



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 8<sup>th</sup> MAY 2019** at **7.00 PM**.

### **FC/01     PRESENT**

Chairman:                      Councillor Gill

Councillors:                  Clarke; Copley; Garner; Ginger; Jones; Lyle; Mahalski, O'Neill; Parry; Paton; Perks; Pote; Sheward and Smithers.

Officers:                        Gina Wilding, Town Clerk  
Kate Adams, Deputy Town Clerk  
Naomi Brotherton, Senior Admin Assistant

### **FC/02     ELECTION OF MAYOR 2019/20**

The Mayor informed Members that two nominations for Mayor had been received as per below and invited further nominations.

Councillor Perks nominated himself. This nomination was seconded by Councillor Paton.

Councillor Gill was nominated by Councillor Mahalski. This nomination was seconded by Councillor Pote.

No further nominations were received.

A paper ballot was taken.

Councillor Perks received 4 votes.

Councillor Gill received 11 votes.

#### **RESOLVED (11:4:0)    TM/RP**

To elect Councillor Gill as Mayor for 2019/2020.

### **FC/03     HEALTH & SAFETY**

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

**FC/04**     **ELECTION OF DEPUTY MAYOR 2019/20**

The Mayor of Ludlow, Councillor Gill, informed Members that nominations for Deputy Mayor had been received as per below and invited further nominations.

Councillor Pote nominated himself. This nomination was seconded by Councillor Garner.

Councillor Perks nominated himself. This nomination was seconded by Councillor O'Neill.

Councillor Ginger nominated Councillor Sheward. This nomination was seconded by Councillor Mahalski.

Councillor Parry nominated herself. This nomination was seconded by Councillor Paton.

No further nominations were received. A paper ballot was taken.

**FIRST BALLOT**

Councillor Pote received 5 votes.

Councillor Perks received 3 votes.

Councillor Sheward received 5 votes.

Councillor Parry received 2 votes.

**RESOLVED**

That Councillor Parry did not progress into the second round.

**FC/05**     **SECOND BALLOT**

Councillor Pote received 5 votes.

Councillor Perks received 4 votes.

Councillor Sheward received 6 votes.

**RESOLVED**

That Councillor Perks did not progress into the third round.

**FC/06**    **THIRD BALLOT**

Councillor Pote received 8 votes.

Councillor Sheward received 7 votes.

**RESOLVED (8:7:0) GG/TM**

To elect Councillor Pote as Deputy Mayor for 2019/2020.

The Mayor thanked Councillor Sheward for his work during the last 12 months, and added extra appreciation because some events were at short notice.

**FC/07**    **APOLOGIES**

No apologies for absence were received.

**FC/08**    **RECORDING OF MEETINGS**

The Mayor informed Council and the public that under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media was permitted during the public session of Council meetings. He stated that the act of recording and broadcast must not interfere with the meeting.

He added that the Council understood that some members of the public may not wish to be recorded and asked that they make this known immediately.

**FC/09**    **DECLARATIONS OF INTEREST****Disclosable Pecuniary Interests**

None.

**Conflicts of Interest**

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Lyle	30a	Nominee contributed to CCTV costs.
Cllr Mahalski	30a	Deputy Chair of Community Civic Award nominee.
Cllr Parry	30a	Chair Ludlow in Bloom. Received a grant from the nominee for LIB.

**Personal Interests**

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Gill	30a	Knows all the nominees.
Cllr Perks	30a	Knows all the nominees.
Cllr Jones	23b	Trustee of Ludlow Boxing Club
Cllr Paton	30a	Knows one of the nominees.

Cllr Pote 30a

On the CCTV Working Committee and knows all the nominees.

**FC/10 PUBLIC OPEN SESSION (15 minutes)**

There was one member of the public present.

**FC/11 UNITARY COUNCILLORS SESSION**

Councillor Huffer, Ludlow East – Councillor Huffer congratulated the Mayor and Deputy Mayor. She thanked Councillor Sheward for his work as Deputy over the last 12 months and also thanked Councillor Gill for his support and work over for the Ludlow Young Health and also thanked Councillor Garner. She stated that she looked forward to the next 12 months working with the Mayor again and new Deputy Mayor.

Councillor Parry, Ludlow South - Councillor Parry congratulated the Mayor and Deputy Mayor. Turning to St John's Gardens, Councillor Parry asked that thanks be passed onto the DLF for their hard work. She had received compliments and thanks from the residents in the area and wished for this appreciation to be passed onto the town council's groundworks team.

**FC/12 OPEN MINUTES – 25<sup>th</sup> MARCH 2019****RESOLVED (14:0:1) MC/RJ**

That the open session minutes of the Council meeting held on the 25<sup>th</sup> March 2019 be approved as a correct record and signed by the Chairman.

**FC/13 REVIEWED ITEMS TO ACTION****RESOLVED (unanimous) TG/CS**

That:-

- i) The necessary approvals from Historic England for a wall mounted post box be installed at a suitable height for wheelchairs users are sought. The Town Clerk recommended that that the Services Committee Officer undertake this task. (Previous reference: FC/150 GUILDHALL ACCESS)
- ii) A meeting is arranged with the LJC Parish Councils and the focus for a referendum is included in the meeting. There was no allocation of staffing resource, or date set. (Previous reference: FC/63 LOCAL SERVICES)
- iii) Subject to funds being available, that the full EU LEADER BID application is circulated to all members before submission. There was no allocation of staffing to compile the application. (Previous reference: FC/279 EU LEADER BID)

- iv) A decision regarding carpeting and lighting quotations, for the first floor is deferred and brought to another meeting for a decision, as well as information regarding non-domestic rates. There was no allocation of staffing to undertake the action. (Previous reference: FC/72 THE GUILDHALL)

**FC/14**     **ITEMS TO ACTION – 25<sup>th</sup> MARCH 2019**

**RESOLVED (unanimous)   TG/GG**

That the Items to action be noted.

**FC/15**     **COUNCIL CALENDAR**

**RESOLVED (unanimous) GP/TG**

That the Council Meeting Calendar for 2019/20 be approved.

**FC/16**     **MEETING PROTOCOL**

**RESOLVED (14:0:1) GP/JS**

That the Meeting Protocol be adopted.

**FC/17**     **SERVICES COMMITTEE MEMBERSHIP**

a) **Services Committee Terms of Reference**

**RESOLVED (unanimous) TG/MC**

That the Terms of Reference for the Services Committee be adopted.

**FC/18**     b) **Services Committee Membership**

**RESOLVED (unanimous) TG/GP**

That the membership of the Services Committee consist of Councillors Clarke, Copley, Garner, Gill, Ginger, Jones, Lyle, Mahalski, O'Neill, Parry, Paton, Perks, Pote and Smithers be approved.

**FC/19**     c) **Election of Services Committee Chairman 2019/20**

The Mayor invited nominations for Chairman of Services Committee for 2019/2020.

Councillor Lyle nominated Councillor Clarke. This was seconded by Councillor Ginger. There were no other nominations.

**RESOLVED (unanimous) DL/GG**

That Councillor Clarke be elected Chairman of Services Committee for 2019/2020.

**FC/20 REPRESENTATIONAL COMMITTEE MEMBERSHIP**

**a) Representational Committee Terms of Reference**

**RESOLVED (14:0:1) RJ/JS**

That the amended Terms of Reference for the Representational Committee be adopted.

**FC/21 b) Membership**

**RESOLVED (unanimous) TG/RJ**

That the membership of the Representational Committee, consist of Councillors Clarke, Gill, Ginger, Jones, Lyle, Mahalski, O'Neill, Parry, Paton, Pote and Sheward be approved.

**FC/22 c) Election of Representational Committee Chairman 2019/20**

The Mayor invited nominations for Chairman of Representational Committee for 2019/2020.

Councillor Lyle nominated Councillor Ginger. This was seconded by Councillor Clarke. No further nominations were received.

**RESOLVED (unanimous) DL/MC**

That Councillor Ginger be elected Chairman of Representational Committee for 2019/2020.

**FC/23 POLICY AND FINANCE COMMITTEE MEMBERSHIP**

**a) Policy and Finance Committee Terms of Reference**

**RESOLVED (unanimous) TG/AC**

That the amended Terms of Reference for the Policy & Finance Committee be adopted.

**FC/24 b) Membership**

**RESOLVED (unanimous) TG/GP**

That the membership of the Policy and Finance Committee of Councillors Clarke, Cobley, Garner, Gill, Ginger, Lyle, Mahalski, Perks, Pote, Sheward and Smithers be approved.

**FC/25 c) Election of Policy and Finance Committee Chairman 2019/20**

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2019/2020.

Councillor Perks nominated Councillor Cobley. This was seconded by Councillor Mahalski. There were no other nominations.

**RESOLVED (unanimous) GP/TM**

That Councillor Cobley be elected Chairman of Policy and Finance Committee for 2019/2020.

**FC/26 d) Authorised Signatories**

**RESOLVED (unanimous) TG/AC**

That Councillors Cobley, Gill, Ginger, Lyle, Parry and Perks be approved as Authorised Signatories.

**FC/27 STAFFING AND APPEALS COMMITTEE MEMBERSHIP**

The Mayor reminded Members that if they wished to be on this Committee they must be able to participate in disciplinary matters should they arise.

**Staffing and Appeals Committee Terms of Reference**

**RESOLVED (unanimous) TG/MC**

That the amended Terms of Reference for the Staffing & Appeals Committee be adopted.

**FC/28 b) Membership**

**RESOLVED (unanimous) TG/GP**

That the membership of the Staffing and Appeals Committee of Councillors Cobley, Garner, Gill, Ginger, Jones, Lyle, Perks, Pote, Sheward and Smithers be approved.

**FC/29 c) Election of Staffing and Appeals Committee Chairman 2019/20**

The Mayor invited nominations for Chairman of Staffing and Appeals Committee for 2019/2020.

Councillor Perks nominated Councillor Lyle. This was seconded by Councillor Garner.

Councillor Ginger nominated Councillor Jones. This was seconded by Councillor Gill. Councillor Jones withdraw her nomination.

**RESOLVED (unanimous) GP/EG**

That Councillor Lyle be elected Chairman of Staffing and Appeals Committee for 2019/2020.

**FC/30 APPOINTMENT AND MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS**

**RESOLVED (unanimous) GG/RP**

That the existing Chairs of Working Groups call the first meeting meetings and a new Chair is elected at the first meeting for 2019/20.

**FC/31 STREET TRADING SUB- COMMITTEE**

**RESOLVED (unanimous) TG/RP**

That the membership of the Street Trading Sub-Committee of Councillors Garner, Gill, Parry, Paton, Perks and Sheward and be approved.

**FC/32 CIVIC EVENTS WORKING GROUP**

**RESOLVED (unanimous) TG/GP**

That the membership of the Civic Events Working Group consist of, Councillors Gill, Parry, Perks, Sheward and Smithers be approved.

**FC/33 BUDGET WORKING GROUP**

**RESOLVED (unanimous) TG/MC**

That the membership of the Budget Working Group consist of, Councillors Clarke, Cobley, Gill, Ginger, Lyle, Parry, Sheward be approved



**FC/34 TOWN WALLS WORKING GROUP**

**RESOLVED (unanimous) TG/GP**

That the membership of the Town Walls Working Group consists of Councillors Gill, Ginger, Mahalski, Parry and Sheward be approved.

**FC/35 COMMUNITY LED PLAN WORKING GROUP**

**RESOLVED (14:0:1) EG/GP**

That the membership of the Community Led Plan Working Group consists of Councillors Garner, Gill, Lyle, Parry, Perks, Pote and Smithers be approved.

**FC/36 CCTV WORKING GROUP**

**RESOLVED (unanimous) DL/TG**

That the membership of the CCTV Working Group consists of Councillors Ginger, Lyle, Parry and Pote be approved.

**FC/37 EMERGENCY PLANNING WORKING GROUP**

**RESOLVED (14:0:1) TG/SO**

That the membership of the Emergency Planning Working Group consists of Councillors Garner, Lyle, O'Neill, Parry, Perks.

**FC/38 MIU & DAART WORKING GROUP**

**RESOLVED (unanimous) GP/TG**

That the membership of the MIU & DAART Working Group consists of Councillors Parry, Perks and Sheward be approved.

**FC/39 REVIEW OF STANDING ORDERS WORKING GROUP**

**RESOLVED (unanimous) TG/DL**

That the membership of the Review of Standing Orders Working Group consists of Councillors Clarke, Ginger, Lyle, Perks, Pote and Smithers be approved.

**FC/40 PARKING WORKING GROUP**

**RESOLVED (unanimous) TG/GP**

That the membership of the Parking Working Group consists of Councillors, Gill, Ginger, Parry, Pote, and Perks be approved.

**FC/41 COMMUNICATIONS WORKING GROUP**

**RESOLVED (unanimous) TG/GP**

That the membership of the Communications Working Group consists of Councillors, Garner, Ginger, O'Neill, Lyle, Perks be approved.

**FC/42 SCHEME OF DELEGATION**

**RESOLVED (unanimous) TG/MC**

That the Scheme of Delegation be adopted.

**FC/43 STANDING ORDERS**

**RESOLVED (14:0:1) TG/JS**

That the Standing Orders be adopted.

**FC/44 FINANCIAL REGULATIONS**

**RESOLVED (14:0:1) CS/AC**

That the Financial Regulations be adopted.

**FC/45 COUNCIL'S LAND AND ASSETS**

**RESOLVED (unanimous) CS/GP**

That the Council's assets register be adopted.

**FC/46 RISK ASSESSMENTS**

**RESOLVED (unanimous) MC/EG**

That:-

- i) The new format Risk Assessment for Remembrance Sunday and the Financial Risk Assessments be adopted;
- ii) That all other Risk Assessments are reviewed at the next Council meeting.

**FC/47 INSURANCE COVER**

**RESOLVED (unanimous) TG/CS**

That the Insurance Schedule be adopted.

**FC/48 POLICY ON COUNCIL REPRESENTATION ON OUTSIDE ORGANISATIONS**

**RESOLVED (unanimous) RJ/GP**

That the Council Representational on Outside Organisations Policy be adopted.

**FC/49 REPRESENTATIVES ON OUTSIDE BODIES**

8.32pm Councillor Clarke left the meeting.

8.36pm Councillor Clarke rejoined the meeting.

**RESOLVED (unanimous) TG/GP**

That the Council's Representatives on Outside Bodies on the list attached to the agenda be approved for 2019/2020.

**FC/50** The Mayor then invited additional Representatives on Outside Bodies.

**RESOLVED (unanimous) GP/RP**

- i) That the amended list of Council's Representatives on Outside Bodies attached to these minutes be approved for 2019/20.
- ii) That all representatives introduce themselves to their respective organisations, present a copy of the Council Representational on Outside Organisations Policy to the organisation, and confirm their role in relation to the organisation.

**FC/51 MEMBERSHIP OF OTHER PROFESSIONAL BODIES**

**RESOLVED (unanimous) GP/TG**

- i) That the Council's membership of other bodies be approved
- ii) Information regarding professional bodies for parade Marshals and associated cost be brought back to Council at a future date.

**FC/52 FREEDOM OF INFORMATION POLICY**

**RESOLVED (14:1:0) GP/TG**

That the Freedom of Information Policy be adopted.

**FC/53 MODEL PUBLICATION SCHEME**

**RESOLVED (14:0:1) GP/EG**

That the Model Publication Scheme be adopted.

**FC/54 PRESS PROTOCOL**

**RESOLVED (14:1:0) GP/CS**

That the Press Protocol be adopted.

**FC/55 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

**RESOLVED (unanimous) GP/AC**

That the GDPR regulations and Policy be adopted.

**FC/56 RECOMMENDATIONS FROM P&F COMMITTEE 18<sup>th</sup> MARCH and 15<sup>th</sup> APRIL 2019**

**PF/121 PHOTOCOPIER CONTRACT**

***RECOMMENDED (Unanimous) GP/TG***

*That the quotation for the Ricoh MP C3004 from MPS be approved.*

**PF/132 INTERNAL AUDITOR RECOMMENDATIONS**

***RECOMMENDED (Unanimous) AC/MC***

**RESOLVED (unanimous) AC/TG**

That the photo copier and internal auditor recommendations from the P&F Committee on the 18<sup>th</sup> March and 15<sup>th</sup> April 2019 be approved.

**PHOTOCOPIER CONTRACT**

That the quotation for the Ricoh MP C3004 from MPS be approved.

**INTERNAL AUDITOR RECOMMENDATIONS**

<b><u>AUDITOR RECOMMENDATION</u></b>	<b><u>ACTION</u></b>
<p>The Council must comply with the Accounts &amp; Audit Regulations 2015 Regulation 16 which states — ""As soon as reasonably practicable after conclusion of an audit, a relevant authority must publish (which must include publication on the authority's website) (a) a statement— (i) that the audit has been concluded and that the statement of accounts has been published; and (ii) of the rights of inspection conferred on local government electors by section 25 of the Act; (b) the address at which, and the hours during which, those rights may be exercised."</p>	<p>To note that paper copies of all the information were made available to the public at the Guildhall. Notifications of the public of rights and access to the information are on the website, and the interim and the final external audit reports are on the website.</p>
<p>The council must independently review and sign the bank reconciliations and the supporting bank statements.</p>	<p>To approve the process that the Chairman of Policy &amp; Finance (P&amp;F) will sign off the actual bank statements on a quarterly basis. The signed off reconciliations will be filed within the bank statements folder which is reviewed by the internal auditor</p>
<p>All bank statements should be retained in the folder in support of all bank reconciliations.</p>	<p>To note that staff are aware that statements may be received in the post or may be downloaded from the online banking facility to ensure that complete records are maintained in the folder.</p>
<p>The Council should determine one value as the tender threshold. It may be appropriate for this to be set at £25,000 in accordance with the Public Contracts Regulations 2015.</p>	<p>That standing orders and financial regulations are amended to be set at £25,000 in accordance with the Public Contracts Regulations 2015.</p>
<p>On a regular basis aged debtor reports should be produced and presented to Members for review. Members should, in particular, have responsibility for deciding whether to write off a debt or continue to pursue the debt.</p>	<p>That aged debtor reports will be made to P&amp;F on a quarterly basis at the same time as the exceptions reports are made to Committee.</p>

**FC/57 COMMITTEE AND WORKING GROUP MINUTES**

**Policy & Finance Committee 18<sup>th</sup> March 2019**

**RESOLVED (unanimous) AC/TG**

That the open and closed minutes from the Policy & Finance Committee held on 18<sup>th</sup> March 2019 be received.

**FC/58 SERVICES COMMITTEE 8<sup>th</sup> APRIL 2019**

**RESOLVED (unanimous) MC/GP**

That the minutes from the Services Committee held on 8<sup>th</sup> April 2019 be received.

**FC/59 REPRESENTATIONAL COMMITTEE 3<sup>rd</sup> APRIL 2019**

**RESOLVED (unanimous) GG/CS**

That the minutes from the Representational Committee held on 3<sup>rd</sup> April 2019 be received.

**FC/60 STAFFING & APPEALS COMMITTEE 8<sup>TH</sup> APRIL 2019**

**RESOLVED (14:0:1) RJ/GG**

That the minutes from the Staffing and Appeals Committee held on 3<sup>rd</sup> April 2019 be received.

**FC/61 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

The Chairman moved 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.

**RESOLVED (unanimous) TG/RJ**

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.13 pm

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Town Mayor

NB. Closed session minutes will be issued

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Date

## CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 8<sup>th</sup> MAY 2019** at **7:00PM**

**FC/62**     **EXTENSION OF THE MEETING**

**RESOLVED** (14:0:1)    **TG/GP**

That the meeting be extended by 15 minutes to 9.15pm.

**FC63**     **CIVIC AWARD**

**RESOLVED** (unanimous)    **TG/VP**

That the civic nominee GT receives an award.

**FC/64**     **CIVIC AWARD**

**RESOLVED** (unanimous)    **GG/CS**

That the civic nominees PN and KN receive a joint award.

**FC/65**     **CIVIC AWARD**

**MOTION NOT CARRIED** (4:6:5)    **GG/RP**

Not approved that the civic nominee TD receive an award.

**FC/66**     **CIVIC AWARD**

**RESOLVED** (13:0:2)    **TG/DL**

That the civic nominee CS receive a community award.

**FC/67     CIVIC AWARD WINNERS LETTER**

**RESOLVED (unanimous)     TG/DL**

That subject to the amendment/removal of “Kind regards” the Civic Award Winners Letter is approved.

**FC/68     PUBLIC WORKS LOAN BOARD BORROWING**

**RESOLVED (unanimous)     GG/GP**

To seek the approval of the Secretary of state for Housing, Communities & Local Government to apply for a PWLB loan of £38,550 over the borrowing term of 25 years for the repairs to a section of Ludlow Town Walls. The annual loan repayments will come to around £2,098 (ANNUITY). It is not intended to increase the Council Tax precept for the purpose of the loan repayments.

The meeting closed at 9.15pm

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Town Mayor

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Date