



## MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 18<sup>TH</sup> JUNE 2018** at 7.00 PM.

### **FC/73    PRESENT**

Chairman:                    Councillor Gill

Councillors:                Clarke; Cobley; Garner; Ginger; Mahalski; O'Neill; Parry; Perks; Pote; Sheward and Smithers.

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

### **FC/74    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/75    APOLOGIES**

Apologies were received from Councillors Jones, Lyle and Paton.

### **FC/76    DECLARATIONS OF INTEREST**

#### Disclosable Pecuniary Interests

None.

#### Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Ginger	10	Shopkeeper in Ludlow
	16	Cherry Picker parked outside premises.
Cllr Parry		Chair Ludlow in Bloom
Cllr Perks	8a,8b,8c	IOC referral
	22	Concerned on the matter

#### Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Cobley	10	Son-in-law works for Police

Cllr Ginger	22	Approached by the resident
Cllr Mahalski	22	Knows the resident
Cllr Parry	17	LIB working on with Poppy Appeal
Cllr Perks	7	Working Group remit concerns
	9&20c	Volunteer repairing benches and requested plaque on bench
	12,13,17,20c	Member of the WW1 Memorial Committee
	16	Request the item to be raised
	17	23 <sup>rd</sup> October same day as planting of a tree to mark the end of WW1

### **FC/77 PUBLIC OPEN SESSION (15 minutes)**

A resident and Chair of the Ludlow Humanist Group, stated that he had attended a meeting on the 19<sup>th</sup> March but had been unable to find the minutes on the Town Council website, nor was he able to find this meetings' Agenda. He outlined that Flt Lieutenant Trotter had attended a previous meeting and requested use of the microphone at the Peace Memorial at 11.00 am on Remembrance Sunday, to outline the Humanists beliefs. He added that he understood that a Sub-Committee was being formed to discuss this item and Remembrance Sunday. The Group had not been informed of a meeting, called at short-notice and he felt that the Humanists had been excluded. Yesterday he had received the details of the arrangements for Remembrance Sunday for 2018 and re-iterated the Humanist's Group request for use of the microphone and other groups so that they could announce their beliefs.

The Mayor responded by stating that the Agenda for this meeting had been available on the Town Council's website the previous Thursday and was on the Home (front) page.

A resident and member of the Ludlow Humanist Group – stated that she agreed with the Chair of the Ludlow Humanist Group. The Town Council's website was difficult to navigate and she too had not been able to find the Agenda on the website. Just advertising it on the front page of the Town Council's website was not adequate. In comparison other Council's had dedicated areas for Agendas and Minutes.

Another residents and Member of the Ludlow Humanist Group – stated that he agreed and supported the comments of the Humanist Group.

Mayor's Chaplain, St Laurence Church – The Mayor's Chaplain stated that he had been asked to come and put forward the proposal for Remembrance Sunday 2018, which was on the Agenda at item 12. Following on from the comments from the Humanist Group, he explained that the Remembrance Service was established as a Church Service but was the only service in the year that was not religious. The service was carried out on behalf of the Queen as Head of State and the Armed Forces. The Mayor's Chaplain went on to say that he felt that for any individual groups to have the microphone would be problematic, as other

groups would be equally entitled to use the microphone, and this would then have an impact on the timing schedule.

Having a service outside at the Peace Memorial followed by a Church Service he felt that this would make the commemoration inclusive for all and not a fractured, service which is historically what had happened in Ludlow.

**FC/78     UNITARY COUNCILLORS SESSION**

Councillor Parry, Ludlow South - Councillor Parry informed Councillors that changes were being made at Helena Lane Day Centre. Select services were being moved into the Education Centre on Old Street and other medically related service requests were being considered by GP surgeries at Helena Lane Day Centre. Once these services had been identified she added she would bring more information to Council.

**FC/79     OPEN MINUTES – 5<sup>th</sup> MAY 2018**

**RESOLVED (unanimous)     TG/CS**

That subject to the Councillor Perks' declaration of interests being added, the open Minutes of Full Council on the 5<sup>th</sup> May 2018 be approved as a correct record and signed by the Chairman.

**FC/80     CLOSED MINUTES 5<sup>th</sup> MAY 2018**

**RESOLVED (unanimous)     TG/CS**

That the Closed Minutes of the Full Council Meeting on the 5<sup>th</sup> May 2018 be approved as a correct record and signed by the Chairman.

**FC/81     ANNUAL TOWN RESIDENTS MEETING – 23<sup>RD</sup> APRIL 2018**

**RESOLVED (unanimous)     TG/CS**

That the minutes of the Annual Town Residents Meeting on the 23<sup>rd</sup> April 2018, be approved as a correct record and signed by the Chairman.

**FC/82     ITEMS TO ACTION – 19<sup>th</sup> MARCH 2018**

**RESOLVED (unanimous)     TG/CS**

That the Items to Action be noted.

**FC/83 ANNUAL RETURN INTERNAL AUDITORS REPORT****RESOLVED (11:0:1) TG/AC**

That the Internal Auditors Report is adopted.

**FC/84 ANNUAL RETURN GOVERNANCE STATEMENT – SECTION 1****RESOLVED (11:0:1) TG/AC**

That in accordance with the Audit and Accounts Regulations the Annual Return Governance Statement (Section 1) be approved.

**FC/85 ANNUAL RETURN GOVERNANCE STATEMENT – SECTION 2****RESOLVED (11:0) TG/AC**

That in accordance with the Audit and Accounts Regulations the Annual Return Governance Statement (Section 2) be approved.

**FC/86 MEMORIAL PLAQUE – CANON JEFFRY WILCOX****RESOLVED (unanimous) TG/CS**

- i) To approve the purchase of a commemorative plaque in memory of Former Mayor's Chaplain Canon Jeffrey Wilcox, to be installed on the newly refurbished bench by the cannon in Castle Gardens
- ii) That the town clerk in collaboration with the Mayor liaise with the Canon Jeffrey Wilcox's widow regarding the wording for a plaque.

**FC/87 POLICE AND CRIME COMMISSIONERS TOWN AND PARISH COUNCIL SURVEY****RESOLVED (11:0:1) TG/JS**To delegate authority to the town clerk in collaboration with the Mayor and committee chairs to receive and collate Councillor's responses into a single Ludlow Town Council response at a meeting to be convened prior to submission deadline on 8<sup>th</sup> July 2018.**FC/88 RISK ASSESSMENTS****RESOLVED (11:0:1) TG/GP**

- i) To adopt the Risk Assessments

- ii) To refer the risk assessments and training records for the consideration of Services Committee.

**FC/89 REMEMBRANCE SUNDAY 2018**

**RESOLVED (10:0:2) GP/RP**

- i) To support proposal from St Laurence Church regarding changes to Remembrance Sunday
- ii) To contact all organisations involved to ensure they are aware of the new arrangements.

**FC/90 WW1 COMMEMORATIONS – 11<sup>TH</sup> NOVEMBER 2018**

**RESOLVED (unanimous) TG/GP**

To defer the matter to the next Full Council meeting

**FC/91 REQUEST FOR REFERENCE**

**RESOLVED (9:1:2) GG/VP**

To not provide any reference at this time.

**FC/92 LINNEY RIVERSIDE PARK**

The Town Clerk explained that Severn Trent had contacted the Town Council originally outlining essential works to re-line sewerage pipes which run across the Linney Riverside Park. The work had been approved by Council to be carried out during the quieter winter period, and had commenced over the winter 2017/18, but due to unforeseen problems with heavy silt in the pipework the work had to be halted, whilst the silt was removed, which had taken until now and Severn Trent had had to re-tender for the work.

Severn Trent were now proposing the remaining works to take place during the summer of 2018, which she added were the busiest months for the Linney Riverside Park. To deter anti-social behaviour she added that any apparatus would be taken away each day and brought back the next day for work to recommence.

**RESOLVED (unanimous) GG/TG**

That the works is approved only during the winter months, as per the previous request to minimise the disruption to the Linney Riverside Park.

**FC/93**     **WELCOME COACHES SCHEME**

**RESOLVED (unanimous)     GP/TG**

- i) To note the report
- ii) Ludlow Destination Partnerships is invited to a future meeting.

**FC/94**     **POPPY APPEAL – DISPLAY OF CERAMIC POPPIES**

**RESOLVED (unanimous)     GG/GP**

- i) To support the event and accepted the invitation to ceremonially receive the installation of the poppies in the grounds of St Laurence Church by the West Door on the 23<sup>rd</sup> October in preparation of Remembrance Sunday 2018;
- ii) To approve the participation of staff to organise and facilitate the road closed.

**FC/95**     **SUSPEND STANDING ORDERS**

**RESOLVED (unanimous)     TG/CS**

That Standing Orders be suspended to reconsider the items Representatives on Outside Bodies and the Council Calendar.

**FC/96**     **REPRESENTATIVES ON OUTSIDE BODIES**

**RESOLVED (unanimous)     GG/TG**

That Councillor Parry be approved as the Town Council's second Representative on SALC.

**FC/97**     **COUNCIL CALENDAR**

**RESOLVED (unanimous)     TG/CS**

That the meeting calendar is amended to move the Full Council meeting on the 31<sup>st</sup> December to take place the 3<sup>rd</sup> December 2018.

**FC/98**     **RE-INSTATE STANDING ORDERS**

**RESOLVED (unanimous)     TG/CS**

That Standing Orders be re-instated.

**FC/99**    **CPALC**

**RESOLVED (unanimous)    TG/GP**

That it be noted that the organisation CPALC no longer exists.

**FC/100**    **RECOMMENDATIONS FROM P&F COMMITTEE 11<sup>TH</sup> JUNE 2018**

**PF/12**    **CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY**

**RECOMMENDED (Unanimous) AC/CS**

- i) *To adopt the revised Policy, subject to the correction of the typo in section 2.4 and the insertion of the statement – All Ludlow Town Council staff undergo a DBS check after appointment.*
- ii) *To review the policy annually.*

**RESOLVED (11:0:1)    AC/TG**

That the recommendations from the P&F Committee on the 11<sup>th</sup> June 2018 be approved.

**CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY**

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- ii) To review the policy annually.

**FC/101**    **COMMITTEE AND WORKING GROUP MINUTES**

**Policy & Finance Committee 16<sup>th</sup> April 2018**

**RESOLVED (10:0:2) AC/TG**

That the minutes from the Policy & Finance Committee held on 16<sup>th</sup> April 2018 be received.

**FC/102**    **Representational Committee 16<sup>th</sup> May 2018**

**RESOLVED (unanimous) GG/CS**

That the minutes from the Representational Committee held on 16<sup>th</sup> May 2018 be received.

**FC/103 Services Committee 4<sup>th</sup> June 2018**

**RESOLVED (unanimous) MC/GP**

That the minutes from the Services Committee held on 4<sup>th</sup> June 2018 be received.

**FC/104 Civic Events Working Group 7<sup>th</sup> June 2018**

**RESOLVED (10:0:2) JS/CS**

That the minutes from the Civic Events Working Group held on the 7<sup>th</sup> June 2018 be received.

**FC/105 Staffing & Appeals Committee 13<sup>th</sup> June 2018**

**RESOLVED (unanimous) TG/GG**

That the minutes from the Staffing & Appeals Committee held on 13<sup>th</sup> June 2018 be received.

**FC/106 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/CS**

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

The meeting closed at 8.16 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 **MONDAY 18<sup>TH</sup> JUNE 2018** at **7:00pm**

**FC/107**    **TOWN WALL**

**RESOLVED** (unanimous)    **GG/TM**

To delegate responsibility to the Town Clerk in collaboration with the Town Walls Working Group to make a detailed response based on available data in reply to the request from the resident.

**FC/108**    **LAND PURCHASE REQUEST**

**RESOLVED** (11:1:0)    **GG/GP**

To retain the land as public open space and decline he request from the resident.

The meeting closed at 8.16pm

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Town Mayor

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Date