



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 14th NOVEMBER 2011 at 7.00PM**

PF/94 PRESENT

Chairman: Councillor McCormack

Councillors: Aitken; Newbold; Parry; Perks; Phillips; Pound; Wilcox

Officers: Veronica Calderbank, Town Clerk;
Lucy Morgan, Secretary

PF/95 APOLOGIES

Apologies for absence were received from Councillor Smithers.

PF/96 DECLARATIONS OF INTEREST

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

Personal Interests

	<u>Member</u>	<u>Item</u>
V. Parry		Ludlow in Bloom
		Queen's Diamond Jubilee Group
J. Aitken		Queen's Diamond Jubilee Group

Prejudicial Interests

No prejudicial interests were declared.

PF/97 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

PF/98 PUBLIC OPEN SESSION FEEDBACK

All questions posed at the previous meeting had been answered during the meeting.

PF/99 MINUTES

RESOLVED (5:0:1)

That the minutes of the Policy and Finance Committee meeting held on 17th October 2011, be approved as a correct record and signed by the Chairman.

PF/100 ACCOUNTS COMMITTEE

RESOLVED (unanimous)

That the minutes of the final Accounts Committee meeting held on the 5th October 2011, be approved as a correct record and signed by the Chairman of Accounts Committee.

PF/101 RECOMMENDATIONS FROM SERVICES COMMITTEE

Market Matters

That a winter retainer for market stalls should be offered to all traders.

The Town Clerk explained that a request had been received from a market trader for a winter retainer and the issues this could cause with regards to casual/regular traders, balance of trade and stall allocation.

Following a discussion of this issue, Councillor Parry proposed this policy, there was no seconder and therefore this recommendation was defeated.

PF/102 POLICIES

a) Internet Use Policy and Procedure

RECOMMENDED (unanimous)

That the Internet Use Policy and Procedure be adopted.

PF/103 b) Memorial Safety Policy

Following a question from Councillor Parry the Town Clerk explained that any memorials found to be unsafe would be laid down on the grave and the families

would be contacted. She assured Members that no memorial would be removed from the cemetery. She added that if the family could not be contacted the memorial would remain laid down.

The Mayor asked if laying down memorials would cause a maintenance issue for the Council. The Town Clerk stated that due to the layout of the cemetery this would not increase the grass cutting/maintenance works. She added that without removing or the Council incurring costs to reinstate the memorials this was the best option.

Councillor Parry requested the Council look into works to protect and enhance the Babies Memorial as many visitors to the cemetery do not realise it is there.

Councillors Perks stated that he believed the amendment register on the front page of the policy should be included on all the Town Council's policies to keep track of amendments and to ensure the Council is always working from the most up to date version.

RECOMMENDED (unanimous)

That the Memorial Safety Policy be adopted.

PF/104 c) Press Protocol

The Chairman stated that she wished to remind Members that this policy should work together with the Code of Conduct and she drew Members attention to paragraph 4.4 as the issue of "mutual respect" within the Council should be kept in mind at all times.

The Town Clerk added that all policies would be reviewed annually at the first Policy and Finance Committee of the Municipal year.

RECOMMENDED (4:1:1)

That the Press Protocol be adopted.

PF/105 QUEEN'S DIAMOND JUBILEE

Councillor Wilcox queried how the Town Council would be celebrating the Queen's Diamond Jubilee other than the financial support being given to the Queen's Diamond Jubilee Group.

The Town Clerk stated that she had received correspondence from the Rector as to whether the Mayor's Sunday and Jubilee Celebrations could be combined. The Committee decided that these two events were very different and should be celebrated separately.

RESOLVED (4:0:1)

That the Town Clerk write to the Queen's Diamond Jubilee Group to thank them for the financial information provided, to encourage the continuation of dialogue between the Group and the Council and to offer the Council's support for a successful programme of events.

- PF/106** Members discussed consulting the town on how the Council should mark the Jubilee but it was decided that due to the short timescale in which to arrange such an event and the nearness of the end of the budget process Members should decide on options to be presented to Council with consultation to be made on the details of the project.

RECOMMENDED (unanimous)

That budgetary provision be made for the Town Council's Queen's Diamond Jubilee event, in the sum of £5,000, to be available if required.

- PF/107** **RESOLVED (unanimous)**

That a Jubilee Working Group be formed to consider possible events etc. to be organised by the Town Council. All Members to be invited and make recommendations to Council.

- PF/108** The Mayor stated that following investigations into the site of the fireworks display it had become clear, that due to health and safety, the only site available was Whitcliffe Common.

The Town Clerk added that the Olympic Torch would also be coming to Ludlow next year on May 24th and she hoped that the Council would consider event options for then as well and a civic reception.

- PF/109** **SHROPSHIRE PLAYING FIELDS ASSOCIATION**

The Town Clerk stated that as the Council owned and maintained many play areas within Ludlow the advice offered to members of the Shropshire Playing Fields Association would be very helpful.

RECOMMENDED (unanimous)

That:-

- i) Ludlow Town Council become members of the Shropshire Playing Fields Association and make a contribution of £25.00 this year.
- ii) Core Budget Funding of £25.00 be included within the budget for 2012/13 and a direct debit be set up.

PF/110 FINANCIAL INFORMATION

a) Payments

Members considered the payments list and discussed several entries including the Cemetery height restriction barrier and the dispatch of Council papers to Councillors.

RESOLVED (unanimous)

That the payment list for October 2011 be noted.

PF/111 b) Income

RESOLVED (unanimous)

That the income report for September and October 2011 be noted.

PF/112 BANK MANDATE

The Chairman requested that Members who wish to become Council signatories stay behind at the end of the meeting to sign the mandate.

PF/113 EXCLUSION OF PRES 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)

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

The meeting closed at 7.30pm.

Chairman
N.B. Confidential Minutes will be issued.

Date