



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: 2nd May 2018

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 9th May 2018 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2018-2019
- Election of Deputy Mayor 2018-2019
- Membership of Committees
- 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 2018-2019** – To receive nominations and elect the Mayor. There will be paper ballots including all nominations that are seconded until the successful candidate is elected by majority vote.
2. **ELECTION OF DEPUTY MAYOR 2018-2019** – To receive nominations and elect the Deputy Mayor. There will be paper ballots including all nominations that are seconded until the successful candidate is elected by majority vote.
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**
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
 - 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:-
 - a) The open and closed session **COUNCIL** minutes of **MONDAY 19TH MARCH 2018** and open minutes **WEDNESDAY 18TH APRIL 2018**.
 - b) The minutes of the **ANNUAL TOWN RESIDENTS MEETING** of **MONDAY 23RD APRIL 2018**.
9. **Items to Action** – To note the items to action sheet from the previous Council Meetings held on **19TH MARCH 2017**.

ITEM	Attachment
10. COUNCIL MEETING CALENDAR	
a) To adopt the Council/Committee calendar dates for 2018/19.	10a
b) To adopt the Meeting Protocol.	10b



11. SERVICES COMMITTEE MEMBERSHIP	
a) To adopt the Terms of Reference for Services Committee.	11a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Services Committee (from the new Services Committee Members – see explanation below).	No papers
12. REPRESENTATIONAL COMMITTEE MEMBERSHIP	
a) To adopt the Terms of Reference for Representational Committee.	12a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Representational Committee (from the new Representational Committee Members - see explanation below).	No Papers
13. POLICY & FINANCE COMMITTEE MEMBERSHIP	
a) To adopt the Terms of Reference for Policy & Finance Committee.	13a
b) To nominate and elect the Members of Policy and Finance Committee <i>Please note: Terms of Reference state that membership should include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees.</i>	No Papers
c) Election of Chairman for Policy and Finance Committee (from the new Policy and Finance Committee Members).	No Papers
d) To agree the Council's Authorised Signatories for payments	13e
14. STAFFING AND APPEALS COMMITTEE MEMBERSHIP	
a) To adopt the Terms of Reference for Staffing and Appeals Committee.	14a
b) To nominate and elect the Committee Membership.	No Papers
c) Election of Chairman for Staffing and Appeals Committee (From the new Representational Committee Members).	No Papers
15. APPOINTMENT OF SUB-COMMITTEES & WORKING GROUPS	
a) To appoint Sub-Committees and Working Groups as required.	15a
b) To appoint membership of Sub-Committees and Working Groups.	No papers
16. SCHEME OF DELEGATION	
To adopt the Council's Scheme of Delegation.	16
17. STANDING ORDERS & FINANCIAL REGULATIONS	
To review and adopt:	
a) Standing Orders.	17a
b) Financial Regulations.	17b
18. COUNCIL'S LAND AND ASSETS	
To adopt the asset register.	18



19. INSURANCE	
To adopt insurance cover in respect of all insured risks.	19
20. LUDLOW INFANT AND JUNIOR SCHOOL CONSULTATION	
To consider the consultation document	
21. MEMBERSHIP OF OTHER ORGANISATIONS & PROFESSIONAL BODIES	
a) To adopt the Policy on Council Representation on Outside organisations.	21a
b) To review and appoint Councillor representatives on Outside Organisations.	21b
c) To approve the Council's continued Membership of Professional Bodies.	21c
22. FREEDOM OF INFORMATION	
a) To adopt the Council's Freedom of Information Policy	22a
b) To adopt the Model Publication Scheme.	22b
23. PRESS PROTOCOL	
To adopt the Council's Press Protocol.	23
24. NATIONAL JOINT SALARY AWARD 2018-19	
To adopt the National Joint Salary Award 2018-19 agreed by the National Joint Council for Local Government Services.	24
25. GENERAL DATA PROTECTION REGULATIONS (GDPR)	
To adopt the GDPR polices, privacy notices and documentation	25
26. RECOMMENDATIONS	
To consider the recommendations from the Staffing & Appeals Committee 26 th April 2018.	26
27. HENLEY ROAD CEMETERY PLOT K	
To consider a report	
28. COMMITTEES	
To receive the minutes of:	
a) Policy & Finance Committee 12 th March 2018 (open and closed)	27a
b) Services Committee 9 th April 2018.	27b
c) Representational Committee 14 th March and 11 th April 2018.	27c
d) Staffing & Appeals Committee 26 th April 2018.	27d



<p>29. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>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.</p>	No papers
<p>30. CIVIC NOMINATIONS</p> <p>To approve Civic Awards for 2018.</p>	30
<p>31 THE GUILDHALL</p> <p>To consider a report</p>	31

M e m b e r s h i p

Councillors Gill (Town Mayor); Sheward (Deputy Mayor); Clarke; Cobley; Garner; Ginger; Jones; Lyle; Mahalski; Parry; O'Neill, Paton; Perks; Pote; and Smithers.

The date of the next Council meeting is the 18th June 2018