



MINUTES

Minutes of the **ANNUAL GENERAL MEETING** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 14th MAY 2014** at 7.00PM.

FC/01 PRESENT

Chairman: Councillor Smithers, Mayor

Councillors: Cobleigh; Draper; Gill; Ginger; Holcombe; Jones; Kemp;
Lyle; Mold; J. Newbold; S. Newbold; Parry; Perks;
Sheward

Officers: Gina Wilding, Town Clerk;
Lucy Jones, Finance Secretary

FC/02 HEALTH & SAFETY

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/03 ELECTION OF MAYOR 2014/15

The Mayor informed Members that two nominations had been received for Mayor. The Mayor asked for proposers and seconders for each candidate.

Councillor Lyle nominated Councillor Draper. This nomination was seconded by Councillor Gill.

Councillor Smithers nominated Councillor Smithers. This nomination was seconded by Councillor Mold.

A paper ballot was taken.

RESOLVED (8:4:3) DL/TG

That Councillor Draper be elected Mayor for 2014/2015.

FC/04 ELECTION OF DEPUTY MAYOR 2014/15

The Mayor informed Members that three nominations had been received for Deputy Mayor. The Mayor asked for proposers and seconders for each candidate.

Councillor Draper refused the nomination due to his election as Mayor.

Councillor Ginger nominated Councillor Kemp. This nomination was seconded by Councillor Holcombe.

Councillor Holcombe nominated Councillor Smithers. This nomination was seconded by Councillor Parry.

A paper ballot was taken.

RESOLVED (7:5:3) GG/NH

That Councillor Kemp be elected Deputy Mayor for 2014/2015.

FC/05 APOLOGIES

No apologies for absence were received.

FC/06 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None declared.

Conflicts of Interest

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
V. Parry	Licensing Applications	Member of Shropshire Council's Licensing Committee

Personal Interests

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
R. Jones	Civic Awards	Know Civic Award nominees
G. Perks	Civic Awards	Know Civic Award nominees
	Twinning Signage	Member of Twinning Association
V. Parry	Ludlow in Bloom	
	Civic Awards	Know Civic Award nominees
P. Draper	Civic Awards	Know Civic Award nominees
P. Kemp	Licence Applications	Chair of PubWatch Scheme
J. Newbold	Civic Awards	Know Civic Award nominees
S. Newbold	Civic Awards	Know Civic Award nominees

FC/07 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public present.

Bill Eastwell from Ludlow Civic Society, thanked the Mayor Councillor Smithers for all his good work this year. He also congratulated Councillor Draper and

Kemp on their election as Mayor and Deputy Mayor and stated that he looked forward to working with them in the future.

Robin Pote from Ludlow Swift Group invited all Councillors to three upcoming Swift Group events focusing on the plight of swifts in Ludlow.

FC/08 UNITARY COUNCILLORS SESSION

Unitary Councillor A Boddington, Ludlow North, stated that final decision on the Buttercross funding was being ratified by Shropshire Council today and he was hopeful for a good outcome.

Councillor Boddington informed Members that about the waste disposal site on Temeside which was currently exceeding its waste storage limit. He said that Shropshire Council were working with the Environment Agency to see the waste reduced to the correct level within a month.

Councillor Boddington also highlighted the benefits of producing a neighbourhood plan for Ludlow to help alleviate some of the pressures on Ludlow in the coming years and further support SAMDev.

Unitary Councillor V Parry, Ludlow South, informed the Council of further damage that had been done to the willow Viking Ship at the Linney Riverside Park. She stated that having spoken to children at the park she believed the damaged had been done by young adults.

FC/09 MINUTES

a) 17th March 2014 – Open Session

RESOLVED (Unanimous) PD/GP

That the minutes of the Council meeting held on the 17th March 2014, subject the amendment to Councillor Lyle's Conflict of Interest to read "Director of Ludlow Festival of Small Gardens", be approved as a correct record and signed by the Chairman.

FC/10 b) 17th March 2014 – Closed Session

RESOLVED (Unanimous) RJ/PD

That the closed session minutes of the Council meeting held on the 17th March 2014, be approved as a correct record and signed by the Chairman.

FC/11 c) 28th April 2014 – Annual Town Meeting**RESOLVED (Unanimous) GP/PD**

That the minutes of the Annual Town Meeting held on the 28th April 2014, subject the correction of the location and the insertion of Councillor Cobley as present, be approved as a correct record and signed by the Chairman.

FC/12 POLICY AND FINANCE COMMITTEE**a) Minutes****RESOLVED (Unanimous) PD/RJ**

That the open and closed session minutes of the Policy and Finance Committee meeting held on the 14th April 2014, be received.

FC/13 b) Recommendations**POLICIES****a) Banner Policy**

That:-

- i) the Council continue to support Ludlow's festival and Ludlow College with a carefully managed schedule of banner and bunting change overs.
- ii) there be a fee of £470 to put up and take down banners for other applicants.
- iii) banners put up free of charge by the Town Council must state "Supported by Ludlow Town Council" on the banner.
- iv) the Banner Policy be adopted as amended.

b) Community Engagement Strategy

That:-

- i) the word "Parish" be changed to "Town" throughout the Strategy.
- ii) the Community Engagement Strategy be adopted as amended.

c) Memorial Bench Regulations

That:-

- i) for benches with multiple plaques the number of plaques per bench is not limited to three.
- ii) a new costing is undertaken for multiple plaques.
- iii) the Memorial Bench Regulations be adopted as amended.

Electronic Payments

That the Council adopt the electronic payments system Barclays.net.

Bank Charges

That:-

- i) the increase in Barclays Bank Charges be noted.
- ii) the Town Clerk bring a report exploring current payment methods and other solutions back to the Committee.
- iii) the Town Clerk seek two further quotes from Ludlow banks for a comparative service.

RESOLVED (Unanimous) RJ/PD

a) Banner Policy

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- i) the Council continue to support Ludlow's festival and Ludlow College with a carefully managed schedule of banner and bunting change overs.
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FC/14 REPRESENTATIONAL COMMITTEE

a) 12th March 2014

RESOLVED (Unanimous) GG/VP

That the minutes of the Representational Committee meeting held on the 12th March 2014, be received.

FC/15 b) 9th April 2014 – Open Session

RESOLVED (Unanimous) GG/CS

That the minutes of the Representational Committee meeting held on the 9th April 2014, be received.

FC/16 c) 9th April 2014 – Closed Session

RESOLVED (14:0:1) RJ/CS

That the closed session minutes of the Representational Committee meeting held on the 9th April 2014, be received.

FC/17 SERVICES COMMITTEE

a) Minutes

RESOLVED (Unanimous) RJ/GG

That the minutes of the Services Committee meeting held on the 7th April 2014, be received.

FC/18 b) Recommendations

December Tinsel Tuesday Markets

That the Town Council supports Tinsel Tuesday Markets with:-

- i) half rent;**
- ii) £400 towards the cost of advertising**

Medieval Market Fees

That the Town Clerk be authorised to write to traders to state:-

- i) Regular traders who dress appropriately for the duration of the market will be offered a £15 discount
- ii) the fee for regular traders who do not dress appropriately for the duration of the market is £35
- iii) any traders who do not participate in the spirit of the market by dressing appropriately for the duration will not be permitted to trade the following year.

Review Of Ludlow Market Fees

That:-

- i) Market fees for 2014-15 be increased by £1.00 across the board;
- ii) Market fees are reviewed annually.

Welcome To Ludlow Sign, Bromfield Road

That the Town Clerk is authorised to request a sign from Shropshire Council, welcoming visitors to Ludlow, situated at the junction of the A49 and Bromfield Road.

Fringe Festival

That the request from the Fringe Festival for a 6' x 4' shed to be erected on Events Square for the duration of the Fringe Festival (14th June – 6th July) be granted subject to:-

- i) suitable insurance;
- ii) no external sponsorship signage ;
- iii) removal to accommodate pre-arranged markets.
- iv) further requests from festival organisers is to be considered individually.

RESOLVED (Unanimous) RJ/VP

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- ii) no external sponsorship signage ;
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FC/19 IMPROVING THE WAYS WE WORK

RESOLVED (11:0:4) GG/RJ

To note the positive steps already taken by Ludlow Town Council and the genuine desire to continue reviewing, learning and making improvements to the working environment of Councillors and staff, and delivering effective outcomes for Ludlow.

FC/20 SCHEME OF DELEGATION

Councillor Lyle asked who the Council Responsible Financial Officer (“RFO”) was. The Town Clerk stated that she was the RFO.

RESOLVED (14:0:1) PD/RJ

That the Scheme of Delegation be adopted.

FC/21 SERVICES COMMITTEE MEMBERSHIP

a) Membership

RESOLVED (Unanimous) PD/RJ

That the membership of the Services Committee, Councillors Cobley, Draper, Gill, Ginger, Jones, Lyle, J. Newbold, S. Newbold, Parry, Perks and Smithers; be approved.

FC/22 b) Election of Services Committee Chairman 2014/15

The Mayor invited nominations for Chairman of Services Committee for 2014/2015.

Councillor Parry nominated herself. This was not seconded.

Councillor Draper nominated himself. This was seconded by Councillor Lyle.

Councillor Jones nominated herself. This was seconded by Councillor Smithers.

A paper ballot was taken.

RESOLVED (8:2:1) PD/DL

That Councillor Draper be elected Chairman of Services Committee for 2014/2015.

FC/23 c) Election of Services Committee Vice-Chairman 2014/15

The Mayor invited nominations for Vice-Chairman of Services Committee for 2014/2015.

Councillor Smithers nominated Councillor Jones. This was seconded by Councillor Draper. There were no other nominations.

RESOLVED (9:0:2) JS/PD

That Councillor Jones be elected Vice-Chairman of Services Committee for 2014/15.

FC/24 d) Services Committee Terms of Reference

RESOLVED (Unanimous) PD/JS

That, subject to the increase of membership to eleven Councillors and the replacement of "Annual Town Meeting" for "Annual General Meeting" at paragraph 3.2, the Terms of Reference be adopted.

FC/25 REPRESENTATIONAL COMMITTEE MEMBERSHIP

a) Membership

RESOLVED (Unanimous) PD/RJ

That the membership of the Representational Committee, Councillors Draper, Gill, Ginger, Holcombe, Lyle, Sheward and Smithers; be approved.

FC/26 SUSPEND STANDING ORDERS

RESOLVED (Unanimous) JS/GP

That Standing Orders be suspended in order to reconsider Council's resolution on the membership and Terms of Reference of Services Committee and membership of Representational Committee.

FC/27 SERVICES & REPRESENTATIONAL COMMITTEE MEMBERSHIP

RESOLVED (Unanimous) JS

That:-

- a) the membership of the Services Committee, Councillors Cobley, Draper, Gill, Ginger, Jones, Kemp, Lyle, J. Newbold, S. Newbold, Parry, Perks and Smithers; be approved.
- b) subject to the increase of membership to twelve Councillors and the replacement of "Annual Town Meeting" for "Annual General Meeting" at paragraph 3.2, the Terms of Reference be adopted.
- c) That the membership of the Representational Committee, Councillors Draper, Gill, Ginger, Holcombe, Kemp, Lyle, Sheward and Smithers; be approved.

FC/28 SUSPEND STANDING ORDERS

RESOLVED (Unanimous) RJ/JS

That Standing Order be reinstated.

FC/29 REPRESENTATIONAL COMMITTEE MEMBERSHIP

b) Election of Representational Committee Chairman 2014/15

The Mayor invited nominations for Chairman of Representational Committee for 2014/2015.

Councillor Draper nominated Councillor Ginger. This was seconded by Councillor Lyle. There were no other nominations.

RESOLVED (Unanimous) PD/DL

That Councillor Ginger be elected Chairman of Representational Committee for 2014/2015.

FC/30 c) Election of Representational Committee Vice-Chairman 2014/15

The Mayor invited nominations for Vice-Chairman of Representational Committee for 2014/2015.

Councillor Holcombe nominated Councillor Kemp. This was seconded by Councillor Draper. There were no other nominations.

RESOLVED (Unanimous) NH/PD

That Councillor Kemp be elected Vice-Chairman of Representational Committee for 2014/2015.

FC/31 d) Representational Committee Terms of Reference

Councillor Ginger suggested changing the frequency of the Representational meeting to the first Wednesday of the month to come in line with the Ludlow Conservation Area Advisory Committee ("LCAAC") meetings, as their comments were important.

The Town Clerk explained that the Council had a twenty one day statutory consultation period and if the meeting were changed to once a month the Council would miss out on commenting on some applications. She suggested asking the LCAAC to follow the Council meeting scheme as we are the statutory body.

On a point of local democracy, Councillor Perks stated that the council should not be seen to be led by another body or be consciously giving up the opportunity to comment on applications.

RESOLVED (Unanimous) JS/PD

That:-

- i) subject to the decrease of membership to eight Councillors and the replacement of "Annual Town Meeting" for "Annual General Meeting" at paragraph 3.2, the Terms of Reference be adopted.
- ii) the Town Clerk write to the LCAAC and Shropshire Council to ask them to consider altering their meeting schedule to follow the Council in light of the democratic deficit the consultation period or lack of relevant information could cause.

FC/32 POLICY AND FINANCE COMMITTEE MEMBERSHIP

a) Membership

RESOLVED (Unanimous) JS/PD

That the membership of the Policy and Finance Committee, Councillors Cobley, Draper, Gill, Ginger, Holcombe, Kemp, Lyle, Mold, Parry, Sheward and Smithers; be approved.

FC/33 b) Election of Policy and Finance Committee Chairman 2014/15

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2014/2015.

Councillor Holcombe nominated himself. This was seconded by Councillor Draper.

Councillor Parry nominate herself. This was not seconded.

RESOLVED (Unanimous) NH/PD

That Councillor Holcombe be elected Chairman of Policy and Finance Committee for 2014/2015.

FC/34 c) Election of Policy and Finance Committee Vice-Chairman 2014/15

The Mayor invited nominations for Vice-Chairman of Policy and Finance Committee for 2014/2015.

Councillor Draper nominated himself. This was seconded by Councillor Kemp. There were no other nominations.

RESOLVED (10:0:1) PD/PK

That Councillor Draper be elected Vice-Chairman of Policy and Finance Committee for 2014/2015.

FC/35 d) Authorised Signatories

RESOLVED (14:0:1) JS/RJ

That Councillor Draper, Ginger, Holcombe and Kemp be approved as Authorised Signatories.

FC/36 e) Policy and Finance Committee Terms of Reference

RESOLVED (Unanimous) RJ/PD

That, subject to the replacement of “Annual Town Meeting” for “Annual General Meeting” at paragraph 3.2, the Terms of Reference be adopted.

FC/37 STAFFING AND APPEALS COMMITTEE MEMBERSHIP

a) Membership

RESOLVED (Unanimous) JS/RJ

That the membership of the Staffing and Appeals Committee, Councillors Draper, Gill, Ginger, Holcombe, Jones, Mold, and Smithers; be approved.

FC/38 b) Election of Staffing and Appeals Committee Chairman 2014/15

The Mayor invited nominations for Chairman of Staffing and Appeals Committee for 2014/2015.

Councillor Draper nominated Councillor Holcombe. This was seconded by Councillor Jones. There were no other nominations.

RESOLVED (Unanimous) PD/RJ

That Councillor Holcombe be elected Chairman of Staffing and Appeals Committee for 2014/2015.

FC/39 c) Election of Staffing and Appeals Committee Vice-Chairman 2014/15

The Mayor invited nominations for Vice-Chairman of Staffing and Appeals Committee for 2014/2015.

Councillor Jones nominated herself. This was seconded by Councillor Smithers. There were no other nominations.

RESOLVED (Unanimous) RJ/JS

That Councillor Jones be elected Vice-Chairman of Staffing and Appeals Committee for 2014/2015.

FC/40 d) Staffing and Appeals Committee Terms of Reference

RESOLVED (Unanimous) RJ/JS

That, subject to the decrease of membership to seven Councillors and the replacement of “Annual Town Meeting” for “Annual General Meeting” at paragraph 3.2, the Terms of Reference be adopted.

FC/41 MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS

RESOLVED (Unanimous) RJ/JS

That the Membership of the Sub-Committees and Working Groups as stated in the attached table be approved.

FC/42 APPOINTMENT OF NEW COMMITTEES

No new Committees or Working Groups were required.

FC/43 COUNCIL CALENDAR

RESOLVED (Unanimous) PD/RJ

That the Council Calendar for 2014/15 be approved subject to further consideration of changes to Representational Committee meeting dates after the 2nd July 2014 meeting.

FC/44 REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED (Unanimous) JS/PD

That the Council’s Representatives on Outside Bodies in the block beginning with SALC and ending with the Access Group be approved.

FC/45 RESOLVED (14:0:1) JS/PD

That the Council’s Representatives on Outside Bodies in the block beginning with Ludlow College Board of Governors and ending with the Chamber of Trade and Commerce be approved.

FC/46 RESOLVED (14:0:1) JS/PD

That the Council's Representatives on Outside Bodies in the block beginning with Ludlow Business Guild and ending with the North Herefordshire & Leominster Tourism Group be approved.

Councillor Kemp left the meeting at 8.40pm

FC/47 STANDING ORDERS

RESOLVED (Unanimous) RJ/PD

That the consideration and adoption on the Standing Orders be deferred to the next full Council meeting.

FC/48 FINANCIAL REGULATIONS

RESOLVED (Unanimous) RJ/PD

That the consideration and adoption on the Financial Regulations be deferred to the next full Council meeting.

Councillor Kemp rejoined the meeting at 8.45pm

FC/49 COUNCIL'S LAND AND ASSETS

RESOLVED (Unanimous) NH/PD

That the list of the Council's land and assets be noted.

FC/50 INSURANCE

The Town Clerk explained that once the Boxing Club had been completed, Ludlow Amateur Boxing Club would be responsible for insuring the building as per the terms of the lease.

Councillor Mold asked if the Council should have insurance for the sale of alcohol. The Town Clerk stated that the Council had a Premises Licence and a Designated Premises Supervisor to facilitate the sales of alcohol by traders on the market, but alcohol was not sold at civic events.

RESOLVED (Unanimous) RJ/PD

That the Insurance Schedule be noted.

FC/51 RISK ASSESSMENTS

RESOLVED (14:0:1) NH/RJ

That the Risk Assessments be adopted.

FC/52 MEMBERSHIP OF OTHER BODIES

Councillor Sheward suggested that the Council investigate becoming members of a Grounds Maintenance Group to provide support and advice to the Direct Labour Force.

RESOLVED (14:0:1) JS/RJ

That the Council's membership of other bodies be noted.

FC/53 COMPLAINTS PROCEDURE

RESOLVED (Unanimous) JS/PD

That the Complaints Procedure be adopted.

FC/54 FREEDOM OF INFORMATION POLICY

RESOLVED (Unanimous) PD/JS

That the Freedom of Information Policy be adopted.

FC/55 PRESS PROTOCOL

RESOLVED (14:0:1) PD/RJ

That the Press Protocol be adopted.

FC/56 LICENSING APPLICATIONS

The Town Clerk explained that the list of licensing applications had been submitted by Shropshire Council for comment.

RESOLVED (14:0:1) RJ/NH

That Ludlow Town Council has no objections to the applications listed.

FC/57 CRIME REDUCTION, COMMUNITY SAFETY, DRUG AND ALCOHOL STRATEGY 2014-17

RESOLVED (Unanimous) JS/RJ

That the letter from Shropshire Council be noted.

FC/58 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) JS/PD

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

The meeting closed at 9.00pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.