

# MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** meeting held on **WEDNESDAY 8<sup>TH</sup> JANUARY 2025 AT 7PM** in the Guildhall, Mill Street.

## **S24/115 PRESENT**

Chair: Councillor B. Waite

Councillors: Garner, Ginger, S Waite.

Officers: Gina Wilding, Town Clerk  
Kate Adams, Deputy Town Clerk  
Julie Cox, Finance Assistant  
Mark Hilton, DLF Supervisor

## **S24/116 ABSENT**

Councillors Gill, Hall, Jones, Miller, Parry and Tapley were absent.

## **S24/117 WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

The Chair, Councillor B Waite, welcomed everyone to the Services Committee meeting at the Guildhall and explained housekeeping information.

## **S24/118 RECORDING OF MEETINGS**

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

## **S24/119 APOLOGIES**

Apologies were received from Councillors Gill (Ill health), Hall (clash of meetings), Jones (work) and Tapley (ill-health).

## **S24/120 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None declared.

Conflicts of Interest

None declared

Personal Interests

None declared

**S24/121 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**S24/122 LUDLOW UNITARY COUNCILLORS SESSION**

No Unitary Councillors were present.

**S24/123 MINUTES**

**RESOLVED BW/GG (Unanimous)**

That the minutes of Services Committee meeting held on Wednesday 27<sup>th</sup> November 2024 be approved as a correct record and signed by the Chair.

**S24/124 ITEMS TO ACTION**

**RESOLVED BW/EG (unanimous)**

That the Items to action from Services Committee Wednesday 27<sup>th</sup> November 2024 be noted.

**S24/125 MARKET LOGO SURVEY**

**RESOLVED GG/EG (3:0:1)**

To follow the outcome of the market trader consultation in which 55% of traders voted to retain the old market logo on the new market website when it is launched.

**S24/126 LUDLOW MARKET RISK MANAGEMENT**

**RESOLVED BW/EG (unanimous)**

To note the report.

**S24/127 RESOLVED BW/GG (unanimous)**

That the reviewed and updated market set up risk assessment be approved.

**S24/128 RESOLVED BW/SW (unanimous)**

That the reviewed and updated market electricity standard operating procedure (SOP) be approved.

**S24/129 LUDLOW MUSEUM AT THE BUTTERCROSS UPDATE**

**RESOLVED BW/EG (unanimous)**

- a) That the gift of a secure cabinet to display merchandise be noted, and a letter of thanks be sent to Bensons Jewellers.
- b) That the completion of redecoration works completed in December 2024 be noted.
- c) That the update regarding temporary exhibitions and children's activities be noted.

**S24/130 TEDDY BEAR'S PICNIC**

**RESOLVED SW/EG (unanimous)**

That the new annual community activity be approved with a budget of £500 from the contingency budget, and the first event takes place on Friday 25<sup>th</sup> April 2025.

**S24/131 HOUSMAN PLAY AREA**

**RESOLVED BW/GG (unanimous)**

That the update regarding new play equipment being installed be noted.

**S24/132 CASTLE GARDENS PLANTING**

**RESOLVED BW/SW (unanimous)**

That the comparison prices for plants at Castle Gardens be noted, and the original plant order be approved.

**S24/133 HENLEY ROAD CEMETERY – BURIAL GROUND MANAGEMENT**

**RESOLVED BW/EG (unanimous)**

To approve an empathically worded letter to be sent to grave owners to explain the reasons for the regulations regarding grave ornaments, and to include a newly revised regulation that recognises the sensitivity of the period after burials by extending the period for floral tributes for up to a month after the burial.

That the regulations are amended to include the newly revised regulation that extended the period for floral tributes for up to a month after the burial and be brought back to Services Committee for approval.

**S24/134 HENLEY ROAD CEMETERY – RAISED KERB SETS**

**RESOLVED BW/EG (unanimous)**

That an empathically worded letter is sent to the owners of the graves where unauthorised kerb sets are present, explaining why kerb sets are not permitted and that the work will be undertaken by a qualified contractor at the expense of the Town Council. The grave owner will be given the option to collect the sets once removed.

**S24/135 BENCH DEDICATED TO LUDLOW HOSPITAL LEAGUE OF FRIENDS**

**RECOMMEND GG/BW (unanimous)**

That an annual plaque award scheme is devised to run alongside the Civic Awards. The details of the criteria, including that the plaque would be installed on a bench owned by Ludlow Town Council, are to be approved by Full Council, and that the first recipient of a plaque should be Ludlow Hospital League of Friends.

**S24/136 FEES**

**RESOLVED BW/EG (unanimous)**

That the finalised fees for 2025/2026 be approved.

**S24/137 LUDLOW FOOD FESTIVAL**

**RESOLVED BW/EG (unanimous)**

That the dates requested for 2025 to 2027 inclusive be approved.

That a draft two tier fees system for the exclusive use of Events Square during festivals to be brought to the January 2025 Full Council meeting for consideration.

One tier would be for the use of the square that is inclusive of public use; and one tier would be for use of the square that would exclude public use.

The meeting closed at 7.53pm

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Chairman

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Date