



LUDLOW TOWN COUNCIL

A G E N D A

To: All Members of the Council, Unitary Councillors, Press

Contact: Gina Wilding

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Despatch date: 19th November 2025

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 24th November 2025 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- FINANCIAL INFORMATION
- Q2 INCOME AND EXPENDITURE
- 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 exits can be found to the rear of the building, right outside the Council Chamber and 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 broadcasting including blogging, tweeting and other social media is permitted during public sessions 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. Meeting Protocol

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair. Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

4. Apologies

To note apologies for absence 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 13th October 2025**.
9. **Items to Action**
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **13th October 2025**.
10. **Internal Auditor**
To meet Internal Auditor Kevin Rose ACMA, Director at IAC Audit & Consultancy Ltd via a video link.

	ITEM	Attachment
11.	FINANCE INFORMATION To receive:- a) Cash Book – Payments and Income for September 2025. b) Reconciliation for September 2025. c) Barclaycard - Payments, Income & Reconciliation for September 2025. d) PayPal – Payments, Income & Reconciliation for September 2025. e) Petty Cash – Payments, Income & Reconciliation for September 2025. f) Public Sector Deposit Fund – Payments, Income & Reconciliation for September 2025. g) Income - Payments, Income & Reconciliation for September 2025. h) Electric Vehicle Charging - Payments, Income & Reconciliation for September 2025.	11a 11b 11c 10d 10e 11f 11g 11h
12.	CLOSE CASHBOOKS To consider a report regarding the closure of two defunct cashbooks	12
13.	DEBTORS a) To receive a report of debtors. b) To consider an explanation report on debtors.	13a 13b
14.	POLICY REVIEW To review the Corporate Governance Policy and approve the simplified version including notes on review.	14



15.	CLIMATE ACTION TASK AND FINISH GROUP a) To receive the notes of the Climate Action Task and Finish Group meeting held on 13 th November 2025 b) To consider the recommendations from the Climate Action Task and Finish Group meeting held on the 13 th November 2025	15a 15b
16.	PLANTING TASK AND FINISH GROUP a) To receive the notes of the Planting Task and Finish Group meeting held on 30 th October 2025 b) To consider the recommendations from the Planting Task and Finish Group meeting held on the 30 th October 2025	16a 16b
17.	BUDGET TASK AND FINISH GROUP To receive notes of the Budget Task and Finish Group meeting held on the 13 th October 2025.	17
18.	Q2 INCOME AND EXPENDITURE a) To note the 2 nd Quarter Income and Expenditure Report b) To approve the 2 nd Quarter Exceptions Report	18a 18b
19.	INTERNAL AUDIT a) To recommend approval of the proposed actions in relation to the Internal Auditor's observations to Full Council. b) To note the cover letter and summary of tests.	19a 19b
20.	DATA USE AND ACCESS ACT 2025 (DUAA) To note that the Data Use and Access Act 2025 (DUAA) is a new Act of Parliament that updates some laws about digital information matters. It changes data protection laws in order to promote innovation and economic growth and make things easier for organisations, whilst it still protects people and their rights. Most of the changes offer an opportunity to do things differently, rather than needing you to make specific changes to comply with the law. The changes will be phased in between June 2025 and June 2026. For further information go to: https://ico.org.uk/about-the-ico/what-we-do/legislation-we-cover/data-use-and-access-act-2025/the-data-use-and-access-act-2025-what-does-it-mean-for-organisations/	No papers
21.	SAPPP AND CIPFA LAUNCH JOINT CONSULTATION ON PROPER PRACTICES FOR SMALLER AUTHORITIES To consider a response to the consultation.	21
22.	CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT a) To note the October 2025 statement. b) To note the sell shares funds transfer.	22a 22b



23.	BARCLAYS BANK To note the amount held in the Barclays account at the end of each month since January 2023.	23
24.	CASH FLOW MANAGEMENT To consider a proposal to reduce the amount kept in the Barclays account at any one time from GBP 150,000 to GBP 90,000, with the GBP 60,000 thereby released being placed in the CCLA account earning a higher rate of interest.	24
25.	MAYOR & DEPUTY MAYOR EVENTS To note the events attended by the Mayor and Deputy Mayor in August – October 2025	25

Membership

Members of the Policy & Finance Committee

Councillors Owen (Chair); Childs; Cowell; Gill; Ginger; Hepworth; Lyle; Maxwell-Muller; Parry; Scott-Bell; and Taylor (Vice-Chair)

Notes

The next Policy & Finance Committee meeting will be held on the
12th January 2026