

# LUDLOW TOWN COUNCIL

## A G E N D A

### COUNCIL

To: All Members of the Council, Unitary Councillors; Press

**Contact:- Gina Wilding**

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**Despatch date: - 14<sup>th</sup> March 2018**

You are summoned to attend a meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Monday 19<sup>th</sup> March 2018 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- ***Presentation from the Deputy Crime Commissioner***
- ***Internal Auditors Interim Report***
- ***Remembrance Sunday – Event Planning***
- ***Civic Award Nominations***

***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. **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 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.

2. **Apologies**

3. **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

4. **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.

5. **Ludlow’s Unitary Councillors Question and Answer Session** – Ludlow’s Unitary Councillors are invited to address any questions to the Committee.

6. **Minutes** - to approve as a correct record and sign the open and closed session **COUNCIL** minutes of **MONDAY 29<sup>th</sup> JANUARY 2018**.

‘The minutes must be signed and loose leaf pages initialled at the meeting which they record or at the next meeting, by the person presiding thereat’ LGA 1972, Sch 12, para4 (1)

**Members are reminded:**

*That minutes are a record of the Council’s resolutions and proposed factual amendments relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.*

**All Committee minutes will be received without discussion.**

7. **Items to Action** – To note the items to action sheet from the previous Council meeting held on the **MONDAY 29<sup>th</sup> JANUARY 2018**.

|    | <b>ITEM</b>   | <b>Attachment</b> |
|----|---|-------------------|
| 8. | <b>PRESENTATION FROM WEST MERICA POLICE</b><br>To receive an update on the Community Safety Partnership and support for local businesses from Tracey Onslow Deputy Police and Crime Commissioner for West Mercia and also PC Steve Mason. | <b>8</b>          |
| 9. | <b>LETTER FROM THE MP REGARDING LUDLOW MLU</b><br>To consider the letter from the MP.   | <b>9</b>          |

|   |                  |
|---|------------------|
| <b>10. EMERGENCY PLANNING</b>   | <b>10</b>        |
| To consider the report and Emergency Planning briefing.   |                  |
| <b>11. INTERNAL AUDITOR'S INTERIM REPORT</b>  | <b>11</b>        |
| To consider the report and internal auditor's recommendations.  |                  |
| <b>12. REMEMBRANCE SUNDAY 11<sup>TH</sup> NOVEMBER 2018</b>   |                  |
| a) To consider an outline proposal regarding changes to Remembrance Sunday in 2108.   | <b>No papers</b> |
| b) To consider a letter from Ludlow & Marches Humanist Group, and the recommendation from the Civic Events Working Group.   | <b>12b</b>       |
| c) To consider joining the Silent Soldier Campaign, to commemorate the end of WW1, and purchasing a figure to be displayed at the Ludlow Museum at the Buttercross.                   | <b>12c</b>       |
| <b>13. EVENTS SQUARE REQUESTS</b>   |                  |
| a) To consider the request from Ludlow Concert Band to play on Events Square as a joint concert with Salisbury Concert Band on the 22 <sup>nd</sup> April 2018 from 11.00am-11.45 am. | <b>13a</b>       |
| b) To consider the request for the 'Great Get Together' Event to be held on Events Square to raise funds in commemoration of Jo Cox, in conjunction with Fringe Festival Activities.  | <b>13b</b>       |
| <b>14. CIVIC NOMINATIONS</b>  |                  |
| To approve the Civic Awards Criteria, nomination form, press release and poster; and note the application timetable.  |                  |
| <b>15. HOMESTART LUDLOW</b>   |                  |
| To receive the letter from Homestart Ludlow.  |                  |
| <b>16. COMMUNITY LED PLAN</b>   |                  |
| To note the Community Led Plan Update and timetable.  |                  |
| <b>17. COMMITTEE RECOMMENDATIONS</b>  |                  |
| To consider the recommendations from the Policy & Finance Committee meeting on the 12 <sup>th</sup> March 2018  |                  |
| <b>18. COMMITTEE &amp; WORKING GROUP MINUTES</b>  |                  |
| a) To receive the minutes of the Policy & Finance Committee meeting held on the 22 <sup>nd</sup> January 2018.  | <b>18a</b>       |
| b) To receive the minutes of the Representational Committee meeting held on the 14 <sup>th</sup> February 2018.   | <b>18b</b>       |
| c) To receive the minutes of the Services Committee on the 5 <sup>th</sup> March 2018.  | <b>18c</b>       |
| d) To receive the minutes of the Staffing & Appeals Committee held on the 6 <sup>th</sup> March 2018.   | <b>18d</b>       |
| e) To receive the minutes of the Civic Events Working Group held on the 8 <sup>th</sup> February 2018.  | <b>18e</b>       |
| <b>19. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES</b>   |                  |

**(ADMISSION TO MEETINGS) ACT 1960**

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****20. LEADER EU FUNDING UPDATE**

To consider the quotations for planning permission.

**20****21. GARDEN OF REST**

a) To consider legal advice.

**21a**

b) To receive an update on the two meetings 2<sup>nd</sup> February and 12<sup>th</sup> February 2018.

**21b**

c) To note the letter from the MP.

**21c****22. GENERAL DATA PROTECTION REGULATIONS (GDPR)**

a) To note NALC draft policies and documentation templates

**22a**

b) To consider the quotations for a Data Protection Officer.

**22b****M e m b e r s h i p**

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

**The next Council meeting will be held on the  
9<sup>th</sup> May 2018 (AGM)**