



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 13<sup>th</sup> MAY 2015** at 7.00PM.

### FC/01 PRESENT

Chairman: Councillor Draper, Mayor

Councillors: Cobley; Gill; Ginger; Jones; Kemp; Lyle; J Newbold; S Newbold; Parry; Perks; Sheward and Smithers.

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

### FC/02 ELECTION OF MAYOR 2015/16

The Mayor informed Members that one nomination for Councillor Draper had been received for Mayor. He invited further nominations, but none were received.

Councillor Jones nominated Councillor Draper. This nomination was seconded by Councillor Perks.

A paper ballot was taken.

#### RESOLVED (unanimous) RJ/GP

That Councillor Draper be elected Mayor for 2015/2016.

### FC/03 ELECTION OF DEPUTY MAYOR 2014/15

The Mayor Elect withdrew his nomination for Deputy Mayor and informed Members that two further nominations had been received. He invited further nominations but none were received. The Mayor asked for proposers and seconders for each candidate.

Councillor Draper refused the nomination due to his election as Mayor.

Councillor Gill nominated Councillor Kemp. This nomination was seconded by Councillor Lyle.

Councillor S Newbold nominated Councillor Perks. This nomination was seconded by Councillor J Newbold.

A paper ballot was taken.

Councillor Kemp received 9 votes.

Councillor Perks received 4 votes.

**RESOLVED (9:4:0) TG/DL**

That Councillor Kemp be elected Deputy Mayor for 2015/2016.

**FC/04 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/05 APOLOGIES**

No apologies were received.

**FC/06 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None declared.

Conflicts of Interest  
None declared

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V.Parry	21	Reps on outside bodies
	28	Press Protocol
G. Perks	14	Dependant on outcome from MO
	21	Co-founder of Pride of Place
	25b	Dependant on outcome from MO
	28	Dependant on outcome from MO
	30	Dependant on outcome from MO
	33	Regular worshiper at St Laurence Church
All Cllrs	32	Councillors know civic award nominees

**FC/07 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press were present.

**FC/08 UNITARY COUNCILLORS SESSION**

Unitary Councillor A Boddington, Ludlow North - Councillor Boddington congratulated Councillors Draper and Kemp on being elected for their second

terms. He advised Council that a fifth Youth Consultation been commenced by Shropshire Council which in his opinion was disproportionate to the annual budget of just over £10k. Councillor Boddington highlighted that a consultation had been launched that day for the future of the Registrars Service in Shropshire. He stated that there appeared to be two options, firstly was to keep the status quo.

Secondly was to increase Registrar time in Oswestry and decrease the time in Ludlow. He added that Shrewsbury usage was 50% and Ludlow 49% indicating that they were both the most efficient. Oswestry would benefit from increased time but it was not clear as to the reasons, as its time usage was less efficient.

Councillor Boddington stated that he was extremely concerned that the option given was to reduce the opening times in Ludlow as the population in Ludlow over 65 was 26%. He calculated that if the only option for residents was to travel to Shrewsbury on public transport from the edge of the County, e.g Clew Hill, it could be a 7 hour-round trip to report a death.

Councillor Perks asked why the Registrars had not taken up on use for the Guildhall for ceremonies.

Unitary Councillor V Parry, Ludlow South – Councillor Parry reported that she had attended SALC meeting recently and that feedback would be requested from all Parish & Town Councils about Youth Services. She said that SALC had received negative feedback from Shropshire Council regarding its role in publicising the withdrawal of the Council Tax Support Grant.

Councillor Parry reported that a Shropshire Council Officer had confirmed that if IP&E went into liquidation tax payers money would be lost.

**FC/09**     **MINUTES – 16<sup>th</sup> MARCH 2015**

**RESOLVED (unanimous) RJ/PK**

That the open and closed session minutes of the Council meeting held on the 16<sup>th</sup> March 2015, be approved as a correct record and signed by the Chairman.

**FC/10**     **MINUTES – 30<sup>TH</sup> MARCH 2015**

**RESOLVED (unanimous) JS/GG**

That the open and closed session minutes of the Council meeting held on the 30<sup>th</sup> March 2015, be approved as a correct record and signed by the Chairman.

**FC/11 MINUTES – 27<sup>TH</sup> APRIL 2015**

Councillor Lyle requested that her declaration of interest be altered to Chair of Friends of Ludlow Arts Festival.

Councillor Perks requested that a declaration of interest was included to cover the petition that he had signed regarding lobbying the MP to encourage Shrewsbury Hospital to retain an A&E service.

**RESOLVED (unanimous) PK/DL**

That subject to the amendment under declarations of personal interest:-

Councillor D Lyle	Core Grants	Chair of Friends of Ludlow Arts Festival
Councillor G Perks	NHS	Signed the petition to lobby the MP for Shrewsbury Hospital to retain an A&E Service
Councillor V Parry	NHS	Signed the petition to lobby the MP for Shrewsbury Hospital to retain an A&E Service

the minutes from the Annual Town Residents meeting held on the 27<sup>th</sup> April 2015, be approved as a correct record and signed by the Chairman.

**FC/12 ITEMS TO ACTION – 16<sup>TH</sup> MARCH AND 30<sup>TH</sup> MARCH 2015**

The Mayor thanked the staff for producing the Items to Action list which he felt was a useful addition to the Agenda.

Councillor Perks added that regarding the item on the Football Club the Junior Team had just been promoted which was pleasing news, given the Town Council's support and commitment to the Football Club.

**RESOLVED (unanimous) PD/RJ**

That the Items to Action from the meetings held on the 16<sup>th</sup> March and 30<sup>th</sup> March 2015 be noted.

**FC/13 POLICY AND FINANCE COMMITTEE****a) Minutes – 20<sup>th</sup> April 2015****RESOLVED (unanimous) PD/PK**

That the minutes of the Policy & Finance Committee of the 20<sup>th</sup> April 2015 be received.

FC/14 b) Recommendations from Policy and Finance Committee 20<sup>th</sup> April 2015

PF/141 POLICIES

a) Flag Protocol

RECOMMENDED (Unanimous) PD/JS

*That the Flag Protocol be readopted with the addition of a press release being sent out to inform residents of the protocol.*

b) Training Policy

RECOMMENDED (Unanimous) JS/CS

*To adopt the Training Policy.*

c) Dignity at Work Policy

RECOMMENDED (Unanimous) JS/CS

*To adopt the Dignity at Work Policy*

PF/142 LEGISLATION

a) Consultation on extended Ombudsman's remit

RECOMMENDED (Unanimous) PD/JS

*The following responses:-*

*Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger Parish and Town Councils?*

**YES**

*Q2. Should a larger Parish or Town Council be defined by having a population the same as or greater than 35,000 people, or should the threshold be set at a different limit?*

*Councillors agreed the limit should be 35,000 or greater.*

*Q3. Should a larger Parish or Town Council be defined by having an annual precept of £1m or more?*

**YES** – *Councils of this size should have sufficient staff and resources to enable them to successfully comply with the Ombudsman process.*

*Q4. Should a larger Parish or Town Council be defined by both population and budget?*

**YES**

**Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed period of time?  
YES – there should be an option to review**

**PF/143      SCHOOL SUSTAINABILITY IN SHROPSHIRE**

**RECOMMENDED (Unanimous) JS/VP**

**To:-**

- i) Note the information provided by the Shropshire Schools Forum and Shropshire Council**
- ii) Provide information on our website**
- iii) Request further information specific to Ludlow**
- iv) Refer the matter to the Town Plan Working Group**

**PF/146      CEMETERY ELECTRIC**

**RECOMMENDED (Unanimous) VP/AC**

**That:-**

- i) The one year Scottish & Southern quotation be accepted**
- ii) That the budget be amended to £170.00**

**RESOLVED (unanimous) GG/RJ**

**That the recommendations from the Policy & Finance Committee on the 2<sup>nd</sup> March 2015, be approved.**

**RESOLVED (unanimous) PD/JS**

That the recommendations from the Policy & Finance Committee on the 20<sup>th</sup> April 2015 be adopted:-

**i) POLICIES**

**a) Flag Protocol**

That the Flag Protocol be readopted with the addition of a press release being sent out to inform residents of the protocol.

**b) Training Policy**

To adopt the Training Policy.

**c) Dignity at Work Policy**

To adopt the Dignity at Work Policy

ii) LEGISLATIONa) Consultation on extended Ombudsman's remit

The following responses:-

Q1. Should the Local Government Ombudsman's jurisdiction be extended to larger Parish and Town Councils?

YES

Q2. Should a larger Parish or Town Council be defined by having a population the same as or greater than 35,000 people, or should the threshold be set at a different limit?

Councillors agreed the limit should be 35,000 or greater.

Q3. Should a larger Parish or Town Council be defined by having an annual precept of £1m or more?

YES – Councils of this size should have sufficient staff and resources to enable them to successfully comply with the Ombudsman process.

Q4. Should a larger Parish or Town Council be defined by both population and budget?

YES

Q5. Once subject to the Local Government Ombudsman's jurisdiction, should the parish or town council remain so for a fixed period of time?

YES – there should be an option to review

iii) SCHOOL SUSTAINABILITY IN SHROPSHIRE

To:-

- i) Note the information provided by the Shropshire Schools Forum and Shropshire Council
- ii) Provide information on our website
- iii) Request further information specific to Ludlow
- iv) Refer the matter to the Town Plan Working Group

iv) CEMETERY ELECTRIC

That:-

- i) The one year Scottish & Southern quotation be accepted
- ii) That the budget be amended to £170.00

**FC/15 REPRESENTATIONAL COMMITTEE – MINUTES 11<sup>TH</sup> MARCH 2015 & 15<sup>TH</sup> APRIL 2015**

**RESOLVED (unanimous) GG/PK**

That the minutes of the Representational Committee meetings held on the 11<sup>th</sup> March and 15<sup>th</sup> April 2015, be received.

**FC/16 SERVICES COMMITTEE – MINUTES 13<sup>TH</sup> APRIL 2015**

**RESOLVED (unanimous) RJ/GG**

That the minutes of the Services Committee meeting held on the 13<sup>th</sup> April 2015, be received.

**FC/17 STAFFING & APPEALS COMMITTEE – MINUTES 13<sup>TH</sup> MARCH 2015 & 16<sup>TH</sup> APRIL 2015**

**RESOLVED (unanimous) JS/TG**

That the closed minutes of the Staffing & Appeals Committee meetings held on the 13<sup>th</sup> March 2015 and 16<sup>th</sup> April 2015, be received.

**FC/18 SCHEME OF DELEGATION**

**RESOLVED (12:0:1) RJ/DL**

That the Scheme of Delegation be adopted.

**FC/19 SERVICES COMMITTEE MEMBERSHIP**

Councillor Perks thanked the office for reminding him to return his self-nomination forms, however he stated that he made a conscious decision not to return his forms to allow spaces for future Councillors. He would however be happy to look at Committee membership when it was available and make a decision then.

**a) Membership**

**RESOLVED (Unanimous)  
GG/JS**

That the membership of the Services Committee, Councillors Cobley, Draper, Gill, Ginger, Jones, Kemp, Lyle, J. Newbold, S. Newbold, Parry, and Smithers; be approved.



**FC/20 b) Election of Services Committee Chairman 2015/16**

The Mayor invited nominations for Chairman of Services Committee for 2015/2016.

Councillor Gill nominated Councillor Jones. This was seconded by Councillor Lyle.

Councillor S Newbold nominated Councillor Parry. This was seconded by Councillor J Newbold.

A paper ballot was taken.

Councillor Jones – 8 votes

Councillor Parry – 3 votes

**RESOLVED (8:3:0) TG/DL**

That Councillor Jones be elected Chairman of Services Committee for 2015/2016.

**FC/21 c) Election of Services Committee Vice-Chairman 2015/16**

The Mayor invited nominations for Vice-Chairman of Services Committee for 2015/2016.

Councillor Jones nominated Councillor Parry. This was seconded by Councillor S Newbold. There were no other nominations.

**RESOLVED (9:0:2) JS/SN**

That Councillor Parry be elected Vice-Chairman of Services Committee for 2015/16.

**FC/22 d) Services Committee Terms of Reference**

Councillor Lyle asked for a typographical error in the title to be altered to read Services and not Service.

In 2.3 she requested that to help with costs that all Agendas be sent via email with a read receipt confirmation and a paper copy in the office for reference.

The Town Clerk confirmed that eventually that this would be the process, however for equality, all Councillors would require either a tablet or laptop and report would be coming to Full Council in the near future to consider the cost which would approximately be £2k of the current printing budget which was £5k.

Councillor Ginger proposed that the maximum numbers for committee memberships be removed from all the Terms of Reference. This was seconded by Councillor Kemp.

**RESOLVED (12:01) GG/PK**

That the upper limit for Committee Membership be removed from all the Terms of References.

**FC/23 RESOLVED (Unanimous) GG/PK**

That, subject to:

- i) The title word Service is altered to Services
- ii) 2.2 in the Terms of Reference is amended to read "Committee Membership is open to all Councillors".

the Terms of Reference for the Service Committee be adopted.

**FC/24 REPRESENTATIONAL COMMITTEE MEMBERSHIP**

**a) Membership**

**RESOLVED (Unanimous) GG/TG**

That the membership of the Representational Committee, Councillors Draper, Gill, Ginger, Jones, Kemp, Lyle, Sheward and Smithers be approved.

**b) Election of Representational Committee Chairman 2015/16**

The Mayor invited nominations for Chairman of Representational Committee for 2015/2016.

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

**RESOLVED (unanimous) RJ/TG**

That Councillor Ginger be elected Chairman of Representational Committee for 2015/2016.

**FC/25 c) Election of Representational Committee Vice-Chairman 2015/16**

The Mayor invited nominations for Vice-Chairman of Services Committee for 2015/2016.

Councillor Jones nominated Councillor Draper. This was seconded by Councillor Lyle. There were no other nominations.

**RESOLVED (unanimous) RJ/DL**

That Councillor Draper be Vice-Chair of the Representational Committee for 2015/16.

**FC/26 d) Representational Committee Terms of Reference**

Following a question from Councillor Lyle, the Town Clerk informed Council that the LCAAC Committee received a list of the Representational Committee dates.

**RESOLVED (Unanimous) PD/JS**

That, subject to the amendment at 2.2 to read "Committee Membership is open to all Councillors" the Terms of Reference for the Representational Committee be adopted.

**FC/27 POLICY AND FINANCE COMMITTEE MEMBERSHIP****a) Membership****RESOLVED (Unanimous) RJ/CS**

That the membership of the Policy and Finance Committee, Councillors Cobley, Draper, Gill, Ginger, Jones, Kemp, Lyle, J. Newbold, Parry, Sheward and Smithers be approved.

**FC/28 b) Election of Policy and Finance Committee Chairman 2015/16**

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2015/2016.

Councillor Ginger nominated Councillor Cobley. This was seconded by Councillor Lyle.

**RESOLVED (Unanimous) GG/DL**

That Councillor Cobley be elected Chairman of Policy and Finance Committee for 2015/2016.

**FC/29 c) Election of Policy and Finance Committee Vice-Chairman 2015/16**

The Mayor invited nominations for Vice-Chairman of Policy and Finance Committee for 2015/2016.

Councillor Ginger nominated Councillor Newbold. This was seconded by Councillor Parry. There were no other nominations.

**RESOLVED (unanimous) JN/VP**

That Councillor Newbold be elected Vice-Chairman of Policy and Finance Committee for 2015/2016.

**FC/30 d) Authorised Signatories**

Councillor Parry nominated herself as an additional signatory. This was seconded by Councillor S Newbold.

Councillor Cobley nominated himself as an additional signatory. This was seconded by Councillor Lyle.

**RESOLVED (unanimous)**

That Councillors Cobley, Draper, Ginger, Kemp and Parry be approved as Authorised Signatories.

**FC/31 e) Policy and Finance Committee Terms of Reference**

Councillor Lyle requested that help with cost savings that the cheque list was emailed. The Town Clerk stated that this could be arranged.

**RESOLVED (12:0:1) DL/AC**

That:

- i) the Terms of Reference for the Policy & Finance Committee be adopted.
- ii) The cheque list in future is to be emailed.

**FC/32 RESOLVED (unanimous) GG/AC**

That subject to the amendment of 2.2 to read "Committee Membership is open to all Councillors", the Terms of reference for the Policy & Finance Committee to be adopted.

**FC/33 STAFFING AND APPEALS COMMITTEE MEMBERSHIP****a) Membership****RESOLVED (Unanimous) RJ/JS**

That the membership of the Staffing and Appeals Committee, Councillors Draper, Gill, Jones, Kemp, Sheward and Smithers be approved.

**FC/34 b) Election of Staffing and Appeals Committee Chairman 2015/16**

The Mayor invited nominations for Chairman of Staffing and Appeals Committee for 2015/2016.

Councillor Jones nominated Councillor Smithers. This was seconded by Councillor Draper. There were no other nominations.

**RESOLVED (Unanimous) JS/PD**

That Councillor Smithers be elected Chairman of Staffing and Appeals Committee for 2015/2016.

**FC/35 c) Election of Staffing and Appeals Committee Vice-Chairman 2015/16**

The Mayor invited nominations for Vice-Chairman of Staffing and Appeals Committee for 2015/2016.

Councillor Draper nominated Councillor Jones. This was seconded by Councillor Smithers. There were no other nominations.

**RESOLVED (Unanimous) PD/JS**

That Councillor Jones be elected Vice-Chairman of Staffing and Appeals Committee for 2015/2016.

**FC/36 d) Staffing and Appeals Committee Terms of Reference**

Councillor Lyle requested that at 7.0 the words "Personnel Committee" be replaced with "Staffing & Appeals Committee".

**RESOLVED (unanimous) RJ/JS**

That, subject to wording Personnel Committee at 7.0 being replaced with Staffing & Appeals Committee, the Terms of Reference be adopted.

**FC/37 MEMBERSHIP OF SUB-COMMITTEES****RESOLVED (unanimous) JS/RJ**

That the Membership of the Sub-Committees as stated in the attached table be approved.

**FC/38**    **MEMBERSHIP OF WORKING GROUPS****RESOLVED** (unanimous) RJ/AC

That the Membership of Working Groups as stated in the attached table be approved.

**FC/39**    **APPOINTMENT OF NEW COMMITTEES****RESOLVED** (unanimous) RJ/AC

That no new Committees or Working Groups are created for 2015/16.

**FC/40**    **COUNCIL CALENDAR****RESOLVED** (Unanimous) RJ/GG

That the Council Calendar for 2015/16 be approved.

**FC/41**    **REPRESENTATIVES ON OUTSIDE BODIES****RESOLVED** (Unanimous) PD/RJ

That the Council's Representatives on Outside Bodies in the block beginning with SALC and ending with the Access Group on the list attached be approved for 2015/2016.

**FC/42**    **STANDING ORDERS****RESOLVED** (Unanimous) GP/GG

That Standing Orders be adopted.

**FC/43**    **FINANCIAL REGULATIONS****RESOLVED** (Unanimous) RJ/PK

That the Financial Regulations be adopted.

**FC/44**    **COUNCIL'S LAND AND ASSETS**

Councillor Perks thanked the staff for the creation of the Asset Register and asked the Town Clerk if this was available periodically through the year by request at the Town Council Offices. The Town Clerk confirmed that it would be.

**RESOLVED** (Unanimous) PD/AC

That the list of the Council's land and assets be approved.

**FC/44**    **INSURANCE****RESOLVED (Unanimous) GG/RJ**

That the Insurance Schedule be adopted.

**FC/45**    **RISK ASSESSMENTS & SAFETY ACTION PLAN****RESOLVED (unanimous) PD/RJ**

That the Risk Assessments and Safety Action Plan be adopted.

**FC/46**    **MEMBERSHIP OF OTHER BODIES**

Councillor Perks asked the Town Clerk where Councillors could get advice. The Town Clerk responded by stating that NALC or Dianne Dorrell at SALC would be able to give Councillors advice.

**RESOLVED (unanimous) RJ/TG**

That the Council's membership of other bodies be noted.

**FC/47**    **FREEDOM OF INFORMATION POLICY****RESOLVED (Unanimous) JS/TG**

That the Freedom of Information Policy be adopted.

**FC/48**    **PRESS PROTOCOL****RESOLVED (12:0:1) PK/GP**

That the Press Protocol be adopted.

**FC/49**    **ROAD SIGNAGE**

The Town Clerk explained that she had received the request from a resident for signage to put at St Johns Road, St Johns Lane during Festival periods, namely, Mayfair, both Food Festivals and the Medieval Fayre.

Councillor Ginger stated that he was hesitant to support the request as it may start a precedent. He asked if there was a cost for the signage to the Town Council and whether the Town Clerk had received written confirmation from Shropshire Council. Also he queried that as Shropshire Council was the Highways Authority, why the Town Council was being asked to approve the signage.

The Town Clerk responded by stating that the signage was provided by Shropshire Council and she had received written confirmation that Shropshire Council would approve the signage subject to consent from the Town Council.

**RESOLVED (unanimous) GP/RJ**

That:-

- i) Members be provided with the full email
- ii) the resident is asked for numerical proof of the amount of cars using the route through St John's Road and St Johns Lane during festival periods;
- iii) the response from Mrs Gardener and the email evidence from Shropshire Council is to come to next available meeting.

**FC/50 LOCAL COUNCIL FOUNDATION AWARD****RESOLVED (unanimous) PD/GP**

Ludlow Town Council publishes all required information online and meets all other criteria for the foundation level award in the Local Council Awards Scheme.

**FC/51 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) PD/JS**

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

The meeting closed at 8.55pm.

\_\_\_\_\_  
Town Mayor

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.