



## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press  
**Contact: Gina Wilding**  
**Ludlow Town Council, The Guildhall, Mill Street, Ludlow,**  
**SY8 1AZ**  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: 5<sup>th</sup> June 2019**

### **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 10<sup>th</sup> June 2019 at 7.00pm

Gina Wilding  
Town Clerk

### Key Agenda Items:

- Election of Vice Chairman
- Income and Expenditure 4<sup>th</sup> Quarter
- Earmarked Reserves
- Subject Access Policy
- Security Incident Policy

***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. **Recording of Meetings** – Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings. The act of recording and broadcasting must not interfere with the meeting.  
The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.
3. **Election of Vice Chairman**  
To receive nominations and elect a Vice Chairman
4. **Apologies**
5. **Declarations of Interests**  
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
  - a) Disclosable Pecuniary Interest
  - b) Declaration of conflicts of Interest
  - c) Declarations of personal interest
6. **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.
7. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
8. **Minutes** – To approve the open and closed session minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 15<sup>th</sup> April 2019**.
9. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 15<sup>th</sup> April 2019**.

	<b>ITEM</b>	<b>Attachment</b>
<b>10.</b>	<b>FINANCE INFORMATION</b> To receive:-	
a)	Cash Book – Payments and Income – April 2019	10a
b)	Reconciliation – April 2019	10b
c)	Barclaycard Statements – April 2019	10c
d)	PayPal – Payments, Income & Reconciliation – April 2019	10d



e)	Mayor's Charity – Payment, Income & Reconciliation –April 2019 and to 21 <sup>st</sup> May 2019 (Year End)	10e
<b>11.</b>	<b>4<sup>th</sup> QUARTER</b>	
a)	To note the Income and Expenditure Report	11a
b)	To note the Exceptions Report	11b
<b>12.</b>	<b>EARMARKED RESERVES</b>	12
	To approve the creation of earmarked reserves	
<b>13.</b>	<b>CARRIED FORWARDS</b>	13
	To approve the year end carried forward budgets from 2018/19 to 2019/20	
<b>14.</b>	<b>AGED DEBTORS</b>	14
	To receive the list of aged debtors as of the end of 2018/19 financial year	
<b>15.</b>	<b>BUDGET CODES</b>	15
	To consider a report on combining two budget codes	
<b>16.</b>	<b>WME UPDATE</b>	16
	To note the update from WME	
<b>17.</b>	<b>POLICIES</b>	17a
a)	To adopt the Subject Access Policy	17b
b)	To adopt the Security Incident Policy	

### M e m b e r s h i p

Members of the Policy & Finance Committee

Councillors Cobleby (Chair); Clarke; Garner; Gill; Ginger; Lyle; Mahalski; O'Neill; Perks; Pote; Sheward; Smithers

### Notes

The next Policy & Finance Committee meeting will be held on the  
**22<sup>nd</sup> July 2019**