



## 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: 31<sup>st</sup> May 2023**

### **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 5<sup>th</sup> June 2023 at 7.00pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **INCOME AND EXPENDITURE**
- **VAT**
- **CONTACTLESS PAYMENTS**
- **REVIEW OF POLICIES**
- **COMMUNITY ASSET**

***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. **Election of the Vice-Chair of Policy and Finance Committee**  
To elect a Vice-Chairman.
3. **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.
4. **Apologies**  
To note apologies received from members of the Committee.
5. **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.*
6. **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.
7. **Ludlow’s Unitary Councillors Session** – Ludlow’s Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
8. **Minutes**  
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 17<sup>th</sup> April 2023**.
9. **Items to Action**  
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 17<sup>th</sup> April 2023**.



	<b>ITEM</b>	<b>Attachment</b>
<b>10.</b>	<b>FINANCE INFORMATION</b> To receive:-	
a)	Cash Book – Payments and Income for March 2023	<b>10a</b>
b)	Reconciliation for March 2023	<b>10b</b>
c)	Barclaycard Statements and Reconciliation for March 2023	<b>10c</b>
d)	PayPal – Payments, Income & Reconciliation for March 2023	<b>10d</b>
e)	Petty Cash – Payment, Income & Reconciliation for March 2023	<b>10e</b>
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for March 2023	<b>10f</b>
g)	Income - Payment, Income & Reconciliation for March 2023	<b>10g</b>
h)	Mayor's Charity - Payment, Income & Reconciliation for March 2023	<b>10h</b>
i)	Mayor's Charity Income - Payment, Income & Reconciliation for March 2023	<b>10i</b>
j)	To note that the Year End will take place on the 8 <sup>th</sup> June 2023, the Year End Income and Expenditure Report and Exceptions Report will be presented to the July meeting of Policy and Finance Committee	<b>No papers</b>
<b>11.</b>	<b>AGED DEBTORS</b> To receive a report of current and aged debtors.	<b>11</b>
<b>12.</b>	<b>VAT RETURN</b> To note the HMRC update on VAT Return late penalties.	<b>12</b>
<b>13.</b>	<b>CARD PAYMENTS</b> To approve the provision of card payment facilities at the Ludlow Museum at the Buttercross.	<b>13</b>
<b>14.</b>	<b>GRAVE DIGGING</b> To receive a report on the 2022/23 grave digging budget.	<b>14</b>
<b>15.</b>	<b>MARKET TRADER PARKING PERMITS</b> To receive a report on the 2022/23 market trader parking permits budget.	<b>15</b>
<b>16.</b>	<b>INVESTMENT UPDATE</b> To note an update from CCLA on the Public Sector Deposit Fund	<b>16</b>
<b>17.</b>	<b>LINNEY RIVERSIDE PARK</b> To consider a request to use the Linney Riverside Park by Ludlow Fly Tying Club. Please note the activity is land based training. There are public access fishing points on the river Teme, but the jetty at the Linney is not one of them.	<b>17</b>



<b>18.</b>	<b>COMMUNITY ASSET</b> To consider supporting the nomination of Ludlow Football Club as an asset of community value.	<b>18</b>
<b>19.</b>	<b>POLICY REVIEW</b>	
<b>a)</b>	To consider a report on Policy numbering.	<b>19a</b>
<b>b)</b>	To adopt the new Internal Controls Policy.	<b>19b</b>
<b>c)</b>	To adopt the new Risk Management Policy.	<b>19c</b>
<b>d)</b>	To review and approve the Market Regulations.	<b>19d</b>
<b>e)</b>	To review and approve the Market Stall Allocation Procedure.	<b>19e</b>
<b>f)</b>	To review and approve the Market Compliance Procedure.	<b>19f</b>
<b>g)</b>	To review and approve the Market Complaints Process.	<b>19g</b>
<b>h)</b>	To review and approve the Castle Gardens Policy.	<b>19h</b>
<b>i)</b>	To review and approve the Memorial Safety Policy.	<b>19i</b>
<b>j)</b>	To review and approve the Cemetery Rules and Regulations.	<b>19j</b>
<b>20.</b>	<b>CLIMATE ACTION SUB-COMMITTEE</b> To receive the minutes of the Climate Action Sub-Committee held on the 18th May 2023.	<b>20</b>
<b>21.</b>	<b>WEST MERCIA ENERGY</b> To note the WME capped prices for 2023-24.	<b>21</b>

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

#### Members of the Policy & Finance Committee

**Councillors Adams(Chair); Childs; Garner; Gill; Ginger; Lyle; O'Neill; Parry; B Waite and S Waite.**

### Notes

**The next Policy & Finance Committee meeting will be held on the 10<sup>th</sup> July 2023**