



# 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: 5<sup>th</sup> May 2016**

### 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 11<sup>th</sup> May 2016 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- Election of Mayor 2016-2017
- Election of Deputy Mayor 2016-2017
- 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 2016-2017** – To receive nominations for the position of Mayor. There will be a paper ballot including all other nominations that are seconded. The successful candidate will be elected on a majority vote. The title Mayor Elect will be used until the Declaration of Office is signed on or before 25<sup>th</sup> May 2016.
2. **ELECTION OF DEPUTY MAYOR 2016-2017** – To receive nominations for the position of Deputy Mayor. 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 25<sup>th</sup> May 2016.
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 **TUESDAY 26<sup>th</sup> APRIL 2016**.
  - b) the minutes of the Annual Town Residents meeting on **MONDAY 25<sup>th</sup> APRIL 2016**.
9. **Items to Action** – To note the items to action sheet from the previous Council Meetings held on **26<sup>th</sup> APRIL 2016**.

| <b>ITEM</b>   | <b>Attachment</b> | <b>Page No</b> |
|---|-------------------|----------------|
| <b>10. LOCAL SERVICES</b><br>To consider a report from the Town Clerk regarding local services in Ludlow. | <b>10</b>         | 53             |



|  |                  |  |    |
|--|------------------|--|----|
| <b>11. LUDLOW HOSPITAL &amp; FUTURE FIT</b>  |                  |  |    |
| To consider questions raised at the Annual Town Residents Meeting.   | <b>11</b>        |  | 65 |
| <b>12. COUNCIL CALENDAR</b>  |                  |  |    |
| To consider and agree the Council/Committee calendar dates for 2015/16.  | <b>12</b>        |  | 69 |
| <b>13. SERVICES COMMITTEE MEMBERSHIP</b>   |                  |  |    |
| a) To nominate and elect the Committee Membership  | <b>No papers</b> |  |    |
| b) Election of Chairman for Services Committee   | <b>No papers</b> |  |    |
| c) Election of Vice-Chairman for Services Committee  | <b>No papers</b> |  |    |
| d) Approve and adopt the Terms of Reference for Services Committee   | <b>13d</b>       |  | 71 |
| <b>14. 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) Approve and adopt the Terms of Reference for Representational Committee   | <b>14d</b>       |  | 75 |
| <b>15. 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>15d</b>       |  | 79 |
| e) Approve and adopt the Terms of Reference for Policy & Finance Committee   | <b>15e</b>       |  | 81 |
| <b>16. 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) Approve and adopt the Terms of Reference for Staffing and Appeals Committee   | <b>16d</b>       |  | 85 |
| <b>17. APPOINTMENT OF SUB-COMMITTEES &amp; WORKING GROUPS</b>  |                  |  |    |
| a) To appointment membership of Sub-Committees and Working   | <b>No papers</b> |  |    |

|            |   |            |     |
|------------|---|------------|-----|
| b)         | Groups<br>To appoint any new Committees and Working Groups required   | No papers  |     |
| <b>18.</b> | <b>SCHEME OF DELEGATION</b><br>To review and adopt the Council's Scheme of Delegation   | <b>18</b>  | 89  |
| <b>19.</b> | <b>STANDING ORDERS &amp; FINANCIAL REGULATIONS</b><br>To review and adopt:-   |            |     |
|            | a) Standing Orders.   | <b>19a</b> | 93  |
|            | b) Financial Regulations  | <b>19b</b> | 135 |
| <b>20.</b> | <b>COUNCIL'S LAND AND ASSETS</b><br>To review the asset register.   | <b>20</b>  | 157 |
| <b>21.</b> | <b>INSURANCE</b><br>Review and confirm arrangements for insurance cover in respect of all insured risks.  | <b>21</b>  | 161 |
| <b>22.</b> | <b>RISK ASSESSMENTS</b><br>Review and adopt the Council's risk assessments  | <b>22</b>  | 179 |
| <b>23.</b> | <b>MEMBERSHIP OF OTHER BODIES</b><br>Review of the Council's and/or employees' memberships of other bodies.   | <b>23</b>  | 209 |
| <b>24.</b> | <b>FREEDOM OF INFORMATION</b><br>Review and adopt the Council's Freedom of Information Policy and Model Publication Scheme  | <b>24</b>  | 211 |
| <b>25.</b> | <b>PRESS PROTOCOL</b><br>Review and adopt the Council's Press Protocol.   | <b>25</b>  | 233 |
| <b>26.</b> | <b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b><br>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. | No papers  |     |
| <b>27.</b> | <b>CIVIC AWARDS</b><br>To consider nominations for Civic Awards 2016.   | <b>27</b>  | 227 |



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

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

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