



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 10th April 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 15th April 2024 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **INCOME AND EXPENDITURE**
- **POLICY REVIEW**
- **ELECTRIC VEHICLE CHARGING**

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 26th February 2024.**
9. **Items to Action**
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 26th February 2024.**



	ITEM	Attachment
10.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for February 2024.	10a
b)	Reconciliation for February 2024.	10b
c)	Barclaycard - Payments, Income & Reconciliation for February 2024.	10c
d)	PayPal – Payments, Income & Reconciliation for February 2024.	10d
e)	Petty Cash – Payment, Income & Reconciliation for February 2024.	10e
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for January and February 2024.	10f
g)	Income - Payment, Income & Reconciliation for February 2024.	10g
h)	Electric Vehicle Charging - Payment, Income & Reconciliation for February 2024.	10h
11.	AGED DEBTORS	
a)	To receive a report of current and aged debtors.	11a
b)	To consider a report on debtors.	11b
12.	POLICY REVIEW	
a)	To review and adopt the Employee Handbook with sections relating to the new Carer's Leave (2.25), and updated Paternity Leave (2.20).	12a
b)	To review and adopt the Flexible Working Policy	12b
c)	To review and adopt the new Appraisal Policy recommended by Staffing Committee.	12c
d)	To review and adopt the new Staff Induction Policy recommended by Staffing Committee	12d
e)	To review and adopt the new Councillor Induction Policy recommended by Staffing Committee	12e
13.	ELECTRIC VEHICLE CHARGING To consider a report regarding the process of accounting for Electric Vehicle Charging and a comparison of fuel costs/consumption.	13
14.	HISTORIC STATUTE BOOKS To consider a report on the historic Statute Books and their future preservation	14
15.	PROCUREMENT ACT To note the changes to the Procurement Act legislation.	15
16.	CLIMATE ACTION SUB-COMMITTEE To note that the meeting of the Climate Action Sub-Committee on the 28 th March 2024 was inquorate.	16



17.	WEST MERCIA ENERGY To note the update.	17
M e m b e r s h i p Members of the Policy & Finance Committee Councillors S Waite (Chair); Garner; Gill; Ginger; Parry; Urka; and B. Waite		
Notes The next Policy & Finance Committee meeting will be held on the 10th June 2024		