



MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 16th JANUARY 2012** at **7.00PM**.

S/79 **PRESENT**

Chairman: Councillor Parry

Councillors: Davies; Hunt; Newbold; Perks; Pound

Officers: Veronica Calderbank, Town Clerk
Naomi Brotherton, Admin Assistant

In attendance: Councillor Rosanna Taylor-Smith, Shropshire Council

S/80 **APOLOGIES**

Apologies for absence were received from Councillors Leyton-Purrier, Phillips and Smithers.

S/81 **DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared the following interests:

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	5	Committee Member Ludlow in Bloom
Cllr Hunt	9a	Son helps a grave digger
Cllr Pound	16	Knows the member of the public who has offered to trim holly bush

Prejudicial Interests

No prejudicial interests were declared.

S/82 **PUBLIC OPEN SESSION**

The Chairman welcomed Councillor Rosanna Taylor-Smith from Shropshire Council and invited her to ask questions or add comments.

Councillor Rosanna Taylor-Smith wished the Committee Happy New Year and asked for her thanks and compliments to be passed onto staff at the Town Council for the display of Christmas lights, making special reference to the new semi-circular display over Corve Street.

She briefly mentioned the Olympic Torch coming through Ludlow in May this year and thanked the Town Clerk for working with Shropshire Council for this event.

S/83 **MINUTES**

RESOLVED (4:0:1)

That the Minutes of the Services Committee meeting held on the 7th November 2011, be approved as a correct record and signed by the Chairman.

S/84 **LUDLOW IN BLOOM**

The Chairman thanked Councillor Rosanna Taylor-Smith for all her hard work and involvement with Ludlow in Bloom and stated she was sorry to see her leave the Ludlow in Bloom Committee.

RESOLVED (unanimous)

That the minutes of the Ludlow in Bloom Committee from the 6th December 2011 be noted.

S/85 **FINGERPOSTS**

The Town Clerk explained that a vinyl "WC" had been ordered and would be added to the Assembly Rooms fingerpost shortly, to indicate toilets were available at the Assembly Rooms.

S/86 **LUDLOW GREEN FESTIVAL 2011**

RESOLVED (unanimous)

That the letter of thanks from the Ludlow Green Festival 2011 be noted.

S/87 **SENIOR CITIZEN'S CHRISTMAS PARTY 2011**

The Town Clerk drew the Committee's attention to the letter of thanks from a resident and also his contribution towards the 2012 party.

The Chairman stated that she felt that the day was a success.

Councillor Pound agreed, adding that the College venue was brighter and more disabled friendly than venues that had been used in the past. However, he pointed out that the entertainment perhaps should be kept traditional with carols especially from school choirs.

Councillor Perks commented that Councillor Parry and Smithers, along with the staff should be acknowledged for their hard work to make the event run smoothly. He also suggested that the College students should be congratulated as this was the first event they had catered for.

The Chairman asked for ideas for food choices for the Diamond Jubilee Party which would be held at the Assembly Rooms in June.

The Town Clerk went on to advise the Committee that separately the resident who had made the contribution to the party had asked her to give a talk and presentation on the Town Council on the 7th March 2012 at 7.30 pm in the Garden Room, behind the Methodist Church. All Members would be welcome to attend.

RESOLVED (unanimous)

That:-

- i) the letter of thanks and contribution from a resident, towards the 2012 Senior Citizen's Christmas Party 2012 be noted.
- ii) the Town Clerk complete the Ludlow College Feedback form and a letter of thanks to the College.

S/88

CEMETERY MATTERS

Grave Digging Expense Comparison

The Town Clerk drew Members' attention to the sheet showing the comparison of grave digging costs around the Country which had been requested by a Councillor.

She explained that the Town Council had taken on this organisational function following an audit of the Cemetery which had revealed 19 anomalies. This meant that with increased management this should not occur in the future. The Town Clerk added that one of the controls now put in place was that a member of staff checked the name on the coffin before it was interred.

There was a discussion over the cost for grave digging as Councillor Pound felt that they were too expensive. He suggested that the DLF should take on this function but the Town Clerk replied that training would be required and more staff resources. She advised the Committee that if costs were reduced then it may not be reflected in the Funeral Director's fee and therefore there would be no benefit to the grieving family.

RESOLVED (unanimous)

That the grave digging costs be noted.

S/89 BABIES MEMORIAL

The Town Clerk explained that there were several issues surrounding the babies memorial site, one of which were grave kerbs and ornaments which would be discussed at the next Policy and Finance Committee meeting on the 23rd January 2012.

She drew the Committee's attention to the recommendations in the report namely requests for maintenance, a perimeter barrier and a small bed/garden.

She added that whilst reviewing archiving material, evidence had emerged that showed still born babies had been buried under the hedge. The Town Clerk stated that this information provided a comprehensive record and could be compiled in a memorial book which could be left in the chapel or an appropriate place as a lasting memory for families.

RECOMMENDATION (unanimous)

That:-

- i) the existing babies memorial stone is cleaned;
- ii) no barrier is added to enclose the babies memorial area;
- iii) that a small oblong bed is created within the babies memorial area but is maintained by the DLF workforce;
- iv) that the canopy of the holly tree is raised during regular maintenance work of other trees in the Cemetery.

S/90 HEIGHT RESTRICTION BAR

The Town Clerk explained that the height restriction bar had had originally been installed following an incident of trespass. However, it has been damaged beyond repair by a vehicle driving into it.

RESOLVED (unanimous)

That the height restriction bar be replaced with a new one as soon as possible.

S/91 CHANGE IN CEMETERY REGULATIONS

The Town Clerk explained that a request had been made by a relative to have kerb stones around one of the graves.

Councillor Hunt suggested that this would cause problems with maintenance and was outside the current regulations.

RECOMMENDED (unanimous)

That the request to have kerb stones placed around a relative's grave is denied and that no changes be made to the Cemetery Regulations.

S/92 MARKET STALLS

The Town Clerk reminded the Committee that a request had been made to purchase 10 new stalls in partnership with the organisers of the Antique Market who would have shared use. The request had been made due to the fact that the additional stalls hired for Ludlow Market use from the Antique Market Organisers were less attractive when compared to the current Council market stalls.

She explained that the Antique Market organisers had reviewed the quotations provided but had felt that these stalls were not sturdy or substantial for the task and time consuming to erect and dismantle. They suggested a more simple solution would be to re-paint the current additional stalls and to recover them, with no increased cost of hire to the Town Council.

The Town Clerk also went on to explain that she had had a meeting with the stall cover supplier, Apex, as following storm damage two of the covers would need to be repaired. Councillor Pound asked what precautions were taken if bad weather was forecast, such as storms or cold weather. The Town Clerk replied that a decision had been made to leave the covers in situ unless a hurricane or extreme weather had been forecast.

Councillor Hunt added that if it was frosty the canvas would become fragile and rip from continual fitting and removal.

RESOLVED (unanimous)

That it be noted that the Antique Market Traders will paint their current stalls at no increased cost of hire to the Town Council.

S/93 SHROPSHIRE PART NIGHT-LIGHTING WORKSHOP – FRIDAY 20TH JANUARY 2012

The Town Clerk explained that Shropshire Council were proposing to turn off lights in Ludlow for a period of time overnight for budgetary reasons and that a representative(s) from the Town Council had been invited to attend the Workshop this coming Friday. This clashed with the Ludlow Assembly Room Summit.

RESOLVED (unanimous)

That the Town Clerk attend the meeting and report back to Council.

S/94 STREET TRADING

The Town Clerk explained that following hot food being sold in the street trading pitch outside the Buttercross a shop owner had complained.

RECOMMENDED (unanimous)

That the matter be referred to the next Street Trading Sub-Committee meeting.

S/95 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous)

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.

The meeting closed at 8.15 pm.

Chairman

Date

N.B. Confidential Minutes will be issued.