



## 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: 27<sup>th</sup> November 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 2<sup>nd</sup> December 2024 at 7.00pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **INCOME AND EXPENDITURE**
- **Q2 FINANCIAL REPORT**
- **POLICY REVIEW**
- **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, left 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. **Apologies**  
To note apologies for absence 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 21<sup>st</sup> October 2024**.
  
8. **Items to Action**  
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 21<sup>st</sup> October 2024**.



	<b>ITEM</b>	<b>Attachment</b>
<b>9.</b>	<b>FINANCE INFORMATION</b> To receive:-	
a)	Cash Book – Payments and Income for October 2024.	<b>9a</b>
b)	Reconciliation for October 2024.	<b>9b</b>
c)	Barclaycard - Payments, Income & Reconciliation for October 2024.	<b>9c</b>
d)	PayPal – Payments, Income & Reconciliation for October 2024.	<b>9d</b>
e)	Petty Cash – Payments, Income & Reconciliation for October 2024.	<b>9e</b>
f)	Public Sector Deposit Fund – Payments, Income & Reconciliation for October 2024.	<b>9f</b>
g)	Income - Payments, Income & Reconciliation for October 2024.	<b>9g</b>
h)	Electric Vehicle Charging - Payments, Income & Reconciliation for October 2024.	<b>9h</b>
i)	Mayor’s Charity – Payments, Income & Reconciliation for July, August and September 2024.	<b>9i</b>
j)	Mayor’s Charity Income – Payments, Income & Reconciliation for July, August and September 2024.	<b>9j</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>INCOME AND EXPENDITURE FOR Q2</b>	
a)	To note the income and expenditure report for Q2.	<b>11a</b>
b)	To approve the exceptions report for Q2.	<b>11b</b>
<b>12.</b>	<b>INTERNAL AUDIT</b> To review the internal auditor’s observations from November 2024 and review status of actions on prior observations from Year End 2024.	<b>12</b>
<b>13.</b>	<b>POLICY REVIEW</b>	
a)	To review the Council’s Investment Policy and consider a report on investment options.	<b>13a</b>
b)	To review the Council’s Reserves Policy.	<b>13b</b>
c)	To amend the Council’s Financial Regulations in line with Committee practices in relation to monitoring direct debits.	<b>13c</b>
d)	To consider the recommendation from Staffing Committee to re-adopt the Pension Policy.	<b>13d</b>
<b>14.</b>	<b>CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT</b> To note the October 2024 statement	<b>14</b>
<b>15.</b>	<b>MAYORAL EVENTS</b> To note the Mayoral Events from August to October 2024 attended separately by the Mayor and Deputy Mayor.	<b>15</b>



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

**Members of the Policy & Finance Committee**

**Councillors S Waite (Chair); Garner; Gill (Vice-Chair); Ginger; Miller; Parry; and B. Waite**

**Notes**

**The next Policy & Finance Committee meeting will be held on the  
13<sup>th</sup> January 2025**