



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 15<sup>th</sup> APRIL 2013** at **7.00PM**

### **PF/140 PRESENT**

Chairman: Councillor McCormack

Councillors: Aitken; Draper; Newbold; Parry; Perks; Phillips; Pound; Smithers

Officers: Gina Wilding, Town Clerk  
Lucy Jones, Secretary

Also in Attendance: Colin Richards, Shropshire Council  
Chris Davis, Ludlow Arts Festival

### **PF/141 HEALTH & SAFETY**

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

### **PF/142 APOLOGIES**

Apologies for absence were received from Councillor Wilcox.

### **PF/143 AMEND AGENDA ORDER**

#### **RESOLVED (SM/GP Unanimous)**

That the agenda order be amended to consider the Boxing Club item following the approval of the minutes.

### **PF/144 DECLARATIONS OF INTEREST**

Disclosable Pecuniary Interests  
None declared.

Declaration of Conflicts of Interest  
None declared.

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>
G. Perks	Involved with organisations listed within the list of payments (previously declared)
J. Smithers	Member of Ludlow RBL which are hosting events during the Ludlow Festival
V. Parry	Ludlow in Bloom

**PF/145 PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**PF/146 UNITARY COUNCILLORS SESSION**

Unitary Councillor R. Taylor-Smith, Ludlow North, stated that the Boxing Club would be a great asset to the town and as it neared completion she was very interested to see it used to its full potential including possibly hosting the Ludlow and Cleve Local Joint Committee meetings.

**PF/147 MINUTES****a) Open Session****RESOLVED (SM/GP 6:0:2)**

That the minutes of the Policy and Finance Committee meeting held on 4<sup>th</sup> March 2013, be approved as a correct record and signed by the Chairman.

**PF/148 b) Closed Session****RESOLVED (SM/JS 6:0:2)**

That the closed session minutes of the Policy and Finance Committee meeting held on 4<sup>th</sup> March 2013, be approved as a correct record and signed by the Chairman.

**PF/149 BOXING CLUB**

Colin Richards made a presentation on the progress of the Boxing Club Community Building. He stated that the project was unique in its partnership arrangements which had made the planning process difficult. He said that as an asset the building was valued at £250,000 but had been built to its current stage on an original budget of £67,000 plus a further £20,000 fundraising during the build.

He stated that the Boxing Club were in the process of apply for further funding from Tesco and the West Mercia Police. He said that following the receipt of this funding the building could be completed within as little as 4 weeks. Colin Richards asked that Members consider making £10,000 available to assist with the completion of the build. The money would be repayable within the same financial year.

The Chairman thanked and congratulated Colin Richards, the Boxing Club and all volunteers and parties involved for creating such an asset to the town.

**RECOMMENDED (SM/GP Unanimous)**

That:-

- i) once clarification of the financial and legal implications of doing such has been obtained, the Town Council make available £10,000 to the Boxing Club project if required;
- ii) further grant applications are made as planned to West Mercia Police and Tesco.
- iii) the money is made available on the understanding that it is repaid by fund raising within a year.
- iv) an alarm system is installed in the building.

**PF/150 AMEND AGENDA ORDER**

**RESOLVED (SM/GP Unanimous)**

That the agenda order be amended to consider the Ludlow Festival item next.

**PF/151 LUDLOW FESTIVAL**

Chris Davis, Ludlow Arts Festival explained to the Council that tickets sales for this years festival were going well including not only local residents but also those further afield. He stated that he was currently in talks to reinstate the Shakespeare play in 2014 and hoped to provide a festival that would not only include the whole town but also benefit it.

He stated that he was seeking permission to put up bunting through the centre of Ludlow as the Town Council's bunting for the Jubilee had looked lovely and had brought a celebratory atmosphere to the town.

Councillor Parry stated that if this was permitted the Town Council needed to ensure that permission was sought from residents of each property it was to be attached to.

The Town Clerk explained to Members that the only cost to the Council would be in staff time but she wanted the Committee to understand that this work would take staff away from their usual duties which may affect targets.

Councillor Aitken asked why the Festival had proposed purple and white bunting. Chris Davis stated that the Arts Festival logo was purple and the Food Festival also used the colour which would enable the bunting to remain in place to benefit all festivals in the town during the summer.

**RECOMMENDED (SM/GP 8:0:1)**

That:-

- i) permission be granted for bunting, to be purchased by the Ludlow Arts Festival, to be erected between the Bull Ring and Castle Square.
- ii) the Direct Labour Force erect the bunting.
- iii) this be a pilot to be reviewed in 2014.

**PF/152 4<sup>th</sup> QUARTER ACCOUNTS**

The Chairman congratulated staff on being able to provide the Council with these figures so soon after Year End. She reminded Members that these figures would not be finalised until they were signed off by the Council's Accountant in May, but that they seemed very positive.

Members went through the report and discussed several points.

**RESOLVED (SM/PD Unanimous)**

That the 4<sup>th</sup> Quarter Income and Expenditure and Exceptions report be received.

**PF/153 FINANCIAL INFORMATION**

Councillor Phillips asked if some of the invoices in relation to the Boxing Club should have come to Council for approval as they exceeded the Town Clerk's authorised expenditure. The Town Clerk stated that the Council had signed off the project as a whole and the expenditure was within budget. She also pointed out that due to the unique nature of the project referring such payments to Council would cause delays that could be detrimental of the project.

Members agreed that they would like more information on the Boxing Club project financials including donations.

**RESOLVED (SM/PD Unanimous)**

That the Payments and Income reports and Barclaycard Statements for February and March 2013 be noted.

**PF/154 POLICIES****Children and Vulnerable Adults Protection Policy**

Members considered the policy and stated that they felt it was more relevant to organisations such as schools who have daily contact with children and vulnerable adults and therefore may be too in depth for the Town Council.

**RESOLVED (SM/GP Unanimous)**

That the Town Clerk review the policy and reduce/amend it to apply to the Council's specific areas of responsibility.

**PF/155 CO-OPTIONS**

The Town Clerk explained that only 9 nominations had been received for the 15 seats on Ludlow Town Council. Therefore it was an uncontested election and following the election date the Council could co-opt 6 Members.

Councillor Perks stated that this situation gave the Council the opportunity to carry out a skills audit of those elected Councillors to identify their areas of experience and to advertise and co-opt appropriately to fill any skills gaps.

Councillor Phillips stated that the Council had 35 working days to co-opt the remaining seats. After that time Shropshire Council have the power to call another election, though she said that she had spoken to Shropshire Council and understood that it was unlikely that they would do this.

Councillor Newbold stated that this issue had been a long running problem for Ludlow. He asked if the number of Councillors seats could be reduced. The Town Clerk stated that the Town Council could not make such a change but she would investigate and report back.

**RESOLVED (GP/MP 8:0:1)**

That the Town Clerk draw up a timetable for Co-Option, look at the skills of elected Councillors and draft a relevant press release for release after 2<sup>nd</sup> May 2013.

**PF/156 REVIEW OF COUNCIL STRUCTURE, PERFORMANCE MANAGEMENT, STANDING ORDERS AND COUNCIL POLICIES**

Members agreed that in order to fully review the Council Structure and Standing Orders a Working Group should be set up to consider the matter in the required detail.

**RESOLVED (MP/GP 8:0:1)**

That a Council Structure and Standing Orders Working Group be set up to make recommendations to Council.

**PF/157 RESOLVED (SM/GP 7:0:2)**

That the Council Structure and Standing Orders Working Group be made up of Councillors Draper, Newbold, Perks, Phillips and Pound.

**PF/158 WIGLEY FIELD'S ALLOTMENTS LEASE**

Members discussed the amendments to the Lease.

**RECOMMENDED (SM/JS Unanimous)**

That:-

- i) the terms of the current Lease be rolled over for 2013/14.
- ii) a rental charge of £733.00 be requested for 2013/14.
- iii) the Wigley Field's Allotment Association be invited to attend a Council meeting and make a presentation on their work.
- iv) a new Lease be agreed before 31<sup>st</sup> March 2014.

The meeting closed at 9.00pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

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