

LUDLOW TOWN COUNCIL A G E N D A

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

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Despatch date: 29th July 2020

COUNCIL

You are summoned to attend a meeting of Ludlow Town Council on
Monday 3rd August 2020 at 7.00pm

VIA Zoom

Link: <https://us02web.zoom.us/j/89388255377>

Meeting ID: 893 8825 5377

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- LEP Market Town Fund
- Code of Conduct Consultation
- Ludlow Market
- The Guildhall
- Ludlow Museum at the Buttercross

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. **WELCOME**

To receive a welcome from the Chairman Councillor Tim Gill, Mayor of Ludlow.

'Welcome to the Full Council virtual meeting.

There are a few housekeeping things to note.

This is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

2. **Recording of Meetings** – Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access to the meeting via audio only.

3. **Apologies**

To receive councillors' apologies.

4. **Declarations of Interests**

To receive declarations of interests for:

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest



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.

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. The maximum time allotted per person is three minutes.
6. **Ludlow’s Unitary Councillors Question and Answer Session** – Ludlow’s Unitary Councillors are invited to address any questions to the Committee.
7. **Minutes** – To approve as a correct record and to sign the minutes of FULL COUNCIL of **WEDNESDAY 6th JULY 2020**.
8. **Items to Action** –
To note the items to action sheet from the previous Council Meetings held on **6th JULY 2020**.

ITEM	Attachment
9. LEP MARKET TOWN FUND	
a) To receive information about the LEP funding from Visit Shropshire, and the local perspective from Ludlow Destination Tourism Partnership.	No papers
b) To consider a report regarding the Market Town Support Fund.	To follow
10. CODE OF CONDUCT CONSULTATION	
To consider the report and respond to the consultation by the deadline of 17 th August 2020.	10
11. RECOMMENDATIONS FROM THE REPRESENTATIONAL COMMITTEE 22ND JULY 2020	
To consider recommendations from the Representational Committee on Ludlow Park and Ride.	11
12. LUDLOW MARKET	
To consider a report regarding Ludlow Market.	12
13. THE GUILDHALL	
To consider a report regarding Covid-19 secure working at the Guildhall.	13
14. LUDLOW MUSEUM AT THE BUTTERCROSS	
To consider a report regarding Covid-19 secure working at the Ludlow Museum at the Buttercross.	14
15. INSURANCE	
To adopt the insurance cover in respect of all insured risks.	15



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| 16. CYCLE PARKING RACK – LINNEY RIVERSIDE PARK | To consider the request from Shropshire Council for a cycle rack to be installed at the Linney Riverside Park, and for the Town Council to take on the ownership and maintenance. | 16 |
| 17. STAFF GRIEVANCE POLICY | To consider a report. | 17 |
| 18. TOWN COUNCIL AUTHORISED SIGNATORIES FOR PAYMENTS | | |
| a) | To nominate authorised signatories. | 18a |
| b) | To note that Cllr Perks has withdrawn from being a Town Council authorised signatory for payments. | No papers |
| 19. TOWN COUNCIL PRIZE FOR CITIZENSHIP/LEADERSHIP | To consider the letter from Ludlow College regarding the Presentation Evening and Town Council prize for citizenship/leadership. | 19 |
| 20. COMMITTEE MINUTES | | |
| a) | To receive minutes of the Representational Committee on the 22 nd July 2020. | 20a |
| b) | To receive the minutes of the Staffing Committee on the 23 rd July 2020. | 20b |
| 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 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 |
| 22. TELEPHONE SYSTEM AT THE GUILDHALL | To consider a report regarding updating the telephony system at the Guildhall to allow calls to be made via the internet. | 22 |
| 23. STAFFING REVIEW | To note that the Staffing Review was approved by Full Council on the 9 th March 2020 and that the process was stalled due to the pandemic; and to note/approve the revised tender document and timetable for the process to recommence. | 23 |



M e m b e r s h i p

Councillors Gill (Town Mayor); Pote (Deputy Mayor); Adams; Clarke; Copley; Garner; Ginger; Jones; Lyle; Naysmith; Parry; O'Neill, Perks; Pote; and Smithers.

The date of the next Council meeting is the 7th September 2020