



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Gallery, Ludlow Assembly Rooms, Mill Street, Ludlow on **MONDAY 24<sup>th</sup> SEPTEMBER 2012** at **7.00PM**

### **PF/45     PRESENT**

Chairman:                    Councillor McCormack

Councillors:                Aitken; Draper; Newbold; Parry; Perks; Pound; Smithers;  
Wilcox

Officers:                     Gina Wilding, Acting Town Clerk  
Lucy Jones, Secretary

### **PF/46     APOLOGIES**

Apologies for absence were received from Councillors Leyton-Purrier and Phillips.

### **PF/47     DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None declared.

#### Declaration of Conflicts of Interest

None declared.

#### Declarations of Personal Interest

<u>Member</u>	<u>Item</u>
J. Smithers	Ludlow in Bloom
V. Parry	Ludlow in Bloom

### **PF/48     PUBLIC OPEN SESSION (15 minutes)**

There was one member of the public or press present.

**PF/49 PUBLIC OPEN SESSION FEEDBACK**

The Acting Town Clerk stated that all questions had been answered at the previous meeting.

**PF/50 UNITARY COUNCILLORS SESSION**

Unitary Councillor R Taylor-Smith, Ludlow North, congratulated the town of the royal visit with everyone working together to show the town at its best. She also congratulated Ludlow in Bloom on achieving gold for the town, she drew Members attention to the outstanding award achieved by Lower Broad Street Neighbourhood Association.

She stated that the recommendations made on the parking consultation would be considered by Cabinet on the 17<sup>th</sup> October. Also the King Street resurfacing works would now begin at 6.00pm on the 1<sup>st</sup> October.

Councillor Aitken entered the meeting at 7.06pm

**PF/51 MINUTES**

**RESOLVED (7:0:1)**

That the minutes of the Policy and Finance Committee meeting held on 30<sup>th</sup> July 2012, be approved as a correct record and signed by the Chairman.

**PF/52 RECOMMENDATIONS FROM SERVICES COMMITTEE**

**Winter Planting Schemes**

That:-

- i) **No winter planting occurs in the beds this year;**
- ii) **Signage is put into the beds informing the public of the decision;**
- iii) **The planters are put into storage and a different site chosen for next year.**

The Committee considered the costs and staff time implications of winter planting.

**RECOMMENDED (5:1:3)**

That:-

- i) No winter planting occurs in the beds this year;
- ii) Signage is put into the beds informing the public of the decision;
- iii) The planters are put into storage and a different site chosen for next year.

**PF/53**     **POLICIES**

**a) Training Policy**

The Committee discussed the policy and how adopted policies were implemented and reviewed.

**RESOLVED (unanimous)**

That:-

- i) an annual report be made of Policy and Finance Committee demonstrating the implementation of adopted policies.
- ii) every year all adopted polices be reconsidered on a rolling review.

**PF/54**     **RECOMMENDED (unanimous)**

That the Training Policy, subject to the insertion of reference to the Council's Training Advisor and induction and Member mentoring, the policy be adopted.

**PF/55**     **b) Pension Policy**

**RECOMMENDED (unanimous)**

That:-

- i) The Acting Town Clerk clarify the meaning of the final point of the policy with the Local Government Pension Scheme.
- ii) subject to point i) and this does not affect employees basic pension right the Pension Policy be adopted.

**PF/56**     **FINANCIAL INFORMATION**

**Payments and Income**

**RESOLVED (unanimous)**

That the Payments and Income reports for July and August 2012 be noted.

**PF/57**     **TOWN PLAN**

The Committee discussed the timeframe for reviewing the Town Plan.

**RESOLVED (unanimous)**

That:-

- i) a Town Plan Working Group meeting be called to review the Town Plan.

- ii) if possible a temporary staff member be employed to review the Town Plan and draw up a report for the Town Plan Working Group on aims completed, amended, no longer relevant or have not been superseded by new legislation.
- iii) Shropshire Council's Jake Berriman be invited to train Members on the Community Infrastructure Levy.

**PF/58**      **LUDLOW IN BLOOM WORKING GROUP**

The Chairman congratulated Ludlow in Bloom on achieving gold for the town and wished them good luck for the future. Councillor Parry, as Chairman of Ludlow in Bloom, stated that they would not have achieved such a display without the hard work of the Ludlow in Bloom Committee.

Members went through the Services Level Agreement and considered its terms.

**RESOLVED (7:0:1)**

That paragraph 3.1 of the Service Level Agreement be amended to reflect a funding period of three years with the grant sum being reviewed each year, taking into account external issues and the Council's ability to pay, in an attempt to match inflation.

**PF/59**      **RESOLVED (7:0:1)**

That a new paragraph 8.12 be inserted into the Services Level Agreement to state that where possible at the request of Ludlow in Bloom, the Council allow Ludlow in Bloom to benefit from economies of scale by purchasing products on their behalf.

**PF/60**      Members discussed the terms of the Service Level Agreement, including storage, attendance at meetings and staff time.

**RESOLVED (unanimous)**

That a new paragraph 3.3 be inserted in the Service Level Agreement to state that at the end of the funding period the Council will consider, in discussions with Ludlow in Bloom, extending the Service Level Agreement for another three years. This decision will be made during the budget setting process prior to the end of this Agreement.

Councillor Wilcox left the meeting at 9.11 pm

**PF/61     STANDING ORDERS**

**RESOLVED (unanimous)**

That in accordance with Standing Orders the meeting be extended by thirty minutes.

Councillor Newbold and Pound left the meeting 8.59pm

**PF/62     LUDLOW IN BLOOM WORKING GROUP**

Councillor Parry asked that the Council also commit to provide hanging baskets on the Castle Street toilets. The Acting Town Clerk stated that that was a decision for Council.

Councillor Perks left the meeting at 9.05pm

**RECOMMENDED (unanimous)**

That the amended Service Level Agreement be approved and sent to Ludlow in Bloom for signature.

**PF/63     EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**RESOLVED (unanimous)**

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.11 pm.

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Chairman

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Date

N.B. Confidential Minutes will be issued.