



## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press

**Contact: Gina Wilding**  
**Ludlow Town Council, The Guildhall,**  
**Mill Street, Ludlow, SY8 1AZ**  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: 8<sup>th</sup> May 2014**

### COUNCIL

You are summoned to attend the Annual General meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 14<sup>th</sup> May 2014 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- Election of Mayor 2014-2015
- Election of Deputy Mayor 2014-2015
- Membership of Committees
- Representatives on Outside Bodies
- Civic Awards

***The public may speak at this meeting***

**Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **ELECTION OF MAYOR 2014-2015** – Nominations slips have been received for Councillors Draper and Smithers. There will be one secret ballot including all nominations that are seconded. The title Mayor Elect will be used until the Declaration of Office is signed on or before 28 May 2014.
2. **ELECTION OF DEPUTY MAYOR 2014-2015** – Nominations slips have been received for Councillors Draper, Kemp, and Smithers. There will be one secret ballot including all nominations that are seconded. The title Deputy Mayor Elect will be used until the Declaration of Office is signed on or before 28 May 2014.
3. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
4. **Apologies**
5. **Declarations of Interests**
  - a) Disclosable Pecuniary Interest
  - b) Declaration of conflicts of Interest
  - c) Declarations of personal interest
6. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
7. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
8. **Minutes** – To approve as a correct record and sign the minutes of the **COUNCIL MEETINGS** held on:-
  - a) **17<sup>th</sup> MARCH 2014**
  - b) **28<sup>th</sup> APRIL 2014 (Annual Town Meeting)**

**Members are reminded that following a resolution of Council:**

All proposed amendments or queries relating to the minutes are to be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.

All Committee minutes will be received without discussion or debate.

<b>ITEM</b>	<b>Attachment</b>	<b>Page No</b>
<b>9. POLICY AND FINANCE COMMITTEE</b>		
a) To receive the minutes of the Policy and Finance Committee meeting held on the 14 <sup>th</sup> April 2014	<b>9a</b>	27
b) To consider the recommendations from the Policy and Finance Committee meeting held on the 14 <sup>th</sup> April 2014	<b>9b</b>	31



<b>10. REPRESENTATIONAL COMMITTEE</b>	To receive the minutes of the Representational Committee meetings held on the :-		
a)	12 <sup>th</sup> March 2014	<b>10a</b>	33
b)	9 <sup>th</sup> April 2014	<b>10b</b>	41
<b>11. SERVICES COMMITTEE</b>			
a)	To receive the minutes of the Services Committee meeting held on the 7 <sup>th</sup> April 2014	<b>11a</b>	49
b)	To consider the recommendations from the Services Committee meeting held on the 7 <sup>th</sup> April 2014	<b>11b</b>	57
<b>12. IMPROVING THE WAY WE WORK</b>		<b>12</b>	59
	To consider the recommendations contained within the report		
<b>13. SCHEME OF DELEGATION</b>		<b>13</b>	63
	To review and adopt the Council's Scheme of Delegation		
<b>14. SERVICES COMMITTEE MEMBERSHIP</b>			
a)	To nominate and elect the Committee Membership	<b>No Papers</b>	
b)	Election of Chairman for Services Committee (From the new Services Committee Members)	<b>No Papers</b>	
c)	Election of Vice-Chairman for Services Committee (From the new Services Committee Members)	<b>No papers</b>	
d)	Review and adopt the Terms of Reference for Services Committee	<b>14d</b>	67
<b>15. REPRESENTATIONAL COMMITTEE MEMBERSHIP</b>			
a)	To nominate and elect the Committee Membership	<b>No Papers</b>	
b)	Election of Chairman for Representational Committee (From the new Representational Committee Members)	<b>No Papers</b>	
c)	Election of Vice-Chairman for Representational Committee (From the new Representational Committee Members)	<b>No papers</b>	
d)	Review and adopt the Terms of Reference for Representational Committee	<b>15d</b>	71
<b>16. POLICY &amp; FINANCE COMMITTEE MEMBERSHIP</b>			
a)	To nominate and elect the Members of Policy and Finance Committee to include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees	<b>No Papers</b>	
b)	Election of Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members)	<b>No Papers</b>	
c)	Election of Vice-Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members)	<b>No papers</b>	
d)	To agree Council's Authorised Signatories	<b>16d</b>	75
e)	Review and adopt the Terms of Reference for Representational Committee	<b>16e</b>	77



<b>17. STAFFING AND APPEALS COMMITTEE MEMBERSHIP</b>		
a) To nominate and elect the Committee Membership	<b>No Papers</b>	
b) Election of Chairman for Staffing and Appeals Committee (From the new Representational Committee Members)	<b>No Papers</b>	
c) Election of Vice-Chairman for Staffing and Appeals Committee (From the new Representational Committee Members)	<b>No papers</b>	
d) Review and adopt the Terms of Reference for Staffing and Appeals Committee	<b>17d</b>	81
<b>18. APPOINTMENT OF NEW COMMITTEES</b>	<b>No papers</b>	
To appoint any new Committees required		
<b>20. COUNCIL CALENDAR</b>	<b>20</b>	85
To consider and agree the Council/Committee calendar dates for 2014/15		
<b>21. REPRESENTATIVES ON OUTSIDE BODIES</b>	<b>No papers</b>	
Nominate and elect Members to represent the Town Council on outside organisations and arrangements for reporting back		
<b>22. STANDING ORDERS</b>	<b>No papers</b>	
To defer adoption of Standing Orders until the next Council meeting to ensure correlation with the new Financial Regulations		
<b>23. FINANCIAL REGULATIONS</b>	<b>No papers</b>	
To defer adoption of NALC new 2014 set of model Financial Regulations until the next Council meeting. The delay will enable members to attend a NALC training session on 16 June 2014.		
<b>24. COUNCIL'S LAND AND ASSETS</b>	<b>24</b>	87
To review the asset of register		
<b>25. INSURANCE</b>	<b>25</b>	89
Review and confirm arrangements for insurance cover in respect of all insured risks.		
<b>26. RISK ASSESSMENTS</b>	<b>26</b>	115
Review and adopt the Council's risk assessments		
<b>27. MEMBERSHIP OF OTHER BODIES</b>	<b>27</b>	135
Review of the Council's and/or employees' memberships of other bodies.		



<b>28.</b>	<b>COMPLAINTS PROCEDURE</b>	<b>28</b>	143
	Review and adopt the Council's complaints procedure.		
<b>29.</b>	<b>FREEDOM OF INFORMATION</b>	<b>29</b>	145
	Review and adopt the Council's Freedom of Information Policy and Model Publication Scheme		
<b>30.</b>	<b>PRESS PROTOCOL</b>	<b>30</b>	157
	Review and adopt the Council's Press Protocol.		
<b>31.</b>	<b>LICENSING APPLICATIONS</b>	<b>31</b>	161
	To consider and comment on the pending applications in Ludlow		
<b>32.</b>	<b>CRIME REDUCTION, COMMUNITY SAFETY DRUG AND ALCOHOL STRATEGY 2014-17</b>	<b>32</b>	163
	To note the letter from Shropshire Council		
<b>33.</b>	<b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>	<b>No papers</b>	
	The Chairman will move 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.		
<b>34.</b>	<b>CIVIC AWARDS</b>	<b>34</b>	165
	To consider nominations for Civic Awards 2014		

### **M e m b e r s h i p**

Councillors Smithers (Town Mayor); Draper (Deputy Mayor); Copley; Gill; Ginger; Holcombe; Jones; Kemp; Lyle; Mold; J. Newbold; S. Newbold; Parry; Perks; Sheward

**The date of the next Council meeting is to be agreed**