



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,

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Despatch date: 11th June 2013

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at
The Guildhall, Mill Street, Ludlow, on
Monday 17th June 2013 at 7.00pm

A handwritten signature in black ink, appearing to read "G Wilding".

Gina Wilding
Town Clerk

Key Agenda Items:

- Annual Return
- Co-options

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. **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.
2. **Apologies**
3. **Declarations of Interests**
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **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.
5. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk as required.
6. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
7. **Minutes** – To approve as a correct record and sign the minutes of the **COUNCIL MEETINGS** held on:-
 - a) **15th May 2013** (Open and Closed Session)
 - b) **30th May 2013** (Open and Closed Session)

ITEM	Attachment	Page No
8. INTERNAL AUDIT REPORT To note the Internal Auditors report	8	26
9. ANNUAL RETURN To approve the Annual Return and agree that it be sent to the External Auditor	9	32
10. CO-OPTIONS To co-opt to fill six vacancies.		
a) Member Co-option Policy for reference only.	10a	38
b) Co-option Meeting Procedure for reference.	10b	42
c) Co-option letter.	10c	44
d) Application forms.	10d	46
11. DECLARATION OF ACCEPTANCE OF OFFICE New Councillors are to sign the Declaration of Acceptance of Office which is to be witnessed by the Town Clerk	11	72



12. CLEE VIEW WARD CASUAL VACANCY		
To note that a Casual Vacancy has been called in the Clee View ward following the resignation of Councillors Phillips and Pound.	12	74
13. MEMBER MEETING PROTOCOL		
To adopt the Meeting Protocol.	13	76
14. COMMITTEE MEMBERSHIP		
To reconsider the Committee Membership and allow the six new co-opted Councillors to choose which Committees and Working Groups they would like to sit on.	14	80
15. REPRESENTATIVES ON OUTSIDE BODIES		
To reconsider the Representatives on Outside Bodies and allow the six new co-opted Councillors to choose which Bodies they wish they would like to represent the Council on.	15	82

M e m b e r s h i p

Councillors Smithers (Town Mayor); Draper (Deputy Mayor); Ginger Newbold; Parry Perks; Toop

The next Council meeting will be held on the 8th July 2013