



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 12th MARCH 2012** at **7.00PM**

PF/146 PRESENT

Chairman: Councillor McCormack
 Vice Chairman: Councillor Smithers
 Councillors: Davies; Newbold; Parry; Perks; Phillips; Pound; Wilcox
 Officers: Veronica Calderbank, Town Clerk;
 Lucy Morgan, Secretary

PF/147 APOLOGIES

Apologies for absence were received from Councillors Aitken and Leyton-Purrier.

PF/148 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>
V. Parry	Ludlow in Bloom Queen's Diamond Jubilee Group
J. Smithers	Ludlow in Bloom

Prejudicial Interests

No prejudicial interests were declared.

PF/149 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

PF/150 PUBLIC OPEN SESSION FEEDBACK

All questions posed at the previous meeting were answered during the meeting.

PF/151 MINUTES

RESOLVED (7:0:1)

That the minutes of the Policy and Finance Committee meeting held on 23rd January 2012, subject to the insertion of closed speech marks at minute PF/130 and replacement of the word “subsidise” with “substitute” and the insertion of the words “that they both complemented each other” in minute PF/131, be approved as a correct record and signed by the Chairman.

PF/152 RECOMMENDATIONS FROM SERVICES COMMITTEE

Goldfish

That live goldfish are not permitted to be given as prizes at the Mayfair and the current Policy remains unchanged.

Councillor Parry stated that Mr Stokes the Mayfair trader who had attended the Service Committee had stated that he was not pushing to have goldfish he merely wished for the Council to agree a policy that he could follow.

RECOMMENDED (7:1:0)

That live goldfish are not permitted to be given as prizes at the Mayfair and the current Policy remains unchanged.

PF/153 Time Capsule – Queens Diamond Jubilee

That:-

- i) the capsule be re-opened after a period of 50 years;**
- ii) items included from the Town Council should be photographs of Ludlow through the ages, the Guildhall Book, Newspapers and a DVD of the Senior’s Christmas Party;**
- iii) Groups e.g. the Access Group and Civic Society should be asked to contribute in addition to the schools.**

Councillor Wilcox suggested that as the capsule was in celebration of the Queen’s Diamond Jubilee its content should come from the period of her reign. Councillor Smithers stated that Ludlow had been shaped by many centuries of history and limiting the timeframe of the contents would be short sighted and not present a true picture of the town.

RESOLVED (3:4:1)

That the recommendation be amended to limit the content of the time capsule to items from the Queen's reign.

This proposal was not carried.

- PF/154** Councillor McCormack queried whether a DVD would be a viable storage device in fifty years time. Councillor Phillips reassured members that several forms of media from fifty years ago were still able to be used or converted today including betamax tapes and vinyl records.

RECOMMENDED (7:0:1)

That:-

- i) the capsule be re-opened after a period of 50 years;
- ii) items included from the Town Council should include photographs of Ludlow through the ages, the Guildhall Book, Newspapers and a DVD of the Senior Citizen's Christmas Party;
- iii) Groups including the Access Group and Civic Society should be asked to contribute, in addition to the schools.

PF/155 Cemetery Matters

Request to have a stump removed from a Grave

That the issued be referred to the next Policy & Finance Committee to enable a site visit to take place.

The Town Clerk provided Members with copies of the letter sent to the grave owner and a photograph of the stump within the grave.

RECOMMENDED (unanimous)

That the Council removes the tree stump from the grave.

PF/156 Replacement/Maintenance of Existing Kerbs

That the replacement or maintenance of existing kerbs, or any type of edging, should be permitted on a like for like basis with no change to the current Policy regarding new graves where they are prohibited.

RECOMMENDED (unanimous)

That the replacement or maintenance of existing kerbs, or any type of edging, should be permitted on a like for like basis with no change to the current Policy regarding new graves where they are prohibited.

PF/157 Market Matters**That the recommendations be simplified and the matter be referred to the next Policy & Finance Committee**

The Chairman said that looking at the figures provided she believed the “Low Season” began too early as October, November and December still produced good income levels. Councillor Smithers warned Members that as we only had two year’s figures they may not fully represent the position as they had been two mild winters.

Councillor Phillips added that without February and March’s figures they could not see the whole picture. She added that in her experience January and February were the “flat months” and that trade began to pick up in March, she suggested that the “Low Season” should cover January and February only. Councillor Parry added that the Town Clerk could be given the authority to include March within the “Low Season” in the event of exceptionally bad weather.

Members debated the dates most suitable for “Low Season”

RECOMMENDED (unanimous)

That:-

- i) the Market “Low Season” runs from the 26th December to the last day of February (28th or 29th) in each calendar year.
- ii) the Market “High Season” runs from the 1st March to the 25th December in each calendar year.
- iii) the Town Clerk be given the authority to include March (1st to the 31st) within the “Low Season” at her discretion in the event of exceptionally bad weather.
- iv) the proposed Market Fees contained within Appendix 2 of the report be adopted from the 1st April 2012.
- v) That market rent for vans/trailers, pitches and stalls be charged at the Full Rate during 'High Season' and be reduced by 25% during the Low Season (this discount be rounded up to the nearest £1) as set out in Appendix 2.
- vi) these changes be included within the Market Regulations once the National Market Traders Federation have been notified.

PF/158 RECOMMENDED (unanimous)

That the current Winter Trading Concession be removed from the Market Regulations once the National Market Traders Federation have been notified.

PF/159 Councillor Pound stated that he believed that it was unfair that any discounts were not passed on the traders. Councillor Phillips added that in her experience this was common.

RECOMMENDED (7:0:1)

That whole square letting be charged at the full rate during High Season and that a discount of 50% be offered on full square lettings during the Low Season on the condition that this discount is passed onto each trader otherwise whole square lettings to be charged at the full rate for both High and Low Seasons.

PF/160 RECOMMENDED (unanimous)

That:-

- i) the Market Regulations be amended in order to limit the number of days an absent trader be exempt from paying rent due to illness to three days per trader per market (i.e. day of the week) per financial year.
- ii) the Council may reserve the right to grant this exemption if a trader has not given suitable notice or for any other reason at the discretion of the Town Clerk.

PF/161 Councillor Parry stated that Traders had informed her that they had received a £5.00 discount on rent for dressing up at the Medieval Fayre for many years. The Town Clerk said that a £5.00 discount was offered to traders on the Sunday who paid £35.00 per stall and dressed up, but that a similar reduction was not given on the Saturday this year as traders were only paying regular market fees not festival rents as it was always considered a normal Saturday and not a festival in the past. Members considered the request for a reduction in the normal market rent by £5.00 for dressing up.

Councillor Phillips suggested calling it the “Medieval Market Weekend” and applying festival rents on the Saturday and Sunday as it was in fact a “festival”.

RECOMMENDED (6:0:2)

That the Saturday Market of the Medieval Fayre Weekend be considered a 'festival' market and charged at a rate of £35 per stall. This rate is to be reduced to £30 per stall on the condition that the stall holder (and all staff) are in full medieval fancy dress for the entire day.

PF/162 Members consider a request from the Chairman of the Ludlow Market Traders Federations to have first refusal on the 43 Saturday Medieval Market stalls. Councillor Pound stated that he believed the market should be allocated in the same way as all others without any preferential treatment.

Councillor Parry stated that she understood some traders found it difficult to return their booking forms in time as they were often working on the market on the days the forms were released.

RECOMMENDED (unanimous)

That regular Saturday market traders are provided with booking forms for the Saturday Medieval Market two weeks, and not two days, before they go live on the website.

PF/163 POLICIES**a) Scheme of Delegation**

The Town Clerk stated that the Council did not have a current Scheme of Delegation, therefore she had provided Members with two example schemes for consideration. She stated that example 1 was a too brief but better than the current situation, example 2 came from Shrewsbury Town Council and she was looking to draw up something similar for Ludlow. She asked that Members adopt example 1 until a more detailed version is completed.

The Chairman asked for an amendment to example 1 prior to adoption, that 4.7 be altered to read "Compliance with Grievance/Disciplinary procedures and/or other protocols as agreed by Council".

RECOMMENDED (4:0:4)

That:-

- i) Example 1, subject the amendment at 4.7, be adopted.
- ii) the Scheme of Delegation be reconsidered within the next 6 months.

PF/164 b) Emergency Out of Hours Arrangements

The Town Clerk stated that apart from the Cemetery House contact number all numbers are public and therefore she would remove that contact and provide the numbers to all Councillors. The Committee noted this.

PF/165 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)

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

PF/169 d) Use of Permits for Entertainment and Post Office Square

The Town Clerk distributed to Members an amended copy of the policy.

RECOMMENDED (unanimous)

That the Use of Permits for Entertainment and Post Office Square Policy, subject to the addition of a capital "P" for "political and moving the word "activities" to the end of the sentence at 7), be adopted.

PF/170 e) Member/Officer Relations Protocol

The Chairman explained the Mayor had asked for this to be referred back to the Committee from Council as he wished for the Mayor to be identified specifically in the protocol. Councillor Smithers stated that the Mayor was still a Councillor and was therefore covered within the protocol.

RECOMMENDED (unanimous)

That the Protocol on Member/Officer Relations be adopted.

PF/171 PUBLIC WORKS LOAN BOARD

RESOLVED (unanimous)

That the outstanding balance of the loan be noted.

PF/172 QUEEN'S DIAMOND JUBILEE

The Town Clerk stated that she had received a calendar for the Queen's Diamond Jubilee weekend events which she would distribute to Members. She added that if anyone would like to sponsor the event and have their name in the programme to please contact her.

PF/173 TOILETS

The Chairman asked if the coin boxes would be limited to accepting 20p coins if that is the price that was agreed, as this may cause issues in the future should the Council wish to change the pricing. The Town Clerk stated that the coin boxes would accept all coins.

RECOMMENDED (7:1:0)

That:-

- i) following the installation of coin boxes a charge of 20p be made for the use of the toilets.

- ii) coin boxes be emptied every day.
- iii) once automatic locks are installed Smithfield and Castle Street toilets be set to open at 7.00am and close at 7.00pm; 7 days a week.
- iv) during festivals and other large events in the town the opening hours of Castle Street toilets be extended to no later than 11.00pm at the discretion of the Town Clerk depending on the event.

PF/174 EXTENSION OF THE MEETING

RESOLVED (unanimous)

That in accordance with Standing Orders the meeting be extended by thirty minutes.

PF/175 FINANCIAL INFORMATION

RESOLVED (unanimous)

That the Payments and Income report for January and February 2012 be noted.

PF/176 RECOMMENDATION FROM THE TWINNING SUB-COMMITTEE

Future Twinning Opportunities

That:-

- i) the visit from La Ferte-Mace on the 17th May 2012, to the Ludlow Brewery is promoted on the Town Council website and Buttercross Bulletin;
- ii) the three Groups and Town Council work together;
- iii) the three Groups are invited to the next Council meeting to do a presentation on twinning;
- iv) the Town Clerk inform the Twinning Groups that £2,000 has been set aside for signage;
- v) that twinning signage in the Town is replaced;
- vi) web links for the Twinning Groups are placed on the Town Council website;
- vii) the Twinning Groups are offered space, and up to 100 words each and photographs in the 2013 Calendar of Events;
- viii) that the Twinning Groups are offered regular space in the Town Council's Bulletin;
- ix) that 50 Bulletins and 50 Calendar of Events be sent to the twinned towns every year;
- x) the Town Clerk contacts the three Mayors/Town Clerks of the twinned Towns each year;
- xi) the Twinning Town representatives are invited to events such as Mayor Making and Festivals on an annual basis;
- xii) willing translators are sought for events;

- xiii) a garden party is hosted by the Mayor and Twinning Groups in Castle Gardens simultaneously with the Autumn Food Festival;
- xiv) the French, Italian and Narbeth food producers are approached to supply free samples for a market stall or garden party to promote the twinned countries;
- xv) the Town Council sets aside £100 in the budget for any twinning refreshments/costs/gifts for each twinned partner;
- xvi) links are explored with Disabled Groups in Each Towns;
- xvii) opportunities with sports and secondary schools be explored.

RECOMMENDED (unanimous)

That:-

- i) the visit from La Ferte-Mace on the 17th May 2012, to the Ludlow Brewery is promoted on the Town Council website and Buttercross Bulletin;
- ii) the three Groups and Town Council work together;
- iii) the three Groups are invited to the next Council meeting to do a presentation on twinning;
- iv) the Town Clerk inform the Twinning Groups that £2,000 has been set aside for signage;
- v) that twinning signage in the Town is replaced;
- vi) web links for the Twinning Groups are placed on the Town Council website;
- vii) the Twinning Groups are offered space, and up to 100 words each and photographs in the 2013 Calendar of Events;
- viii) that the Twinning Groups are offered regular space in the Town Council's Bulletin;
- ix) that 50 Bulletins and 50 Calendar of Events be sent to the twinned towns every year;
- x) the Town Clerk contacts the three Mayors/Town Clerks of the twinned Towns each year;
- xi) the Twinning Town representatives are invited to events such as Mayor Making and Festivals on an annual basis;
- xii) willing translators are sought for events;
- xiii) a garden party is hosted by the Mayor and Twinning Groups in Castle Gardens simultaneously with the Autumn Food Festival;
- xiv) the French, Italian and Narbeth food producers are approached to supply free samples for a market stall or garden party to promote the twinned countries;
- xv) the Town Council sets aside £100 in the budget for any twinning refreshments/costs/gifts for each twinned partner;
- xvi) links are explored with Disabled Groups in Each Towns;
- xvii) opportunities with sports and secondary schools be explored.

PF/177 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED (unanimous)

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

The meeting closed at 8.55pm.

Chairman

Date

N.B. Confidential Minutes will be issued.