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| **POLICY:**   | **TWINNING PROTOCOL** |
| **Policy number:** | LTC / TP / 23 / v.13 |
| **Available to:** | All Staff, Councillors & Public (upon request) |
| **Supersedes Version:** | Twinning Protocol – Adopted 26th April 2016 |
| **Approved by:**  | Full Council |
| **Approval date:** | 31st July 2023 |
| **Review due:** | July 2026 |

**1. Description**

Policy and relationship between Ludlow Town Council, Ludlow’s Twinning associations and Twinned Towns.

**2. Purpose of this policy**

To clarify the Council’s responsibilities and communication channels with Ludlow twinned towns.

**3. Scope**

This protocol covers all contact with Ludlow’s twinned towns and their related Twinning Associations.

**4. Procedure**

**4.1 Co-ordination and Liaison**

4.1.1 The Town Clerk will be the first point of contact for the Council with the Chairman of the Twinning Partners.

4.1.2 The Council’s Representative on outside bodies for Twinning is prepared to assist the Partners in respect of events, with any financial involvement being first approved by Council.

4.1.3 The Town Council is to keep everyone informed, promoting and publicising the link through the Buttercross Bulletin, advertising via the Town boards, press releases, website, Twitter and Facebook.

4.1.4 The Council’s Twinning Representative will assist with any fund raising, securing sponsorship or making grant applications.

4.1.5 Travel to the Twinning Partner Town will be with the agreement of the Town Clerk if any costs are to be incurred by the Council. If these costs exceed £100 in any one year the nature must be reported to Full Council for approval.

4.1.6 Any School or youth activities are to be agreed by the Council’s Twinning Representative.

4.1.7 Any Officer and member visits and involvement is to be reported back to Full Council.

**4.2 Conduct**

4.2.1 Members must follow the Code of Conduct at all times.

**4.3 Financial**

4.3.1 A budget may be allocated by the Council for the Twinning process as required and the Town Clerk has delegated power to agree Council expenditure for up to £100.00 for each Town in each municipal year.

4.3.2 Records of any expenditure are to be kept in accordance with the financial procedures of the Town Council.

4.3.3 The Council will decide whether or not to make any payment towards travel and subsistence expenses for visits to the twin partners.

4.3.4 Should a spouse/partner accompany an Officer or Member on a Twinning visit then they are responsible for any additional costs and not the Town Council.

4.3.5 Hospitality on a formal visit to Twin Towns should be declared in the hospitality register of the Town Council.

4.3.6 If gifts are received during a visit an Officer/ Member should record this in the gifts register.

4.3.7 Should gifts be taken to the host Twinned Partner these should be agreed first by the Council’s Twinning Representative.

**5. Other relevant policies**

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| Civic Handbook  |
| Handling Policy for Ceremonial Chains |
| Members Code of Conduct |