



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: 6th May 2015

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 13th May 2015 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- Election of Mayor 2015-2016
- Election of Deputy Mayor 2015-2016
- Membership of Committees
- Representatives on Outside Bodies
- 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 2015-2016** – Nominations have been received for Councillor Draper. 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 27th May 2015.
2. **ELECTION OF DEPUTY MAYOR 2015-2016** – Nominations slips have been received for Councillors Draper, Kemp, and Perks. 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 27th May 2015.
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 the **COUNCIL MEETINGS** held on:-
 - a) **16th MARCH 2015**
 - b) **30th MARCH 2015**
 - c) **27th APRIL 2015 (Annual Town Meeting)**
9. **Items to Action** – To note the items to action sheet from the previous Council Meetings held on **16th MARCH and 30th MARCH 2015**.

ITEM	Attachment	Page No
10. POLICY AND FINANCE COMMITTEE		
a) To receive the minutes of the Policy and Finance Committee meeting held on the 20 th April 2015.	10a	51



b)	To consider the recommendations from the Policy and Finance Committee meeting held on the 20 th April 2015.	10b	57
11.	REPRESENTATIONAL COMMITTEE		
	To receive the minutes of the Representational Committee meetings held on the :-		
a)	11 th March 2015	11a	59
b)	15 th April 2015	11b	69
12.	SERVICES COMMITTEE		
	To receive the minutes of the Services Committee meeting held on the 13 th April 2015.	12	77
13.	STAFFING AND APPEALS		
	To receive the closed session minutes of the Staffing & Appeals Committee meeting held on the:-		
a)	13 th March 2015	13a	83
b)	16 th April 2015	13b	85
14.	SCHEME OF DELEGATION		
	To review and adopt the Council's Scheme of Delegation	14	89
15.	SERVICES COMMITTEE MEMBERSHIP		
a)	To nominate and elect the Committee Membership	15a	93
b)	Election of Chairman for Services Committee	No papers	
c)	Election of Vice-Chairman for Services Committee	No papers	
d)	Review and adopt the Terms of Reference for Services Committee	15d	95
16.	REPRESENTATIONAL COMMITTEE MEMBERSHIP		
a)	To nominate and elect the Committee Membership	No papers	
b)	Election of Chairman for Representational Committee (From the new Representational Committee Members)	No Papers	
c)	Election of Vice-Chairman for Representational Committee (From the new Representational Committee Members)	No papers	
d)	Review and adopt the Terms of Reference for Representational Committee	16d	99
17.	POLICY & FINANCE COMMITTEE MEMBERSHIP		
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	No Papers	
b)	Election of Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members)	No Papers	
c)	Election of Vice-Chairman for Policy and Finance Committee (From the new Policy and Finance Committee Members)	No papers	
d)	To agree Council's Authorised Signatories	17d	103
e)	Review and adopt the Terms of Reference for Policy & Finance Committee	17e	107



18.	STAFFING AND APPEALS COMMITTEE MEMBERSHIP		
a)	To nominate and elect the Committee Membership	No Papers	
b)	Election of Chairman for Staffing and Appeals Committee (From the new Representational Committee Members)	No Papers	
c)	Election of Vice-Chairman for Staffing and Appeals Committee (From the new Representational Committee Members)	No papers	
d)	Review and adopt the Terms of Reference for Staffing and Appeals Committee	18d	109
19.	APPOINTMENT OF SUB-COMMITTEES & WORKING GROUPS		
i)	To appointment membership of Sub-Committees and Working Groups	No papers	
ii)	To appoint any new Committees and Working Groups required	No papers	
20.	COUNCIL CALENDAR		
	To consider and agree the Council/Committee calendar dates for 2015/16	20	113
21.	REPRESENTATIVES ON OUTSIDE BODIES		
	Nominate and elect Members to represent the Town Council on outside organisations and arrangements for reporting back	No papers	
22.	STANDING ORDERS & FINANCIAL REGULATIONS		
	To review and adopt:-		
a)	Standing Orders.	22a	115
b)	Financial Regulations	22b	157
23.	COUNCIL'S LAND AND ASSETS		
	To review the asset register.	23	179
24.	INSURANCE		
	Review and confirm arrangements for insurance cover in respect of all insured risks.	24	183
25.	RISK ASSESSMENTS		
a)	Review and adopt the Council's risk assessments	25a	201
b)	To note the Safety Action Plan from Ellis Whittam and the report.	25b	235
26.	MEMBERSHIP OF OTHER BODIES		
	Review of the Council's and/or employees' memberships of other bodies.	26	241



27. FREEDOM OF INFORMATION		
Review and adopt the Council's Freedom of Information Policy and Model Publication Scheme	27	243
28. PRESS PROTOCOL		
Review and adopt the Council's Press Protocol.	28	255
29. ROAD SIGNAGE		
To consider a request for temporary 'No Through Road' signage to prevent excessive traffic during festivals	29	259
30. LOCAL COUNCIL FOUNDATION AWARD		
To approve that the Council meets the application criteria.	30	261
31. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	No papers	
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.		
32. CIVIC AWARDS		
To consider nominations for Civic Awards 2015.	32	265
33. ST LAURENCE'S & ST LEONARDS CHURCHYARDS		
To receive legal advice.	33	277

M e m b e r s h i p

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

The date of the next Council meeting is to be agreed