



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: 16th June 2015

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at
The Guildhall, Mill Street, Ludlow, on
Monday 22nd June 2015 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- *SAMDev*
- *Re-thinking Governance Response*
- *Registrars Consultation*
- *Councillor Co-options*

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 minutes of the **COUNCIL MEETING** held on **WEDNESDAY 13th MAY 2015**.

'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 13th May 2015.

	ITEM	Attachment	Page No
8.	POLICY AND FINANCE COMMITTEE		
a)	To receive the open and closed session draft minutes of the Policy and Finance Committee meeting held on the 8 th June 2015.	8a	37
b)	To consider the open and closed recommendations from the Policy and Finance Committee meeting held on the 8 th June 2015.	8b	43
9.	SERVICES COMMITTEE		
	To receive the draft open and closed minutes of the Services Committee meeting held on the 1 st June 2015.	9	45

10. REPRESENTATIONAL COMMITTEE		
To receive the minutes of the Representational Committee meetings held on the 6 th May and 3 rd June 2015.	10	53
11. ANNUAL RETURN AND INTERNAL AUDITORS REPORT		
a) To approve the annual return 2014/15.	11a	69
b) To adopt the Internal Auditors report.	11b	75
12. POLICY		
To review and re-adopt the Council's procedure for handling complaints.	12	81
13. NALC		
To consider an update from NALC regarding direction of travel.	13	83
14. RE-THINING GOVERNANCE – RESPONSE FROM SALC		
To consider the feedback from SALC regarding re-thinking governance.	14	91
15. VJ DAY – 15 AUGUST 2015		
To consider how Ludlow will commemorate VJ day 70 th anniversary.	To be tabled	
16. SHROPSHIRE COUNCIL REGISTRARS CONSULTATION		
To consider and respond to the Registrars Service Review 2015.	16	93
17. SAMDEV PLAN OF SCHEDULE		
To review and comment on the main modifications of the SAMdev Plan Schedule.	17	103
18. CO-OPTIONS UPDATE		
To co-opt to fill two vacancies.		
a) Member Co-option Policy for reference only.	18a	207
b) Co-option letter	18b	209
c) Application form and supporting information	18c	211
19. TWINNING SIGNAGE LOCATION		
To approve the location for the twinning signage.	19	223
20. MUSLIM BURIALS		
To consider provision for muslim burials at Henley Road Cemetery.	20	227
21. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (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	No papers	



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.

22. STAFFING & APPEALS COMMITTEE

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| a) To receive a report and information regarding the new appointments made on the 22 nd April 2015 and an update; | 22a | 245 |
| b) To receive the recommendations from the Staffing & Appeals Committee on the 13 th March 2015. | 22b | 249 |

23. RESPONSE FROM THE MONITORING OFFICER

To consider and note the response from the Monitoring Officer.	23	251
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23. CEMETERY MATTERS

To receive a report from the Town Clerk regarding the Cemetery.	24	253
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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; Smithers; Sheward

**The next Council meeting will be held on the
27th July 2015**