

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 26th OCTOBER 2015** at **7.00PM**

PF/49 PRESENT

Chairman: Councillor Cobley

Councillors: Clarke, Draper, Gill, Ginger and Sheward

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

Also Attending Councillor Perks

PF/50 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/51 APOLOGIES

Apologies for absence were received from Councillors J Newbold, R Jones, Kemp, Lyle, Parry and Smithers.

PF/52 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None.

Declaration of Conflicts of Interest

| <u>Member</u> | <u>Item</u> | <u>Reason</u> |
|---------------|-------------|--|
| A. Cobley | 13 | Works at Rockspring Community Centre which is a venue for other organisations; and is employed by SSFS |
| C. Sheward | 10b | Quaker faith and practice |
| T. Gill | 13 | Friend of Whitcliffe Common and Teme Weirs Trust |

Declarations of Personal Interest
None.

PF/53 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/54 UNITARY COUNCILLORS SESSION

There were no Unitary Councillors present.

PF/55 MINUTES

RESOLVED (Unanimous) AC/PD

That the open and closed session minutes of the Policy and Finance Committee meeting held on 14th September 2015, be approved as a correct record and signed by the Chairman.

PF/56 ITEMS TO ACTION

The Chairman thanked staff for completing the items to action.

RESOLVED (Unanimous) AC/PD

That the Items to Action be noted

PF/57 FINANCIAL INFORMATION

Councillor Sheward requested the name of the winner of the prize donated to Ludlow College.

Councillor Perks stated that Pride of Place would not claim their £300 grant this year.

RESOLVED (Unanimous) AC/PD

That: Payments and Income Reports, Second Quarter Accounts, Barclaycard Statement and Bank Reconciliations for August and September 2015 be received.

PF/58 POLICIES

a) Protocol on Communications

The Town Clerk stated that no changes had been made to the Protocol and added that the Press Protocol had been adopted at the Annual Meeting on 13th May 2015.

RECOMMENDED (Unanimous) AC/GG

That the Protocol on Communications is adopted.

PF/59 b) Protocol on Bullying and Harrassment

The Town Clerk confirmed that advice and tracked changes to the Policy had been received by Ellis Whittam, and that the Standards Board no longer exists, the point of contact is now the Monitoring Officer at Shropshire Council.

Councillor Gill expressed concerns relating to the policy, stating he felt the wording was too nebulous, and he would not be willing to adopt a policy which lacks clear definition.

Councillor Sheward added that the role of a Councillor can be isolating and that this should be addressed, he added that a system should be in place for Councillors in need of advice.

The Town Clerk confirmed that SALC could provide support and advice to Councillors.

The Chair reminded Councillors that they were considering the Protocol on Bullying and Harassment attached to the agenda, and Councillor Counselling could be considered on another agenda.

RECOMMENDED (5:1:0) AC/PD

To adopt the Protocol on Bullying and Harassment

PF/60 CONSULTATIONS**RESOLVED (Unanimous) GG/PD**

Members of Policy and Finance should submit consultation comments to the Town Clerk regarding:-

- i) Shropshire Health and Wellbeing Consultation,
- ii) Gambling Policy Consultation and
- iii) Homelessness Strategy Consultation

Comments must be supplied one week before the consultation deadline.

PF/61 MARKETS BETWEEN CHRISTMAS AND NEW YEAR

Councillor Ginger commented that fees for Markets are set by Full Council at the beginning of the year and must be the same for all Market Lets in order to remain fair.

RESOLVED (Unanimous) GG/TG

That:-

- i) The request for a reduced rent is declined
- ii) The Town Clerk writes to the Market traders to explain the situation.

PF/62 QUARTERLY ELECTRIC METER READS

Councillor Ginger requested that the unit prices are included for information.

RESOLVED (Unanimous) CS/AC

To:-

- i) Note the meter readings
- ii) Include unit prices

PF/63 2016/17 BUDGET WORKING GROUP**Budget Working Group Minutes****RESOLVED (Unanimous) AC/PD**

To note the minutes from the Budget Working Group held on Friday 16th October 2015.

PF/64 Budget Working Group Recommendations

Members considered the recommendations of the Budget Working Group

| Recipient | Current £ | Suggested £ | Reduction £ |
|-----------------------|------------------|--------------------|--------------------|
| CAB | 3000 | 1000 | 2000 |
| Vision Project | 9000 | 3000 | 6000 |
| Homestart | 1000 | 0 | 1000 |
| Project Support | 2000 | 1000 | 1000 |
| Crucial crew | 413 | 200 | 213 |
| Youth festival | 500 | 500 | 0 |
| Youth forum | 1000 | 1000 | 0 |
| Shropshire AONB | 50 | 50 | 0 |
| Teme Wiers | 300 | 300 | 0 |
| Ludlow College | 30 | 30 | 0 |
| Friends of Whitcliffe | 500 | 500 | 0 |
| Ludlow Concert band | 500 | 500 | 0 |
| Ludlow fringe | 2000 | 2000 | 0 |
| Town walls trust | 2000 | 450 | 1550 |
| Ludlow Stadium | 500 | 500 | 0 |
| Pride of Place | 300 | 150 | 150 |
| LAR | 15000 | 15000 | 0 |
| LIB | 2500 | 2500 | 0 |
| TOTAL | 40,593 | 28,630 | 11,913 |

- Please note **Project Support Grant** recommendation will be considered by Representational Committee on 18th November 2015. The figure is only included for information
- Please note that some core funding has been awarded with **Service Level Agreements** and a twelve month notice period prior to any changes. Members can not reduce funding this year, but can consider if a notice period should be initiated for reductions in the next financial year.

Councillor Perks left the meeting at 8pm

RESOLVED (Unanimous) AC/PD

To provide 12 months notice to organisations with a Service Level Agreement that Council would review the grant and may change the amount awarded.

RECOMMENDED (Unanimous) GG/AC

To implement a policy that core grant funding is considered annually upon receipt of application in July and August to enable inclusion in the budget setting process. Where applicable, organisations should provide comprehensive feedback on funding previously received should be presented to Council.

RECOMMENDED (Unanimous) AC/PD

- At the organisation's request, no grant is made to Pride of Place
- Due to no substantiated evidence of need, no grant is awarded to the Town Walls Trust,
- A grant of up to £600 will be considered upon request from Homestart.

| Recipient | Current £ | Suggested £ | Reduction £ |
|------------------------|------------------|--------------------|--------------------|
| CAB | 3000 | 1000 | 2000 |
| Vision Project | 9000 | 3000 | 6000 |
| Homestart | 1000 | 600 | 400 |
| Project Support | 2000 | 1000 | 1000 |
| Crucial crew | 413 | 200 | 213 |
| Youth festival | 500 | 500 | 0 |
| Youth forum | 1000 | 1000 | 0 |
| Shropshire AONB | 50 | 50 | 0 |
| Teme Wiers | 300 | 300 | 0 |
| Ludlow College | 30 | 30 | 0 |
| Friends of Whitcliffe | 500 | 500 | 0 |
| Ludlow Concert band | 500 | 500 | 0 |
| Ludlow fringe | 2000 | 2000 | 0 |
| Town walls trust | 2000 | 0 | 2000 |
| Ludlow Stadium | 500 | 500 | 0 |
| Pride of Place | 300 | 0 | 300 |
| LAR | 15000 | 15000 | 0 |
| LIB | 2500 | 2500 | 0 |
| TOTAL | 40,593 | 28,680 | 11,913 |

PF/65 Budget Working Group Consultation

RESOLVED (Unanimous) PD/AC

That the Press Release and Survey release date is put back until after 18th November to enable all committees to make their recommendations.

PF/66 INTERNAL AUDITORS REPORT

RESOLVED (Unanimous) AC/PD

To note the internal auditors interim report and daily market rent sheet.

The meeting closed at 8.30pm

Chairman

Date

N.B. No Closed Session Minutes will be issued.