



# LUDLOW TOWN COUNCIL

## A G E N D A

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

**Contact: Gina Wilding**  
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**Despatch date: 15<sup>th</sup> June 2016**

### COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at  
The Guildhall, Mill Street, Ludlow, on  
Monday 20<sup>th</sup> June 2016 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Annual Return and Internal Auditors Report*
- *Ludlow Hospital*
- *Local Services Update*
- *Pharmacy cuts feedback*

*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 minutes of the **COUNCIL MEETING** held on **WEDNESDAY 11<sup>TH</sup> MAY 2016**.  
 '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:**  
 All proposed amendments or queries 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 must be received without discussion or debate.*
7. **Items to Action** – To note the items to action sheet from the previous Council Meeting held on 11<sup>th</sup> MAY 2016.

| <b>ITEM</b>  | <b>Attachm<br/>ent</b> | <b>Page No</b> |
|--|------------------------|----------------|
| <b>8. PRESENTATIONS</b><br>Presentation of Civic Awards to be given to Gill George and Mrs Jane Davies by the Mayor. | <b>No papers</b>       |                |
| <b>9 ANNUAL RETURN AND INTERNAL AUDITORS REPORT</b>  |                        |                |
| a) To approve the Annual Return 2014/15 and note the electors rights.  | <b>9a</b>              | <b>37</b>      |
| b) To adopt the Internal Auditors report.  | <b>9b</b>              | <b>47</b>      |
| c) To adopt the revised Financial Regulations  | <b>9c</b>              | <b>51</b>      |



|  |                  |            |
|--|------------------|------------|
| <b>10. LUDLOW HOSPITAL</b>   |                  |            |
| a) To receive a letter from the Chairman of the Shropshire Community Health NHS Trust.   | <b>10a</b>       | <b>75</b>  |
| b) To receive a letter from the MP regarding Ludlow Hospital and community health services.  | <b>10b</b>       | <b>77</b>  |
| c) To note press coverage regarding rural care units.  | <b>10c</b>       | <b>79</b>  |
| d) To consider arrangements for a public meeting.  | <b>No papers</b> |            |
| <b>11. LOCAL SERVICES UPDATE</b>   |                  |            |
| To consider the report and adopt the Memorandum of Co-operation.   | <b>11</b>        | <b>81</b>  |
| <b>12. GUILDHALL ROOF</b>  |                  |            |
| To consider the recommendations.   | <b>12</b>        | <b>87</b>  |
| <b>13. COUNCIL CALENDAR</b>  |                  |            |
| To consider and approve the additional Full Council meetings as discussed at Full Council on the 11 <sup>th</sup> May 2016.          | <b>13</b>        | <b>89</b>  |
| <b>14. REPRESENTATIVES ON OUTSIDE BODIES</b>   |                  |            |
| To consider and approve Member Representatives on Outside Bodies.  | <b>14</b>        | <b>91</b>  |
| <b>15. LIBRARY CONSULTATION</b>  |                  |            |
| To consider the library consultation in relation to Ludlow Library.  | <b>15</b>        | <b>93</b>  |
| <b>16. NEW PROTOCOL</b>  |                  |            |
| To consider and approve the Protocol for Marking the Death of a Senior National Figure or Local Holder of High Office.               | <b>16</b>        | <b>105</b> |
| <b>17. BUSINESS RATES</b>  |                  |            |
| To receive a reply from the MP regarding small business rate relief.   | <b>17</b>        | <b>115</b> |
| <b>18. PHARMACY CUTS</b>   |                  |            |
| a) To receive the two letters from the MP regarding Pharmacy cuts.   | <b>18a</b>       | <b>117</b> |
| b) To receive feedback from a GP from Station Drive Surgery regarding potential cuts.  | <b>No papers</b> |            |
| <b>19. LETTERS OF THANKS</b>   |                  |            |
| To receive letters of thanks from:-  |                  |            |
| a) Friends of Whitcliffe Common  | <b>19a</b>       | <b>125</b> |
| b) League of Friends of Ludlow Community Hospital  | <b>19b</b>       | <b>129</b> |
| <b>20. COMMITTEE &amp; WORKING GROUP MINUTES</b>   |                  |            |
| a) To receive the minutes of the Representational Committee meetings held on the, 4 <sup>th</sup> May and 1 <sup>st</sup> June 2016. | <b>20a</b>       | <b>131</b> |
| b) To receive the open session draft minutes of the Services   | <b>20b</b>       | <b>153</b> |



Committee meeting held on the 6<sup>th</sup> June 2016.

**21. RECOMMENDATIONS**

- |           |  |            |            |
|-----------|--|------------|------------|
| <b>a)</b> | To consider the recommendations from P&F Committee meeting held on Monday 13 <sup>th</sup> June 2016.          | <b>21a</b> | <b>159</b> |
| <b>b)</b> | To consider the recommendations from the Representational Committee meeting held on 1 <sup>st</sup> June 2016. | <b>21b</b> | <b>161</b> |
| <b>c)</b> | To consider the recommendations from the Services Committee meeting held on 6 <sup>th</sup> June 2016.         | <b>21c</b> | <b>163</b> |

**22. 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.

**23. RECOMMENDATIONS**

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|--|--|-----------|------------|
|  | To consider the closed recommendations from the Policy & Finance Committee meeting held on 13 <sup>th</sup> June 2016. | <b>23</b> | <b>165</b> |
|--|--|-----------|------------|

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

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

**The next Council meeting will be held on the  
25<sup>th</sup> July 2016**