

## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 20<sup>th</sup> January 2020** at **7.00PM**

### **PF/86     PRESENT**

Chairman:                   Councillor Cobley  
Councillors:                Clarke, Garner, Ginger, Lyle, O'Neill, Parry, Pote,  
                                      Sheward, Smithers  
Officers:                     Gina Wilding, Town Clerk  
                                      Lucy Jones, Senior Finance Officer

### **PF/87     HEALTH & SAFETY**

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

### **PF/88     RECORDING OF MEETINGS**

The Chairman notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

### **PF/89     ELECTION OF VICE CHAIRMAN**

Councillor Parry entered the meeting at 7.07pm

#### **RESOLVED (Unanimous) AC/GG**

That Councillor Sheward be elected Vice Chairman for the Policy and Finance Committee meeting held on the 20<sup>th</sup> January 2020 only.

### **PF/90     APOLOGIES**

Apologies for absence were received from Councillors Gill and Perks.

### **PF/91     DECLARATIONS OF INTEREST**

#### **Disclosable Pecuniary Interests**

None declared

**Declaration of Conflicts of Interest**

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Parry	11	Ludlow in Bloom
Councillor Lyle	14	Advertise the Repair Café through the Council
Councillor Cobley	13	Pension administered by same body

**Declarations of Personal Interest**

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Councillor Sheward	13	Pension administered by same body

**PF/92 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

**PF/93 UNITARY COUNCILLORS SESSION**

Unitary Councillor Viv Parry, Ludlow South, was present at the meeting but did not have any updates to give.

**PF/94 MINUTES****RESOLVED (7:0:2) AC/EG**

That the minutes of the Policy and Finance Committee meeting held on 2<sup>nd</sup> December 2019, be approved as a correct record and signed by the Chairman.

**PF/95 ITEMS TO ACTION**

The Chair thanked staff for actioning the items from previous meetings.

**RESOLVED (Unanimous) AC/MC**

That the items to action be noted.

**PF/96 RURAL MARKET TOWNS GROUP**

Graham Biggs, Chief Executives of the Rural Services Network gave a presentation to the Committee on the Rural Market Towns Group. He explained that the Rural Market Towns Group was part of the Rural Services Network which had been in existence for 35-40 years under different names, the organisations worked to support the views of rural communities, businesses, authorities and service providers.

He stated that the group was not yet formally formed but in the invitation stage, 200 invitations had been sent to organisations across rural areas of England and to date uptake has been above expectation at 63.

Mr Biggs stated that market towns were not getting any attention from national government, the Rural Services Network had routes of influence into government as well as a weekly bulletin to 15,000 addresses, estimated circulation of 40,000, providing members with a collective voice at national level. He added that the group was non-political and that they had members from all political parties.

The annual fee goes towards surveys, analysis and feedback to ascertain the important issues to be lobbied to national government, becoming a member will provide small market towns with a much larger voice at national level.

Councillor Ginger left the meeting at 7.47pm

**PF/97      FINANCE INFORMATION**

Councillor Lyle stated that in light of the Climate Emergency declared by the Council, she wished to query the location from which some items on the Barclaycard Statement were being purchased, the carbon footprint produced by delivery, and if some items could be purchased more locally.

The Town Clerk stated that the Town Council purchases many items from local suppliers, but these companies supply chains are unknown by the Town Council. The staffing time, costs of the items, and requirements of meeting acceptable service levels are part of every purchase decision, and would need to be considered in a buy-local policy. She added that the address on the statement was where the items were billed from, but not necessarily where they were dispatched from. The Town Clerk stated that some items, such as the Christmas Lights, required a specialist commercial specification and could not be purchased locally at present.

**RESOLVED (Unanimous) AC/MC**

That the Cash Book Payments, Income and Reconciliation; PayPal Payments, Income and Reconciliation; Mayor's Charity Payments, Income and Reconciliation; Petty Cash Payments, Income and Reconciliation and Public Sector Deposit Fund Payments, Income and Reconciliation for November and December 2019; and Barclaycard Statements for November 2019, be received.

**PF/98      3<sup>rd</sup> QUARTER FINANCIAL INFORMATION**

**RESOLVED (Unanimous) AC/MC**

That the 3<sup>rd</sup> Quarter Income and Expenditure Report and Exceptions Report be received.

**PF/99 ACTUARIAL PENSION VALUATION**

**RECOMMENDED (Unanimous) AC/EG**

That the Council pay the deficit contributions including the potential McCloud impact of £11,300 in 2020/21; £11,700 in 2021/22; and £12,200 in 2022/ 23.

**PF/100 POLICY REVIEW – ADVERTISING POLICY**

**RECOMMENDED (Unanimous) EG/AC**

That the Advertising Policy as amended to include reference to social media, be adopted.

**PF/101 CIVIC VISITS**

The Chairman thanked both the Mayor and Deputy Mayor for all their hard work in representing the town and d the town council.

**RESOLVED (Unanimous) AC/JS**

That the Mayor's and Deputy Mayor's Civic Visits undertaken in October, November and December 2019, be noted.

**PF/102 GDPR EMAIL ADDRESSES**

**RESOLVED (8:0:1) AC/MC**

That the Council encourage Councillors to use @ludlow.gov.uk addresses as best practice, and require all Councillors to confirm their computers and mobile devices are protected with passwords and suitable anti-virus software.

**PF/103 SECTION 137 2020-21**

**RESOLVED (Unanimous) AC/JS**

That the Section 137 spending limit for 2020/21 of £8.32 per elector, be noted.

**PF/104 BUCKINGHAM PALACE GARDEN PARTY**

**RESOLVED (Unanimous) AC/RP**

That the Mayor of Ludlow, Councillor Gill be nominated to attend the Buckingham Palace Garden Party 2020.

The meeting closed at 8.07pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. No Closed Session Minutes will be issued for this meeting.