



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 29th JULY 2013** at **7.00PM**

PF/23 PRESENT

Chairman: Councillor Draper

Councillors: Cobley; Ginger; Holcombe; Mold; Parry; Perks; Smithers;
Toop (ex-officio)

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

Also in Attendance: Tish Dockerty, Ludlow Chamber of Commerce

PF/24 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/25 APOLOGIES

Apologies for absence were received from Councillor Newbold.

PF/26 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>	<u>Reason</u>
G Perks	Expenditure Report	Repaired Council bench at cost
G Ginger	TICL App	Independent town shop owner

PF/27 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

Lyn Bailey of Willow Dene, Clee Hill, requested that Council consider making an exception to the market regulations in order to allow her to continue fundraising with her basset hound Haley on the market square. She drew Members attention to her insurance and numerous letters of support included within the agenda.

PF/28 UNITARY COUNCILLORS SESSION

Unitary Councillor Parry, Ludlow South, stated that she had attended a recent meeting on the new Ludlow Hospital, a further special meeting on the matter of funding would be held by Shropshire Council on the 21st August 2013.

Councillor Parry added that she had visited the current Ludlow Hospital and found it to be beautifully clean and airy. She stated that there may be options within the current hospital if the new health village does not go ahead.

PF/29 MINUTES

RESOLVED (7:0:1) JS/GP

That the minutes of the Policy and Finance Committee meeting held on 10th June 2013, be approved as a correct record and signed by the Chairman.

PF/30 STAFFING AND APPEALS SUB-COMMITTEE

RESOLVED (6:0:2) NH/JS

That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 17th July 2013, be received.

PF/31 AGENDA ORDER

RESOLVED (unanimous) PD/VP

That the Agenda order be amended in order to receive the presentation on the TICL APP next.

PF/32 MARKET MATTERS – TICL APP PRESENTATION

Tish Dockerty made a presentation to the Council. She explained the active elements of the TICL App and how it would be beneficial to the town. Shw

stated that the Chamber of Trade and Commerce would be approaching Ludlow and Clee Local Joint Committee to request partial funding for the project and she would like the Town Council to consider making a grant £1,000 to assist with the set up costs of the project. She added that once the App was established it would generate revenue through the sale of advertising space and would hopefully cover its own costs and become sustainable.

Ms Dockerty asked that members consider this request and if required she would be happy to make a further presentation to Council.

RESOLVED (unanimous) GP/JS

That:-

- i) the Town Clerk work with the Chamber of Trade and Commerce and other interested parties in order to make an application to the Local Joint Committee and look to incorporate the TICL App into the Heritage Interpretation Centre, and report back to Council.
- ii) Council consider the requested grant of £1,000

PF/33 CIVIC EVENTS WORKING GROUP

RESOLVED (6:0:2) JS/PD

That the minutes on the Civic Events Working Group meeting held on the 4th July 2013, be received.

PF/34 1st QUARTER INCOME AND EXPENDITURE AND EXCEPTIONS REPORT

The Committee discussed the Income and Expenditure report. The Town Clerk stated that she was awaiting the completion of a Deed of Release from Shropshire Council in relation to the Stable Block Lease service charge, before releasing the monies.

Councillor Parry added that the Council should seek to secure the funding offer from Shropshire Council for housing part of the museum in the Buttercross Interpretation Centre to clarify finances for the future.

RESOLVED (unanimous) PD/JS

That the 1st Quarter Income and Expenditure and Exceptions report be received.

PF/35 FINANCIAL INFORMATION

Councillor Perks congratulated staff on providing open, transparent and easily understandable information.

RESOLVED (unanimous) GP/JS

That the Payments and Income reports for May and June 2013 and the Barclay Card Statements be noted.

PF/36 POLICIES

a) Children and Vulnerable Adults Protection Policy

RECOMMENDED (unanimous) GP/JS

That:-

- i) the Children and Vulnerable Adults Protection Policy be adopted.
- ii) the Town Clerk investigate possible training opportunities for Councillors.

PF/37 b) Protocol for Senior Citizens Christmas Party

Councillor Ginger asked why only 100 tickets were available and if this meant that some people were disappointed. The Town Clerk stated that the Council was limited on numbers by the size of the venue but that depending on the number of carers accompanying guests and any cancellations very few people were unable to be accommodated.

Councillor Perks commented that the current policy of allocating tickets on a first come first served basis was the fairest but suggested further advertising of the event this year to ensure that everyone eligible to attend is aware of the event.

RECOMMENDED (unanimous) PD/JS

That the Protocol for Senior Citizens Christmas Party, as amended, be adopted.

PF/38 c) Customer Care Policy and Code of Practice

RECOMMENDED (unanimous) GP/JS

That:-

- i) the Customer Care Policy and Code of Practice be adopted.
- ii) the Town Clerk bring a report to the next Council meeting on identification badges for Councillors.

Councillor Toop left the meeting at 8.03pm

PF/39 MARKET MATTERS

The Town Clerk explained that Ms Bailey had applied for special permission to bring her dog onto the market. She said that the current Licence which

prohibited animal on the market had been put in place to ensure animal welfare on the market. The Committee discussed the matter.

RECOMMENDED (unanimous) GG/GP

That:-

- i) the terms of the current Market Licence be upheld.
- ii) Ms Bailey be given permission to fundraise with her dog on Events Square on the basis that she follow the Events Square Procedure and apply for a permit.

PF/40 RISK ASSESSMENTS

RECOMMENDED (unanimous) JS/VP

That the Risk Assessments be approved.

PF/41 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) PD/JS

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

The meeting closed at 8.37pm

Chairman

Date

N.B. Closed Session Minutes will be issued.