

# **Annual Report 2013-2014**



**A report of the services provided and activities undertaken throughout the  
year by Ludlow Town Council**

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# **Annual Report 2013-14**

## **Introduction from the Mayor**

It is my pleasure to introduce the Annual Report. 2013-2014 has, as usual, been a busy year for the Town Council.

In my role as Mayor, special highlights of the year have included an Open Day at Hagley Place Residential Home, the Ludlow Arts Festival, Ludlow Rotary presentation to Young achievers, Ludlow Rotary Sleep out and civic events further afield at Oswestry, with the celebration of the Queen's 60<sup>th</sup> Coronation at Shrewsbury Abbey.

I have been delighted to have been part of the preparations for the commemorations of the commencement of WWI, namely the restoration of the WWI Memorial Boards.

My sincere thanks goes to all my fellow Councillors, for their support and hard work they put in throughout the year.

**Councillor J Smithers**  
**Mayor 2013-2014**

## ***The Starting Point of Local Government***

### **Elections**

Local Government Elections for Parish and Town Councils took place on the 2<sup>nd</sup> May 2013. Nine wards were uncontested and Councillors Draper, Ginger, J Newbold, Parry, Perks, Pound, Smithers and Toop were elected out of 15 seats.

Six Members were co-opted on the 17<sup>th</sup> June 2013; Councillors Cobley, Holcombe, Jones, Kemp, Lyle and Mold.

Following the resignations of two Councillors from Clee View Ward, Councillors S Newbold and Sheward were elected on 22<sup>nd</sup> August 2013, replacing T. Pound and M. Phillips.

A further resignation from Councillor Toop left a vacancy in Whitcliffe Ward and Councillor Tim Gill was elected on 13<sup>th</sup> March 2014.

## **Financial Information**

The annual audit will take place in May and the Annual Return will be available for inspection by residents from 21<sup>st</sup> July 2014. Throughout the year the Council's finances are reported quarterly to the Policy & Finance Committee. Agendas and minutes are available to the public upon request.

## **Meetings & Policies**

### ***Policies Created and adopted***

*Advertising Policy (re-adopted)*  
*Code of Recommended Practice for Local Authorities on Data Transparency*  
*Complaints (re-adopted)*  
*Customer Care Policy & Code of Practice*  
*Children & Vulnerable Adults Protection Policy*  
*Employee Handbook*  
*Delegated Powers (re-adopted)*  
*Environmental Policy (re-adopted)*  
*Financial Regulations (re-adopted)*  
*Freedom of information Policy*  
*Gritting Policy (re-adopted)*  
*Induction Guide for Councillors*  
*Internet Use Policy (re-adopted)*  
*Lone Worker Policy (re-adopted)*  
*Market Regulations (re-adopted)*  
*Member Co-option Policy*  
*Member Meeting Protocol*  
*Press Protocol (re-adopted)*  
*Retention & Destruction Policy (re-adopted)*  
*Policy on the use of Town Council Gazebos*  
*Protocol for the Senior Citizen's Christmas Party (re-adopted)*  
*Social Media Strategy*  
*Social Media Policy*  
*Specialist Market Regulations*  
*Vehicle Policy & Procedures (re-adopted)*



## How many formal meetings?

### *Full Council, Committee & Working Group Meetings*

<b>Committee or Group</b>	<b>Number of meetings</b>
Full Council	19
Policy & Finance	7
Services	7
Representational	13
Civic Events Working Group	5
Communications Working Group	2
Budget Working Group	1
Street Trading	0
Twinning	3
Staffing & Appeals	4
Town Plan Working Group	0
Residents Meeting	1
Buttercross Working Group	3
Ludlow in Bloom	0
Christmas Lights Working Group	1
Standing Orders Policy Review Working Group	1
<b>Total</b>	<b>67</b>

## Councillors

The following Councillors have served on Ludlow Town Council from 2013-2014.

### COUNCIL 2013 – 2014

**MAYOR**  
Councillor J Smithers  
**Whitcliffe Ward**

Councillor T Mold  
**Hayton Ward**

**DEPUTY MAYOR**  
Councillor P Draper  
**Rockspring Ward**

Councillor J Newbold  
**Hayton Ward**

Councillor A Cobley  
**Gallows Bank Ward**

Councillor S Newbold  
**Clee View Ward**

Councillor V Parry  
**Corve Ward**

Councillor G Ginger  
**Corve Ward**

Councillor V Parry  
**Corve Ward**

Councillor N  
Holcombe **Gallows  
Bank Ward**

Councillor G Perks  
**Gallows Bank Ward**

Councillor R Jones  
**Bringewood Ward**

Councillor C Sheward  
**Clee View Ward**

Councillor P Kemp  
**Bringewood Ward**

Councillor T Gill  
**Whitcliffe Ward**

Councillor D Lyle  
**Rockspring Ward**

## KEY EVENTS 2013-2014



**Mayor Making 22<sup>nd</sup> May 2013**– Mayor Making marked the beginning of the ceremonial year by welcoming newly elected Mayor, Councillor J Smithers as the Mayor for 2013-14.

Eight Civic Awards were presented in recognition of excellence in the voluntary sector and services to the community to: Alan and Cath Walker, Colin Reeve and Amanda Pope, David Davies, Friends of Whitcliffe Common, Lin Dalton, Norman Wright, the late Parade Marshall, David Lewis and Rick Alexander.



**Mayor's Chosen Charities** – the Mayor chose two charities for 2012/13 which were announced at Mayor Making and these were the Royal British Legion (Ludlow Branch) and First Responders.

The Mayor organised an Easter Dance on the 18<sup>th</sup> April 2014, with proceeds being split equally between both charities. Car parking at Stone House on special weekends including Festivals and Christmas

Lights Switch also raised money.



**Mayor's Sunday Service 26<sup>th</sup> May 2013** – Mayors Sunday was led by the Venerable Colin Williams at St Laurence Church. A parade of uniformed organisations led by the late former Parade Marshall Davie Lewis and Ludlow Concert Band drew crowds on Broad Street where the Mayor thanked and dismissed the Parade.



### **Guildhall**

Since the Town Council has occupied the Guildhall minor changes have been made to accommodate staff and Councillors. These include the relocation of the dock in the main chamber and a planning application has been made for a Town Council name plaque to be applied to the outside of the building and listed building consent granted to enable the Chamber to accommodate more people.



## Developments/Projects

### ***Buttercross Heritage Interpretation Centre***

Market Town Revitalisation Programme Funding of £120,000 from Shropshire Council was granted on 27 August 2013.

The works to refurbish the grade I listed building on English Heritage's At Risk Register began immediately

The internal timber frame walls have been constructed ready for new plumbing and electrical works. The existing poorly adhered plaster

work was removed and lathes respaced and rafters strengthened to create a more robust structure for the new plaster. It is estimated that plastering the ceiling will take up to 8 weeks to complete.

Remedial work was needed to the steps leading to the Buttercross covered market area the work was completed by Stuart Preece and Sons in March 2014.

Ludlow Town Council are currently rebidding for money from Shropshire Council to complete the refurbishment work.

### ***Boxing Club***

Wheeler Road Boxing Club & Community Centre is a collaborative project between Ludlow Town Council, Ludlow Amateur Boxing Club, Shropshire Council and Shropshire Housing Association. This project would not have been possible without the generosity of local companies gifting materials and many local residents and trades people volunteering their skills and time. Thanks to all those involved.

The old Boxing Club Plans was demolish in 2011.



### Ludlow Boxing Club



On 27 September 2012 the ground braking ceremony took place. Subsequently one hundred and twenty tonnes of soil were removed for the ground works under the watchful eye of site manager, Colin Richards MBE, former Historic Environment Manager at Shropshire Council. The steel framed brick building is a community building in the best sense of the word. Local businesses gifted



materials and traders and volunteers pledged their time on the successful project. The new Boxing Club boasts a main room for boxing, a community room, changing rooms and a small kitchen as well as storage space.

## Annual Events

### Ludlow in Bloom – GOLD in 2013

Ludlow in Bloom achieved Gold again in 2013 even though there it was a very cold spring with snow on the ground at the end of March. Ludlow in Bloom Committee would like to thank the Town Council for its financial support and the support of the staff and Direct Labour Force which is invaluable.



### *The May Fair*



The Annual May Fair arrives in Ludlow for the May Bank Holiday. The event is managed by Shropshire Council's Safety Advisory Group, the Town Council and the Fun Fair Organiser.

As usual the market area is dismantled by the Direct Labour Force in preparation for the annual Fun Fair.

### *Christmas Lights*

#### Switch on - Saturday 23<sup>rd</sup> November –

The Christmas Lights Switch-on took place during the weekend of the Medieval Fair in Ludlow Castle and was supported by the Medieval themed market in the square.



Above left: Chloe Williams, Christmas Card Winner. Above Right – Santa in his grotto



Above: Sunshine Bus and Got 2 Sing Choir

by Chloe Williams, the Christmas Card winner. The Sunshine Radio bus entertained the crowds who had turned out, along with Fuzion Dance and the Got2Sing Choir.

Preparations for Christmas started at the offices of Ludlow Town Council in the summer. The tree was put into it's usual position on the market square and was decorated by the Direct Labour Force, who worked hard to put up the Christmas lights through the town Centre. The Christmas tree and the Rotary Tree of Light in Dinham Gardens were ready for the big switch on.

On the day preparations began at 8.00am with the decoration and construction of Santa's grotto. At lunch-time some special visitors arrived transporting Santa's and his sleigh, accompanied

Right: Santa and Chloe on their way to Santa's grotto



As usual, everyone gave tremendous support and reindeer were a popular attraction amongst old and young.

Santa made himself comfortable and gave free presents to all children. At 5.30pm the town was twinkling with Christmas as the lights were switched on. The Christmas lights switch-on was well received and the Rotary Tree of Life was switched on at the same time following a torch lit parade. A very busy and enjoyable day for the town.



**Senior Citizens Party 6<sup>th</sup> December 2013** – The Senior's Party was held again at Ludlow College. The catering students showcased their skills and catered for 100 senior citizen's providing soup, a selection of sandwiches and selection of cakes.

The annual party was open to all residents of Ludlow 60 years and over and included free bingo and a raffle, with many of the prizes kindly donated by businesses and residents of Ludlow. 100 guests are welcomed by Ludlow Town Council.

*All donated prizes are greatly appreciated  
Thank you*

**The couple married the longest was 63 years!**

Ludlow Infant School choir welcomed residents with carols and live music was provided by Gary James kindly sponsored by the Mayor and Bill Marsh played the piano to welcome the guests. Staff and Councillors worked together again with students and staff at Ludlow College and guests were appreciative of the festive celebrations.



Above: Mayor of Ludlow 2013

### **Remembrance Sunday**

Remembrance Sunday was commemorated on Sunday 10<sup>th</sup> November 2013 with a procession to St Laurence's Church and a Service followed by a procession to the War Memorial.

Ludlow Town Council invited 300 Civic and Uniformed guests to the service and welcomed many more members of the congregation to the Service. David



Lewis the former Parade Marshall was missed from the proceedings, having passed away last year. He will be sadly missed.

A short service was conducted by the Rev. Colin Williams on Monday 11<sup>th</sup> November 2013 at the War Memorial.

Right: The War Memorial



**Wheeler Road Youth Festival, 31<sup>st</sup> August 2013** – The Wheeler Road Youth Festival was organised by Shropshire Council and Ludlow Town Council, and was held on Saturday 31<sup>st</sup> August 2013.



## REGULAR SERVICES



### ***Ludlow Market***



Ludlow Market trades for 6 days a week in the summer months and 7 days a week in the month before Christmas. The hard work of the Council staff and traders as well as the support of customers generated good income for 2013-2014.



The Market offers a variety of regular and specialist markets to include continental, local produce, antiques, crafts, books and gifts along with a medieval market to coincide with the Medieval Fayre in November and also a food based market in September to coincide with the Food Festival held in the Castle.

## **AMENITY AREAS**

Ludlow Town Council Direct Labour Force cares for and maintains public amenity areas in Ludlow. Their work includes mowing, strimming, gardening, maintenance, litter collection and watering. The main areas include:



Linney Riverside Park  
Wheeler Road Playing Fields  
Henley Road Cemetery  
Castle Gardens  
St John's Gardens  
Garden of Rest  
Weyman Road  
Henley Orchards (many pieces of land)  
Housman Crescent Play area  
Flower beds in Old Street and Corve Street



### ***Public Toilets***



Ludlow Town Council takes care of the public toilets at Castle Street Car park, Smithfield car park, Henley Road Cemetery and the Linney Riverside Park.

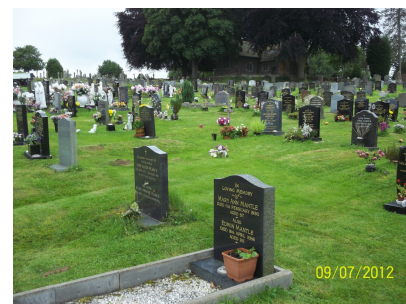
The Town Council has a continuing programme of improvements in the Town. Smithfield toilets have been fitted with automatic closers and the Linney toilets are due for refurbishment.

	<b>2012/13</b>	<b>2013/14</b>
Toilet 1 next to office:	36,922	37,080
Toilet 2:	33,613	40,481
Toilet 3 with radar key access:	30,701	33,082
Urinal:	131,365	103,004

## ***Henley Road Cemetery***

The Cemetery was opened in 1914 and therefore commemorating 100 years. The Cemetery is cared for by Ludlow Town Council's Direct Labour Force ensuring the area looks its very best all year round.

Details of those buried in 1914 can be found from a link from the Town Council's website [www.ludlow.gov.uk](http://www.ludlow.gov.uk) under the 'Ludlow – Alive with History' tab. Additional information from relatives is also welcomed.



## ***Memorial Benches***



Ludlow Town Council receives occasional requests from families who would like to commemorate a loved one in a practical and public way with a bench.

Benches also provide a service to the wider community offering a chance for rest, and if the location permits, quiet reflection.

Memorial benches are situated in the cemetery, Dinham Gardens and the Events Square.

***Calendar of Events*** - Each year Ludlow Town Council publishes Ludlow Calendar of Events. 100,000 copies are distributed throughout the West Midlands.



***Street Trading*** – The Town Council became the Street Trading Authority in April 2011. The Town Council formed its own Policy and the income for 2012-13 was £8,371. Two pitches close to the market were transferred from Street Trading to the market which enables a smoother operation. Therefore income for 2013-14 was £6,608.090.

***Ludlow Town Council Website*** - Has an abundance of information which is updated regularly for information on Your Council, Services, Community, Youth, News Zone, Buttercross Bulletin, Project updates, Calendar of events, Ludlow Alive with History, Henley Road Cemetery, Festivals, Ludlow Town Plan, Ludlow Markets, Grants, Mayors Charity, Current Agendas and much more. [www.ludlow.gov.uk](http://www.ludlow.gov.uk)

## ***Buttercross Bulletin***

Ludlow Town Council distributes Ludlow Town Council Newsletter four times a year. This free publication is compiled by staff as an informative summary of the Town Council's involvement and achievements within Ludlow. The Newsletter is also available from [www.ludlow.gov.uk](http://www.ludlow.gov.uk)





**Grants** – Annual Core Grants have been awarded to; Citizen’s Advice Bureau (CAB), Crucial Crew, Friends of Whitcliffe Common, Friends of Shropshire Hills AONB, Ludlow Assembly Rooms, Ludlow College, Ludlow Fringe Festival, Ludlow Town Band, Pride of Place, South Shropshire Youth Forum, Teme Weirs Trust, Town Walls Trust, Wheeler Road Youth Festival.

Project Support Grants - . Ludlow Town Council welcomes applications for support grants and has awarded grants to; Circus Skills, Ludlow 21, KSLI Memorial, Co-Wheels Community Cars, Friends of Whitcliffe Common, Gallows Bank.

## **STAFF**

### **TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

Gina Wilding

### **DLF / MARKET SUPERVISOR**

Sean Turgoose

### **MARKET OFFICER**

Tony Caton

### **FINANCE / ADMIN**

Lucy Jones

### **ADMIN / FINANCE**

Naomi Brotherton

### **CEMETERY OFFICER**

Stephanie Williams

### **ADMIN ASSITANT**

Sarah Hughes

### **ASSISTANT GROUNDSPERSON**

Richard Vobe

### **ASSISTANT GROUNDSPERSON**

Daniel Richards

### **ASSISTANT GROUNDSPERSON**

David Spittle

### **LIGHTING TECHNICIAN**

Sidney Brown

### **CLEANERS**

Sylvia Bownes

Adrian Colman

Gill Richards

## **SEASONAL STAFF**

### **TEMPORARY ASSISTANT GROUNDS PERSONS**

David Caswell

Gavin Kynaston

## ***Welcome to New Staff***

### **Cleaners**

Following the departure of the former cleaner the Town Council was delighted to appoint Sylvia Bownes and Adrian Coleman to cover the position.

### **DLF Seasonal Staff**

As per previous years seasonal staff are employed to assist with maintaining the Cemetery and Amenity areas. David Caswell and Gavin Kynaston join the team, and bring with them landscaping and maintenance skills and experience.

### **Admin Staff**

Stephanie Williams is welcomed as a permanent member of staff as the Cemetery Officer. She has been in the position temporarily and her duties include arranging burials, working as the Committee Officer for the Representational Committee, Twinning Sub-Committee and Civic Events Working Group. She joins the office staff in covering reception and sharing the preparation for civic events.

We also welcome Sarah Hughes as a new member of staff who will be taking on an administrative role in the office, sharing general day-to-day duties, gaining experience in Committee work, preparing agendas and keeping a photographic record for the Town Council

### **Farewell to Oliver**

Also a large thanks goes to Oliver Smith who originally joined the Town Council to gain planning experience en-route towards becoming an architect. Oliver has supported the Town Council with his graphics skills producing the Town Council Newsletter, updating the website and used his expertise in relation to listed planning applications on behalf of the Town Council.



**Annual Report prepared by the staff of Ludlow Town Council in collaboration with the Mayor of Ludlow,  
Councillor Jim Smithers**