



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 5th NOVEMBER 2012** at **7.00PM**

PF/66 PRESENT

Chairman: Councillor McCormack

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

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

PF/67 APOLOGIES

Apologies for absence were received from Councillors Newbold and Phillips.

PF/68 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>
V. Parry	Ludlow in Bloom
G. Perks	Twinning

PF/69 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

PF/70 PUBLIC OPEN SESSION FEEDBACK

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

PF/71 UNITARY COUNCILLORS SESSION

Unitary Councillor R Taylor-Smith, Ludlow North, commented on the acoustic quality of the Guildhall and suggested the Council seek to install some kind of sound system. She asked if the Tourist Information Centre had been invited to the next Tourism Group meeting. Councillor Perks stated that they had, along with several other local groups.

Councillor Taylor-Smith stated that following concerns raised during the parking consultation with regards to imposing parking charges on-street on Sundays, a further consultation would be held for 21 days on this issue only. The other parking matters would be implemented as planned. She added that many people see the Ludlow parking charges as reasonable.

Councillor Wilcox stated a meeting of Churches Together was taking place tonight to consider the impact Sunday parking charges would have upon worshippers. Councillor Taylor-Smith stated that she would look at this issue.

Councillor Perks suggested arranging a direct meeting between the Town Council and Shropshire Council Parking Officers in order to provide affordable parking for tourists, residents and workers.

PF/72 MINUTES**a) Open Session****RESOLVED (7:0:1)**

That the minutes of the Policy and Finance Committee meeting held on 24th September 2012, subject to the amendment to Councillor Newbold's leaving time, be approved as a correct record and signed by the Chairman.

PF/73 b) Closed Session**RESOLVED (7:0:1)**

That the closed session minutes of the Policy and Finance Committee meeting held on 24th September 2012, be approved as a correct record and signed by the Chairman.

PF/74 SHROPSHIRE/ HEREFORDSHIRE TOURISM GROUP

Councillor Perks updated the Committee on what happened at the meeting. He stated that several local organisations including the Local Produce Market,

Ludlow Castle and the Visitor Information Centre had been invited to the next meeting.

RESOLVED (unanimous)

That:-

- i) the minutes of the Shropshire/Herefordshire Tourism Group be noted.
- ii) Ludlow Town Council proactively support the Walkers Welcome initiative.
- iii) a link to the Tourism Website be included on Ludlow Town Council's website.
- iv) the Tourism Website be encouraged to include information on the Walkers Welcome initiative.

PF/75 RECOMMENDATIONS FROM SERVICES COMMITTEE

Benches Outside the Ludlow Mascall Centre

That: -

- i) **the Acting Town Clerk be authorised to approach Shropshire Council and the Ludlow Mascall Centre to offer to replace the benches;**
- ii) **Councillor Perk's offer to repair two spare benches at the Depot "at cost" to be sited outside the Ludlow Mascall Centre be accepted.**

Councillor Pound explained the ownership of the original benches outside the Ludlow Mascall Centre is unknown but that they may have been removed several years ago. The Chairman thanked Councillor Perks for his offer to repair the benches owned by the Council.

RECOMMENDED (unanimous)

That: -

- i) the Acting Town Clerk be authorised to approach Shropshire Council and the Ludlow Mascall Centre to offer to replace the benches;
- ii) Councillor Perk's offer to repair two spare benches at the Depot "at cost" to be sited outside the Ludlow Mascall Centre be accepted.

PF/76 Vehicle and Machinery

That:-

- i) **the attached Policy on Vehicle and Machinery replacement/maintenance be adopted;**
- ii) **the DLF Supervisor be authorised to obtain quotations to replace one of the Peugeot vans in the next financial year;**
- iii) **the DLF Supervisor be authorised to obtain quotations for Lease hire of vans;**
- iv) **the DLF Supervisor be authorised to obtain quotations to replace the Kubota mower.**

RESOLVED (unanimous)

That:-

- i) the DLF Supervisor be authorised to obtain quotations to replace one of the Peugeot vans in the next financial year;
- ii) the DLF Supervisor be authorised to obtain quotations for Lease hire of vans;
- iii) the DLF Supervisor be authorised to obtain quotations to replace the Kubota mower.
- iv) the DLF Supervisor report back to Policy and Finance Committee with the above quotations.

PF/77 Community Projects

That:-

- i) **Councillor Perks looks at a Walkers Welcome initiative and report back to the next Services Committee;**
- ii) **on the 26th December Councillor Perks is authorised to put up information boards on the Town Council using two of the empty stalls;**
- iii) **Councillor Perks liaises with the Acting Town Clerk and investigates the work involved with having a defibrillator in situ;**
- iv) **Councillor Smithers reports back from the Chamber of Trade to the next Service's Committee meeting on parking.**

Councillor Perks stated that the 26th December was a good opportunity to pass on information to local people due to the number of people in the town centre for Christmas events, therefore the more local organisations in attendance the better. Councillor Parry stated that she would like to help, but reminded the Committee that Council land could not be used for any party political activities.

RECOMMENDED (unanimous)

That:-

- i) on the 26th December Councillor Perks is authorised to put up information boards on the Town Council using two of the empty stalls;
- ii) Councillor Perks liaises with the Acting Town Clerk and investigates the work involved with having a defibrillator in situ;
- iv) Councillor Smithers reports back from the Chamber of Trade to the next Service's Committee meeting on parking.

PF/78 POLICIES**a) Landline and Mobile Telephone Policy**

The Acting Town Clerk stated that this policy set out a common sense approach to use of works telephones. Councillor Smithers added that the policy would prevent misuse and should be included within employee welcome packs.

RECOMMENDED (unanimous)

That subject to the insertion of the words “and numbers” in the final paragraph of 6.3, the Landline and Mobile Telephone Policy be adopted.

PF/79 b) Dignity at Work Policy

RECOMMENDED (unanimous)

That:-

- i) the Dignity at Work Policy be adopted.
- ii) Employees and Members welcome packs be created or updated to include all relevant policies and that Members and Employees are expected to use such policies and procedures.

PF/80 c) Policy on Vehicle Replacement and Machinery Maintenance

Councillor Parry suggested that when vehicles or machinery have their annual service a report on their condition be brought back to Services Committee in order to keep the Council informed as to how machinery is performing and to flag up any items that may need to be replaced before the completion of five years.

The Acting Town Clerk informed Members that vehicle log sheets were completed each day and any damage to vehicles must be reported to the Town Clerk immediately. She added that when a vehicle or item of machinery was replaced the Council would seek the best price for the old item whether through private sale, part exchange or retention by the Council for spare/back up items.

RECOMMENDED (unanimous)

That the Policy on Vehicle Replacement and Machinery Maintenance be adopted.

PF/81 FINANCIAL INFORMATION

a) Payments & Income

RESOLVED (unanimous)

That the Payments and Income reports for September 2012 be noted.

PF/82 b) 2nd Quarter Accounts and Exceptions Report

Councillor Smithers queried the purchase of a new CCTV hard drive for the Guildhall. The Acting Town Clerk stated that the old hard drive, which had

previously been used at the Ludlow Police Station, only held sixteen days worth of data and it's age made it unreliable. Councillor Smithers asked that this information be passed to the Staffing and Appeals Sub-Committee.

Councillor Perks asked for clarification on how much the Town Clerk is authorised to spend without Council approval. The Acting Town Clerk stated that this information was contained within the Financial Regulations and she would circulate a copy to all Members.

The Chairman stated that the report showed that the Council was on track to meet its budget and were therefore in a good position.

RESOLVED (unanimous)

That the 2nd Quarter Income and Expenditure Report and Exceptions Report be noted.

PF/83 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 8.35pm

Chairman

Date

N.B. Confidential Minutes will be issued.