

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: 21st June 2017

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council to be held at
The Guildhall, Mill Street, Ludlow, on
Thursday 29th June 2017 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- ***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. **Presentation – Civic Award**
Mr Gerald Acton to receive his Civic Award from the Mayor.
3. **Apologies**
4. **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
5. **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.
6. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.

ITEM	Attachment
7. CO-OPTIONS To co-opt to fill three vacancies.	
a) Co-option Policy	7a
b) Co-option Meeting Procedure	7b
c) Co-option letter to Candidates	7c
d) Completed Application Forms	7d
8. MEMBERSHIP	
a) To consider Committee membership and Working Group Membership	8a
b) To consider Representatives on Outside Bodies	8b
9. TRADING AT THE BUTTERCROSS	
To consider the request for additional trading at the Buttercross.	9



M e m b e r s h i p

Councillors Gill (Town Mayor); Sheward (Deputy Mayor); Clarke; Cobley; Garner; Ginger; Jones; Lyle; Parry; Paton; Perks; and Pote;

**The next Council meeting will be held on the
31st July 2017**

SECTION 7a

CO-OPTIONS

CO-OPTION POLICY



Member Co-option Policy

Adopted Full Council 30th May 2013
Adopted Full Council 7th November 2016



Co-option Process

- 1.1 The process for Member co-option must be open and transparent.
- 1.2 The vacancy will be advertised publically on notice boards and on the website within the Parish.
- 1.3 The advertisement to co-opt shall:
 - i) Explain the need for co-opting.
 - ii) Method by which people can express an interest.
 - iii) A deadline for applications.
 - iv) Information available on the website to include application form and co-option procedure and further information about the roles and responsibilities of the Council.
- 1.4 The eligibility criteria is the same as for election. Eligibility of the applicants will be confirmed by the Town Clerk.
- 1.5 All eligible applicants shall be invited to attend the next full Council meeting following the application deadline and notified of the date of the meeting and the co-option process by letter. If there is more than one vacancy, candidates will be asked to nominate a Ward in which to be co-opted, prior to the co-option meeting.
- 1.6 All Members will receive copies of the candidate applications along with the summons to attend the next full Council meeting following the application deadline.
- 1.7 An agenda item is set aside for applicants to make a brief verbal presentation to Members outlining their relevant skills and experience. Each applicant will be allocated a maximum of three minutes.
- 1.8 The Chair will then request those Councillors present to nominate any of the applicants. Applicants will require a proposer and a seconder to progress to the voting stage.
- 1.9 The Town Council will appoint the co-opted Members by voting. The voting procedure is as follows:
 - i) A successful candidate must have received an absolute majority vote of those present and voting.
 - ii) It follows that if there are more than two candidates for one vacancy and if none of them at the first count receives a majority over the aggregate

votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must then be put to the vote again.

- iii) This process must, if necessary, be repeated until an absolute majority is obtained.
 - iv) If there is more than one vacancy and the number of candidates equals the number of vacancies all the vacancies may be filled by a single composite resolution, but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.
 - v) The Council is not obliged to fill all vacancies, but must take steps to advertise for further co-options or hold an election to fill vacancies.
- 1.10 The co-opted Members will be asked to sign a Declaration of Acceptance of Office and a Declaration of Acceptance of the Town Council Constitution. They may then take their seat at Council and may be appointed to a Committees and as a representative to local organisations.
- 1.11 Co-opted Members will receive an induction pack and as soon as practicable following co-option will be invited to attend an Induction and Training session with the Town Clerk.

SECTION 7b

CO-OPTIONS

CO-OPTION MEETING PROCEDURE



Co-option Meeting Procedure Updated May 2017

1 BACKGROUND

- 1.1 The process for co-option must be open and transparent.
- 1.2 All eligible applicants shall be invited to attend the next full meeting following the application deadline and notified of the date of the meeting and the co-option process by letter. Candidates will be asked to nominate which wards in which they wish to be co-opted.
- 1.3 All members will receive copies of the candidate applications in the agenda of the next full council meeting following the application deadline.

2 PRE BALLOT

- 2.1 Applications to make a brief verbal presentation to members outlining their relevant skills and experience. Each applicant will be allocated approx two minutes.
- 2.2 Applicants will confirm the ward(s) would like to stand in. Applicants may stand in all wards, or just one ward.
- 2.3 There will be three separate secret ballots, one for each vacancy.

3 SECRET BALLOT

The ballot process may take up to an hour to complete and everyone's co-operation is very much appreciated.

3.1 Bringewood

All applicants nominated for Bringewood Ward will enter round one of the voting. The applicant with the least votes will be omitted from round two and this process will continue until there is a ballot between two applicants and one receives a clear majority. (The Mayor has a casting vote if there is a tie)

3.2 Clee View

All remaining applicants nominated for Clee View will enter round one of the voting. The applicant with the least votes will be omitted from round two and this process will continue until there is a ballot between two applicants and one receives a clear majority. (The Mayor has a casting vote if there is a tie)

3.3 Rockspring

All applicants nominated for Rockspring will enter round one of the voting. The applicant with the least votes will be omitted from round two and this

process will continue until there is a ballot between two applicants and one receives a clear majority. (The Mayor has a casting vote if there is a tie)

4 POST BALLOT

- 4.1 The co-opted members will be asked to take a seat at the council table and complete their details and sign a Declaration of Acceptance of Office. Once the acceptance is counter signed by Town Clerk they are officially councillors and will be asked to join one or more of the Council's committees and consider becoming the Council's representative on local organisations.
- 1.11 Co-opted members will receive an induction pack and, as soon as practicable following co-option, will be invited to attend an Induction and training session with the Town Clerk.

SECTION 7c

CO-OPTIONS

CO-OPTION LETTER TO CANDIDATES



Gina Wilding
Town Clerk
The Guildhall
Mill Street
Ludlow
Shropshire SY8 1AZ
T: 01584 871970
E: admin@ludlow.gov.uk
www.ludlow.gov.uk

Ref: GW/NRB/ELE/01

19th June 2017

Dear Candidate

CO-OPTIONS – INVITATION TO COUNCIL MEETING 29th JUNE 2017

Thank you for returning an application to stand for Ludlow Town Council through the co-option process. Members have requested that all applicants are reminded that Ludlow Town Council is a non-party political organisation. You are invited to attend a Full Council Meeting on Thursday 29th June 2017 at 7 pm, at the Guildhall, Mill Street, Ludlow, SY8 1AZ, where Members will be co-opted. I am enclosing an Agenda, which includes a copy of the Council's Co-option Policy for your information and wanted to highlight the meeting process for you.

Each applicant will be invited to make a two minute presentation to answer the following questions. Councillors will not ask you any further questions about what you say on the evening.

The questions are as follows:

- Please tell the Council a bit about yourself
- What local organisations and groups do you belong to and how do you already play a part in the community life of the Town?
- What can you bring to the Town Council and what are your interests in relation to the work of the Town Council?

Please bring a written copy of the answers to the questions for Council records – to be given to the Town Clerk on the evening.

There are the following vacancies to fill:

Bringewood Ward – 1 vacancy
Clee View Ward – 1 vacancy
Rockspring Ward - 1 vacancy

Following the presentations the Council will vote on each vacancy separately. The voting will be counted using the majority voting system and a decision will be made as to your Co-option onto the Council, and if successful, you will be asked to sign a Declaration and invited to join the meeting.

I would just like to remind you of the following:-

Under Standing Orders (the rules to which the Town Council works) the following rules apply to the co-option of a Councillor.

21. Canvassing of an Recommendations by Councillors

- a Canvassing Councillors or the members of a Committee of Sub-Committee, directly, or indirectly for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this Standing Order to every candidate.

12. Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

We look forward to seeing you at the meeting on Thursday 29th June, but in the meantime should you have any queries please do not hesitate to contact me.

Yours sincerely

Gina Wilding
Town Clerk

SECTION 7d

CO-OPTIONS

COMPLETED APPLICATION FORMS



TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	Mr Andrew MacAuley
Address	Forge Cottage Angel Bank Bitterley Shropshire
Post Code	SY8 3HT
Tel Home	01584 892152
Mobile	07595607628 (Not for public display please)
Email	andy@andymacauley.co.uk
Please Circle Ward preferred	Clee View

FURTHER INFORMATION	
Occupation	Creative Director
Hobbies	Operational Search & Rescue team member and trainer
Membership of any societies and organisations	Chairman of Trustees – West Mercia Search & Rescue (charity) National Lead for Search Dogs – Lowland Rescue (charity) Brand Officer – Lowland Rescue (charity)

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm on Friday 16 June 2017

Co-option Skills Audit 2017

Please rate your skills and expertise using the following scale:

- | | |
|--|--|
| 1 – Highly competent and able to lead others
2 – Significant skills/expertise | 3 – Basic knowledge/expertise
4 – No knowledge/experience |
|--|--|

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience		*		
Collaborative partnerships		*		
Community involvement		*		
Corporate and strategic management	*			
Business planning		*		
Marketing	*			
Entrepreneurial skills		*		
Performance Management			*	
Financial	1	2	3	4
Finance and financial planning			*	
Economic planning			*	
Estates/property			*	
Risk management		*		
Council Services	1	2	3	4
Reviewing service delivery			*	
Planning	1	2	3	4
Planning Committee Experience			*	
Understanding of material planning considerations			*	
Personnel / human resources		*		
Specific skills	1	2	3	4
Chairing	*			
Change management	*			
Equality and diversity	*			
Local authority / public sector experience				*
Voluntary sector	*			
Communication skills	*			
Project Management		*		
Information Technology	*			
Law				*
Professional expertise please give details				
My skills lie in project oversight, integrated marketing and finding solutions to problems. I directly manage 80 volunteers and several departments within the charity sector and have been placed in those roles as a change manager. I oversee product marketing and development in my day job. I am very familiar with IT, web-design, social media and PR.				
Please identify skills training that would be of interest to you?				
Should I become a councillor then clearly the legal and financial aspects of the role would need to be my immediate learning curve.				

Name: Andrew MacAuley. Date: 23/05/17

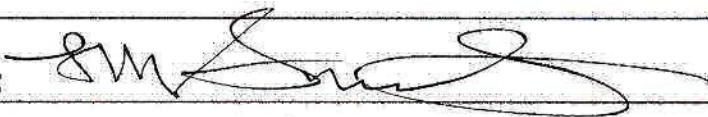


TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name	James Matthew Smithers
Mr	
Address	3 Guy Thornycroft Court Tollgate Road Ludlow Shropshire
Post Code	SY8 1TL
Tel Home	01584 873049
Mobile	07483240011
Email	Jim.smithers@btinternet.com
Please Circle Ward preferred	Bringewood Clee View Rockspring

FURTHER INFORMATION	
Occupation	Retired Newsagent
Hobbies	Reading, Research into items which are of advantage for where I live. Cooking. Family History Research.
Membership of any societies and organisations	Director/Trustee of South Shropshire Youth Forum. Treasurer of the Ludlow Area Youth Partnership. Trustee of the Alms-house's in Ludlow. Member of the Royal Antediluvian of Buffaloes in Ludlow. Member of the Royal British Legion. Guest Member of the Ludlow 21 group.

SIGNED:

A handwritten signature in black ink, appearing to be 'Gina Wilding', written over a horizontal line.

DATE: 23/05/14

Co-option Skills Audit 2017

Please rate your skills and expertise using the following scale:

- | | |
|--|--|
| 1 – Highly competent and able to lead others
2 – Significant skills/expertise | 3 – Basic knowledge/expertise
4 – No knowledge/experience |
|--|--|

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience		x		
Collaborative partnerships		x		
Community involvement	x			
Corporate and strategic management		x		
Business planning		x		
Marketing		x		
Entrepreneurial skills		x		
Performance Management		x		
Financial	1	2	3	4
Finance and financial planning		x		
Economic planning		x		
Estates/property		x		
Risk management		x		
Council Services	1	2	3	4
Reviewing service delivery	x			
Planning	1	2	3	4
Planning Committee Experience	x			
Understanding of material planning considerations	x			
Personnel / human resources	x			
Specific skills	1	2	3	4
Chairing	x			
Change management	x			
Equality and diversity		x		
Local authority / public sector experience	x			
Voluntary sector	x			
Communication skills		x		
Project Management		x		
Information Technology		x		
Law		x		
Professional expertise please give details				
14 years as a local councillor also have been Mayor of Ludlow in 2013. Have chaired most of the committees on Ludlow Town Council. Currently studying the CiLca Portfolio estimate will be ready to complete by Nov/Dec 2017 Trained in Cemetery Management Over 4 years' experience in H R matters including Grievance and Disciplinary matters.				
Please identify skills training that would be of interest to you?				
Further training in finance and word processor skills. Always willing to undertake further training when the opportunity arises.				

Co-option Skills Audit 2017

I was the author of the Street Trading Policy for Ludlow when Ludlow Town Council took over from Shropshire Council.

Name: James Matthew Smithers

Date: 23rd May 2017



TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	Paul Anthony Kemp
Address	50 Dahn Drive, Ludlow, Shropshire
Post Code	SY81XZ
Tel Home	01584 876405
Mobile	07814627353
Email	heygatecolbourne@aol.com
Please Circle Ward preferred	Bringewood

FURTHER INFORMATION	
Occupation	Primary school classroom assistant Barman
Hobbies	Currently doing a college course Musician
Membership of any societies and organisations	Fellow of the British Institute of Innkeeping Governor of Ludlow Infant School

SIGNED:

Paul Kemp

DATE:13.6.17

Co-option Skills Audit 2017

Please rate your skills and expertise using the following scale:

- | | |
|--|--|
| 1 – Highly competent and able to lead others
2 – Significant skills/expertise | 3 – Basic knowledge/expertise
4 – No knowledge/experience |
|--|--|

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience		X		
Collaborative partnerships		X		
Community involvement	X			
Corporate and strategic management	X			
Business planning	X			
Marketing		X		
Entrepreneurial skills	X			
Performance Management	X			
Financial	1	2	3	4
Finance and financial planning	x			
Economic planning	x			
Estates/property		x		
Risk management	x			
Council Services	1	2	3	4
Reviewing service delivery				
Planning	1	2	3	4
Planning Committee Experience	x			
Understanding of material planning considerations		x		
Personnel / human resources	x			
Specific skills	1	2	3	4
Chairing	x			
Change management	x			
Equality and diversity		x		
Local authority / public sector experience	x			
Voluntary sector		x		
Communication skills	x			
Project Management	x			
Information Technology		x		
Law			x	
Professional expertise please give details				
<p>I have previously owned businesses in Ludlow for 20+ years. I'm a former Town Councillor and Deputy Mayor, with about eight years of council service in total – ending this year. I am experienced with the committee structure , and have been a member of most of the Council's sub committees.</p>				
<p>Please identify skills training that would be of interest to you?</p>				
<p>Any that would be of benefit to the Council, and therefore the town.</p>				

Co-option Skills Audit 2017

Name: Paul Kemp Date: 12th June 2017

10 JUL 2017

58 Bringewood Rise

Ludlow

Shropshire

SY8 2ND

07802 684 563

16th June 2017

Dear Gena,

I enclose Co-option application form together with Skills Audit.

It is with regret that I am unable to be at the Council meeting on the 29th as I will be working away.

I am willing to if required to answer and questions before hand if required.

I also understand that as I cannot make the meeting I may not be eligible to be considered.

Regards

A handwritten signature in black ink, appearing to read 'Philip Maile', written in a cursive style.

Philip Maile



TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	Mr Philip Andrew Maile
Address	58 Bringewood Rise, Ludlow
Post Code	SY8 2ND
Tel Home	01584872429
Mobile	07802684563
Email	phil@thistledoo2.co.uk
Please Circle Ward preferred	<div style="display: inline-block; border: 1px solid black; border-radius: 50%; padding: 2px 10px; margin: 0 10px;">Bringewood</div> <div style="display: inline-block; margin: 0 10px;">Clee View</div> <div style="display: inline-block; margin: 0 10px;">Rockspring</div>

FURTHER INFORMATION	
Occupation	Shop Manager
Hobbies	Reading, D. I.Y Driving / Motorcycling
Membership of any societies and organisations	Ludlow Marches Food & Drink Festival Ludlow & District Chamber of Commerce Ludlow Transport Festival Companion British Institute of Innkeeping Institute of Advanced Motorist Ludlow Masonic Club Unicorn Investment Club

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm on Friday 16 June 2017

Co-option Skills Audit 2017

Please rate your skills and expertise using the following scale:

- | | |
|--|-------------------------------|
| 1 – Highly competent and able to lead others | 3 – Basic knowledge/expertise |
| 2 – Significant skills/expertise | 4 – No knowledge/experience |

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience	√			
Collaborative partnerships		√		
Community involvement	√			
Corporate and strategic management		√		
Business planning		√		
Marketing			√	
Entrepreneurial skills		√		
Performance Management		√		
	1	2	3	4
Financial				
Finance and financial planning		√		
Economic planning			√	
Estates/property			√	
Risk management			√	
	1	2	3	4
Council Services				
Reviewing service delivery				√
	1	2	3	4
Planning				
Planning Committee Experience		√		
Understanding of material planning considerations	√			
Personnel / human resources			√	
	1	2	3	4
Specific skills				
Chairing	√			
Change management		√		
Equality and diversity		√		
Local authority / public sector experience				√
Voluntary sector	√			
Communication skills		√		
Project Management	√			
Information Technology			√	
Law			√	
Professional expertise please give details				
28 years in the hospitality industry running Tenanted Public Houses / Bed & Breakfast, including 18 years in Ludlow at the Bull Hotel, Wheatsheaf Inn and Bromley Court. Current Occupations: Managing Rickards & Son, Ludlow and Operational Management, Ludlow Food Festival				
Please identify skills training that would be of interest to you?				
NOT SURE!				

Name: 

Date: 16th June 2017

15 JUN 2017



TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	Mr Sean Christopher O'Neill
Address	Hillcroft Livesey Road Ludlow Shropshire
Post Code	SY8 1EZ
Tel Home	01584 872040
Mobile	07734526868
Email	Sean.c.oneill@btinternet.com
Please Circle Ward preferred	Rockspring

FURTHER INFORMATION	
Occupation	Retired Procurement Manager
Hobbies	<p>Watching Sport</p> <p>Quizzes – my team has won the European Quiz Championships three times</p> <p>In my spare time I set questions for Mastermind Specialist Subjects</p>

**Membership of any societies
and organisations**

CAMRA

University of the third age

Co-option Skills Audit 2017

Please rate your skills and expertise using the following scale:

- | | |
|--|--|
| 1 – Highly competent and able to lead others
2 – Significant skills/expertise | 3 – Basic knowledge/expertise
4 – No knowledge/experience |
|--|--|

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience	x			
Collaborative partnerships	x			
Community involvement			x	
Corporate and strategic management	x			
Business planning		x		
Marketing		x		
Entrepreneurial skills	x			
Performance Management	x			
Financial	1	2	3	4
Finance and financial planning		x		
Economic planning		x		
Estates/property			x	
Risk management		x		
Council Services	1	2	3	4
Reviewing service delivery	x			
Planning	1	2	3	4
Planning Committee Experience				x
Understanding of material planning considerations				x
Personnel / human resources			x	
Specific skills	1	2	3	4
Chairing	x			
Change management		x		
Equality and diversity		x		
Local authority / public sector experience				x
Voluntary sector				x
Communication skills	x			
Project Management		x		
Information Technology		x		
Law		x		
Professional expertise please give details				
<p>I was a procurement manager for BT for 23 years before taking redundancy and setting up my own company. I provided procurement services, mostly to financial institutions and mostly in IT Systems.</p>				
<p>I have a degree in Economics and International Politics and a Masters in Business Administration.</p>				
<p>Please identify skills training that would be of interest to you?</p>				
<p>Planning matters as that is the area I consider my weakest.</p>				

Co-option Skills Audit 2017

Name:SEAN O'NEILL..... Date: 14 June 2017.....

TOWN COUNCILLOR CO-OPTION APPLICATION

PERSONAL DETAILS	
Full Name (Mr/Mrs/Miss/Ms/Other)	ANTHONY ROBERT MAHALSKI
Address	9, MILL STREET LUDLOW SY8 1AZ
Post Code	SY8 1AZ
Tel Home	01584 529301
Mobile	07949 761744
Email	TONYATNUMBER9@GMAIL.COM
Please Circle Ward preferred	<input checked="" type="radio"/> Bringewood (3) <input type="radio"/> Clee View (2) <input type="radio"/> Rockspring (1)

FURTHER INFORMATION	
Occupation	RETIRED
Hobbies	WALKING SWIMMING, BRIDGE, GARDENING
Membership of any societies and organisations	FRIENDS OF LUDLOW MUSEUM (TREASURER) CIVIC SOCIETY (VPT CHAIR) CONSERVATION TRUST OF ST. LAURENCE RESIDENTS ASSOC. NAOFA

Please continue further information answers on a separate sheet if necessary and complete the enclosed skills audit sheet before returning your signed application by 5pm

SIGNED:

Anthony Manasseri

DATE:

23/5/17

Co-option Skills Audit 2017

Please rate your skills and expertise using the following scale:

- | | |
|--|-------------------------------|
| 1 – Highly competent and able to lead others | 3 – Basic knowledge/expertise |
| 2 – Significant skills/expertise | 4 – No knowledge/experience |

	Strengths			
	1	2	3	4
Strategic / Policy				
Broad business experience	✓			
Collaborative partnerships	✓			
Community involvement	✓			
Corporate and strategic management	✓			
Business planning	✓			
Marketing	✓			
Entrepreneurial skills		✓		
Performance Management		✓		
	1	2	3	4
Financial				
Finance and financial planning	✓			
Economic planning	✓			
Estates/property	✓			
Risk management	✓			
	1	2	3	4
Council Services				
Reviewing service delivery		✓		
	1	2	3	4
Planning				
Planning Committee Experience			✓	
Understanding of material planning considerations			✓	
Personnel / human resources			✓	
	1	2	3	4
Specific skills				
Chairing	✓			
Change management		✓		
Equality and diversity		✓		
Local authority / public sector experience			✓	
Voluntary sector	✓			
Communication skills	✓			
Project Management	✓			

Co-option Skills Audit 2017

Information Technology			✓	
Law			✓	
Professional expertise please give details				
<p><i>Ex Member of London Stock Exchange</i></p> <p><i>Ex Chair of Assoc of Mining Analysts</i></p>				
Please identify skills training that would be of interest to you?				
<p><i>willing to try all.</i></p>				

Name: *ANTHONY R. MAHAWSKI*

Date: *22/5/17*

SECTION 8a

MEMBERSHIP

COMMITTEE & WORKING GROUP MEMBERSHIP

SECTION 8b

MEMBERSHIP

REPRESENTATIVES ON OUTSIDE BODIES

REPRESENTATIVES ON OUTSIDE BODIES 2017/18
Adopted Full Council 19th June 2017

Organisation	Number of Reps	Contact	LTC Representative Councillors 2017/2018
SALC (South Shropshire Area Cttee)	1	Dianne Dorrell/Tim Ward	Cllr Sheward
Ludlow Joint Committee	1	Linda Monteith	Cllr Gill
Ludlow Conservation Area Advisory	2	Ben Williscroft	Cllr Ginger/Sheward
Parish Paths Partnership	1	Chris Badley	Cllr Cobley
Flood Forum	1	Rhian Townsend	Cllr Parry/Lyle
Assembly Rooms	1	Chris Underhill	Cllrs Lyle/Parry alternating
Ludlow Hospital	1	Sarah Wardle	Cllrs Jones/Paton alternating
Ludlow Chamber of Trade & Commerce	1	Tish Dockerty	Cllr Gill
Town Walls Trust	1	Richard Cundall	Cllr Sheward
Ludlow in Bloom	1	Viv Parry	Cllr Parry
Access Group	1	Viv Parry	Cllr Parry
Ludlow Mascall Centre	1	Director – Tina Healy	Cllr Parry
Cons. Trust for St Laurence	1	Bill Lloyd-Kitchen	Cllr Parry
St Laurence vision project	1	Team Rector	Cllr Garner
Teme Weirs Trust	1	Daphne Jones	
Friends of Whitcliffe Common	1	John Barnard	Cllr Cobley
Gallows Bank Trust	1	Mr David Davies	Cllr Lyle
Ludlow 21 Food & Farm Group	1	Tish Dockerty	
Job Charlton Trust Almshouses	1	Eric Williams	Cllr Parry
Elizabeth Massey Almshouses	1	Eric Williams	Cllr Parry
Hosyer-Foxe Almshouses	1	Eric Williams	Cllr Parry
South Shropshire Youth Partnership	1	Linda Monteith	Cllr Paton/Cllr Garner
Youth Forum	1	Richard Morley	Cllr Paton/Cllr Garner
Ludlow Area Youth Partnership	1	Linda Monteith	Cllr Paton/Cllr Garner
Fairtrade Steering Group	1	Jenny Hume	Cllr Lyle
Shropshire Hills & Ludlow Tourism Destination Partnership	1	Tish Dockerty	Cllr Garner
Wigley Fields Allotments	1		Cllrs Lyle/Jones alternating
Ludlow Town Centre Residents Association	1	Robin Pote	Cllr Pote

Ludlow 21 Sustainable Transport Group	1	Robin Pote	Cllr Pote
In and Out of Ludlow (IOL) Forum			Pote/Parry/Sheward/Gill/Ginger

SECTION 9

TRADING AT THE BUTTERCROSS



REPORT

BUTTERCROSS SUNDAY LUNCHES

Report No. FC/17/09

Full Council
29th June 2017

1. INTRODUCTION

- 1.1 The Church Inn would like to request permission to serve Sunday lunches and drinks in the Buttercross Market Area.

2. RECOMMENDATION

- 2.1 Sunday lunchtime trading by the Church Inn is permitted subject to the following conditions/consideration:
- 2.2 Only the approved market pitch area is used and the ramp and lift are kept clear of tables and chairs.
- 2.3 Hours of trading are limited – proposed hours are 11:30am – 3pm.
- 2.4 When lunchtime trading is permitted, evening trading on the same day **is / is not** permitted.
- 2.4 A fee of £35.00 is payable to the Town Council for each Sunday lunchtime.
- 2.5 Proposed bookings should be notified in advance and in writing and permits issued by the Town Clerk, subject to the availability of the space.

3 BACKGROUND

- 3.1 The Town Council has permitted the Church Inn to put tables and chairs in the Buttercross Market Area from 6pm – 11pm on pre-agreed evenings

and to serve meals and drinks to their customers. A fee of £35.00 was agreed per evening.

3.2 The wording from the permit is pasted below for information.

- Permits are issued for specified periods by prior agreement in writing.
- Permits are issued following receipt of invoiced payment at the agreed rate of £35.00 per evening.
- Invoicing will be monthly unless prior agreement is reached regarding invoicing for infrequent bookings.
 - Alcohol is consumed in the area subject to the terms of Church Inn's alcohol license. Table service is permitted subject to terms of the Church Inn's license.
 - Installation and active monitoring of CCTV within the Buttercross is at landlord's expense
 - Seating, tables and other items must be removal at 11pm and not set out in the area before 6pm.
 - All glasses used in the area are shatterproof. Serving of bottles of wine is permitted. No other bottled drinks are permitted.
 - Guests using the Buttercross covered market area should only purchase and consume alcohol and food from the Church Inn for sole use in the Buttercross
 - Active management of the Buttercross covered market area by Church Inn staff is required between 6pm – 11pm and as necessary outside these hours. Management of the numbers of people and where they are drinking is required to keep guests from harm and enable free access to pedestrians and vehicles.
 - Guests should be deterred from leaving the Buttercross at the Broad Street end and gathering on the steps the roadway junction and around the corner on High Street gathering outside Samuel Woods and Bensons. Guest should not be left to wander outside the area between the Church Inn and the Buttercross area, which may cause offences including: Obstruction of the Highway - Sec 137 Highways Act 1980, Obstruction of Street - Sec 28 Town and Police Clauses Act 1847, Dangerous Activity on Highways - Sec 161 to 162 Highways Act 1980 and arguably Causing a Danger to Road Users - Sec 22a Road Traffic Act 1988
 - The Church Inn Designated Premises Supervisor (DPS) would be the responsible person for the licence breaches and also may have some responsibility in respect of the above criminal offences.

- Requests for changes to trading terms and conditions must be submitted in writing to the Town Clerk.

4 CURRENT SITUATION

- 4.1 The Council agreed to permit evening trading on a trial basis and to review the situation with the Church Inn and the Police, however, the Church Inn has traded only once, since the agreement has been in effect. A review meeting was proposed for 12th June, but unfortunately no-one from the Police could attend.
- 4.2 Mr Bosi has submitted further dates for trading **APPENDIX 1** which include Sunday lunch time trading. At present no Sunday lunchtime trading has been permitted because Town Council has not given permission.
- 4.3 Mr Bosi has also suggested other review dates in **APPENDIX 1**.

5 SUNDAY LUNCHTIME

- 5.1 Sunday daytime trading requires different considerations to be taken into account because the town is busier during the day.
- 5.2 Ludlow Museum at the Buttercross is open so access to the ramp and lift will be required at all times. The Buttercross Market Area will be used as a thoroughfare by visitors to the town – this could also be accommodated via the ramp.
- 5.3 There is occasional use of the trading area by market traders on Sunday.
- 5.4 Members may consider the impact of Sunday lunchtime trading on the area. If there is trading on Saturday evening, and Sunday lunch time and Sunday evening, then the use and character of the area would be quite significantly transformed by the activities of the Church Inn. Members should consider if this is desirable.

Town Clerk
June 2017

Implications

Wards Affected (all)

Financial (as contained with the report)

Health & Safety (Risk Assessments for specific activities will be undertaken)

Law & Order (None)

Environmental Implications (As contained within the report)

APPENDIX 1

Buttercross Dates		
June		
16th	Friday	Night
17th	Saturday	Night
18th	Sunday	Lunch
23rd	Friday	Night
24rd	Saturday	Night
25rd	Sunday	Lunch
30th	Friday	Night
01st	Saturday	Night
02nd	Sunday	Lunch
Review Monday 3rd July		

July		
10th	Monday	Lunch
14th	Friday	Night
15th	Saturday	Night
16th	Sunday	Lunch
17th	Monday	Lunch
21st	Friday	Night
22nd	Saturday	Night
23rd	Sunday	Lunch
24th	Monday	Lunch
28th	Friday	Night
29th	Saturday	Night
30th	Sunday	Lunch
Review Monday 31st July		

August		
7th	Monday	Lunch
11th	Friday	Night
12th	Saturday	lunch & Night
13th	Sunday	Lunch
14th	Monday	Lunch
18th	Friday	Night
19th	Saturday	lunch & Night
20th	Sunday	Lunch
21st	Monday	Lunch
25th	Friday	Night
26th	Saturday	lunch & Night
27th	Sunday	Lunch
September		
Food festival weekend		