



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 17th OCTOBER 2011 at 7.00PM**

PF/76 PRESENT

Chairman:	Councillor McCormack
Vice-Chairman:	Councillor Smithers
Councillors:	Parry; Pound; Wilcox
Officers:	Veronica Calderbank, Town Clerk; Naomi Brotherton, Admin Assistant

PF/77 APOLOGIES

Apologies for absence were received from Councillors Aitken and Davies.

PF/78 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
J. Smithers	Ludlow in Bloom

Prejudicial Interests

No prejudicial interests were declared.

PF/79 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public present. The Chairman invited questions from the public.

Alan Poulton, Queens Diamond Jubilee and Teme Weirs Trust

Mr Poulton said that he was attending in his capacity as a committee member for the Diamond Jubilee Group and also the Teme Weirs Trust and he would be interested to see if the proposed extension to the Bread Walk was being discussed. He went on to say that the Teme Weirs Trust were meeting next week to discuss the issue and had a good relationship with the Environment Agency.

The Town Clerk informed Mr Poulton that the extension of the Bread Walk had been discussed at Full Council the previous week, 10th October and Council had resolved to support the extension and that it be included in the HLF bid.

Graeme Perks, Skill builders

Mr Perks stated that he had attended the meeting to collect an Agenda. He explained he had emailed a member of staff for a copy but had not had a reply.

The Town Clerk advised Mr Perks that the member of staff he had emailed was on annual leave but in future if he emailed her direct the email would be read by herself or Deputy Town Clerk and Agendas put to one side or emailed to him.

Rosanna Taylor-Smith, Unitary Councillor, Shropshire Council

Councillor Taylor-Smith said that there was nothing on the Agenda she wished to comment on but she had wanted to thank the two DLF staff who had helped with the litter picks that morning.

PF/80 PUBLIC OPEN SESSION FEEDBACK

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

PF/81 MINUTES

RESOLVED (3:0:2)

That the minutes of the Policy and Finance Committee meeting held on 26th September 2011, subject to the amendment of PF/59 to omit Councillor Glaze, be approved as a correct record and signed by the Chairman.

PF/82 ACCOUNTS COMMITTEE

RESOLVED (unanimous)

That the minutes of the Accounts Committee meeting held on the the 5th October 2011 be received.

PF/83 RECOMMENDATIONS FROM REPRESENTATIONAL COMMITTEE

The Chairman invited Councillor Smithers to explain the recommendation.

The Town Clerk stated that this was in fact a resolution and not a recommendation and did not need to be referred to Full Council.

PF/84 HALF-YEAR ACCOUNTS

The Chairman introduced the Half Year Accounts and highlighted the Exceptions report, she stated that in her opinion these represented a good set of budget figures as the Town Council was ahead on projected income and behind on expenditure. She commented that staff should be thanked for this achievement.

Alan Poulton left the meeting at 7.15 pm.

Following a question from Councillor Pound the Town Clerk confirmed that the Town Council now had fuel accounts with both the Ludlow garages and that the DLF would fill up with the cheapest.

Following a query from a Member about storage, the Town Clerk explained that the unit at Coder Road had been vacated at the end of September and the storage area between Bodenhams and Holland and Barratt was used to store the market trolley and aprons. The items from Coder Road were either in the kitchen at the Stable Block or had been moved to the Cemetery Office. Following some work the storage room at the back of the Cemetery toilets would be used for the tables and chairs from the Buttercross, but in the interim a lockup at Wooferton would be used temporarily.

The Town Clerk then went on to highlight three successes for the year so far. At half year the Market Rents income were up to 70.8%, the Specialist Markets had been fully subscribed and exceeded the expected budget and the 'Made in Shropshire Market' had also brought in income not budgeted for.

RESOLVED (unanimous)

That the Half Year accounts and Exceptions Report be received and noted.

PF/85 BUDGET WORKING GROUP

It was decided that the next Budget Working Group would be held on Monday 31st October 2011 at 2.00 pm.

PF/86 POLICIES

Advertising in Ludlow Town Council's Publications, on the Website and Use of the Town Notice Boards

RECOMMENDED (unanimous)

That subject to 5.2 being amended to read, "Organisations with political objectives will not be permitted to advertise material, except for elected Councillors who wish to advertise their surgeries", the Policy on Advertising in Ludlow Town Council's Publications, on the Website and Use of the Town Notice Boards be adopted.

PF/87 LONE WORKER POLICY

RECOMMENDED (4:0:1)

That the Lone Worker Policy be adopted.

PF/88 VEHICLE POLICY AND PROCEDURES

RECOMMENDED (unanimous)

That the Vehicle Policy and Procedures be adopted.

PF/89 PROTOCOL FOR THE SENIOR CITIZEN'S CHRISTMAS PARTY

RECOMMENDED (unanimous)

That the Protocol for the Senior Citizen's Christmas Party be adopted.

PF/89 MARKET REGULATIONS

The Town Clerk explained the report and drew Members attention to the fact that the amendments to the Traders Licence Pack had been discussed at a meeting with the former Market Manager and this was to iron out any problems in the future.

Following a question from a Member the Town Clerk confirmed that rules for casual traders had been included in the amendments.

RECOMMENDED (unanimous)

That the amendments to the Market Traders Licence be adopted.

PF/90 **BANK MANDATE**

The Town Clerk reminded the Committee that Full Council had resolved for all Members of the Policy and Finance Committee, should they wish, to sign the bank mandate so that they are authorised to sign cheques, however the bank mandate form had still not been received.

PF/91 **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)

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

The meeting closed at 8.10 pm.

Chairman

Date

N.B. Confidential Minutes will be issued.