



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Town Clerk, Staff, Press
Contact: Veronica Calderbank
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Despatch date: 7th June 2011

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the **Stable Block Meeting Room, Stone House**, Ludlow on Monday 13th June 2011 at 7.00pm

Veronica Calderbank
Town Clerk

Key Agenda Items:

- **Standing Orders/ Financial Regulations**
- **Operational Working Review 2011**
- **End of Financial Year Unaudited Accounts**
- **Street Trading – Recommendations from the Street Trading Sub-Committee**
- **Boxing Club Award of Contract for Steel works and Calculations**

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. **Apologies**
2. **Declarations of Interests** – Members are requested to declare any personal and prejudicial interests they may have in matters to be considered at this meeting 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
 - a) Declarations of personal interest
 - b) Declarations of prejudicial interest
3. **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.
4. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk.
5. **Minutes** – To approve as a correct record and sign the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 28th FEBRUARY 2011**.

ITEM	ATTACHMENT
6. ACCOUNTS COMMITTEE Receive the minutes of the meetings held on:-	
a) 9 th March 2011	6a
b) 6 th April 2011	6b
c) 20 th April 2011	6c
d) 11 th May 2011	6d
e) 1 st June 2011	6e
7. RECOMMENDATIONS FROM SERVICES COMMITTEE Recommendations from the Services Committee meeting held on 6 th June 2011	7
8. STANDING ORDERS & FINANCIAL REGULATIONS To consider the variation to Standing Orders provided by NALC and the updated Financial Regulations and recommend adoption to Council	8
9. OPERATIONAL WORKING REVIEW 2011 (INCLUDING REPRESENTATIVES ON OUTSIDE BODIES) To consider a report from the Town Clerk	9
10. MEMBERSHIP OF SUB-COMMITTEES To agree the membership of the Sub-Committees of the Policy and Finance Committee:-	No papers



a)	Communications Working Group	
b)	Budget Working Group	
c)	Town Plan Working Group	
d)	Mayfair Sub-Committee/Safety Advisory Group	
e)	Civic Events Working Group	
f)	Christmas Lights Working Group	
g)	Markets Sub-Committee – Additional Members	
h)	Street Trading Sub-Committee – Additional Members	
11.	END OF YEAR ACCOUNTS 2011/12 (UNAUDITED) End of year figures prior to Internal Audit to be considered on 27 th June 2011 by Council. This has to be tabled as the accountant is visiting to finalise on 13 th , the day of the meeting	To be tabled
12.	STREET TRADING	
a)	Report presented to the Street Trading Sub-Committee on 10 th June 2011	12a
b)	Recommendations from the Street Trading Sub-Committee on 10 th June 2011	To be tabled
13.	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	No papers
14.	CONFIDENTIAL MINUTES Approve as a correct record and sign the confidential minutes of the Policy & Finance Committee meeting held on Monday 28 th February 2011	14
15.	BOXING CLUB WORKS To award a Contract for the Boxing Club Profile Frame and Calculations required by Building Regulations	15



M e m b e r s h i p

List of Members of the Policy & Finance Committee

Councillors Pope (Chair); McCormack (Vice-Chair); Aitken; Glaze; Leyton-Purrier;
Newbold; Parry; Pound; Smithers; Wilcox

Notes

**The next Policy & Finance Committee meeting will be held on
Monday 25th July 2011**