

POLICY & FINANCE COMMITTEE

13th January 2009

You are summoned to attend a meeting of the Policy & Finance Committee which will be held at The Bishop Mascall Centre, Lower Galdeford, Ludlow, SY8 1RZ, on **Monday 19th January 2009 at 7.00pm.**

TO: MEMBERS OF POLICY & FINANCE COMMITTEE: Councillors Aitken, Bradley, Glaze, Hunt, Kidd, Newbold, Pound, Smithers and Wilcox

AGENDA

1. **APOLOGIES** – To receive any apologies for absence
2. **PREJUDICIAL AND PERSONAL INTERESTS** – To receive any specific declarations of interest
3. **PUBLIC OPEN SESSION (15 minutes)** – Members of the public are invited to make representations on any matter relating to the work of the Committee
4. **MINUTES** – To approve the minutes of the meetings held on Monday 24th November and 8th December 2008 (pg 5)
5. **ACCOUNTS SUB-COMMITTEE** – To receive the minutes of the meetings held on Wednesday 19th November and Wednesday 17th December 2008 (pg 9)
6. **POLICY**
 - a) **SCC Resources** – To note SCC have agreed to assist with policies on maintenance and depreciation
 - b) **Complaints Policy** – To note that a system of logging complaints made to the Council is being maintained. The Complaints Policy will be approved at the next appropriate meeting
 - c) **Staff Handbook** – To be placed on the next agenda for discussion
7. **MARKET ENHANCEMENT SCHEME**
 - a) **AWM Application** – To receive an update on progress
 - b) **New Market Solutions** – To receive an update on the decisions made at the Special Council meeting to be held on 16th January 2009
8. **EVENTS AND POST OFFICE SQUARES**
 - a) **Future Use** – To note that work is in progress

b) **Trading Consent** – Please see the attached letter received from the Food & Drink Festival (pg 11)

9. **ANNUAL TOWN MEETING** – To note that the Annual Town Meeting is scheduled to take place on Tuesday 27th January 2009 at 7.30pm at Ludlow Assembly Rooms and to discuss preparation for the meeting

10. **PEER MENTORING PROGRAMME** – To discuss accepting this offer. A meeting was scheduled for 16th December 2008 but was post-poned due to a poor attendance. Please see the attached (pg 12)

11. **CHRISTMAS LIGHTS** – To consider holding an open meeting in February 2009 to invite local organisations and members of the public to discuss Christmas lights in Ludlow

12. **ITEMS OUTSTANDING** – To note the following items are on-going:

a) **Guide Hut Lease** – The Council's solicitor has drawn up a draft lease and Committee will be required to consider it

b) **Buttercross Telephone System**

c) **Mayoral Honour Board**

d) **Waste Removal** – To review the existing Biffa contract

13. **ITEMS TO NOTE**

a) **Training** – To consider sending a representative to the regional SLCC conference, the annual policy and technical update, in Stockport on Thursday 12th March 2009. Clerks and Councillors are invited to attend at a cost of £64 per delegate or £125 for a group of three

b) **Consultation** – To note that the Communities in Control: Real people, real power consultation document has been received. Committee is invited to make comments by 12th March 2009. Please see the attached letter received from Communities and Local Government (pg 13)

c) **Shropshire County Council** – To note that a Summary of Accounts 2007/08 has been received from SCC. Copies are available on request

d) **NALC** – To note that a Legal and Policy & Parliamentary Briefings have been received and are available for perusal

14. **REPORTS FROM WORKING GROUPS** – To receive any reports from the following Working Groups:

a) **Budgetary Working Group** – To receive the notes of the meetings held on 11th & 16th December 2008 and 8th January 2009 (pg 15)

b) **Website & Newsletter** – The next meeting is scheduled for 21st January 2009



c) **Remembrance Sunday** – The next meeting is scheduled for 28th January 2009

15. REPORTS FROM OUTSIDE ORGANISATIONS – To receive reports from any of the following organisations:

- | | | |
|----|--|---------------------|
| a) | Ludlow Area Committee | Councillor Kidd |
| b) | Ludlow Marches Partnership | Councillor Aitken |
| c) | South Shropshire Area Committee | Councillor Pope |
| d) | Six Market Towns | Councillor Smithers |

16. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – 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.

Linda A Thomas
Town Clerk

CONFIDENTIAL ITEMS

17. MINUTES – To approve the confidential minutes of the meetings held on Monday 24th November and 8th December 2008 (Pg 21)

18. PRIORITY LIST – To approve the recommendations made by the Services Committee:

a) Linney Park

- (i) To temporarily suspend boating activities in Linney Park for the 2009 season
- (ii) To extend and resurface the car park, install a parking meter and seek professional advice on management of parking

b) Castle Gardens – To go out to tender for the agreed wall repair works

c) Henley Road Cemetery – To go out to tender for the agreed drainage works

19. BUDGET 2009/10

a) Budget Codes – To consider the attached draft 2009/10 budget codes pertinent to the Policy & Finance Committee with particular attention to the following (pg 23):

- Professional & Legal Fees
- Civic Regalia
- Cittàslow

b) Services Budget Codes – To approve the following recommendations made by the Services Committee:

- (i) **Budget Codes** – To approve the budget lines
- (ii) **Linney Boating** – To approve the removal of the Linney gross salaries and wages line

c) Budget 2009/10 – To recommend to Full Council the adoption of the budget for 2009/10

d) Capital Budget – To consider the attached Capital Budget details and recommend to Full Council accordingly (pg 34)

20. STAFFING PROPOSALS – Please see the attached report (pg 35)

21. STAFFING & APPEALS SUB-COMMITTEE – To receive the minutes of the meeting held on 18th December 2008 (pg 37)

22. SSDC PERSONNEL RESOURCE – To consider asking for professional assistance from the Monitoring Officer to investigate outstanding complaints in the absence of the Town Clerk



23. STANDARDS BOARD DECISION – To note that no further action will be taken for Case MO/01/35

Linda A Thomas
Town Clerk