



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 4<sup>th</sup> MARCH 2013** at **7.00PM**

### PF/111 **PRESENT**

Chairman: Councillor McCormack

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

Officers: Gina Wilding, Town Clerk  
Lucy Jones, Secretary

### PF/112 **HEALTH & SAFETY**

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

### PF/113 **APOLOGIES**

Apologies for absence were received from Councillors Phillips and Wilcox.

### PF/114 **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	Pride of Place South Shropshire Youth Forum
V. Parry	Ludlow in Bloom

### PF/115 **PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**PF/116 UNITARY COUNCILLORS SESSION**

There were no Unitary Councillors present.

**PF/117 MINUTES**

**a) Open Session**

**RESOLVED (SM/PD Unanimous)**

That the minutes of the Policy and Finance Committee meeting held on 21<sup>st</sup> January 2013, be approved as a correct record and signed by the Chairman.

**PF/118 b) Closed Session**

**RESOLVED (SM/JS Unanimous)**

That the closed session minutes of the Policy and Finance Committee meeting held on 21<sup>st</sup> January 2013, be approved as a correct record and signed by the Chairman.

**PF/119 RECOMMENDATIONS FROM SERVICES COMMITTEE**

**Dinham/Castle Gardens**

**That the Policy & Finance Committee put a Policy forward to Full Council for use of Dinham Gardens restricting the use for visitors and residents only.**

**RESOLVED (AP/JS Unanimous)**

That the Policy & Finance Committee put a Policy forward to Full Council for use of Dinham Gardens restricting the use for visitors and residents only.

**PF/120 STREET TRADING SUB-COMMITTEE**

**a) Minutes**

**RESOLVED (JS/SM Unanimous)**

That the minutes of the Street Trading Sub-Committee meeting held on 30<sup>th</sup> January 2013, be received.

PF/121 b) RecommendationsStreet Trading Policy

That where available electricity is charged at £5.00 per day for non-vehicular pitches and £7.50 per day for vehicular pitches, subject to it being lawful.

That:-

- i) all electrical equipment must be safe and comply with the requirements of statutory regulations such as the Health & Safety at Work Act. No Street Trader is to use an electrically run heater.
- ii) the period of notice required by the Office to process an application for Street Trading is a minimum of 7 days, or at the discretion of the Town Clerk;
- iii) the additional section on cancellations, credits and refunds be adopted into the Policy.

That section 13 of the Street Trading Policy should read as follows:-

- 13.1 If a permit is surrendered for cancellation within normal office hours and 24 hours prior to trading a credit will be permitted.
- 13.2 The Town Council reserves the right not to grant a credit if a permit is presented for cancellation (in full or part) with less than 24 hours notice.

The Town Clerk advised that such a charge for electricity was lawful and the change did not have to be advertised.

Members discussed the charges for electricity in relation to the charges that were already in place on the market and consider a smaller charge for low usage items.

**RECOMMENDED (JS/VP Unanimous)**

That:-

- i) where available electricity is charged at a minimum of £1.00 per day for lighting only. The use of any other electrical equipment will be charged at £5.00 per day for non-vehicular pitches and £7.50 per day for vehicular pitches.
- ii) all electrical equipment must be safe and comply with the requirements of statutory regulations such as the Health & Safety at Work Act.
- iii) no Street Trader is to use an electrically run heater.
- iv) the period of notice required by the Office to process an application for Street Trading is a minimum of 7 days, or at the discretion of the Town Clerk.
- v) the additional section on cancellations, credits and refunds be adopted into the Policy.
- vi) section 13 of the Street Trading Policy be amended to read as follows:-
  - 13.1 If a permit is surrendered for cancellation within normal office hours and 24 hours prior to trading a credit will be permitted.

- 13.2 The Town Council reserves the right not to grant a credit if a permit is presented for cancellation (in full or part) with less than 24 hours notice.

**PF/122 COMMUNICATIONS WORKING GROUP**

**a) Minutes**

**RESOLVED (GP/JS 7:0:1)**

That the minutes of the Communications Working Group meeting held on 23<sup>rd</sup> January 2013, be received.

**PF/123 b) Recommendations**

**Senior Citizen Christmas Party**

That:-

- i) **A link is added to the “We Love Ludlow” webpage for the compliments received from residents who attended the Christmas Party and inviting residents to send in their photographs;**
- ii) **If available Ludlow College should be booked as the venue for the 2013 Christmas Party and in the event of a scheduling problem revert to the Ludlow Assembly Rooms.**

**RESOLVED (GP/JS 7:0:1)**

That:-

- i) **a link is added to the “We Love Ludlow” webpage for the compliments received from residents who attended the Christmas Party and inviting residents to send in their photographs;**
- ii) **if available Ludlow College be booked as the venue for the 2013 Christmas Party and in the event of a scheduling problem revert to the Ludlow Assembly Rooms.**

**PF/124 Christmas Lights**

That:-

- i) **an item should be included on the website and Buttercross Bulletin inviting residents to send in their photographs of the Christmas Lights 2012;**
- ii) **a consultation is included in the next edition of the Buttercross Bulletin for an across street banner, the location to be advised;**
- iii) **the switch-on of the lights for 2013 be jointly undertaken by the Mayor and a local celebrity or champion, nominations to be requested via the website, Buttercross Bulletin and Press Release.**

**RESOLVED (GP/JS 7:0:1)**

That:-

- i) an item be included on the website and Buttercross Bulletin inviting residents to send in their photographs of the Christmas Lights 2012;
- ii) a consultation is included in the next edition of the Buttercross Bulletin for an across street banner, the location to be advised;
- iii) the switch-on of the lights for 2013 be jointly undertaken by the Mayor and a local celebrity or champion, nominations to be requested via the website, Buttercross Bulletin and Press Release.

**PF/125 Buttercross Bulletin**

**That Councillors are requested for items in the next 4 weeks for the following Buttercross Bulletin;**

**RESOLVED (GP/JS 7:0:1)**

That Councillors are requested to submit any items in the next 4 weeks for the following Buttercross Bulletin.

**PF/126 Suggestions For The Next Buttercross Bulletin**

- **Elections May 2013 – call for new Councillors (time permitting)**
- **Structure of the Town Council**
- **Services the Town Council covers**
- **New appointments - Town Clerk and Market Officer**

**RESOLVED (GP/JS 7:0:1)**

That the following items be included within the next edition of the Buttercross Bulletin:-

- Elections May 2013 – call for new Councillors (time permitting)
- Structure of the Town Council
- Services the Town Council covers
- New appointments - Town Clerk and Market Officer

**PF/127 Time Capsule**

That:-

- i) **the leaflet regarding poverty should be included in the time capsule;**
- ii) **the Visitor Information Centre should be approached for Ludlow based leaflets to be included;**
- iii) **the capsule is officially closed at the Annual Town Residents Meeting at the end of April 2013;**

- iv) a photo opportunity is undertaken with Councillors before the capsule is placed in it's resting place.

**RECOMMENDED (GP/JS 7:0:1)**

That:-

- i) the leaflet regarding poverty should be included in the time capsule;
- ii) the Visitor Information Centre should be approached for Ludlow based leaflets to be included;
- iii) the capsule is officially closed at the Annual Town Residents Meeting on the 29<sup>th</sup> April 2013.
- iv) a photo opportunity is undertaken with Councillors after 2<sup>nd</sup> May but before 7<sup>th</sup> May 2013 before the capsule is placed in it's resting place.

**PF/128 Website**

**That the Town Clerk be authorised to offer the Community Council in Shropshire the Town Council Chamber as a venue for social media training in South Shropshire.**

**RECOMMENDED (GP/JS 7:0:1)**

That the Town Clerk be authorised to offer the Community Council in Shropshire the Town Council Chamber as a venue for social media training in South Shropshire.

**PF/129 PROJECTS**

**That Councillors should be approached to establish if they are available to carry out two separate consultations in Events Square for the Buttercross and the Boxing Club.**

**RESOLVED (GP/JS 7:0:1)**

That Councillors be approached to establish if they are available to carry out two separate consultations in Events Square for the Buttercross and the Boxing Club.

**PF/130 Elections 2013**

**That Councillors be asked if they would like to “man” the elections information table at the library, providing the public with election information.**

Councillor Pound left the meeting at 7.40pm

**RESOLVED (GP/JS 6:0:1)**

That Councillors be asked if they would like to “man” the elections information table at the library, providing the public with election information.

**PF/131 Councillors Diary Sheet**

**That the Councillors weekly Diary Sheet be re-instated.**

Councillor Pound rejoined the meeting at 7.44pm

**RESOLVED (GP/JS Unanimous)**

That the Councillors weekly Diary Sheet be re-instated.

**PF/132 FINANCIAL INFORMATION**

**RESOLVED (JS/PD Unanimous)**

That the Payments and Income reports for January 2013 be noted.

Councillor Draper left the meeting at 7.45pm

**PF/133 LUDLOW IN BLOOM**

Councillor Perks queried a phrase in the Ludlow in Bloom Constitution.

**RESOLVED (SM/JS Unanimous)**

That:-

- i) the Ludlow in Bloom Accounts, Constitution and membership information be received and in accordance with the Council resolution FC/282 made on the 19<sup>th</sup> November 2012 the Service Level Agreement be signed by the Town Clerk.
- ii) clarification on a point of the Constitution be requested.

**PF/134 POLICIES**

**a) Members Induction Pack**

The Town Clerk advised that the Induction Pack was based on a SALC template. Councillors agreed that the pack was very good and would be very informative to new Councillors.

Councillor Aitken suggested making the Induction Pack available on the website for ease of reference.

**RECOMMENDED (SM/JS Unanimous)**

That the Members Induction Pack be adopted.

**PF/135 b) Castle Gardens Policy**

**RECOMMENDED (VP/AP Unanimous)**

That the Castle Gardens Policy, subject to inclusion of the words “general public” in the first paragraph and the deletion of “cyclists”, be adopted.

**PF/136 HEADSTONE APPLICATION**

The Town Clerk explained the request received and the currently Cemetery Regulations. Members discussed the issue of double plots and larger headstones.

**RESOLVED (JS/AP 6:1:0)**

That in line with the Cemetery Regulations that application be refused.

**PF/137 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 (SM/JS Unanimous)**

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

The meeting closed at 8.40pm

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Chairman

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Date

N.B. Confidential Minutes will be issued.