



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
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Despatch date: 20th September 2013

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on Monday 30th September 2013 at 7.00pm

A handwritten signature in black ink that reads "G Wilding".

Gina Wilding
Town Clerk

Key Agenda Items:

The public may speak at this meeting

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Apologies**
3. **Declarations of Interests**
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** – To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 29th JULY 2013** (Open and Closed Session)

ITEM	Attachment	Page No
7. CIVIC EVENTS WORKING GROUP To receive the minutes of the meeting held on the 19 th September 2013	7	13
8. SERVICES COMMITTEE RECOMMENDATIONS To consider the recommendations from the Services Committee meeting held on the 23 rd September 2013	8	17
9. FINANCE INFORMATION To receive:-		
a) Payments – July and August 2013	9a	23
b) Income – July and August 2013	9b	31
c) Receive Barclay Card Statements	9c	39
10. POLICIES To review and adopt:-		
a) Lone Worker Policy (Readopt)	10a	41
b) Vehicle Policy (Readopt)	10b	45
c) Retention and Destruction Policy (Readopt)	10c	57



<p>11. WAR MEMORIAL</p> <p>To consider a report on the recent damage to the War Memorial surround and options to protect the Memorial in the future</p>	<p>11</p>	<p>71</p>
<p>12. LUDLOW CONSORTIUM</p> <p>a) To receive a presentation from Kate Howe, CEO of Ludlow Assembly Rooms</p> <p>b) To approve Ludlow Town Council as a Lead Applicant</p> <p>c) If the bid is successful, to consider providing £2,500 towards a total of £25,000 matching funding</p>	<p>12a</p> <p>No papers</p> <p>No papers</p>	<p>79</p>
<p>13. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</p> <p>The Chairman will move 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</p>	<p>No papers</p>	
<p>14. CONFIDENTIAL RECOMMENDATIONS FROM SERVICES COMMITTEE</p> <p>To consider the confidential recommendations made by the Services Committee meeting held on the 23rd September 2013.</p>	<p>14</p>	<p>85</p>
<p>M e m b e r s h i p</p> <p>List of Members of the Policy & Finance Committee</p> <p>Councillors Draper (Chair); Perks (Vice-Chair); Copley; Ginger; Holcombe; Kemp; Mold; Newbold; Parry; Sheward; Smithers</p>		
<p>Notes</p> <p>The next Policy & Finance Committee meeting will be held on 20th January 2014</p>		