

# **Annual Report 2015-2016**



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

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# **Annual Report 2015-16**

## **Introduction from the Mayor**

In my second term, I am delighted to introduce Ludlow Town Council Annual Report 2015-2016.

It has been a fantastic year for Ludlow and for the Town Council. I have had the honour of travelling with the Horse Parade in July to commemorate the horses who served and undertook many essential tasks in WW1; and also the honour of greeting HRH Prince Harry, Patron of Walking with the Wounded, who accompanied the six wounded veterans to Ludlow Castle as part of their 1000 miles walk completed in 72 days. Meeting the veterans were a humbling and inspiring experience.

Once again the Mayoress Mrs Lesley Draper and I have had a thoroughly enjoyable year attending many civic functions and events on behalf of the town and the council. Highlights during the year have included the Royal Welsh Presentation of Colours, the Hereford Three Choirs Festival, Ludlow College Presentation Evening and Ludlow Cycling Festival; and of course Ludlow Town Council's Civic Events including Mayor's Sunday, Remembrance Sunday, Christmas Lights Switch-on and the Senior Citizen's Christmas Party.

A huge thank you to Shropshire council staff and Unitary Councillors, Councillors Vivienne Parry, Councillor Tracey Huffer and Councillor Andy Boddington for making the car park at Stone House available to raise proceeds for the Mayor's Charity, League of Friends of Ludlow Hospital during festivals and the Christmas Lights Switch-On. I would also like to thank the Mayoress and Ludlow Town Council staff, especially Naomi Brotherton for organising the Mayor's Charity events including a Cheese and Wine Evening, Motown Night, a lively Band Evening featuring Pigdaze, the Fabulous Bordellos and the Regulators, and the Black Tie Event & Charity Auction – all of which were very successful and enjoyable events.

Thanks also goes to the Town Clerk and my fellow Councillors for their support and hard work throughout the year.

**Councillor P Draper**  
**Mayor 2015-2016**

## **Vision Statement**

The Town Council's Vision for Ludlow is of a successful, vibrant, attractive town, where people want to live, work, and visit.

## **Town Council's Mission Statement**

Ludlow Town Council aims to improve the quality of life for the residents of Ludlow by:

- Engaging in an open dialogue with the residents of Ludlow to better understand their needs and, in turn, explain how we will address those needs within the resources and powers on the Council.
- Helping to create a socially inclusive and caring community which embraces all its residents, irrespective of age, gender, sexual orientation, culture, income, race or religion and which seeks to develop their wellbeing, knowledge, understanding and mutual co-operation.
- Providing a democratic, representational voice for the Ludlow community.
- Preserving and enhance the traditions, character, heritage and unique identity of the town
- Promoting Ludlow as a clean, safe, welcoming and prosperous town for all
- Providing high standard and cost effective services
- Become a better employer through continued valuing and development of employees, thereby encouraging personal responsibility and stimulating innovation, all for the betterment of the town.
- Working in partnership with others to achieve more for Ludlow

## **Local Code of Corporate Governance**

### **1. INTRODUCTION**

- 1.1 The Chartered Institute of Public Finance and Accountancy (CIPFA) and Society of Local Authority Chief Executives (SOLACE) have published a framework document for Corporate Governance in Local Government.
- 1.2 Ludlow Town Council is committed to the principles of good corporate governance and wishes to confirm its commitment and intentions through the development, adoption and maintenance of a Local Code of Corporate Governance, as recommended by the CIPFA/SOLACE Framework.

1.3 This document, Ludlow Town Council's "Local Code of Corporate Governance", therefore sets out and describes the Council's commitment to corporate governance. It also identifies the arrangements that have or will be made to secure its effective implementation and application in all aspects of the Council's work.

## **2. WHAT IS CORPORATE GOVERNANCE?**

2.1 For the purpose of this Local Code, Ludlow Town Council accepts the definition of Corporate Governance as stated within the CIPFA/SOLACE Framework, as follows:

**"Governance is about how local government bodies ensure that they are doing the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.**

**It comprises the systems and processes, and cultures and values, by which local government bodies are directed and controlled and through which they account to, engage with and, where appropriate, lead their communities".**

2.2 Ludlow Town Council recognises that effective local government relies upon establishing and maintaining the confidence of the public in both the elected Members and Officers of the Council.

2.3 Ludlow Town Council recognises that the setting of high standards of self-governance provides a clear and demonstrable lead to both our existing and potential partners, and therefore provides the basis of effective community governance.

## **3. THE PRINCIPLES**

3.1 Ludlow Town Council positively recognises and accepts the following six core principles of good governance, as identified within the CIPFA/SOLACE Framework:

- **Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area**
- **Members and Officers working together to achieve a common purpose with clearly defined functions and roles**
- **Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**
- **Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**
- **Developing the capacity and capability of members and officers to be effective**
- **Engaging with local people and other stakeholders to ensure robust public accountability**

The six core principles each have a number of supporting principles, which in turn have a range of specific requirements that apply across the Council's business.

**Principle One - Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area**

The function of governance is to ensure that authorities, other local government organisations or connected partnerships fulfil their purpose and achieve their intended outcomes for citizens and service users and operate in an effective, efficient, economic and ethical manner. This concept should guide all governance activity.

The Council needs to develop and articulate a clear vision of its purpose and intended outcomes for citizens and service users that are clearly communicated, both within the organisation and to external stakeholders.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
Exercising strategic leadership by developing and clearly communicating the authority's purpose and vision and it's intended outcome for citizens and service users	<ul style="list-style-type: none"><li>• Make an explicit commitment to openness in all its dealings and publish its agendas and minutes of meetings, subject only to the need to preserve confidentiality where it is proper and appropriate so to do.</li><li>• Engage and consult its community and other stakeholders by establishing clear channels of communication.</li><li>• Allocate resources in accordance with agreed policies.</li><li>• Publish an annual report on a timely basis to communicate the Council's activities and achievements, its financial position and performance.</li><li>• Put in place arrangements for an independent audit of its operations and financial performance.</li></ul>
Ensuring that users receive a high quality of service whether directly, by commissioning, or in partnership	<ul style="list-style-type: none"><li>• Decide how the quality of service for users is to be measured and make sure that the information needed to review service quality effectively and regularly is available.</li><li>• Play an active role in Local Area Partnerships and Local Joint Committees.</li><li>• Adopt effective arrangements to identify and deal with failure in service delivery.</li></ul>
Ensuring that the authority makes best use of resources and that tax payers and	<ul style="list-style-type: none"><li>• Decide how value for money is to be measured and make sure that the authority has the information needed to review value for money and performance effectively.</li><li>• Adopt best practice in commissioning and procurement.</li></ul>

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
service users receive excellent value for money	<ul style="list-style-type: none"> <li>• Publish annual budgets and accounts and internal audit reports.</li> <li>• Adopt and maintain robust Financial Regulations.</li> </ul>

**Principle Two - Members and Officers working together to achieve a common purpose with clearly defined functions and roles**

The governing body of an organisation has overall responsibility for directing and controlling that organisation. In local government the governing body is the full council.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
Ensuring effective leadership throughout the authority and being clear about roles and responsibilities.	<ul style="list-style-type: none"> <li>• Adopt and maintain terms of reference for Council committees' that are clear and unambiguous.</li> <li>• Adopt, maintain and keep under review a scheme of delegations to officers.</li> <li>• Ensure the Town Clerk/Responsible Financial Officer accept and understand their responsibilities for all aspects of operational and financial management.</li> <li>• Ensure all staff have clear conditions of employment and job descriptions which set out their roles and responsibilities.</li> <li>• Ensure that all members accept and understand their role and responsibility for providing effective strategic leadership and for ensuring that the council successfully discharges its overall responsibilities.</li> <li>• Provide members with a statement of the duties and responsibilities expected of them as elected representatives of the local community.</li> </ul>
Ensuring that a constructive working relationship exists between elected members and officers and that the responsibilities of members	<ul style="list-style-type: none"> <li>• Provide Job Descriptions and develop protocols to ensure that Councillors, the Town Clerk and senior officers share a clear understanding of their respective roles and objectives.</li> <li>• Adopt appropriate codes of conduct for Members and officers and for Member and officer relationships.</li> <li>• Maintain registers for the declaration of interests by Members and officers and for recording the receipt of any gifts and</li> </ul>

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
and officers are carried out to a high standard	<p>hospitality, which they receive.</p> <ul style="list-style-type: none"> <li>• Make the Town Clerk responsible to the Council for ensuring that agreed procedures are followed and that Statutes and Regulations are complied with.</li> <li>• Make the Responsible Financial Officer responsible for ensuring that appropriate advice is given on all financial matters, for keeping proper financial records and accounts, and for maintaining an effective system of internal financial control.</li> <li>• Make the Town Clerk and/or Senior Officer(s) responsible and accountable to the Council for all aspects of operational management.</li> </ul>
Ensuring relationships between the authority, its partners and the public are clear so that each knows what to expect of the other	<ul style="list-style-type: none"> <li>• Foster effective relationships and partnerships with other public sector bodies and representatives of bodies in the private and voluntary sectors.</li> <li>• Appoint representatives to serve on Local Joint Committees and outside bodies.</li> <li>• Provide opportunities for members of the public and representatives of organisations to address meetings of the council.</li> <li>• Enter Service Level Contracts for the work the council does for partners and for the work they do for the town council.</li> <li>• Provide an external website that residents and partners can access to obtain relevant and up to date information on the Council and its activities.</li> </ul>

**Principle Three - Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**

Good governance flows from a shared ethos or culture, as well as from systems and structures. It cannot be reduced to a set of rules, or achieved fully by compliance with a set of requirements. This spirit or ethos of good governance can be expressed as values and demonstrated in behaviour.

A hallmark of good governance is the development of shared values, which become part of the organisation's culture, underpinning policy and behaviour throughout the organisation, from the governing body to all staff. These are in addition to compliance with legal requirements.



The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
Ensuring elected members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance	<ul style="list-style-type: none"> <li>• Adopt policies that create a climate of openness, support and respect.</li> <li>• Ensure that the standards of conduct and personal behaviour expected of Members and staff are upheld, and are defined and communicated through appropriate Codes of Conduct and Protocols.</li> <li>• Put in place arrangements to ensure that Members and employees are not influenced by prejudice, bias or conflicts of interest, and that appropriate procedures are in place for declaring and recording personal and/or prejudicial interests.</li> <li>• Adopt a policy for “whistle-blowing”</li> </ul>
Ensuring that organisational values are put into practice and are effective	<ul style="list-style-type: none"> <li>• Develop and maintain shared values including leadership values for both the organisation and staff reflecting public expectations, and communicate these with</li> <li>• Members, staff, the community and partners.</li> <li>• Put in place arrangements to ensure that systems and processes are designed in conformity with appropriate ethical standards.</li> <li>• Will review at least annually its existing governance arrangements against this Code of Corporate Governance.</li> <li>• Maintain and develop this Code to ensure its ongoing application and effectiveness.</li> <li>• Publish an annual governance statement that invites comments on compliance and any changes deemed necessary.</li> <li>• Develop and maintain an effective complaints procedure.</li> </ul>

**Principle Four - Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**

Decision making within a good governance framework is complex and challenging. It must further the organisation’s purpose and strategic direction and be robust in the medium and longer terms. To make such decisions, elected members must be well informed.

Members making decisions need the support of appropriate systems, to help to ensure that decisions are implemented and that resources are used legally and efficiently.

Risk management is important to the successful delivery of public services. An effective risk management system identifies and assesses risks, decides on appropriate responses and then provides assurance that the chosen responses are effective.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny.	<ul style="list-style-type: none"> <li>• Have democratic structures that are properly constituted to ensure clear accountability.</li> <li>• Respond positively to the findings and recommendation of auditors and put in place arrangements for the effective implementation of agreed actions.</li> <li>• Adopt a formal complaints procedure, which is easily accessible, effective and transparent.</li> <li>• Publicise proposed activities and decisions as a means of encouraging public engagement and constructive scrutiny of the Council's performance.</li> <li>• Maintain a Freedom of Information policy and act on requests for information in an efficient and timely manner.</li> <li>• Put in place arrangements to safeguard Members and employees against conflicts of interest and adopt appropriate procedures for recording declarations of interest for public inspection.</li> </ul>
Having good quality information, advice and support to ensure that services are delivered effectively and are what the community wants/needs	<ul style="list-style-type: none"> <li>• Ensure that those making decisions for the Council are provided with information that is fit for purpose – relevant, timely and gives clear explanations of technical issues and their implications.</li> <li>• Ensure that proper professional advice is available in written format prior to decisions being taken on matters that have legal or financial implications, and that the advice given receives due consideration.</li> <li>• Make provision for Members and public questions at council meetings.</li> <li>• Publicise a schedule/calendar of meeting and circulate agenda papers to the press.</li> <li>• Have regard to public representations, the outcome of any public consultations and/or the views expressed at Annual Town Meetings.</li> </ul>
Ensuring that an effective risk management system is in place	<ul style="list-style-type: none"> <li>• Ensure that risk management is embedded into the culture of the Council, with Members and managers at all levels recognising that risk</li> </ul>

Supporting Principles:	Ludlow Town Council will:
	<p>management is part of their jobs.</p> <ul style="list-style-type: none"> <li>• Develop appropriate risk assessment systems.</li> <li>• Employ an independent internal audit service.</li> <li>• Adopt appropriate health and safety policies and provide appropriate insurance cover for all council activities including public liability insurance cover.</li> <li>• Ensure that effective arrangements for whistle-blowing are in place.</li> </ul>
<p>Authorities using their legal powers to the full benefit of the citizens and communities in their area</p>	<ul style="list-style-type: none"> <li>• Actively recognise the limits of lawful activity placed on it by, for example, the ultra-vires doctrine, but also strive to utilise its powers to the full benefit of its community.</li> <li>• Recognise the limits of lawful action and observe both the specific requirements of legislation and the general responsibilities placed on Councils by public law.</li> <li>• Observe all specific legislative requirements placed upon it, as well as the requirements of general law, and in particular to integrate the key principles of good administrative law – rationality, legality and natural justice – into its procedures and decision-making processes.</li> </ul>

### **Principle Five - Developing the capacity and capability of members and officers to be effective**

Effective local government relies on public confidence in elected members and officers. Good governance strengthens credibility and confidence in our public services.

Authorities need people with the right skills to direct and control them effectively. Governance roles and responsibilities are challenging and demanding, and elected members need the right skills for their roles. In addition, governance is strengthened by the participation of people with many different types of knowledge and experience.

Good governance means drawing on the largest possible pool of potential members to recruit people with the necessary skills. Encouraging a wide range of people to stand for election or apply for appointed positions will develop a membership that has a greater range of experience and knowledge. It will also help to increase the diversity of authority members in terms of age, ethnic background, social class, life experiences, gender and disability. This concept should also be borne in mind when members are appointed to the boards of other public service organisations.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
Making sure that members and officers have the skills, knowledge, experience and resources they need to perform well in their roles	<ul style="list-style-type: none"> <li>• Provide induction programmes tailored to individual needs and opportunities for</li> <li>• Members and Officers to update their knowledge on a regular basis.</li> <li>• Ensure that officers have the skills, resources and support necessary to perform effectively in their roles and that these roles are properly understood throughout the Council.</li> <li>• Maintain comprehensive and effective HR policies, including an Equalities policy.</li> </ul>
Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group	<ul style="list-style-type: none"> <li>• Assess the skills required by Members and Officers and make a commitment to develop those skills to enable roles to be carried out effectively.</li> <li>• Develop skills on a continuing basis to improve performance, including the ability to scrutinise and challenge and to recognise when outside expert advice is needed.</li> <li>• Ensure that effective arrangements are in place for reviewing performance and agreeing action, which might be needed, for example, to address any training or development needs.</li> </ul>
Encouraging new talent for membership of the authority so that best use can be made of individuals' skills and resources in balancing continuity and renewal	<ul style="list-style-type: none"> <li>• Ensure that effective arrangements are in place to encourage individuals from all sections of the community to engage with, contribute to and participate in the work of the Council.</li> <li>• Publish the qualifying criteria, role and remuneration for councillors on the website to encourage new talent and representatives of all sections of the community to consider standing for election.</li> </ul>

**Principle Six - Engaging with local people and other stakeholders to ensure robust public accountability**

Local government is accountable in a number of ways. Elected members are democratically accountable to their local area and this gives a clear leadership role in building sustainable communities. All members must account to their communities for the decisions they take and the rationale behind those decisions. The Council is subject to external review through the external audit of its financial statements. It is required to publish its financial statements and is encouraged to prepare an annual report. Both members and officers are subject to codes of conduct. Additionally, where a breach of the Code of Conduct may have occurred, an aggrieved person may appeal either to the Monitoring Officer and/or Standards Committee of Shropshire Council or direct to the Standards Board.

The principles supporting this core principle and the action the council propose to take in relation thereto are as follows:

<b>Supporting Principles:</b>	<b>Ludlow Town Council will:</b>
Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships	<ul style="list-style-type: none"> <li>• Make clear to councillors, all staff and the community to whom they are accountable and for what.</li> <li>• Include details on the council's website on the means by which local people and others can participate in council decisions and can call the Council to account.</li> <li>• Positively welcome complaints and constructive criticism as a means of improving service delivery.</li> </ul>
Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the authority, in partnership or by commissioning	<ul style="list-style-type: none"> <li>• Ensure clear channels of communication are in place with all sections of the community and other stakeholders.</li> <li>• Hold meetings in public unless there are good reasons for confidentiality.</li> <li>• Provide the opportunity for citizens of Ludlow to have their say at all ordinary council meetings and at the Annual Town Meetings, which will be held primarily to listen to and respond to the public and other stakeholders.</li> <li>• Publish at least annually the Council's vision, activities and achievements, together with its financial position and performance and invite feedback.</li> </ul>
Making best use of human resources by taking an active and planned approach to meet responsibility to staff	<ul style="list-style-type: none"> <li>• Develop and maintain a clear policy on how staff and their representatives are consulted and involved in decision-making.</li> <li>• Establish a joint consultative committee between Members and employees.</li> <li>• Identify the development needs of Members and employees and offer support by appropriate training</li> </ul>

#### **4. ANNUAL REVIEW AND REPORTING**

- 4.1 The council accepts that in order to comply with the principles of good governance it must undertake to ensure that systems and processes are continually monitored and reviewed, and are kept up to date.
- 4.2 An annual review of the Council's Corporate Governance arrangements will be carried out using the guidance contained in the CIPFA/SOLACE Framework. The purpose of the review will be to provide assurance that governance arrangements are adequate and operating effectively or to identify action, which is planned to ensure effective governance in the future. The results of the review will take the form of an Annual Governance

Statement prepared by the Town Clerk. It will be submitted to the Finance and General Purposes Committee and subsequently to Council for consideration and review.

- 4.3 The preparation and publication of the Annual Governance Statement will meet the statutory requirement of the Accounts and Audit Regulations, which requires authorities to “conduct a review at least once in a year of the effectiveness of its system of internal control” and to prepare a statement on internal control “in accordance with proper practices”. As such the Annual Governance Statement will be prepared in accordance with the timetable for the preparation of financial statements in accordance with the Audit and Accounts Regulations.

## **Financial Information**

The annual audit will take place in May and the Annual Return is approved by Council in June. It will be available for inspection by residents in July 2016.

Throughout the year the Council’s finances are reported quarterly to the Policy & Finance Committee.

Council and committee agendas and minutes are available to the public upon request. Approved minutes are posted on Ludlow Town Council’s website [www.ludlow.gov.uk](http://www.ludlow.gov.uk)

## **Policies**

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

*Protocol on Bullying (re-adopted)*  
*Protocol on Communications (re-adopted)*  
*Complaints Procedure (re-adopted)*  
*Dignity at Work (re-adopted)*  
*Equal Opportunities (re-adopted)*  
*Flag Protocol (re-adopted)*  
*Freedom of Information (re-adopted)*  
*Landline and Mobile Telephony (re-adopted)*  
*Model Publication Scheme (re-adopted)*  
*Pensions Policy (re-adopted)*  
*Permits for Events Square (re-adopted)*  
*Press Protocol (re-adopted)*  
*Training Policy (re-adopted)*

## Meetings

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

<b>Committee or Group</b>	<b>Number of meetings</b>
Full Council	9
Policy & Finance Committee	8
Services Committee	8
Representational Committee	14
Civic Events Working Group	3
Communications Working Group	1
Budget Working Group	2
Markets Working Group	3
Staffing & Appeals Committee	2
Annual Residents Meeting	1
Town Plan Working Group	2
Twinning Working Group	1
Youth Market Working Group	1
<b>Total</b>	<b>55</b>

## KEY EVENTS 2015-2016



**Annual Meeting 13th May 2015** - At the Annual Meeting on the 13th May 2015 Councillor P Draper was elected Mayor and Councillor P Kemp was elected Deputy Mayor both for a second term.

**Mayor Making 27<sup>th</sup> May 2015** – Mayor Making marked the beginning of the ceremonial year by welcoming the elected Mayor, Councillor P Draper as the Mayor in 2015-16.

Eight Civic Awards were presented in recognition of excellence in the voluntary sector and services to the community to: Andrew Osborne, Arnoud Roele, Diane Edwards, Joyce Brand, Les Lumsden and the Friends of St Leonards Church.



**Mayor's Charity** – the Mayor's Charity for 2015/16, the League of Friends of Ludlow Hospital was announced at Mayor Making. The League of Friends supports the Community Hospital by raising funds for much needed equipment and amenities. The Hospital provides services to the people of Ludlow and the surrounding area, reducing long travelling distances to larger hospitals and in-patients are closer to home and families.

**Fundraising** this year has taken place at the Ludlow Assembly Rooms with a *Cheese and Wine Evening, an evening of Motown Music, a Band Evening and a Black Tie Event.*

Ludlow Town Council would like to thank Shropshire Council for the use of the car park at Stone House on special weekends including Festivals and Christmas Lights Switch-on to raise money for the Mayor's Charity.



### **Mayor's Sunday Service 28<sup>th</sup> June 2015**

At Mayors Sunday, the Mayor and Councillors pledge allegiance to serve the town. The service was led by the Canon Jeffry Wilcox at St Laurence Church. A parade of uniformed organisations led by the Parade Marshall David Davies and Ludlow Concert Band drew crowds on Broad Street where the Mayor thanked the Parade.



## Horse Parade - 26th July 2015

A service of commemoration was held in Ludlow Castle to remember the cost of horses who were in service during WW1. The Ludlow Hunt re-created the event of a sepia photograph (below) which was taken in Ludlow four days after war was declared in 1914. The weather was not kind on the day of the re-creation, but many turned out to see the parade and honour those horses who served, many not surviving.

Below Middle: Horses coming to Ludford Bridge

Below Right: Horses coming up Broad Street



Above: 1914 horse parade 4 days after war was declared



Left: Horses Castle Square Middle: Castle Sq  
Right: The Mayor & Mayoress



Left & Middle: In Ludlow Castle



Right: Coming down Broad Street

## ***Walking with the Wounded – 30<sup>th</sup> September 2015***

Ludlow was delighted to welcome six veterans “Walking with the Wounded Britain Team” accompanied by their Patron Prince Harry on the 30<sup>th</sup> September 2015 at Ludlow Castle.

The team started walking on the 22<sup>nd</sup> August from the Glenfiddich distillery and walked 1,000 miles in 72 days, finishing at Buckingham Palace. The inspiring veterans promoted awareness of similarly wounded veterans and raised funds throughout the journey.

Day 40 was the portion of the journey from Church Stretton to Ludlow, finishing at Ludlow Castle.

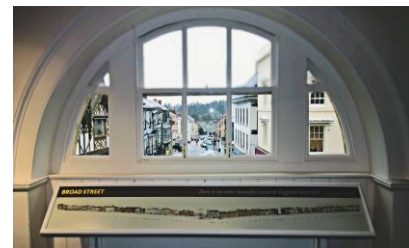




## **Ludlow Museum at the Buttercross**



The structural works work at the Buttercross were completed early November of 2015. The works have been financed by Shropshire Council's Market Town Revitalisation Fund and Ludlow Town Council.



Work then commenced on moving the cases for the Museum exhibits and covering some of the windows internally to create an ambient atmosphere to protect the items from degrading through strong light.



Friends of Ludlow Museum continue their work to support Ludlow Museum at the Buttercross.

It is anticipated that the Centre & Museum will open early summer 2016.



## **Ludlow in Bloom – GOLD in 2015**



Ludlow in Bloom achieved Gold again in 2015. The perennial planting scheme introduced last year had thrived and is becoming well established. Ludlow in Bloom Committee is financially support by Town Council and also receive support the support from Admin and Direct Labour Force staff. It's a partnership that includes Shropshire Council and keeps Ludlow looking lovely



### ***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. Each year a morning service is held at the dodgems and in 2015 the Town Council had the pleasure of the Bishop of Hereford, the Rt Hon Richard Frith led the service.

### ***Kids Corner – Family Fun next to Ludlow Market***



On the 9<sup>th</sup> August the Town Council offered a free afternoon of children's activities from 12pm-5pm. Families with children of all ages were invited to come along and enjoy the fun. The event included magic tricks, glitter tattoos and games. 2015 was the second year that the Town Council had organised the event.

### ***Christmas Lights Switch On - Saturday 29<sup>th</sup>***

**November** –Christmas Lights Switch-on took place during the weekend of the Medieval Fair in Ludlow Castle supported by a Town Council Medieval themed market in the square



Preparations for the Christmas Lights Switch-on starts early in the summer, when the Christmas tree being ordered, the lights are checked and we make sure Santa has the date in his diary to visit Ludlow. The Direct Labour Force start to put up the Christmas lights in October and the tree is delivered after Remembrance Sunday. Lights in Castle Gardens and the Rotary Tree of Light were also put up ready for the big switch on.



On the day, preparations began at 8.00am with the Santa's grotto being constructed and decorated. Early afternoon the elves arrived bringing Santa's and his sleigh, accompanied by Gracie-Mae Hogg, this year's Christmas picture competition winner. Music was provided by Sunshine Radio.



The day was well supported and reindeer were again a popular attraction amongst old and young for the third year running.

Santa gave out free presents to all children who braved the weather and visited his grotto. At 5pm, the Christmas lights were switched on by the Mayor. The Rotary Tree of Light was lit following a torch lit parade round the square. It was a very busy and enjoyable day for the town.

### ***Senior Citizens Party 10<sup>th</sup> December 2015***



An enjoyable time was had by all those who attended the Senior's Party, which was held at Ludlow College. The catering students catered for 100 senior citizen's providing soup, a selection of sandwiches and selection of cakes and showcasing their skills.



Traditionally, the annual party is open to all residents of Ludlow over the age of 60 years and the afternoon included free bingo and raffle, with many of the prizes kindly donated by businesses and residents of Ludlow.

*Thank you. All donated prizes are greatly appreciated*

St Laurence's Infant School choir opened the party by singing carols and the live music was provided by Jeff Alexander. Staff and Councillors worked together again with students and staff at Ludlow College and guests were appreciative of the festive celebrations.

### **Remembrance Sunday**

On Sunday 8<sup>th</sup> November, Remembrance Sunday was commemorated with a procession to St Laurence's Church and a Service followed by a procession to the War Memorial.

As usual Ludlow Town Council invited 300 Civic and Uniformed guests to the service and welcomed residents and members of the congregation to the Service.

Right: Mayor of Ludlow 2015



A short service was conducted by the Canon Jeffry Wilcox on Wednesday 11<sup>th</sup> November 2015 at the War Memorial.

## **REGULAR SERVICES**



### **Ludlow Market**



In the summer months Ludlow Market trades for 6 days a week and 7 days a week in the month before Christmas. Good income was generated for 2015-16 from the hard work of the Council staff, traders and would be impossible without the support of customers.

Through the spring to autumn, regular markets are complimented by a variety of specialist markets, such as local produce, antiques, books, crafts, gifts and Made in

Shropshire markets. Special markets are held for the Food Festival in the Castle and later on in the year the Medieval Fayre towards the end of the year.



### **AMENITY AREAS**

The Direct Labour Force of Ludlow Town Council, cares and maintains a number of public amenity areas within Ludlow. Their work includes mowing, strimming, gardening, maintenance, litter



St John's Gardens



collection and watering.  
The main areas include:



Flower beds in Old Street

Linney Riverside Park  
Wheeler Road Playing Fields  
Henley Road Cemetery  
Castle Gardens  
St John's Gardens  
Garden of Rest  
Weyman Road  
Henley Orchards Housman Crescent Play area

The Town Council moved away from traditional annual bedding schemes for the flower beds and the perennial plants are now well established and thriving. Above on the left is an image of the bed at the bottom of Old Street, newly planted.

Last year the Town Council resolved to support Fair Trade and the Fair Trade Group in Ludlow by planting up the round bed in Castle Square in the Fair Trade logo. The bed was planted up in the Spring of 2014 and the scheme has had mixed success.

## ***Public Toilets***



The public toilets are taken care of by the Town Council and are located 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. The Linney toilets are due for refurbishment.

	<b>2015/16</b>	<b>2014/15</b>
Toilet 1 next to office:	39,963	37,080
Toilet 2:	34,001	40,481
Toilet 3 with radar key access:	28,854	33,082
Urinal:	79,719	103,004

## ***Henley Road Cemetery***

The Cemetery has recently commemorated 100 years since its opening in 1914 and is maintained by Ludlow Town Council's Direct Labour Force ensuring the area looks its very best all year round. 50 interments have taken place in 2015 / 16.

Details of those buried in 1914 and 1915 can be found from a link from the Town Council's website [www.ludlow.gov.uk](http://www.ludlow.gov.uk) under the WW1 Centenary Commemorations tab which takes you to an interactive display. Additional information from relatives is always welcomed and can be added. The display so far covers 1914, 1915 and 1916.



## **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.

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

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

**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 has received income since this period. Income for 2015-16 was £10,335.00.

**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 totalling £34,525.00 been awarded to; Citizens Advice Bureau (CAB), Crucial Crew, Friends of Shropshire Hills AONB, Friends of Whitcliffe Common, Homestart South Shropshire, Ludlow Assembly Rooms, Ludlow College, Ludlow Football Stadium, Ludlow Fringe Festival, Ludlow Town Band, Ludlow Youth Festival, Royal Welsh (drums), South Shropshire Youth Forum, Teme Weirs Trust, St Laurence's Church, St Laurence Arts Festival.

Project Support Grants - Ludlow Junior Arts Project, Ludlow 21 – The Green Festival, Songs for You, Holiday Play Scheme.

## STAFF



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

Gina Wilding

### **DLF / MARKET SUPERVISOR**

Sean Turgoose

### **MARKET OFFICER**

Tony Caton

### **SENIOR ADMIN ASSISTANT**

Naomi Brotherton

### **SENIOR FINANCE / ADMIN**

Lucy Jones

### **FINANCE / ADMIN**

Sarah Hughes

### **CEMETERY OFFICER**

Stephanie Williams

### **ADMIN ASSISTANT**

Charlotte Ambrazas

### **ASSISTANT GROUNDSPERSON**

Richard Vobe

### **ASSISTANT GROUNDSPERSON**

David Spittle

### **ASSISTANT GROUNDSPERSON**

Wayne Speke



## **ASSISTANT GROUNDSPERSON/MARKET ASSISTANT**

Alex Turgoose

## **LIGHTING TECHNICIAN**

Sidney Brown

## **CLEANERS**

Sylvia Bownes

Adrian Colman

Gill Richards

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

### **DLF Grounds Person – Wayne Speke**

Wayne Speke was welcomed as a permanent member of staff to the Direct Labour Force. Wayne previously worked for Ringway, street cleansing, litter picking, grass cutting and road sign maintenance.

### **DLF Grounds Person/Market Assistant – Alex Turgoose**

Alex Turgoose welcomed as a permanent member of staff to the Direct Labour Force. Alex had worked previously for the Town Council with the Direct Labour Force helping to maintain the amenity areas. Alex is also Market Assistant and covers duties for the Market Officer when needed.

## Councillors

The following Councillors have served on Ludlow Town Council from 2015-2016  
Full details and images are on [www.ludlow.gov.uk](http://www.ludlow.gov.uk)

### **COUNCIL 2015 – 2016**

#### **MAYOR**

Councillor P Draper  
***Rockspring Ward***

Councillor M Clarke  
***Hayton Ward***

#### **DEPUTY MAYOR**

Councillor P Kemp  
***Bringewood Ward***

Councillor J Newbold  
***Hayton Ward***

Councillor A Cobley  
***Gallows Bank Ward***

Councillor S Newbold  
***Clee View Ward***

Councillor T Gill  
***Whitcliffe Ward***

Councillor V Parry  
***Corve Ward***

Councillor G Ginger  
***Corve Ward***

Councillor G Perks  
***Gallows Bank Ward***

Councillor M Jones  
***Gallows Bank Ward***

Councillor C Sheward  
***Clee View Ward***

Councillor R Jones  
***Bringewood Ward***

Councillor J Smithers  
***Whitcliffe Ward***

Councillor D Lyle  
***Rockspring Ward***



Annual Report prepared by the staff of Ludlow Town Council in collaboration with the Mayor of Ludlow,  
Councillor Paul Draper