sup>th</sup> December 2023**.
8. **Items to Action**  
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 4<sup>th</sup> December 2023**.

	<b>ITEM</b>	<b>Attachment</b>
<b>9.</b>	<b>FINANCE INFORMATION</b>	
	To receive:-	
a)	Cash Book – Payments and Income for November 2023	<b>9a</b>
b)	Reconciliation for November 2023	<b>9b</b>



c)	Barclaycard - Payments, Income & Reconciliation for November 2023	<b>9c</b>
d)	PayPal – Payments, Income & Reconciliation for November 2023	<b>9d</b>
e)	Petty Cash – Payment, Income & Reconciliation for November 2023	<b>9e</b>
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for November 2023	<b>9f</b>
g)	Income - Payment, Income & Reconciliation for November 2023	<b>9g</b>
h)	Electric Vehicle Charging - Payment, Income & Reconciliation for November 2023	<b>9h</b>
<b>10.</b>	<b>AGED DEBTORS</b>	
a)	To receive a report of current and aged debtors.	<b>10a</b>
b)	To consider a report on debtors.	<b>10b</b>
<b>11.</b>	<b>POLICY REVIEW</b>	
a)	To review and adopt the Safeguarding – Children and Vulnerable Adults Safeguarding Policy	<b>11a</b>
b)	To review and adopt the Safeguarding – Confidential Reporting Protocol	<b>11b</b>
c)	To review and adopt the Councillors Social Media Guidance	<b>11c</b>
d)	To review and re-adopt the Member Meeting Protocol.	<b>11d</b>
<b>12.</b>	<b>CLIMATE ACTION SUB-COMMITTEE</b>	
a)	To receive the minutes of the Climate Action Sub-Committee meeting held on the 4 <sup>th</sup> January 2024	<b>12a</b>
b)	To consider a report.	<b>12b</b>
<b>13.</b>	<b>INTERIM INTERNAL AUDIT</b>	<b>13</b>
	To review accrual codes 502 relating 2022-23 accrual for £1,458.28 and nominal code 510 that has a balance of £220.70 left on Accruals - "Cancelled Mkt Refund 09/03/23" to ensure that they are reversed as appropriate into the current financial year.	
<b>14.</b>	<b>VAT NOTICE 749 UPDATE</b>	<b>14</b>
	To note the update.	
<b>15.</b>	<b>PUBLIC SECTOR DEPOSIT FUND</b>	<b>15</b>
	To note the update.	



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

**Members of the Policy & Finance Committee**

**Councillors S Waite (Chair); Garner; Gill; Ginger; O'Neill (Vice Chair); Parry; Pote, Urka and B. Waite**

**Notes**

**The next Policy & Finance Committee meeting will be held on the 26<sup>th</sup> February 2024**