



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: 29th November 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 4th December 2023 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **Income and Expenditure**
- **Debtors Report**
- **Policy Review**
- **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. **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 receive and note apologies 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 23rd October 2023**.
9. **Items to Action**
To consider the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 23rd October 2023**.



	ITEM	Attachment
10.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for September and October 2023	10a
b)	Reconciliation for September and October 2023	10b
c)	Barclaycard Statements and Reconciliation for September and October 2023	10c
d)	PayPal – Payments, Income & Reconciliation for September and October 2023	10d
e)	Petty Cash – Payment, Income & Reconciliation for September and October 2023	10e
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for September and October 2023	10f
g)	Income - Payment, Income & Reconciliation for August, September and October 2023	10g
h)	Mayor's Charity - Payment, Income & Reconciliation for July, August, September and October 2023	10h
i)	Mayor's Charity Income - Payment, Income & Reconciliation for July, August, September and October 2023	10i
11.	SECOND QUARTER (Q2) INCOME AND EXPENDITURE	
a)	To receive the income and expenditure report for Q2	11a
b)	To approve the income and expenditure exceptions report for Q2	11b
12.	INTERIM INTERNAL AUDIT	
a)	To consider the observations and recommend the actions to Full Council.	12a
b)	To receive the Internal Auditors letter and audit summary.	12b
13.	AGED DEBTORS	
a)	To receive a report of current and aged debtors.	13a
b)	To consider a report on debtors.	13b
14.	POLICY REVIEW	
a)	To review and adopt the Social Media Policy.	14a
b)	To consider and adopt the social media statement (and guidance).	14b
c)	To review and adopt the Councillors Social Media Guidance.	14c
15.	CLIMATE ACTION SUB-COMMITTEE	
a)	To receive the minutes of the Climate Action Sub-Committee meeting held on the 5 th October 2023	15a
b)	To receive the minutes of the Climate Action Sub-Committee meeting held on the 16 th November 2023	15b
c)	To consider the updated Climate Action Plan report	15c



16.	PUBLIC SECTOR DEPOSIT FUND To receive the Fact Sheet and to note that the interest rate is 5.26%	16
17.	WEST MERCIA ENERGY To consider the green energy proposal	17
18.	MAYOR'S CIVIC EVENTS To receive the list of Civic Events attended by the Mayor, or Deputy Mayor and Councillors on behalf of the Mayor from August to October 2023	18
M e m b e r s h i p		
Members of the Policy & Finance Committee		
Councillors S Waite (Chair); Garner; Gill; Ginger; Lyle; O'Neill; Parry; Pote, Urka and B. Waite		
Notes		
The next Policy & Finance Committee meeting will be held on the 15th January 2024		