



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Stable Block Meeting Room, Stone House, Corve Street, Ludlow on **MONDAY 12<sup>th</sup> JULY 2010** at **7.00PM**

### **PF/36     PRESENT**

Chairman:                    Councillor McCormack

Vice Chairman:

Councillors:                Aitken; Davies; Glaze; Newbold; Parry; Pope

Officers:                    Veronica Calderbank, Town Clerk;  
Lucy Morgan, PA

In Attendance:

### **PF/37     ELECTION OF CHAIRMAN**

Following the resignation of the Chairman of Policy and Finance, Councillor Taylor-Smith, the Mayor invited nominations for Chairman. Councillor Parry nominated Councillor McCormack and this was seconded by Councillor Glaze. There were no other nominations for Chairman.

Councillor Pound queried whether this should be a decision for Council, the Mayor stated that election of Chairman and Vice-Chairman was a matter for the Committee and only members of the Committee had a vote.

#### **RESOLVED (6:0:1)**

That Councillor McCormack be elected Chairman of Policy and Finance Committee for 2010/2011.

The Chairman, Councillor McCormack thanked the Committee and welcomed those members of the public present.

### **PF/38     ELECTION OF VICE-CHAIRMAN**

The Chairman requested nominations for Vice-Chairman. Councillor Parry nominated Councillor Pope and this was seconded by Councillor Glaze. There were no other nominations for Vice-Chairman.

**RESOLVED (6:0:1)**

That Councillor Pope be elected Vice-Chairman of Policy and Finance Committee for 2010/2011.

**PF/39 APOLOGIES**

Apologies for absence were received from Councillor Wilcox.

**PF/40 DECLARATIONS OF INTEREST**

In accordance with the terms of the Local Authorities (Model Code of Conduct) (England) Order 2007 issued under Section 51 of the Local Government Act 2000 Members declared interests as follows:

Personal Interests

<u>Member</u>	<u>Item</u>
Cllr Parry	Ludlow in Bloom
Cllr McCormack	Cittaslow

Prejudicial Interests

No prejudicial interests were declared.

**PF/41 PUBLIC OPEN SESSION**

There were two member of the public present.

Graeme Perks, 20 Honey Meadow, Ludlow, commented that he would like to see more agendas and minutes and the Audit Commission report on the Council website and looked forward to working with the Council in the future

Councillor R. Taylor-Smith, Unitary Councillor, introduced herself to the Committee and drew Members attention to a "charity" clothing bag that was being distributed through town, she wanted Members to know that this was a commercial company and as such had been reported to Trading Standards.

She also requested that Shropshire Councillors have a regular item on the agenda to speak to Ludlow Town Council. The Town Clerk stated that this would need Council approval and a report on how this would be managed.

The Mayor welcomed new Members to the Committee.

**PF/42 MINUTES**

**RESOLVED (5:0:2)**

That the minutes of the Policy and Finance Committee meeting held on 24<sup>th</sup> May 2010, subject to amendments PF/01 and the substitution of the word "Plan" for "Development" in minute PF/14, be approved as a correct record and signed by the Chairman.

**PF/43 ACCOUNTS SUB-COMMITTEE**

**RESOLVED (6:0:1)**

That the minutes of the Accounts Sub-Committee meeting held on 19<sup>th</sup> May 2010, be received.

**PF/44 RESOLVED (6:0:1)**

That the minutes of the Accounts Sub-Committee meeting held on 16<sup>th</sup> June 2010, be received.

**PF/45 STRUCTURE FOR FUTURE REPORTING**

The Town Clerk introduced this report and Members discussed the division of duties between Accounts Sub-Committee and Policy and Finance Committee.

Following queries regarding the Financial Regulations, the Town Clerk stated that these would be on the September agenda for Policy and Finance Committee to bring them in line with the new Standing Orders.

Councillor Aitken suggested that the powers delegated to Committees, Sub-Committees, Staff etc. needed to be clarified. The Town Clerk confirmed that these powers needed to be reviewed and that she would report to the next Policy and Finance Committee on this matter.

Following a question from Councillor Parry the Town Clerk stated that the new accounts system is better and more accurate than the previous system and provides easily understandable and more detailed reports.

**RESOLVED (unanimous)**

That:-

- i) the Policy and Finance Committee has quarterly budget monitoring and alternating quarterly policy monitoring reports in addition to urgent items and ad-hoc reports throughout the year.

- ii) the Financial Regulations be considered at the next Policy and Finance Committee
- iii) the Town Clerk presents a report to the next Policy and Finance Committee on the delegated powers to Committees, Sub-Committee, Staff etc.

**PF/46 REPORTS FROM OUTSIDE ORGANISATIONS**

**Local Joint Committee**

Councillor Aitken informed Members that there had not been a meeting of the LJC since last Council and that the next meeting of the Local Joint Committee is on the 27<sup>th</sup> July 2010 at Clee Hill Village Hall.

**PF/47 Cittaslow**

Councillor Davies was not present at the meeting to give a report.

**PF/48 RECOMMENDATIONS FROM SERVICES COMMITTEE**

**Recommended – Streetlighting**

**That under Section 101 of the Local Government Act 1972:-**

- i) the Town Council Street Lighting Powers be given to Shropshire Council together with the Council's lighting stock.**
- ii) negotiations be undertaken for this to take place as soon as practicable.**
- iii) this be referred to Council via Policy & Finance Committee.**

The Chairman informed the Committee that the new Town Plan mentions changing streetlighting to become more environmentally friendly, and this should be taken into account.

**RESOLVED (unanimous)**

That the Town Clerk negotiate with Shropshire Council in line with the Town Plan and Council Policy and report back to Policy and Finance Committee.

**PF/49 Recommended – Propagation of Plants for 2011**

**That the Town Clerk investigates the option for Shrewsbury Town Council to grow bedding for the Town Council and report to the next Policy and Finance Committee.**

Councillor Parry introduced this matter and stated that as Chair of Services she would like to visit the greenhouses in Shrewsbury. She added that there would be large costs involved for the Council to set up our own propagation.

Councillor Pound stated that it was up to Ludlow in Bloom to decide on the plants for next year. Councillor Parry commented that the beds were owned by the Council and that the Council and Ludlow in Bloom needed to work together.

**RESOLVED (unanimous)**

That:-

- i) the Town Clerk investigate this option and report back to Services Committee with further information.
- ii) the a site visit be arranged.
- ii) the Town Clerk clarify the relationship between the Council and Ludlow in Bloom to Services Committee.

**PF/50 Recommended – Memorial Benches**

**That the recommendations from the Representational Committee are presented to the next Policy & Finance Committee as the matter requires firm policy to balance the needs of the public and also the existing bench owners' benches.**

The Chairman stated that she believed that benches and memorial plaques should be separate issues, the main purpose of a bench was to provide a service to residents not as a memorial..

The Town Clerk informed Members that if the Town Council was to take responsibility for the maintenance and replacements of all benches there would need to be a budget as a reasonable quality bench would cost at least £500.00.

**RESOLVED (unanimous)**

That the Town Clerk make a further report to Policy and Finance Committee taking into account the recommendations from Services and Representational Committees.

**PF/51 ACCOUNTS 2009/2010**

The Town Clerk introduced the report and informed Members that the 2009/2010 accounts balanced and had been approved by the Internal Auditor. Members considered whether or not to employ PiR or another company to pursue one of the options available to remedy the miscodings

within the budget headings. Given the assurances from both the accountant, bookkeeper and PiR that the accounts were fine and the fact that some budget heads had changed within the new software Members considered what should be available to assist the public.

The Town Clerk advised Members that when the software specialist visits in August she will seek his assistance in populating the data from 2009/10 to compare with 2010/11 budget headings where possible.

**RECOMMENDED (5:0:2)**

That, given the assurances from the financial experts:-

- i) the 2009/10 accounts be accepted.
- ii) the advice from PiR be noted.
- iii) the 2009/10 accounts be passed to the External Auditor for audit.
- iv) there be an interim Internal Audit in September.

**PF/52 TOWN PLAN**

The Chairman made a Powerpoint Presentation to the Committee and Members had the opportunity to express their most and least wanted priorities from the list provided.

Councillor Pound left the room at 8.53pm

**PF/53 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous)**

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.

Councillor Pound re-entered the room at 8.55pm

The meeting closed at 9.15pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Confidential Minutes will be issued.