



## MINUTES

Minutes of the Annual General meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 15<sup>th</sup> MAY 2013** at **7.00PM**.

### **FC/01**    **PRESENT**

Chairman:                    Councillor Pound, Mayor

Councillors:                Draper; Ginger; Newbold; Parry; Perks; Phillips;  
Smithers; Toop

Officers:                     Gina Wilding, Town Clerk;  
Lucy Jones, Finance Secretary

The Town Clerk advised the Mayor that the election of the Mayor 2013/14 should be the first item on the agenda.

### **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**    **APOLOGIES**

No apologies for absence were received.

### **FC/04**    **DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None declared.

#### Conflicts of Interest

None declared.

#### Personal Interests

| <u>Member</u>       | <u>Interest</u>          | <u>Reason</u>             |
|---------------------|--------------------------|---------------------------|
| All Councillors     | Civic Awards             | Knows a nominee           |
| Councillor Parry    | Ludlow in Bloom          | Member                    |
| Councillor Toop     | Ludlow PCC               | Member                    |
|                     | Wigley Fields Allotments | Allotment Holder          |
| Councillor Smithers | WW1 Memorial Board       | Involved with the project |

**FC/05**     **ELECTION OF THE MAYOR 2013-14**

The Mayor informed Members that two nominations had been received for Mayor, he asked if there were any further nominations. No further nominations were made.

The Mayor asked for proposers and seconders for each candidate.

Councillor Phillips nominated Councillor Pound. This nomination was seconded by Councillor Perks.

Councillor Parry nominated Councillor Smithers. This nomination was seconded by Councillor Toop.

A confidential vote was taken.

The results were:-

Councillor Pound four and Councillor Smithers five votes.

**RESOLVED (5:4:0) VP/PT**

That Councillor Smithers be elected Mayor for 2013/2014.

Councillor Pound stated that he had no intention of serving on Ludlow Town Council under Councillor Smithers as he considered it not to be in the best interest of the town.

Councillor Phillips added that she also intended to resign if Councillor Smithers is Mayor.

Councillors Pound and Phillips left the meeting at 7.10pm

Councillor Smithers signed the Mayoral Declaration of Acceptance of Office and took over as Chairman of the meeting.

**FC/06**     **ELECTION OF DEPUTY MAYOR 2013-14**

The Mayor Elect thanked the outgoing Mayor and Councillors, past and present, for their hard work and dedication to the town.

The Mayor Elect informed Members that two nominations had been received for Deputy Mayor, he asked if there were any further nominations. No further nominations were made.

The Mayor asked for proposers and seconders for each candidate.

Councillor Parry nominated Councillor Draper. This nomination was seconded by Councillor Toop.

No other nominations were made. Councillor Perks stated that he did not wish to self nominate and therefore withdrew as candidate.

Subsequently the position of Deputy Mayor was uncontested.

**RESOLVED (Unanimous) VP/PT**

That Councillor Draper be elected Deputy Mayor for 2013/2014.

Councillor Draper signed the Deputy Mayoral Declaration of Acceptance of Office.

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

There were two members of the public and press present.

**FC/08 PUBLIC OPEN SESSION FEEDBACK (15 minutes)**

The Town Clerk stated that all questions had been answered at the previous meeting.

**FC/09 UNITARY COUNCILLORS SESSION**

Unitary Councillor T Huffer, Ludlow East, informed the Council that an Estate day was being organised on the 29<sup>th</sup> May 2013 from 10.00am and information and free skips would be available at the Rockspring centre.

Unitary Councillor R Taylor-Smith, Ludlow North, congratulated the newly elected Mayor and Deputy Mayor. She welcomed Councillor Ginger to the Council and also congratulated Councillor Parry on her election as Unitary Councillor.

Unitary Councillor V Parry, Ludlow South, explained to the Council that she wanted to work for the benefit of the town residents.

**FC/10 MINUTES**

**a) 18<sup>th</sup> March 2013 – Open Session**

**RESOLVED (6:0:1) VP/PT**

That the minutes of the Council meeting held on the 18<sup>th</sup> March 2013, be approved as a correct record and signed by the Chairman.

**FC/11 b) 18<sup>th</sup> March 2013 – Closed Session**

**RESOLVED (6:0:1) PD/VP**

That the closed session minutes of the Council meeting held on the 18<sup>th</sup> March 2013, be approved as a correct record and signed by the Chairman.

**FC/12 c) 17<sup>th</sup> April 2013 – Open Session**

**RESOLVED (6:0:1) PT/PD**

That the minutes of the Council meeting held on the 17<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

**FC/13 d) 17<sup>th</sup> April 2013 – Closed Session**

**RESOLVED (6:0:1) PD/PT**

That the closed session minutes of the Council meeting held on the 17<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

**FC/14 e) 29<sup>th</sup> April 2013 – Open Session**

**RESOLVED (5:0:2) PD/PT**

That the minutes of the Council meeting held on the 29<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

**FC/15 f) Annual Town Residents Meeting 29<sup>th</sup> April 2013 – Open Session**

**RESOLVED (6:0:1) PT/PD**

That the minutes of the Annual Town Residents Meeting held on the 29<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

**FC/16 POLICY & FINANCE COMMITTEE**

The Town Clerk explained that following the election of a new Council, the following draft minutes had to be approved by Council as their relevant Committees had been dissolved.

**RESOLVED (5:0:2) PD/VP**

That the minutes of the Policy and Finance Committee meetings held on the 15<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

**FC/17 REPRESENTATIONAL COMMITTEE**

a) 10<sup>th</sup> April 2013 – Open Session

**RESOLVED (5:0:2) JS/PT**

That the minutes of the Representational Committee meeting held on the 10<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

FC/18 b) 1<sup>st</sup> May 2013 – Open Session

**RESOLVED (6:0:1) GP/PD**

That the minutes of the Representational Committee meeting held on the 1<sup>st</sup> May 2013, subject to the insertion of thanks to all retiring Councillors particularly Councillor Hunt, be approved as a correct record and signed by the Chairman.

FC/19 **SERVICES COMMITTEE**

a) Minutes

**RESOLVED (Unanimous) VP/PT**

That the minutes of the Services Committee meeting held on the 8<sup>th</sup> April 2013, be approved as a correct record and signed by the Chairman.

FC/20 b) Recommendations

**WW1 Memorial Boards**

**That the project is supported and that the Boards are restored and displayed in the Guildhall for 2014 with temporary fixtures to allow the Town Council to display other items when required.**

The Mayor Elect stated that the group of people undertaking this project were looking into several sources of funding and that it was already looking positive to secure funding for the associated website.

**RESOLVED (Unanimous) VP/JS**

That on the basis that funding is secured, Ludlow Town Council support the project and the Boards be restored and displayed in the Guildhall for 2014 with temporary fixtures to allow the Town Council to display other items when required.

**FC/21**     **SCHEME OF DELEGATION**

**RESOLVED (Unanimous) JS/VP**

That the Scheme of Delegation be adopted.

**FC/22**     **COMMITTEE TERMS OF REFERENCE**

**a) Services Committee**

**RESOLVED (Unanimous) JS/VP**

That the Services Committee Terms of Reference be adopted.

**FC/23**     **b) Representational Committee**

**RESOLVED (Unanimous) JS/PD**

That the Representational Committee Terms of Reference be adopted.

**FC/24**     **c) Policy and Finance Committee**

**RESOLVED (Unanimous) JS/PD**

That the Policy and Finance Committee Terms of Reference be adopted.

**FC/25**     **MEMBERSHIP OF COMMITTEES**

**a) Services Committee**

**RESOLVED (Unanimous) JS/PT**

That the membership of the Services Committee, Councillors Ginger, Newbold, Parry, Perks, Phillips, Pound and Smithers; be approved.

**FC/26**     **b) Representational Committee**

**RESOLVED (Unanimous) JS/PT**

That the membership of the Representational Committee, Councillors Draper, Ginger, Smithers and Toop; be approved.

**FC/27**     **c) Sub-Committees and Working Groups**

**RESOLVED (Unanimous) JS/PD**

That the Membership of the Sub-Committees and Working Groups as stated in the Committee Membership table, attached to these minutes, be approved.

**FC/28 ELECTION OF CHAIRMAN OF SERVICES COMMITTEE**

The Mayor Elect invited nominations for Chairman of Services Committee for 2013/2014.

The Mayor Elect nominated Councillor Parry. This was seconded by Councillor Toop.

No further nominations were received.

**RESOLVED (Unanimous) JS/PT**

That Councillor Parry be elected Chairman of Services Committee for 2013/2014.

**FC/29 ELECTION OF VICE-CHAIRMAN OF SERVICES COMMITTEE**

The Mayor Elect invited nominations for Vice-Chairman of Services Committee for 2013/2014.

Councillor Parry nominated Councillor Perks. This was seconded by the Mayor Elect.

No further nominations were received.

**RESOLVED (Unanimous) VP/JS**

That Councillor Perks be elected Vice-Chairman of Services Committee for 2013/2014.

**FC/30 ELECTION OF CHAIRMAN OF REPRESENTATIONAL COMMITTEE**

The Mayor Elect invited nominations for Chairman of Representational Committee for 2013/2014.

Councillor Draper nominated Councillor Toop. This was seconded by the Mayor Elect.

No further nominations were received.

**RESOLVED (Unanimous) PD/JS**

That Councillor Toop be elected Chairman of Representational Committee for 2013/2014.

**FC/31 ELECTION OF VICE-CHAIRMAN OF REPRESENTATIONAL COMMITTEE**

The Mayor Elect invited nominations for Vice-Chairman of Representational Committee for 2013/2014.

Councillor Toop nominated Councillor Draper. This was seconded by the Mayor Elect.

No further nominations were received.

**RESOLVED (Unanimous) PT/JS**

That Councillor Draper be elected Vice-Chairman of Representational Committee for 2013/2014.

**FC/32 POLICY AND FINANCE COMMITTEE MEMBERSHIP**

**RESOLVED (Unanimous) JS/PD**

That the membership of the Policy and Finance Committee, Councillors Draper, Ginger, Newbold, Parry, Perks, Phillips, Pound, Smithers and Toop; be approved.

**FC/33 ELECTION OF CHAIRMAN OF POLICY AND FINANCE COMMITTEE**

The Mayor Elect invited nominations for Chairman of Policy and Finance Committee for 2013/2014.

Councillor Parry nominated Councillor Draper. This was seconded by Councillor Toop.

No further nominations were received.

**RESOLVED (Unanimous) VP/PT**

That Councillor Draper be elected Chairman of Policy and Finance Committee for 2013/2014.

**FC/34 ELECTION OF VICE-CHAIRMAN OF POLICY AND FINANCE COMMITTEE**

The Mayor Elect invited nominations for Vice-Chairman of Policy and Finance Committee for 2013/2014.

Councillor Toop nominated Councillor Perks. This was seconded by Councillor Draper.

No further nominations were received.

**RESOLVED (Unanimous) PT/PD**

That Councillor Perks be elected Vice-Chairman of Policy and Finance Committee for 2013/2014.

**FC/35 COUNCIL'S AUTHORISED SIGNATORIES**

**RESOLVED (Unanimous) JS/PD**

That Councillors Draper, Ginger, Parry and Toop be authorised to act a signatories for the Council.

**FC/36 APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED (Unanimous) JS/PT**

That Mr R Goodall be appointed as the Council's Internal Auditor for 2013/14.

**FC/37 APPOINTMENT OF NEW COMMITTEES**

No new Committees were required at this time.

**FC/38 STANDING ORDERS**

Councillor Perks asked that Members note that Standing Orders were currently under review by the Standing Orders and Council Procedures Working Group and that though they need to be readopted today they may changed in the near future.

**RESOLVED (Unanimous) GP/JS**

That the Standing Orders be adopted.

**FC/39 FINANCIAL REGULATIONS**

**RESOLVED (Unanimous) VP/PD**

That subject to the insertion of the phrase “excluding VAT” after “subject to a limit of £2000” in paragraph 3.4 the Financial Regulations be adopted.

**FC/40 REPRESENTATIVES ON OUTSIDE BODIES**

Members went through the list of organisations and considered each representative.

The Mayor Elect suggested that the Council look into setting up a Youth Council. Councillor Perks stated that this could be done through working with the Youth Forum.

**RESOLVED (Unanimous) JS/PT**

That the revised list of Representatives on Outside Bodies as attached to these minutes be adopted.

**FC/41 COUNCIL’S LAND AND ASSETS**

Councillor Perks thanked the staff for providing the Asset Register.

Councillor Perks left the meeting at 8.28pm

**RESOLVED (Unanimous) JS/PD**

That Council’s Land and Assets Register be noted.

**FC/42 INSURANCE**

**RESOLVED (Unanimous) JS/PD**

That the Insurance cover provided be noted.

**FC/43 MEMBERSHIP OF OTHER BODIES**

The Mayor Elect suggested that the Council also join the Communities, Parishes and Local Councils (CPALC). As it offered a lot of information and support which would be useful to both staff and Councillors.

**RESOLVED (Unanimous) JS/VP**

That:-

- i) the list of the Council's Membership of Other Bodies be noted
- ii) the Town Clerk investigate becoming a member of the Communities, Parishes and Local Councils organisation and report back.

**FC/44 COMPLAINTS PROCEDURE**

Following a question from Councillor Toop, the Town Clerk stated that the Council does not currently record telephone calls. Councillor Ginger stated that recording calls was the ultimate protection for both parties and asked that the Council investigate further.

**RESOLVED (Unanimous) GG/JS**

That:-

- i) the Complaints Procedure be adopted.
- ii) the Town Clerk investigate the possibility of recording Council telephone calls and report back.

**FC/45 FREEDOM OF INFORMATION**

**RESOLVED (Unanimous) JS/PD**

That the Freedom of Information Policy be adopted.

**FC/46 PRESS PROTOCOL**

**RESOLVED (Unanimous) JS/PD**

That the Press Protocol be adopted.

**FC/47 COUNCIL CALENDAR**

**RESOLVED (Unanimous) JS/PD**

That the Committee Calendar be adopted.

**FC/48 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) JS/PD**

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

The meeting closed at 9.20pm.

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Town Mayor

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will be issued.