



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 9<sup>th</sup> MAY 2018** at **7.00 PM**.

### **FC/01**     **PRESENT**

Chairman:                      Councillor Gill

Councillors:                  Clarke (from 7:15pm); Copley; Garner; Ginger; Jones; Lyle; O'Neill; Parry; Paton; Perks; Pote; Sheward and Smithers.

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

### **FC/02**     **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/03**     **ELECTION OF MAYOR 2018/19**

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

Councillor Sheward nominated Cllr Gill. This nomination was seconded by Councillor Jones.

No further nominations were received.

A paper ballot was taken.

Councillor Gill received 13 votes.

### **RESOLVED (13:0:0)    CS/RJ**

To elect Councillor Gill Mayor for 2018/2019.

**FC/04**    **ELECTION OF DEPUTY MAYOR 2018/19**

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

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

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

Councillor Lyle nominated Councillor Cobley. This nomination was seconded by Councillor O'Neill. No further nominations were received.

A paper ballot was taken.

Councillor Sheward received 5 votes.

Councillor Perks received 4 votes.

Councillor Cobley received 5 votes. (The Mayor using his casting vote).

**RESOLVED (unanimous)**

That with the fewest votes, Councillor Perks withdrew his nomination for Deputy Mayor for 2018/2019 and a second ballot was taken.

7.15 pm Cllr Clarke entered the meeting.

**FC/05**    **ELECTION OF DEPUTY MAYOR 2018/19 – SECOND BALLOT**

Following the second ballot.

Councillor Sheward received 8 votes.

Councillor Cobley received 6 votes.

**RESOLVED (unanimous)    GG/RJ**

To elect Councillor Sheward Deputy Mayor for 2018/2019.

**FC/06**    **APOLOGIES**

Apologies were received from Councillor Mahalski.

**FC/07 DECLARATIONS OF INTEREST**Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	18 & 21	Allotment Holder
Cllr Jones	18 & 21	Allotment Holder
Cllr Parry		Chair Ludlow in Bloom
Cllr Paton	30	Works for the Fringe Festival

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry		Chair Ludlow in Bloom

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	21	Friends of LAR, League of Friends of Ludlow Hospital, Friends of Teme Weirs Trust, Friends of Whitcliffe, Allotment Holder, Member of PPP, Member of the Ramblers Association, RHS Member which supports Ludlow in Bloom.
Cllr Clarke	30	Knows two of the nominees.
Cllr Garner	30	Knows some of the nominees.
Cllr Ginger	20	Has a child at the Infant School
Cllr Parry	30	Knows all the nominees and is a Friend of Ludlow Assembly Rooms
Cllr Paton	30	Knows some of the nominees.
Cllr Perks	22a&28a	Current ICO referral
	28b	Volunteer on the bench project
	30	Knows all the nominees
Cllr Pote	30	Knows some of the nominees and is a Friend of Ludlow Assembly Rooms.

**FC/08 DON MEREDITH – FORMER MACEBEARER**

The Mayor stated that it was with great sadness that Ludlow Town Council had learnt of the death of Former Mace Bearer, Don Meredith, who passed away early in April this year. He added that the Town Clerk and he attended Don's funeral on the 30<sup>th</sup> April.

He declared that although he did not know Don personally, he felt it was important to attend his funeral on behalf of the Town Council because Don was a respected figure in Ludlow, and had proudly undertaken the office of Mace Bearer from 2010 to 2015.

**FC/09 PUBLIC OPEN SESSION (15 minutes)**

Iman Sohab Peerbhai – Craven Arms Islamic Centre (CAIC) – Iman Peerbhai explained that he ran the Craven Arms Mosque and that he wished to state a case

which had been ongoing since 2015, which was causing distress to the Muslim community.

In 2015 he advised Council that he had attended a meeting and put forward a request for two Muslim burials for two Ludlow residents who were very ill at the time, but the situation had still not been resolved and no decision had been received from the Council. Both residents had since passed away and one of the residents had been buried in Wolverhampton due to the lack of decision.

Iman Peerbhai went on to say that both the residents had expressed a wish in their wills to be buried in Ludlow but this had not been possible.

He said that he had more recently communication with the Town Clerk with a request for the pre-allocation of 20 Muslim graves at Henley Road Cemetery but had not had a satisfactory response.

He went on to say that a petition had been signed by the Muslim community for burials to take place in Ludlow and that he was here to present their case for Muslim burials at Henley Road Cemetery.

## **FC/10 UNITARY COUNCILLORS SESSION**

Councillor Boddington, Ludlow North – Councillor Boddington congratulated the Mayor and Deputy Mayor on their re-election. He outlined that the Parking Consultation was now critical and would be published in the next 24 hours and would be the last chance for comments to be made. The closing date for this would be the 30<sup>th</sup> May. On the 30<sup>th</sup> May another Consultation would be launched for Future Fit in relation to NHS provision in Shropshire.

Councillor Huffer, Ludlow East – Councillor Huffer also congratulated the Mayor and Deputy Mayor. She thanked Councillor Sheward, Lyle and Garner for working closely over the past year and said that she felt that meetings had been extremely productive.

Councillor Parry, Ludlow South - Councillor Parry stated that she was extremely pleased for the Mayor and Deputy Mayor. She made reference to the Parking Consultation but more urgently voiced her concerns regarding changes to buildings in Ludlow and urged Council and members of the public to look at applications and to make comments on them if they were unhappy about the proposals.

She went on to say that there was a current initiative by the local schools asking for Councillors to share their life experiences in relation to employment and their working life, and that she would be issuing invitations for Councillors to speak in schools shortly.

**FC/11 OPEN AND CLOSED MINUTES – 19<sup>th</sup> MARCH 2018 AND OPEN MINUTES 18<sup>TH</sup> APRIL 2018**

**RESOLVED (unanimous) TG/CS**

That

- i) the open and closed session minutes of the Council meeting held on the 19<sup>th</sup> March 2018 subject to the amendment of FC/237 Declarations of Interest, Personal Interests, Cllr Perks to read “12a Member of St John’s Church”; and
- ii) the open minutes of Council held on the 18<sup>th</sup> April 2018

be approved as a correct record and signed by the Chairman;

**FC/12 MINUTES ANNUAL TOWN RESIDENTS MEETING – 23<sup>RD</sup> APRIL 2018**

This item has been deferred.

**FC/13 ITEMS TO ACTION – 19<sup>th</sup> MARCH 2018**

**RESOLVED (unanimous) TG/CS**

That the Items to Action be noted.

**FC/14 COUNCIL CALENDAR**

**RESOLVED (unanimous) TG/CS**

That the Council Calendar for 2018/19 be approved;

**FC/15 MEETING PROTOCOL**

**RESOLVED (unanimous) TG/CS**

That subject the Meeting Protocol be adopted;

**FC/16 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/17 b) Services Committee Membership**

**RESOLVED (13:0:1) TG/CS**

To approve the Services Committee membership of Councillors Clarke, Cobley, Garner, Gill, Ginger, Lyle, O'Neill, Parry, Paton, Perks, Pote, Smithers.

**FC/18 c) Election of Services Committee Chairman 2018/19**

The Mayor invited nominations for Chairman of Services Committee for 2018/2019.

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

**RESOLVED (unanimous) GG/GP**

That Councillor Clarke be elected Chairman of Services Committee for 2018/2019.

**FC/19 REPRESENTATIONAL COMMITTEE MEMBERSHIP**

**a) Representational Committee Terms of Reference**

**RESOLVED (unanimous) TG/GG**

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

**FC/20 b) Membership**

**RESOLVED (unanimous) TG/CS**

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/21 c) Election of Representational Committee Chairman 2018/19**

The Mayor invited nominations for Chairman of Representational Committee for 2018/2019.

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

**RESOLVED (unanimous) RJ/DL**

That Councillor Ginger be elected Chairman of Representational Committee for 2018/2019.

**FC/22      POLICY AND FINANCE COMMITTEE MEMBERSHIP**

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

**RESOLVED (unanimous)    TG/AC**

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

**FC/23      b) Membership**

**RESOLVED (unanimous)    TG/CS**

To approve the Policy and Finance Committee membership of Councillors Clarke, Cobley, Garner, Gill, Ginger, Mahalski, O'Neill, Parry, Perks, Sheward and Smithers.

**FC/24      c) Election of Policy and Finance Committee Chairman 2018/19**

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2018/2019.

Councillor Ginger nominated Councillor Cobley. This was seconded by Councillor Gill. There were no other nominations.

**RESOLVED (unanimous)    AC/TG**

That Councillor Cobley be elected Chairman of Policy and Finance Committee for 2018/2019.

**FC/25      e) Authorised Signatories**

**RESOLVED (unanimous)    TG/AC**

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

**FC/26      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 (13:0:1)    TG/RJ**

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

**FC/27 b) Membership**

**RESOLVED (unanimous) TG/CS**

To approve the Staffing and Appeals Committee membership of Councillors Cobley, Garner, Gill, Ginger, Jones, Lyle, Pote, Sheward and Smithers.

**FC/28 c) Election of Staffing and Appeals Committee Chairman 2018/19**

The Mayor invited nominations for Chairman of Staffing and Appeals Committee for 2018/2019.

Councillor Clarke nominated Councillor Jones. This was seconded by Councillor Ginger.

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

Councillor Jones received 5 votes.

Councillor Lyle received 4 votes.

**RESOLVED MC/GG**

That Councillor Jones be elected Chairman of Staffing and Appeals Committee for 2018/2019.

**FC/29 APPOINTMENT AND MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS**

**STREET TRADING SUB- COMMITTEE**

**RESOLVED (unanimous) TG/CS**

To approve the Street Trading Sub-Committee membership of Councillors Parry, Paton, Sheward and Smithers.

**FC/30 CIVIC EVENTS WORKING GROUP**

**RESOLVED (unanimous) TG/CS**

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



**FC/31 BUDGET WORKING GROUP**

**RESOLVED (unanimous) TG/CS**

That the membership of the Budget Working Group consist of, Councillors Cobley, Gill, Ginger, Parry, Sheward and Smithers be approved.

**FC/32 TOWN WALLS WORKING GROUP**

**RESOLVED (unanimous) TG/CS**

That the membership of the Town Walls Working Group remain as the Mayor, Deputy Mayor, Councillor Ginger, and the Town Clerk until project is complete.

**FC/33 TOWN PLAN WORKING GROUP**

**RESOLVED (unanimous) GG/JS**

That the membership of the Town Plan Working Group consists of Councillors Garner, Gill, Lyle, Parry and Pote.

**FC/34 CCTV WORKING GROUP**

**RESOLVED (unanimous) GG/JS**

That the membership of the CCTV Working Group consists of Councillors Gill, Lyle, Parry and Pote.

**FC/35 EMERGENCY PLANNING WORKING GROUP**

**RESOLVED (unanimous) TG/CS**

That the membership of the Emergency Planning Working Group consists of Councillors Garner, Lyle, O'Neill, Parry, Paton, Sheward and Smithers.

**FC/36 MIU & DAART WORKING GROUP**

**RESOLVED (unanimous) TG/CS**

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

**FC/37     REVIEW OF STANDING ORDERS WORKING GROUP**

**RESOLVED (unanimous)     TG/CS**

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

**FC/38     COMMUNICATIONS WORKING GROUP**

**RESOLVED (unanimous)     GP/CS**

That the membership of the Communications Working Group consists of Councillors Cobley, Garner, Lyle, O'Neill, Paton and Perks.

**FC/39     REVIEW OF COMMITTEE STRUCTURE WORKING GROUP**

**RESOLVED (unanimous)     GP/GG**

That the Committee Structure is considered within the Review of Standing Orders Working Group remit and reports back to a future Full Council meeting.

**FC/40     SCHEME OF DELEGATION**

**RESOLVED (unanimous)     GP/GG**

That the Scheme of Delegation be adopted.

**FC/41     STANDING ORDERS**

**RESOLVED (unanimous)     GG/GP**

That Standing Orders from NALC PART TWO Electronic Standing Orders be adopted.

**FC/42     FINANCIAL REGULATIONS**

**RESOLVED (unanimous)     GP/GG**

That the Financial Regulations be adopted.

8.05pm Councillor Pote left the meeting.

**FC/43 COUNCIL'S LAND AND ASSETS**

Following a query from Councillor Perks the Town Clerk explained that the Asset Register £1.00 value related to land or property which had been transferred to the Town Council from Shropshire Council. This however did not reflect the insurance value of any land or property which had been reviewed and insured for its insurance value.

8.07pm Councillor Pote re-joined the meeting.

**RESOLVED (unanimous) TG/CS**

That the list of the Council's assets register be adopted.

**FC/44 INSURANCE COVER**

**RESOLVED (unanimous) GP/GG**

That the Insurance Schedule be adopted.

**FC/45 LUDLOW INFANT AND JUNIOR SCHOOL CONSULTATION**

**RESOLVED (unanimous) TG/GP**

That a letter is sent in response of the Consultation stating that the decision should be made by the parents of the Infant School as to whether they wish the amalgamation of the Infant and Junior School and that this decision is paramount.

**FC/46 RESOLVED (unanimous) TG/GP**

That:-

- i) a letter of thanks is sent to Mrs Matthews, Head Teacher of the Infant School for her service and wishing her a restful retirement;
- ii) that the letter is sent before Mrs Matthews's retirement Christmas 2018.

**FC/47 POLICY ON COUNCIL REPRESENTATION ON OUTSIDE ORGANISATIONS**

**RESOLVED (unanimous) RJ/MC**

That the Policy on Council Representational on Outside Organisations be adopted.

**FC/48     REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED (unanimous)     TG/RJ**

That the Council's Representatives on Outside Bodies on the list attached in the agenda be approved for 2018/2019.

**FC/49     PARISH PATHS PARTNERSHIP/FLOOD FORUM**

**RESOLVED (13:0:1)     TG/EG**

That Councillor Garner's name be removed from the Parish Paths Partnership and added to the Flood Forum as one of the Council's Representatives for 2018/19.

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

**RESOLVED (unanimous)     TG/RJ**

The amended list of Council's Representatives on Outside Bodies attached to these minutes be approved for 2018/19.

8.34 pm the meeting was adjourned.

8.40pm the meeting was reconvened.

8.41 pm Councillors Jones and Smithers re-joined the meeting.

8.42pm Councillor Clarke re-joined the meeting.

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

**RESOLVED (unanimous)     GP/TG**

That:

- i) the Council's membership of other bodies be approved;
- ii) that membership information regarding CPALC and its role is brought to a future Council meeting.

**FC/52     FREEDOM OF INFORMATION POLICY**

**RESOLVED (unanimous)     GP/GG**

That the Freedom of Information Policy be adopted.

**FC/53 MODEL PUBLICATION SCHEME**

**RESOLVED (unanimous) GP/RJ**

That the Model Publication Scheme be adopted.

**FC/54 PRESS PROTOCOL**

**RESOLVED (13:1:0) GP/TG**

That the Press Protocol be adopted but is reviewed at a later date alongside the Social Media Policy with the view to potentially amalgamating it.

**FC/55 NATIONAL JOINT SALARY AWARDS 2018-19**

**RESOLVED (unanimous) TG/AC**

That the National Joint Salary Awards for 2018-19 be adopted.

**FC/56 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

**RESOLVED (unanimous) GP/GG**

That the GDPR regulations and Policy be adopted.

**FC/57 RECOMMENDATIONS FROM S&A COMMITTEE 26<sup>TH</sup> APRIL 2018**

**SA/107 DEPUTY TOWN CLERK**

**RECOMMENDED (unanimous) RJ/TG**

*That:-*

- i) the appointment of the Deputy Town Clerk is approved;*
- ii) the outline of the induction process be noted.*

**RESOLVED (13:0:1) RJ/TG**

That the recommendations from the S&A Committee on the 26<sup>th</sup> April be approved.

**DEPUTY TOWN CLERK**

- i) the appointment of Kate Adams as Deputy Town Clerk is approved;
- ii) the outline of the induction process be noted.

**FC/58     HENLEY ROAD CEMETERY PLOT K**

**RESOLVED (13:0:1)    GP/TG**

That subject to the consent of Dioceses, an additional row of 37 graves in section K, be approved.

**FC/59     EXTENSION OF THE MEETING**

**RESOLVED (unanimous)    TG/GP**

That the meeting be extended by 30 minutes to 9.30pm.

**FC/60     COMMITTEE AND WORKING GROUP MINUTES**

Policy & Finance 12<sup>th</sup> March 2018  
Services 9<sup>th</sup> April 2018  
Representational Committee 14<sup>th</sup> March and 11<sup>th</sup> April 2018  
Staffing & Appeals Committee 26<sup>th</sup> April 2018

**RESOLVED (unanimous)    RJ/AC**

That the minutes from Policy & Finance 12<sup>th</sup> March 2018, Services 9<sup>th</sup> April 2018, Representational Committee 14<sup>th</sup> March and 11<sup>th</sup> April 2018 and Staffing & Appeals Committee 26<sup>th</sup> April 2018 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 9.45 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 9<sup>th</sup> MAY 2018** at **7:00PM**

**FC/62**     **CIVIC AWARD**

**RESOLVED** (unanimous)    **GP/TG**

That the civic nominee TR receives an award.

**FC/63**     **CIVIC AWARD**

**RESOLVED** (11:1:2)    **TG/RJ**

That the civic nominee TD does not receive an award.

**FC/64**     **CIVIC AWARD**

**RESOLVED** (8:0:5)    **TG/AC**

That the civic nominee AB does not receive an award.

**FC/65**     **CIVIC AWARD**

**RESOLVED** (8:0:5)    **TG/RJ**

That the civic nominee DT receives an award.

**FC/66**     **CIVIC AWARD**

**NOT CARRIED** (0:7:6)    **TG/CS**

That the civic nominee EW receives an award.

**FC/67**     **CIVIC AWARD**

**RESOLVED** (9:0:5)    **TG/EG**

That the civic nominee HH receives an award.

**FC/68**     **CIVIC AWARD**

**RESOLVED** (11:0:3)    **TG/CS**

That the civic nominee PC receives an award.

**FC/69**     **EXTENSION OF THE MEETING**

**RESOLVED** (unanimous)    **TG/JS**

That the meeting be extended for 15 minutes to 9.45 pm.

**FC/70**     **CIVIC AWARD**

**RESOLVED** (unanimous)    **RJ/GP**

That the civic group nominated receives an award.

**FC/71**     **CIVIC AWARDS CRITERIA**

**RESOLVED** (unanimous)    **GG/GP**

That the Civic Awards Criteria and application form is reviewed at the next available Policy & Finance Committee.

**FC/72**     **THE GUILDHALL**

**RESOLVED** (unanimous)    **GP/GG**

That:-

- i) the cheapest quotations for carpeting and lighting in the downstairs office of the Guildhall be approved;
- ii) that funding is taken from the contingency funds.
- iii) 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.

The meeting closed at 9.45pm

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Town Mayor

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Date