

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 8th JUNE 2015** at 7.00PM

PF/01 PRESENT

Chairman: Councillor Cobley

Councillors: Jones, Lyle, J. Newbold (Vice Chair) , Parry; Sheward;
Smithers

Officers: Gina Wilding, Town Clerk
Sarah Hughes, Finance Assistant

Also Attending Councillor Perks (ex-officio)

PF/02 HEALTH & SAFETY

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/03 APOLOGIES

Apologies for absence were received from Councillors Draper, Gill, Ginger, Kemp.

PF/04 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None.

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V. Parry J. Smithers	Financial Information 12 & 13	On the board of SALC Treasurer of the Youth Partnership and a Trustee of the South Shropshire Youth Forum.
V. Parry	Financial Information	Chair of Ludlow in Bloom

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V. Parry	12 & 13	Involved with Youth Partnership Works in the same building as Craven Arms Library.
A. Cobley	Unitary Q & A	

PF/05 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/06 UNITARY COUNCILLORS SESSION

Councillor Parry stated she had attended a SALC meeting earlier in the day to discuss libraries in Shropshire. She shared that Ludlow Library will be making some changes to the internal layout of the building to accommodate Shropshire Council. 5 libraries in the region (not Ludlow) will be sharing a grant of £50,000 from Shropshire Council in a bid to turn them into parish run libraries. There is a further meeting regarding this next week which Councillor Parry will be attending.

PF/07 MINUTES**RESOLVED (Unanimous) JS/CS**

That the open and closed session minutes of the Policy and Finance Committee meeting held on 20th April 2015, be approved as a correct record and signed by the Chairman.

PF/08 ITEMS TO ACTION

Members thanked staff for completing the items to action.

RESOLVED (Unanimous) RJ/JS

That the Items to Action table be noted.

PF/09 FINANCIAL INFORMATION

The Chairman shared queries that Councillor Perks had expressed by email prior to the meeting, which the Town Clerk responded by email.

Councillor Lyle queried whether we receive room hire free of charge from Ludlow Assembly Rooms as part of the Service Level Agreement, which the Town Clerk replied that we did, but all other costs such as set up and staff costs are still payable.

RESOLVED (Unanimous) JS/RJ

That Payments and Income Reports, Barclaycard Statement and Bank Reconciliation for March and April 2015 be received.

PF/10 **4th QUARTER ACCOUNTS**

RESOLVED (Unanimous) RJ/JS

That the Income and Expenditure Report and Exceptions Report be approved.

PF/11 **POLICIES**

a) Landline and Mobile Phone Policy

The Town Clerk stated that the policy had been reviewed by Ellis Whittam. A minor change has been made to the wording due to the change in staffing structure, the word 'Deputy Town Clerk' has been removed.

b) Equal Opportunities Policy

The Town Clerk stated that the policy had been reviewed by Ellis Whittam.

RECOMMENDED (Unanimous) JS/CS

To adopt the Landline and Mobile Phone Policy and to adopt the Equal Opportunities Policy.

PF/12 **LEGISLATION**

RESOLVED (Unanimous) RJ/JS

To note the briefing from the National Association of Local Councils on LGA (Religious etc Observances) 2015.

PF/13 **LUDLOW YOUTH FESTIVAL**

Councillor Smithers stated that he had attended the Youth Partnership meeting, regarding the youth festival, where it was decided that there was not enough support to run the full festival this year, and instead the aim is to organise smaller events throughout the year.

Councillor Lyle suggested that as the activities are changing from what the grant was originally intended, the Town Council should support them in principle, however costing breakdown of each event should be sent to the Town Clerk, who should received delegated powers to authorise payment up to £500 authorised by Council.

RESOLVED (6:0:1) DL/RJ

To:-

- i) Support the revised plans for a BBQ at the Linney and a pop up craft afternoon at Wheeler Road (Youth Partnership) in principle,
- ii) Request a cost breakdown of each event before releasing funding, and
- iii) Grant the Town Clerk delegated powers to release payment up to the £500 already authorised by Council.

PF/14 YOUTH ACTIVITIES CONSULTATION

Members discussed their concerns with the long, time consuming and costly process of the consultation, and talked about how the Town Council supports youth activities in Ludlow through grants.

Grants

South Shropshire Youth Forum
Ludlow Youth Festival
Ludlow Assembly Rooms
Ludlow Fringe Festival
St Laurence's Summer Arts Festival and
Ludlow Green Festival

The Town Council also supports youth activities through facilities at the Linney and Wheeler Road Skate Park, and events including Kids Corner Fun Day and Christmas Lights Switch on.

Councillor Perks entered the meeting at 7.40pm

RESOLVED (Unanimous) JS/AC

To:-

i) Support the proposal for Youth Services Commissioning as follows:

Proposed activity	Location	Days/times	Beneficiary age
Girls group and juniors join as one group with 1 leader in charge and qualified youth worker and volunteers	Ludlow youth centre		10-13
Senior group session with a higher proportion of qualified staff due to a higher level of need	Ludlow youth centre		14-18

ii) To inform residents of ways Ludlow Town Council supports local youth organisations, provides youth facilities and youth focused events. And further to this, consider ways to provide simple organised games such as rounders at Wheeler Road and The Linney.

iii) To continue to support the Youth Partnership to enable youth groups to work together efficiently, including sign posting organisations to funding via the Community Engagement Officers.

iiii) To consider youth services and facilities as a priority in the Town Plan 2015-2019

PF/15 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) GG/JS

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

The meeting closed at 7.55pm

Chairman

Date

N.B. Closed Session Minutes will be issued.