



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 17th SEPTEMBER 2018** at **7.00 PM**.

FC/131 PRESENT

Chairman: Councillor Sheward (until 8.50pm), Councillor Gill

Councillors: Clarke; Garner; Gill, Ginger; Mahalski, Paton; Parry; Perks; Pote; Sheward (Deputy Mayor) and Smithers.

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

FC/132 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/133 APOLOGIES

Apologies were received from Councillors Cobley, Jones, Lyle and O'Neill.

FC/134 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Paton	8b	Works for Ludlow Fringe

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Parry	8b	Chair of Ludlow in Bloom
Cllr Paton	8b	Ludlow in Bloom Volunteer

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Garner	8b	LTC Representative for Ludlow Youth Partnership
Cllr Gill	8b	Mayoress is a member of Ludlow Choral Society

Cllr Mahalski	8b	Volunteer at the Ludlow Assembly Rooms Friend of Ludlow Assembly Rooms, Friend of St Laurence Church, Volunteer for Ludlow in Bloom
	15	Knows the correspondent
Cllr Paton	8b	Has used CAB services, LIB Volunteer, Ludlow Concert Band programmed into Fringe Festival, Works for Ludlow Fringe Festival
Cllr Parry	8b	Volunteer at Ludlow Assembly Rooms, Friend of Ludlow Assembly Rooms, knows the applicant for Crucial Crew, knows the applicant for Ludlow Town Band, attends St Laurence Church, knows the members of the Teme Weirs Trust, Friend of Working Together. Board member of the Ludlow Youth Partnership.
Cllr Perks	8b	Original founder of Defib4you project, although no longer involved. Volunteer Ludlow in Bloom, knows the applicants Town Band, St Laurence Church, Teme Weirs Trust, Fringe Festival and Working Together.
	9a	Has concerns on the NHS managing local services.
	12a&b	Ongoing communication with ICO
Cllr Smithers	8b	Treasurer for Ludlow Youth Partnership

FC/135 PUBLIC OPEN SESSION (15 minutes)

A resident and member of Defend Our NHS, updated Council that finances for the CCG had escalated to cost savings of 99 million over the next 4-5 years. Community services had been implicated and this would have an impact in Ludlow and the community hospital. The Community Hospital Review had been pushed back the end of the year due to the efforts of Defend Our NHS. Cost savings identified during the hospital review across Shropshire had risen from 3.8 million to 5 million. She outlined that Phase 3 of the NHS redesign for Shropshire was underway and would be progressed at a pace and it was a reasonable assumption that plans would be published by Christmas. She stated that there would be a chance for the public to be involved in the 6 week engagement for community services and then the 12 week consultation for a preferred option.

She requested for the Town Council to again be at the heart to re-establish a coalition and hoped that the Town Council would take an active role in the CCG formal consultation.

She informed Council that there was a meeting on the 28th October to report on the temporary closure of Mid-wife Led Units.

FC/136 UNITARY COUNCILLORS SESSION

Councillor Tracey Huffer, Ludlow East – Councillor Huffer re-iterated concerns made by the representative from Defend our NHS. She added that Future Fit was still ongoing and would be the bedrock of health provision. She urged

Council it was time to start pushing for answers as there was a significant risk of losing services. She went on to say that the overnight ShropDoc service would be ceasing on the 1st October and would be replaced with the 111 telephone service. This would mean that there would be no GP overnight service available in Ludlow and was another nail in the coffin for services in Ludlow being withdrawn from the Hospital.

In relation to FutureFit she felt that health bosses needed to be reminded of its importance. She went on to say that last week she had spoken to GP's, and had been looking at the alternative provision for health care in Ludlow, such as Helena Lane. She stated that local provision was needed and was deserved in Ludlow.

7.13pm Councillor Gill joined the meeting

Councillor Andy Boddington, Ludlow North – Councillor Boddington outlined his plans of supporting and protecting the Community Enablement Team at Shropshire Council over the next two months. These staff are the networking and webbing between Shropshire Council, the Town Council and outside organisations, being effective in the work they carried out.

He commented that in relation to economy Shropshire Council were preparing economic plans for each Town and highlighted that Ludlow was not comparable to other towns.

Councillor Parry, Ludlow South - Councillor Parry informed Council that she had received information at a SALC meeting in relation to funding being given to Churches.

The Chair confirmed that this would be discussed later in the meeting.

FC/137 OPEN AND CLOSED MINUTES – 30th JULY 2018

Members were reminded by the Chair that as stated on the agenda, "That minutes are a record of the Council's resolutions and proposed factual amendments relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting. If required, responses will be given as soon as practicable, but not necessarily at the meeting."

RESOLVED (8:0:3) MC/GG

That the open and closed Minutes of Full Council on the 30th July 2018 be approved as a correct record and signed by the Chairman.

FC/138 ITEMS TO ACTION – 30th JULY 2018

RESOLVED (10:0:1) MC/GG

That the Items to Action be noted.

FC/139 ANNUAL CORE GRANT APPLICATIONS

The Chair invited representatives to speak in support of their applications.

Mrs Iona Aylen, Generalist Services Manager, Citizen's Advice – Mrs Aylen informed Council that Citizens Advice Shropshire (CAS) aimed to provide the advice people need for the problems they faced and improve the policies and practices that affect people's lives. The advice provided was free, independent, confidential and impartial to everyone on their rights and responsibilities.

April 2017 to March 2018 CAS had helped 417 unique clients from Ludlow and given advice on 1,452 issues. 40% of the issues related to benefits and specifically Employment Support Allowance and Personal Independence Payments. Both these payments required the completion of complicated forms, and had complex appeals processes.

The second largest issue people came for was assistance with debt of which debt relief orders and council tax arrears were the top problems. CAS were currently undertaking a significant amount of research into the effect of the changes to Shropshire Council's Council Tax Support, which as of April this year had resulted in a mandatory payment of 20% by all Shropshire residents regardless of income. 50 respondents across the county contributed to CAS research to date of whom 69% have said this had or would cause difficulty affording food, 65% said this would lead up to a build-up of debt, 48% said that they had used or expect to use a foodbank and 47% said they couldn't afford to pay this bill at all. One client had said 'I'll have to rob Peter to pay Paul or Paul to pay Peter... I don't know how I'm supposed to do it. It's going to go up and up all the time - I'll get fined and taken to court and then fined and taken to court.'

Mrs Aylen went on to say that CAS received many comments from clients and listed some of them, "Thank you for being there when I was desperateThanks for taking on a battle we didn't think we could win.....We felt less stressed after meeting with you..... I was so grateful for all your help. I was in an awful situation which was resolved a lot quicker with the help of you guys. Thank you.....You listened to what I said at a time when I couldn't think straight.

Mrs Aylen thanked the Council for listening adding any support given would be appreciated.

Crucial Crew – A representative was not able to attend but a statement had been to all Members prior to the meeting.

"Thank you for considering us for a grant we need every penny we can obtain to keep this event in being I feel the safety messages we give are crucial in this day and age The feedback we have from the large number of children attending from your area has always been positive and appreciated. My treasurer has a town council planning meeting and I will be on holiday so cannot be there in person but I would ask you to read this out in support of our application"

Mr Robert Reed, Treasurer, Defib4you – Mr Reed explained that the Defib4you was a small group of volunteers providing and maintaining AED external defibrillators around Ludlow. These were used when someone's heart stopped and provided some support until the ambulance service arrived. He added that the group had support from West Midlands Ambulance Services, but this did not include financial support. In the last few years 7 defibrillators had been installed with another two recently, one at the Methodist Church and the other at the Church Inn, these had been thanks to funding from the League of Friends at Ludlow Hospital.

He outlined the application was for maintaining the AED defibrillators. Each time a unit was used the electrodes needed to be replaced and the cost was £30 each, scissors and masks cost £20 to replace. Generally these costs had been met from donations or fundraising. He stated that it was vital life saving equipment for those in need of urgent medical treatment and benefitted the whole community whether they were a resident or visitor to Ludlow.

Daphne Jones, Friends of Whitcliffe Common – Ms Jones explained that the previous winter had not been kind to the common. Six trees had come down which had required the expertise of a tree surgeon along with volunteers clearing paths for two days and Wigmore Road needed to be cleared due to debris. She outlined work had been planned for the roadside trees this month. Two surveys had been carried out recently to identify wildlife species and mammals.

Ms Jones added that the volunteers litter picked, cleaned and kept the area safe for visitors. Through fund raising, membership and grants, annual costs were around £8-10k. She finished by saying that she hoped the Council appreciated the work of the Friends and that the group had never asked for more than £500 from the council.

Gareth Williams, Ludlow Assembly Rooms – Mr Williams thanked the Town Council for its support in previous years. He explained to Council that it was an exciting time for the Assembly Rooms. It had been a huge effort to raise the £2 million for the refurbishment through fundraising and applications. They had also made great efforts to increase the range of activities, which now included holiday projects at the Library and the Rocksring Centre. In terms of achieving wider appeal, he felt it was worth noting that 4k people had come to see the Mama Mia film sequel.

He went on to say that the improved facilities would give more scope for additional activities but because of Shropshire Council's financial constraints the Assembly Rooms no longer received a capital grant. The improvements to the Assembly Rooms had been estimated to take five months.

Gareth Williams, Ludlow Assembly Rooms – Visitor Information Centre – Mr Williams explained that the Assembly Rooms wanted to provide this service. It was vital for the older generation, and was often the first place

visited when tourists arrived in the town. He added if visitors were unable to find a Visitor Information Centre they often continued their journey to Leominster.

Despite the Visitor Information Centre being upstairs at the Assembly Rooms 14k enquiries had been taken and additional simple queries answered by the Box Office on the ground floor. It was planned that the Visitor Information Centre would be located on the ground floor after the refurbishment, being visible and open all year round for approx. 60 hours per week.

Mr Williams stated that whilst the VIC was important and the Assembly Rooms felt that this service should continue in the town, it was not the core business of the Assembly Rooms, and LAR were no longer paid a £25k grant by Shropshire Council. He thanked the Town Council for the grant in the previous year and hoped that their support would continue.

Councillor Viv Parry, Ludlow in Bloom – Councillor Parry thanked the Town Council for funding in the previous year. She declared that after 17 years she still enjoyed it and so did the small group of volunteers. Despite the challenges the weather brought this year she had still received compliments for the displays. Last year's grant had gone towards the St John's Garden's WW1 project. It had been planned that next year's project would include the scouts, brownies and guides.

Emily Young, Breastfeeding Support Group – Ms Young explained that she had moved to Ludlow from Cirencester where there was a strong Breastfeeding Support Group. She discovered the closest group was 20 miles away from Ludlow. In May this year, she had organised a free event which was very well attended, and had a very positive response with requests for the group to continue. The group had continued but had outgrown the room it currently hired and needed a larger one, which would be more expensive.

The aim she explained was for the group to be self-funding, but everyone in the group was a busy Mum, so finding time for fund raising was challenging. The funding request is for funding for room/meeting costs as well as funding for training 12 people in line with UNICEF standards.

Margaret Appleton, Ludlow Choral Society - Mrs Appleton explained that the grant was so that the Choral Society, founded in 1858 could have a new website developed. The Society had 100 members, 50% of which lived in Ludlow and although the Society was well known for its concerts, and is a non-profit organisation.

She explained that the current website was out-of-date and the Society were unable to make alterations themselves. The plan was with the help of a web designer to publicise concerts, link events to Ludlow Assembly Rooms, showcase the Society for other members to join, and advertise concerts.

Mrs Appleton explained that although the Society had reserves the staging that the Society stood on for events would need replacing shortly, as it was also loaned out to other organisations. Income from concerts and ticket sales, as well as sponsorship invariably did not cover the cost of the concert, as a musical director was hired and professional musicians.

The Society is moving into its 158th year and funding would be greatly appreciated.

Colin Reeves, Ludlow Concert Band – Mr Reeves thanked the Town Council for its support the previous year and informed the Council that the Band would be 10 years old this year. He stated it was a privilege to get together with musicians of all ages and walks of life, one member from the Liverpool Philharmonic Orchestra attended regularly. He added that the Band along with fundraising for the Group also did free concerts and they had recently undertaken one for Shrewbury Abbey. He thanked the Town Council on behalf of the Band for all the support given.

Ludlow Town Colts Football Club - A representative was not able to attend but a statement had been sent to all Members prior to the meeting.

“As a voluntary sports organisation, it is always difficult to find sufficient funds each season to finance Colts.

The grant application content does cover many aspects of our costs with training, pitch hire, referee costs and new training equipment and we do try very hard to find additional ways to finance these requirements through other fundraising. Sometimes and lately, more often, this is not enough and money is tight for company's and individuals alike, so we have to look further afield to bring in financial support from elsewhere such as this grant application.

Ludlow Colts FC team was created to give older youth players from Ludlow Town Junior teams such as under 17's and some of the First teams players senior football. The team is a great ambassador for Ludlow, with the majority of players coming from the town.

Thank you for your time and consideration for the grant application.”

Anita Bigsby - Ludlow Fringe Festival – Mrs Bigsby thanked the Town Council for its support the previous year. She explained that the Festival had also secured funding from the Arts Council which had enabled 70 events this year. She felt that the festival had become an established and important part of Ludlow's annual calendar. 961 people had contributed to the Festival which included performers, dancers, choral etc. 70% of the performers had been from the Ludlow area and 10% were under the age of 25, and this gave them a taste of work experience.

She went on to say that 14 specific events had been carried out on the Castle Square which had been free and were events that did not normally occur such as the Great Get Together and Ludlow Pride.

Mrs Bigsby thanked Council for the funding which had helped to deliver events for young people to access. The aim for the next Festival was to do more work in support and to raise awareness of dementia and mental health.

Mrs Michelle Giles, 2nd Ludlow Rainbows – Mrs Giles outlined that Girl Guiding was undergoing a transformation linking all ages from 5-18yrs. She explained that for this to happen the group needed funds for the new resources. The resources she said would be used for up to 130 girls in Ludlow. The groups were run by unpaid volunteers. Subs and fundraising were regularly undertaken and this covered room rental, badges and stationery supplies.

Mrs Tracey Huffer, Ludlow Youth Partnership – Mrs Huffer thanked the Town Council for its support the previous year. The Partnership wanted to continue the craft afternoons which had been successful and also the school leaver's days, which the Police had confirmed had reduced anti-social behaviour.

The Partnership also wanted to help with the Friday Night Café and Youth Detachment Work. The detachment work had already reached 30 youngsters and anti-social behaviour around the market had reduced as a result.

The Youth Partnership would also like to get more involved with mental health projects.

Ewart Carson, St Laurence Church, Ludlow – Mr Carson stated that the Church was grateful for support in the past. The application for funding was for a new project to replace the current sound system, and make it fit for purpose in the 21st Century. The project to ensure that the church was a usable community space was well underway; the Church was warm, well-lit and the pews were slowly being replaced with chairs.

He drew Members attention to the fact that the Church had been the largest community arena since medieval times and recorded footfall of 100,000 annually.

David Riley, Teme Weirs Trust – Mr Riley explained that a former Mayor John Morris had wanted to restore the three fish passes in the Teme. This had led to a Steering Group and £1 million had been raised for the restoration. Since the restoration the passes had been maintained, cleaned and a Manager had been appointed to undertake to facilitate the ongoing work.

He added although the Trust had a healthy bank balance - a tough winter could wipe this out. He thanked the Town Council for its support over the years.

Mrs Nicola North, Working Together – Mrs North introduced Andrew who was a longstanding member of the group. She explained that the Working Together Group brought a ray of hope to those with learning difficulties. The aim was for the group to meet up with friends and for carers to have a break. The group met once a fortnight, and because this was often the only social contact for the members of the group, it was hoped that the group could meet weekly.

She explained that people with learning difficulties were often the first groups to be affected when funding was short. Costs were £3k to run the fortnightly meetings. The Group also undertook community work such as litter picking and wanted to contribute to the community.

The Chair thanked everyone who had spoken.

FC/140 FUNDING TO CHURCHES

The Chair stated that advice in relation to granting funding to churches had been received from the Council's auditor and also from the solicitor of the Society of Local Council Clerks.

In the light of the information received, Members were asked to consider whether they felt the Council could consider the application from St Laurence's Church.

RESOLVED (unanimous) GG/GP

To decline the grant application from St Laurence's Church.

FC/141 GRANT APPLICATIONS IN THE REGION OF £300

RESOLVED (unanimous) GP/RP

That if the applications from Ludlow Choral Society, 2nd Ludlow Rainbows and Teme Weirs Trust are approved, a maximum of £300 for each application would be paid from the Small Project Support Grants budget.

FC/142 LUDLOW CONCERT BAND

RESOLVED (unanimous) TG/TGP

To award annual core grant funding of £500.00 to Ludlow Concert Band in 2019/20.

FC/143 CITIZEN'S ADVICE (LUDLOW)

RESOLVED (unanimous) GP/MC

To award annual core grant funding of £2000.00 to Ludlow Citizen's Advice in 2019/20.

FC/144 LUDLOW TOWN COLTS FOOTBALL CLUB

RESOLVED (unanimous) TG/GP

To award annual core grant funding of £500 to Ludlow Town Colts Football Club in 2019/20.

8.18 pm Councillor Parry left the meeting.

FC/145 LUDLOW IN BLOOM

RESOLVED (unanimous) GG/GP

To award annual core grant funding of £3000 to Ludlow in Bloom in 2019/20.

8.19 pm Councillor Parry re-joined the meeting.

FC/146 LUDLOW YOUTH PARTNERSHIP

RESOLVED (10:1:0) VP/GP

To award annual core grant funding of £3000 to Ludlow Youth Partnership in 2019/20.

FC/147 FRIENDS OF WHITCLIFFE COMMON

RESOLVED (unanimous) VP/NP

To award annual core grant funding of £500 to Friends of Whitcliffe Common in 2019/20.

FC/148 LUDLOW CHORAL SOCIETY

RESOLVED (5:4:3) VP/EG *The original vote was a tie and the Chair used a Casting Vote*

To award annual core grant of £300 Ludlow Choral Society in 2019/20 from the Small Grant and Project Support budget.

FC/149 LUDLOW ASSEMBLY ROOMS – VISITOR INFORMATION CENTRE (VIC)

MOTION NOT CARRIED (4:6:1) TG/EG

To award an annual core grant of £7.5k to Ludlow VIC in 2019/20 for a single year. The motion was not carried.

FC/150 LUDLOW ASSEMBLY ROOMS – VISITOR INFORMATION CENTRE (VIC)

RESOLVED (7:0:4) GG/VP

To award annual core grant funding of £5,000 to Ludlow Assembly Rooms – Visitor Information Centre (VIC) in 2019/20.

FC/151 LUDLOW ASSEMBLY ROOMS

RESOLVED (7:4:0) VP/EG

To award annual core grant funding of £10,000.00 to Ludlow Assembly Rooms in 2019/20.

FC/152 CRUCIAL CREW

RESOLVED (unanimous) TG/GG

To award annual core grant funding of £300 to Crucial Crew in 2019/20.

FC/153 LUDLOW BREASTFEEDING SUPPORT GROUP

RESOLVED (unanimous) TG/VP

To award annual core grant funding of £560 to Ludlow Breastfeeding Support Group in 2019/20.

FC/154 DEFIB4YOU

RESOLVED (unanimous) GG/MC

To award annual core grant funding of £500 to Defib4You in 2019/20.

8.40 pm Councillor Paton left the meeting.

FC/155 LUDLOW FRINGE FESTIVAL

RESOLVED (6:4:0) TG/GP

To award annual core grant funding of £2,000.00 to Ludlow Fringe Festival in 2019/20.

8.41 pm Councillor Paton return to the meeting.

FC/156 **2nd LUDLOW RAINBOWS**

RESOLVED (unanimous) GG/RP

To award annual core grant funding of £300 to 2nd Ludlow Rainbows in 2019/20 from the Small Grant and Project Support Budget.

FC/157 **TEME WEIRS TRUST**

RESOLVED (9:2:0) VP/GP

To award annual core grant funding of £300 to Teme Weirs Trust in 2019/20 from the Small Grant and Project Support Budget.

FC/158 **WORKING TOGETHER**

RESOLVED (10:1:0) GP/EG

To award annual core grant of £500 to Working Together in 2019/20.

8.50 pm The Mayor Chaired the meeting from this point to the end of the meeting.

FC/159 **SaTH – MATERNITY SERVICES ENGAGEMENT EXERCISE**

RESOLVED (unanimous) TG/GP

- i) To note the letter from the CCG;
- ii) To write a response requesting details of the timescale, content and procedure for the consultation.

FC/160 **RESOLVED (unanimous) GP/VP**

That a report explaining how the MUI & DAART Working Group would like to expand its remit and is brought to a future Full Council meeting for consideration.

FC/161 **LETTER FROM SUPERINTENDANT JASON WELLS, POLICE COMMANDER FOR SHROPSHIRE**

RESOLVED (unanimous) TG/RP

That:-

- i) the letter from the Police Commander for Shropshire is noted;
- ii) Ludlow Police Inspector Ed Hancox is invited to speak at a forthcoming Full Council meeting.

FC/162 SUSPEND STANDING ORDERS

RESOLVED (unanimous) TG/CS

To suspend Standing Order 7a to reconsider Committee and Working Group Membership.

FC/163 COMMITTEE AND WORKING GROUP MEMBERSHIP

RESOLVED (unanimous) GG/CS

That Councillors Perks and Clarke become members of the Budget Working Group.

FC/164 LUDLOW CONTINGENCY WORKING GROUP

RESOLVED (unanimous) CS/GG

To approve the membership of Ludlow Contingency Working Group as Councillor Garner (Chairman), Lyle, O'Neill, Parry, Paton, Sheward and Smithers.

FC/165 TOWN PLAN WORKING GROUP

RESOLVED (unanimous) GG/TG

That Councillors Perks becomes a Member of the Town Plan Working Group.

FC/166 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) TG/CS

That Standing Order 7a be re-instated.

FC/167 COMMITTEE RECOMMENDATIONS – SERVICE COMMITTEE 3rd SEPTEMBER 2018

S/27 LUDLOW BOXING CLUB

RECOMMENDED GP/GG (Unanimous)

- i) Ludlow Town Council believe that the Boxing Club is a valued community asset, and their activities are of benefit to the local community.*

- ii) *Ludlow Town Council must abide by the terms of the lease and is unwilling to set any precedent that might vary the terms of the lease.*
- iii) *To accept the offer of immediate payment of £500.*
- iv) *To require payment of the final outstanding £500 by the end of this financial year.*
- v) *Invite the Boxing Club to provide information or make a presentation to update Ludlow Town Council on its journey over the last four years and also to give an insight into their future aspirations.*

RESOLVED (unanimous) MC/GG

That the recommendations from the Services Committee on the 3rd September 2018 be approved.

LUDLOW BOXING CLUB

- i) Ludlow Town Council believe that the Boxing Club is a valued community asset, and their activities are of benefit to the local community.
- ii) Ludlow Town Council must abide by the terms of the lease and is unwilling to set any precedent that might vary the terms of the lease.
- iii) To accept the offer of immediate payment of £500.
- iv) To require payment of the final outstanding £500 by the end of this financial year.
- v) Invite the Boxing Club to provide information or make a presentation to update Ludlow Town Council on its journey over the last four years and also to give an insight into their future aspirations.

FC/168 COMMITTEE RECOMMENDATIONS – POLICY & FINANCE COMMITTEE 10TH SEPTEMBER 2018

INSURANCE

RECOMMENDED (Unanimous) GP/GG

To approve the motor vehicle insurance from WPS

Procedural note: Indemnity Insurance is under further review. Quotations for all uninsured risks and to increase of legal expenses cover to £500,000 will come back to the next P&F, and a recommendation to Council will follow.

POLICY REVIEW

RECOMMENDED (Unanimous) TG/GP

To approve re adoption of the current staff protocol with the follows amendments:

- i) *To rename the protocol ‘Whistle Blowing Policy and Guidance’*
- ii) *To insert the following wording in front of the existing protocol:*

Whistleblowing

The Council encourages employees to raise any concerns that they may have about any wrongdoing at any level within the business. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety, a criminal offence being committed, a miscarriage of justice occurring or likely to occur or damage to the environment.

Any initial concern should be raised with your line manager. However, if this is not appropriate then you should contact another member of the management team who will ensure that your concern is properly addressed.

Employees who raise a concern which is in the public interest under this policy are entitled not to be subjected to any detriment as a result, however the employee must reasonably believe that the disclosure they are making is true.

Even if your concern proves to be unfounded you will be protected against any reprisals from your manager, colleagues or any other employee of the business. Making a deliberately false allegation, however, against the Council, a fellow employee or any other person will be treated as an act of gross misconduct which will usually result in dismissal.

If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the disciplinary procedure.

RESOLVED (unanimous) TG/GG

That the recommendations from the Policy & Finance Committee on the 10th September 2018 be approved.

INSURANCE

To approve the motor vehicle insurance from WPS

Procedural note: *Indemnity Insurance is under further review. Quotations for all uninsured risks and to increase of legal expenses cover to £500,000 will come back to the next P&F, and a recommendation to Council will follow.*

POLICY REVIEW

To approve re adoption of the current staff protocol with the follows amendments:

- i) To rename the protocol 'Whistle Blowing Policy and Guidance'
- ii) To insert the following wording in front of the existing protocol:

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any breach of a legal obligation, risk to health and safety, a criminal offence being committed, a miscarriage of justice occurring or likely to occur or damage to the environment.

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If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the disciplinary procedure.

FC/169 COMMITTEE AND WORKING GROUP MINUTES

Policy & Finance Committee 23rd July 2018

RESOLVED (10:0:1) TG/CS

That the minutes from the Policy & Finance Committee held on 23rd July 2018 be received.

FC/170 Services Committee 3rd September 2018

RESOLVED (unanimous) MC/GP

That the minutes from the Services Committee held on 3rd September 2018 be received.

FC/171 Representational Committee 22nd August 2018

RESOLVED (unanimous) GG/CS

That the minutes from the Representational Committee held on 22nd August 2018 be received.

FC/172 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 9.14 pm

Town Mayor

Date

NB Closed session minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 17th SEPTEMBER 2018** at **7:00pm**

FC/173 **EXTENSION OF THE MEETING**

RESOLVED (unanimous) **TG/GP**

That the meeting be extended for 30 minutes.

FC/174 **TOWN WALLS**

RESOLVED (unanimous) **GG/GP**

That a letter is written stating:

- i) That the Town Council appreciates the offer received by the Town Council.
- ii) After careful consideration of legal advice, the Town Council is unable to transfer ownership because a map previously provided to the Town Council by the correspondent shows that the ownership rest with St Laurence's Church.

FC/175 **EXPENDITURE REPORT FROM THE MORTON PARTNERSHIP**

RESOLVED (unanimous) **GP/GG**

- i) Subject to securing funding of £38,550.00, to approve the commencement of the preliminary works as detailed in the report from the Morton Partnership
- ii) To approve an application for a loan from the Public Works Loan Board for the amount of £38,550.00 to be paid back over a period of five years.

The meeting closed at 9.14pm

Town Mayor

Date