

# MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 14<sup>th</sup> JANUARY 2026** at **7PM**

## **S25/109** **PRESENT**

Chair: Councillor Cowell

Councillors: Addis, Childs, Lyle, Maxwell Muller, Parry & Tapley.

Officers: Gina Wilding, Town Clerk  
Kate Adams, Deputy Town Clerk  
Julie Cox, Finance Assistant

## **S25/110** **ABSENT**

Councillors Gill, Ginger, Harris, Hepworth & Taylor were absent.

## **S25/111** **WELCOME AND ESSENTIAL HOUSEKEEPING INFORMATION**

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

## **S25/112** **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.

## **S25/113** **MEETING PROTOCOL**

Members are reminded of the vital importance of mutual respect, professionalism, and full adherence to the Council's Code of Conduct, Standing Orders, and Meeting Protocol.

Councillors and officers have distinct yet complementary roles and work collaboratively in the best interests of the community. Councillors are responsible for setting policy and representing the public, while officers provide impartial advice and are tasked with implementing Council decisions.

During meetings, Members must conduct themselves with decorum, follow the established rules of debate, and respect the authority of the Chair.

**Disruptive behaviour, undue pressure on officers, or prioritising personal interests above Council objectives undermines good governance and is contrary to the standards of conduct expected in Council proceedings.**

Maintaining integrity, accountability, and a respectful environment is essential to ensuring effective and transparent decision-making.

**S25/114 APOLOGIES**

Apologies were received from Councillors Ginger, Hepworth and Taylor.

**S25/115 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests

None declared

Conflicts of Interest

None declared

Personal Interests

Councillor Lyle

Knows History Festival Organisers

Councillor Cowell

Involved in History Festival Organisation

**S25/116 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**S25/117 LUDLOW UNITARY COUNCILLORS SESSION**

Councillor Parry (Ludlow South) was present at the meeting but did not have any updates.

**S25/118 MINUTES**

**RESOLVED KC/PA (unanimous)**

That the minutes of the Services Committee meeting held on Wednesday 26<sup>th</sup> November 2025 be approved as a correct record and signed by the Chair.

**S25/119 ITEMS TO ACTION**

**RESOLVED KC/DC (unanimous)**

That the Items to Action from the Services Committee on Wednesday 26<sup>th</sup> November 2025 be noted.

**S25/120 FINDINGS OF ANNUAL PLAY INSPECTIONS**

**RESOLVED KC/DL (unanimous)**

To note the complete findings of the report, and the works to be completed.

**S25/121 PRIDE OF PLACE LITTERPICKS**

**RESOLVED KC/PA (unanimous)**

To note that the first Pride of Place litter pick of 2026 will take place on Saturday 17<sup>th</sup> January.

**S25/122 RESOLVED KC/IMM (4:3:0)**

To approve the purchase of 20, yellow Hi-Vis vests printed with 'Ludlow Pride of Place Volunteer' on the back. To be bought from Go Custom Clothing at a total cost of £135.20. To be funded from Climate Action Budget.

**S25/123 LUDLOW HISTORY FESTIVAL**

**RESOLVED KC/PA (unanimous)**

To approve, in principle the hanging of banners/shields from the lampposts that surround Market square & Events Square.

This is subject to a full risk assessment being provided by the festival organisers and proof of Public Liability insurance (£5 million). An undertaking that any damage incurred to the lampposts or the electricity supply will be at the expense of the History Society. The DLF must oversee the hanging and taking down of the items, and the banners/shields remain the responsibility of the History Festival organisers at all times.

**S25/124 SUMMER BUNTING FOR MARKET AND EVENT SQAURES**

**RESOLVED PA/KC (unanimous)**

To approve the purchase of Royal Standard coloured bunting. To be hung around the Market Square from early May to late September, to replace

hanging baskets. Bunting to be obtained from Flying Colours flag makers at a cost of £274.50 funded from planting budget.

**S25/125 CCTV IN LUDLOW**

**RESOLVED KC/DL (unanimous)**

To note the updated information regarding CCTV in the Town.  
That ORP attended Ludlow on Tuesday 18th Nov to service cameras and update software, however, had to cut their visit short due to a faulty alternator in the MEWP.

The revised date for the works was Thursday 8th January 2026 (snowed) and we are awaiting an update from ORP regarding what work was completed and whether the system installation is now complete.

The meeting closed at 7.28pm.

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Chair

\_\_\_\_\_  
Date

Closed session minutes will not be issued for this meeting.