



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 19<sup>th</sup> NOVEMBER 2012** at 7.00PM.

### FC/251 PRESENT

Chairman:	Councillor Pound, Mayor
Councillors:	Davies; Draper; Hunt; McCormack; Parry; Perks; Phillips; Smithers; Toop; Wilcox
Officers:	Gina Wilding, Acting Town Clerk; Lucy Jones, Finance Secretary

### FC/252 APOLOGIES

Apologies for absence were received from Councillor Newbold.

### FC/253 DECLARATIONS OF INTEREST

#### Disclosable Pecuniary Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
Councillor Parry	Ludlow in Bloom	Chairman
Councillor Smithers	Ludlow in Bloom	Treasurer

#### Conflicts of Interest

None declared.

#### Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
Councillor Perks	Pride of Place	Member
	Skill Builders	Member
	Defibrillator Scheme	Volunteer
	Ludlow Conference Centre Benches	Volunteer
Councillor Hunt	Boxing Club	Employee of South Shropshire Housing Association
Councillor Toop	Walker Welcome	Volunteer
Councillor Draper	Cemetery Matters	Family links to the Undertaker

**FC/254 PUBLIC OPEN SESSION (15 minutes)**

There were twelve members of the public and press present.

Mr R Pote, 12a Mill Street, Ludlow, Secretary of the Town Centre Residents Association, stated that he was in support of Shropshire Council's changes to parking in Ludlow. He said that implementing on-street parking charges on Sunday would improve the turnover of parking spaces on-street benefitting residents, tourists and business alike. He hope that in the future Shropshire Council would look to run the Park and Ride on a Sunday also which would further improve the parking issues within the town.

**FC/255 PUBLIC OPEN SESSION FEEDBACK (15 minutes)**

The Acting Town Clerk stated that all questions had been answered at the previous meeting.

**FC/256 UNITARY COUNCILLORS SESSION**

Unitary Councillor T Huffer, Ludlow East, informed the Council that the Sunday Parking charges consultation had started on Friday 16<sup>th</sup> November and would continue for 21 days. The matter would be considered by Shropshire Council's Cabinet and Council on the 19<sup>th</sup> December and she encouraged Members to submit any comments they may have.

**FC/257 MINUTES**

**a) 15<sup>th</sup> October 2012 – Open Session**

Councillor Perks informed Members that he had attended a meeting on the improvement of pedestrian access to Ludford Bridge. The Acting Town Clerk stated that the report submitted by Councillor Perks would be considered at the next Representational Committee.

**RESOLVED (10:0:1)**

That the minutes of the Council meeting held on the 15<sup>th</sup> October 2012, be approved as a correct record and signed by the Chairman.

**FC/258 b) 15<sup>th</sup> October 2012 – Closed Session**

**RESOLVED (10:0:1)**

That the closed session minutes of the Council meeting held on the 15<sup>th</sup> October 2012, be approved as a correct record and signed by the Chairman.

**FC/259 DECLARATION OF A CASUAL VACANCY**

The Acting Town Clerk explained to Members Councillor Leyton-Purrier had been disqualified from office under Section 85 of the Local Government Act 1972 for failing to attend a Council meeting for a period of six months. She went on to say that as this position on the Council had become vacant within six months prior to the full Council election a by-election could not be called and the Council could continue until the election in May 2013 with fourteen Members.

**RESOLVED (Unanimous)**

That the disqualification from office of Councillor Leyton-Purrier be noted and the Council continue with fourteen Members until the full Council election in May 2013.

**FC/260 SERVICES COMMITTEE****a) Minutes****RESOLVED (Unanimous)**

That:-

- a) the minutes of the Services Committee meeting held on the 29<sup>th</sup> October 2012, be received.
- b) the closed session minutes of the Services Committee meeting held on the 29<sup>th</sup> October 2012, be received.

**FC/261 b) Recommendations****Recycling of Confidential and Non-Confidential Paper and Cardboard**

That:-

- i) the quotation from operator 2 is accepted;
- ii) the Acting Town Clerk is authorised to investigate longer-term options for recycling cardboard.

**RESOLVED (10:0:1)**

That:-

- i) the quotation from operator 2 is accepted;
- ii) the Acting Town Clerk is authorised to investigate longer-term options for recycling cardboard.

**FC/262 REPRESENTATIONAL COMMITTEE**

**RESOLVED (Unanimous)**

That the minutes of the Representational Committee meeting held on the 24<sup>th</sup> October 2012, be received.

**FC/263 POLICY & FINANCE COMMITTEE**

**a) Minutes**

**RESOLVED (10:0:1)**

That:-

- a) the minutes of the Policy and Finance Committee meeting held on the 5<sup>th</sup> November 2012, be received.
- b) the closed session minutes of the Policy and Finance Committee meeting held on the 5<sup>th</sup> November 2012, be received.

**FC/264 b) Recommendations**

**Benches Outside the Ludlow Mascall Centre**

That: -

- i) **the Acting Town Clerk be authorised to approach Shropshire Council and the Ludlow Mascall Centre to offer to replace the benches;**
- ii) **Councillor Perk's offer to repair two spare benches at the Depot "at cost" to be sited outside the Ludlow Mascall Centre be accepted.**

Councillor McCormack thanked Councillor Perks for his offer to repair the benches.

**RESOLVED (Unanimous)**

That: -

- i) the Acting Town Clerk be authorised to approach Shropshire Council and the Ludlow Mascall Centre to offer to replace the benches;
- ii) Councillor Perk's offer to repair two spare benches at the Depot "at cost" to be sited outside the Ludlow Mascall Centre be accepted.

**FC/265 Community Projects**

That:-

- i) **on the 26<sup>th</sup> December Councillor Perks is authorised to put up information boards promoting the Town Council using two of the empty stalls;**

- ii) **Councillor Perks liaises with the Acting Town Clerk and investigates the work involved with having a defibrillator in situ;**
- iii) **Councillor Smithers reports back from the Chamber of Trade to the next Service's Committee meeting on parking.**

Councillor Parry stated that she would like to be involved with the Boxing Day promotion. Councillor Perks suggested that the market be opened up on Boxing Day to any local community organisation to promote their work and also the 2013 Calendar of Events.

**RESOLVED (Unanimous)**

That:-

- i) on the 26<sup>th</sup> December the market be open to use by Community Organisation to promote their work and Councillor Perks be authorised to put up information boards promoting the Town Council using two of the empty stalls;
- ii) Councillor Perks liaises with the Acting Town Clerk and investigates the work involved with having a defibrillator in situ;
- iii) Councillor Smithers reports back from the Chamber of Trade to the next Service's Committee meeting on parking.

**FC/266 Policies - Landline and Mobile Telephony Policy**

**That subject to the insertion of the words "and numbers" in the final paragraph of 6.3, the Landline and Mobile Telephony Policy be adopted.**

**RESOLVED (Unanimous)**

That the Landline and Mobile Telephony Policy be adopted.

**FC/267 Policies - Dignity at Work Policy**

That:-

- i) **the Dignity at Work Policy be adopted.**
- ii) **Employees and Members welcome packs created or updated to include all relevant policies and that Member and Employees are expected to use such policies and procedures**

**RESOLVED (Unanimous)**

That:-

- i) the Dignity at Work Policy be adopted.
- ii) Employees and Members welcome packs created or updated to include all relevant policies and that Member and Employees are expected to use such policies and procedures

**FC/268 Policy on Vehicle Replacement and Machinery Maintenance**

**That the Policy on Vehicle Replacement and Machinery Maintenance be adopted.**

**RESOLVED (Unanimous)**

That the Policy on Vehicle Replacement and Machinery Maintenance be adopted.

**FC/269 DEFIBRILLATOR**

Mr E Jones, Clun Valley First Responder and Mr C Medicott, Ambulance Service Community Response Manager for Shropshire made a presentation to Council on the Automated External Defibrillator ("AED") scheme.

Mr Medicott stated that in the UK there were 135,000 pre-hospital cardiac arrests each year; the AED had the potential to revive up to 80% of those cases. He added that the training to use the AED took four hours and that more people within the town able to use the AED the better.

Mr Medicott stated that the only cost to the Council for this AED would property insurance for theft or damage to the unit which costs £1,500 to replace. Councillor Phillips asked if the unit required liability insurance. Mr Medicott stated that once trained volunteers would be covered under the Ambulance Services insurance.

**RESOLVED (Unanimous)**

That:-

- i) the Council look at the insurance implications on the Automated External Defibrillator.
- ii) volunteers continue to be recruited with the aim to complete the training before Christmas.
- iii) the Council work with Shropshire Council and the Ludlow Assembly Rooms to site the AED on the outside of the building.

**FC/270 STAFFING AND APPEALS SUB-COMMITTEE**

**RESOLVED (10:0:1)**

That the closed session minutes of the Staffing and Appeals Sub-Committee meetings held on the 10<sup>th</sup> October, 17<sup>th</sup> October, 24<sup>th</sup> October, 25<sup>th</sup> October, 6<sup>th</sup> November and 16<sup>th</sup> November 2012, be received.

**FC/271 UPDATE FROM COMMITTEE CHAIRMEN**

Councillor McCormack, Chair of Policy and Finance Committee, Councillor Smithers, Chair of Representational Committee and Council Pound, Chair of Services Committee each gave a brief outline of their Committee duties and recent work to the Council.

**FC/272 MEMORIAL BOARDS**

Councillor Smithers explained to Members that when the Town Hall was demolished the war memorial boards were removed and put into storage in Victory House. Over the years many comments have been received that they should be reinstated to public display. The Council recently gave permission for the Boer War memorial boards to be displayed in Palmers Hall with the remains of the memorial statue.

Councillor Smithers suggested that the Boards could be displayed within the Guildhall and he had already made enquires to the War Memorial Trust who were favourable that some grant funding could be available to cover the costs of cleaning, restoration and display. Councillor Smithers added that he hoped the Council would ensure these memorial boards were available to the public again by Remembrance Sunday 2014 the Centenary of World War One.

**RESOLVED (Unanimous)**

Councillor Smithers work with the Council staff and report back to Council on costs and possible funding sources, with the aim to display the Memorial Boards in the Guildhall before November 2014.

**FC/273 TINSEL TUESDAY MARKETS**

The Acting Town Clerk explained that the Chamber of Commerce had requested additional funding of £500.00 for advertising of the Tinsel Tuesday markets. This sum would be match by themselves and Sunshine Radio.

Members discussed the grant sum and benefits of the markets.

Councillor Perks proposed that an offer of £400.00 in addition to previous pledges be made, this was seconded by Councillor McCormack.

**FC/274 AMENDMENT****RESOLVED (5:5:1 Mayor's Casting Vote 5:6:1)**

That the proposal be amended to £500.00

This amendment was not carried

**FC/275 RESOLVED (9:1:1)**

That:-

- a) the Town Council offer the Ludlow Chamber of Commerce a further sum of £400.00 in support of the Tinsel Tuesday Markets.
- b) this is a one off offer of support.
- c) this sum be used to advertise the markets not just on the radio but through other forms of media.
- d) the Chamber of Commerce look to plan any events next year further in advance.

**FC/276 CIVIC REGALIA**

**a) Redundant Mayor, Deputy Mayor and Councillors Robes**

The Acting Town Clerk explained to the Council that following the recent acquisition of new Council robes, she would like Members to decide what to do with the redundant robes which included the Mayors, Deputy Mayors and Councillors Robes.

Councillor McCormack suggested offering the Mayor and Deputy Mayor's robes to the Museum. Councillor Wilcox suggested displaying them within the Council Chamber. Councillor Perks stated that the Council should consult the public as to the future of the robes as they belong to the town.

The Mayor added that the Councillor's robes could be donated the drama department at Ludlow College or another performing arts organisation in the local area.

**RESOLVED (Unanimous)**

That:-

- a) Acting Town Clerk make enquiries as to the possible donation to the museum or display of the redundant Mayor and Deputy Mayor's robes
- b) the public be consulted through the Buttercross Bulletin as to the their views on the future of the redundant robes.
- c) the redundant Councillors robes be offered to Ludlow College or another local performing arts organisation.

**FC/277 b) Mayor's Chain**

The Mayor informed the Council that when the Mayor's chain is worn the badge does not hang straight and can twist. He asked to Council to look into solutions.

The Acting Town Clerk added that there was also some minor damage to the enamel on the chain and she suggest a report on its condition and quotes for repair be sought.



**RESOLVED (Unanimous)**

That the Acting Town Clerk approach local qualified silversmiths to produce a report on the condition of the Mayor's Chain, possible solution to enable the badge to hang straight and quotations for any works.

**FC/278 c) Consort's Chain**

The Mayor explained that he had received queries at civic events in relation to the Consort's chain. He explain that the chain states "Mayor and Corporation of Ludlow" not Ludlow Town Council. He suggested having the chain remade to reflect the name of the current Council.

The Acting Town Clerk read out the inscription on the back of the Consort's chain, which states that it was donated to the Council by a previous Mayor between 1889 and 1891. She added that the Corporation of Ludlow was the direct predecessor of Ludlow Town Council and therefore the chain was of historical significance.

Councillor Perks suggested an addition to the chain to clarify the new name but without altering an historic item of town regalia.

Councillor McCormack stated that the chain was a part of the town's history and therefore no changes should be made.

**RESOLVED (9:0:2)**

That no action is taken with regards to the Council name on the Consort's chain.

**FC/279 MARKET OFFICER RECRUITMENT UPDATE**

The Acting Town Clerk drew Members attention to the Market Officer advert. She explained that the advert had been kept brief and that full details of the position duties, including expanding the market and advertising, were included within the Job Description and Personal Specification enclosed within the application pack.

**RESOLVED (Unanimous)**

That the Market Officer recruitment advert be noted.

**FC/280 CHRISTMAS PREPARATION**

The Acting Town Clerk asked if any Members wished to volunteer to help at the Seniors Citizen's Christmas party, that they let her know in order to allocate jobs.

Councillor Parry asked if there was to be a Medieval dress competition this year on the Saturday Medieval Market and who would be judging. The Acting Town Clerk stated that due to the staff relationship to traders it was not appropriate for her to any other staff member to judge the competition and the Mayor was unavailable.

Councillor Perks thanked the staff for all their hard work in organising such a range of Christmas events.

**RESOLVED (10:1:0)**

That:-

- a) the schedule of events for the Christmas Light Switch-On and Senior Citizen's Christmas Party be noted.
- b) Councillor Parry judge the Medieval dress competition on the Saturday Medieval Market and the first prize winner be awarded one days free rent on the market.

**FC/281 PROPERTY**

Councillor Perks thank the staff for the update and requested further information at a future meeting to enable Members to understand how best to move the projects forward.

**RESOLVED (Unanimous)**

That the property update on the Boxing Club and Buttercross be noted.

Councillor Parry and Smithers left the meeting at 8.30pm

**FC/282 LUDLOW IN BLOOM**

The Acting Town Clerk explained that since the Service Level Agreement contained within the agenda had been printed Ludlow in Bloom had decided that they did not require the Council to provide a bowser storage area. Therefore the clauses relating to the bowser would be deleted.

**RESOLVED (Unanimous)**

That following to the deletion of clauses 7.7 and 8.4, the Service Level Agreement be approved subject to Ludlow in Bloom providing the Council with copies their constitution, committee membership and accounts.

Councillor Parry and Smithers rejoined the meeting at 8.38pm

**FC/283 LUDLOW FESTIVAL**

The Acting Town Clerk informed the Council that there was a public meeting on the future of the Ludlow Festival on the 22<sup>nd</sup> November 2012 in the Ludlow Brewery at 7.30pm and she hope Members would attend.

**RESOLVED (Unanimous)**

That the date of the meeting be noted.

**FC/28 STANDING ORDERS**

**RESOLVED (Unanimous)**

That Standing Orders be suspended to reconsider Committee Membership.

**FC/285 COMMITTEE MEMBERSHIP**

The Acting Town Clerk asked Members for an extra Member for the Staffing and Appeals Sub-Committee. Councillor Toop volunteered to join the Sub-Committee.

**RESOLVED (Unanimous)**

That the Staffing and Appeals Sub-Committee membership be made up of Councillors Aitken, McCormack, Newbold, Perks, Phillips, Pound, Smithers, Toop and Wilcox.

**FC/286 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved 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.

**RESOLVED (unanimous)**

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.25pm.

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Town Mayor  
N.B. Closed Session Minutes will be issued.

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Date