

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 7th JANUARY 2019** at 7.00PM.

S/83 PRESENT

Chairman: Councillor M Clarke

Councillors: Garner, Gill, Ginger, Lyle, O' Neill, Parry, Perks and Pote

Officers: Gina Wilding, Town Clerk
 Kate Adams, Deputy Town Clerk
 Sean Turgoose, DLF Supervisor
 Sarah Smith, Finance Assistant

S/84 HEALTH & SAFETY

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

S/85 APOLOGIES

Apologies were received from Councillors Cobby and Smithers.

S/86 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
None		

Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Parry		Ludlow in Bloom

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Perks	8	Member of War Memorial Committee
	9	Carried out Bench Survey
	13	Member of War Memorial Committee
Lyle	13	Knows Louise Griffiths

S/87 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S/88 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

Councillor V Parry, Ludlow South updated members on recent staff changes at Shropshire Council following the departure of Chris Edwards as head of Infrastructure and Communities, Steve Brown is now Interim Head of Infrastructure and Communities.

S/89 MINUTES

RESOLVED (unanimous) MC/SO

That the minutes of the Services Committee meeting held on the 19TH November 2018 be approved as a correct record and signed by the Chairman.

S/90 ITEMS TO ACTION

The Chairman thanked the staff for completing the items to action.

RESOLVED (unanimous) MC/GG

To note the Items to Action.

LUDLOW MUSEUM AT THE BUTTERCROSS

S/91 Service Level Agreement

RESOLVED GP/GG (unanimous)

To defer review of the Service Level Agreement with Shropshire Council until a response from Mary Mckenzie, Acting Archives and Museum Manager at Shropshire Council has been received.

S/92 Friends of Ludlow Museum

RESOLVED GG/DL (unanimous)

To:

- 2.1 Approve the request from the Friends of Ludlow Museum to hold their 50th Anniversary Party at the Museum and express sincere thanks to the Friends of Ludlow Museum and to do all that is possible to assist with their celebrations

- 2.2 Note that a further detailed report will come to committee outlining and exploring the staffing issues and the procedures surrounding hiring out the Ludlow Museum at the Buttercross space.
- 2.3 Note that a further detailed report will come to committee to explore the viability of additional opening hours.
- 2.4 Note that a further detailed report will come to committee to enable consideration of strategy for the development of a five year plan to be advanced in 2019.

S/94 BENCH SURVEY

The Chair expressed his thanks to Councillor Perks for taking the time to construct such a detailed and thorough report.

Councillor Parry also thanked Councillor Perks, and commented on the Poyner Road seat, stating that she will seek to discover the owner of the bench which is currently unknown. Councillor Parry noted in particular the works already carried out to the Old Street and Methodist Church benches.

Councillor Garner suggested that benches should be considered for the Community Led Plan.

RESOLVED (unanimous) MC/SO

To note the update from Councillor Perks and that his recommendations following the audit come to the next Services Meeting.

LINNEY RIVERSIDE PARK

S/95 Update on works to toilet block

RESOLVED (unanimous) GG/GP

That subject to the final approval of the solicitor, the content of the written specification and time line is approved.

S/96 Ringfenced budget

RESOLVED (unanimous) MC/GG

To note the budget ring-fenced for the Linney

LUDLOW MARKET

S/97 National Association of British Markets Authorities (NABMA) update

RESOLVED (unanimous) MC/GG

To note the update from NABMA

S/98 Letter from HM Treasury

RESOLVED (unanimous) MC/GP

To note the letter from HM Treasury regarding Rateable Value

S/99 Markets Matter

RESOLVED (unanimous) MC/DL

To note the report regarding findings from the Institute of Place Management

S/100 RESOLVED (unanimous) MC/TG

To approve the press release to highlight the positive effects of the Market upon the town centre.

S/101 RESOLVED (unanimous) MC/GP

That the Market Manager communicates with Ludlow College to formalise arrangements to encourage a link between the business studies course and the exploration of setting up a business via the market – with practical engagement through trading at Ludlow market. The arrangements will include provision of trading opportunities for students by agreement with business studies course leaders.

S/102 AMENITY AREAS

The Deputy Clerk confirmed that the quote including labour costs had been tabled for the meeting.

RECOMMENDED (unanimous) MC/DL

That the expenditure of £2397.03 is approved to ensure that play equipment is maintained and open for use.

S/103 LUDLOW WAR MEMORIAL COMMITTEE

RESOLVED (Unanimous) MC/DL

That the request from Ludlow War Memorial Committee to hang poppies on the Holly Tree in Castle square during the month of November is approved.

The meeting closed at 7:17 pm

Chairman

N.B. Closed Session Minutes will not be issued.

Date