



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 13th JUNE 2011** at **7.00PM**

PF/01 PRESENT

Chairman:	Councillor Pope
Vice-Chairman:	Councillor McCormack
Councillors:	Glaze; Newbold; Pound; & Wilcox
Officers:	Veronica Calderbank, Town Clerk; Lucy Morgan, Secretary
In Attendance:	Colin Richards, Shropshire Council

PF/02 APOLOGIES

Apologies for absence were received from Councillors Aitken, Leyton Purrier, Parry and Smithers.

PF/03 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

None were declared.

Prejudicial Interests

<u>Member</u>	<u>Item</u>
J. Wilcox	Ludlow Conference Centre

PF/04 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public present.

Mr Sheridan of Aston Munslow, advised Members that Street Traders provided the public with a wide range different quality and priced goods. He traded in Tower Street four days a week all year round providing goods to the public in all conditions.

Unitary Councillor Rosanna Taylor-Smith of 9 Mill Street was also in attendance.

PF/05 ORDER OF BUSINESS

The Chairman requested a change to the order of business to allow Colin Richards to make a non-confidential presentation to the Committee on the Boxing Club and for the Committee to consider Street Trading.

RESOLVED (unanimous)

That the order of business be altered to consider a presentation on the Boxing Club and Street Trading following approval of the minutes of the last meeting.

PF/06 PUBLIC OPEN SESSION FEEDBACK

All questions posed at the previous meeting had been answered during the meeting.

PF/07 MINUTES

RESOLVED (unanimous)

That the minutes of the Policy and Finance Committee meeting held on 28th February, 2011, be approved as a correct record and signed by the Chairman.

PF/08 BOXING CLUB WORKS

Colin Richards made a presentation to the Committee on the new Boxing Club, he stated that the current building was no longer fit for purpose and could not be repaired.

He stated that the majority of the cost of the building will be made through gifts in kind from local people to be co-ordinated by Ludlow Town Council. Including Travis Perkins who through their scheme to aid charitable projects can provide materials at below cost price to the project.

In order to minimise the buildings impact in the locality the project will provide for off street parking which would be available to local people when the building was not in use.

As well as providing much needed accommodation for the Boxing club the new building will also include a community room for the benefit of the wider population. And also an externally accessed store for the use of Ludlow Town Council in relation to the skatepark.

Councillor Pound asked whether the toilet facilities within the building would be open for public use as here are no other facilities in the area. Colin Richards stated that the Town Council would be managing the building and would therefore be a decision for the Council to make.

He stated that South Shropshire Housing Association have been approached to act as principal contractor to oversee volunteers and ensure health and safety regulations etc. are adhered to. Once approval has been received from the Housing Association a timescale for completion can be agreed and the steel frame will be provided six weeks following approval of a tender. The project would then make use of the existing services and members skills to complete the building.

Colin Richards summed up by emphasising the important role of the club in the areas providing structure and a disciplined way in which to channel the energy of the local youth in the area.

PF/09 **STREET TRADING**

The Town Clerk advised Members that the Street Trading Sub-Committee had recommended to adjourn the matter in order to carry out a site visit and present the findings to Council on the 11th July 2011.

The Town Clerk informed the Committee that the Sub-Committee had also recommended restricting Ice cream traders from selling within five hundred metres of the town centre/consent streets. The law allows the restriction of street trading when there is already sufficient similar goods on sale within the street, currently there are at least seven ice cream sellers with the Castle Square area. Councillor Wilcox pointed out that most shops in the square sold ice cream as a sideline for the trader it was his entire business.

RECOMMENDED (2:3:1)

That the ice cream van trader is not allowed to trade within the town centre/consent streets.

This proposal was not carried.

PF/10 **RECOMMENDED (4:0:2)**

That the matter be deferred to Council on the 11th July 2011 following a site visit.

PF/11 The Town Clerk explained that the ice cream seller's current permit expired prior to the meeting on the 11th July 2011, therefore the matter within regard to this seller in particular needed to be considered prior to end of June.

RESOLVED (Unanimous)

That the matter of the Ice Cream Van trader be considered at Council on the 27th June 2011.

PF/12 **ACCOUNTS COMMITTEE**

RESOLVED (unanimous)

That the minutes of the Accounts Committee meetings held on the 9th March, 6th April, 20th April, 11th May and 1st June 2011, be received.

PF/13 **RECOMMENDATIONS FROM SERVICES COMMITTEE**

Council Properties

That the Town Clerk draft a Heads of Terms for a Tenancy Agreement to be discussed at the next Policy & Finance Committee on the 13th June 2011.

The Committee discussed the different options available to the Council when renting out the Cemetery House and the cemetery duties that could be included with the tenancy agreement including opening and closing the cemetery gates, caretaking of the chapel and generally being aware of the cemetery grounds in order to inform the Council of any issues arising. The Town Clerk advised that the addition of any of these duties to the tenancy would decrease the rent from the £6,000 per annum recommended by the District Valuer. She advised a new rent would potentially need to be considered due to the smaller garden size but this would not be significant.

The Town Clerk informed Members that she currently only had one prospective tenant. Councillor Pound stated that to be fair the opportunity needed to be publicised and any prospective tenants interviewed by a panel of Councillors.

RESOLVED (unanimous)

That the matter be deferred to Council to consider.

PF/14 **SERVICE LEVEL AGREEMENTS**

That:-

- i) the Service Level Agreement between the Town Council and Ludlow Conference Centre be approved and entered into.**

- ii) **Subject to the amendment of 3.1 to read, “ The Council will pay £15,000 annually...” the Service Level Agreement between the Town Council and Ludlow Assembly Rooms be approved and entered into.**

The Town Clerk explained that the proposed Service Level Agreement with the Ludlow Conference Centre would provide for the Council to cut the Centre’s hedges in return for free room booking up to the cost of the works.

RECOMMENDED (4:0:2)

That the Service Level Agreement between the Town Council and Ludlow Conference Centre be approved and entered into.

PF/15 RECOMMENDED (5:0:1)

That subject to the amendment of 3.1 to read, “The Council will pay £15,000 annually...” the Service Level Agreement between the Town Council and Ludlow Assembly Rooms be approved and entered into.

PF/16 That additional fingerposts are added to the existing signage for Castle Street toilets and also one for the Ludlow Assembly Rooms.

RECOMMENDED (unanimous)

That additional fingerposts are added to the existing signage for toilet provisions at Castle Street toilets and Ludlow Assembly Rooms.

PF/17 STANDING ORDERS AND FINANCIAL REGULATIONS

Councillor McCormack asked if this was a permanent change to the Standing Orders, the Town Clerk stated that any change was ‘permanent’ until Council resolved to change it further. She went on to say that the current Standing Orders required the agreement of two thirds of the Council to change Standing Orders and that NALC have now suggested an alteration whereby any change to Standing Orders needs to be proposed in writing and sign by four Councillors for a resolution to be made at Council which would then be decided on a majority vote.

RECOMMENDED (4:0:2)

That the amendment to Standing Orders suggested by NALC not be accepted.

PF/18 The Town Clerk informed Members that NALC would shortly be providing model Financial Regulations but until they were available the Council’s current regulation needed to be updated and brought in line with Standing Orders.

Councillor McCormack queried Financial Regulation 3.5, she was concerned that this could create odd spending towards the end of the year in order to use up budgets. The Town Clerk agreed and stated that the accountant had recommended deleting this clause as long running projects could be left unfinished.

RECOMMENDED (Unanimous)

That Financial Regulation 3.5 be deleted.

- PF/19** Councillor McCormack drew Members attention to Financial Regulation 3.6 she stated that a feasibility study may need to be completed before the Council can deem whether a project is viable therefore spending may be required prior to the identification of funds. The Chairman expressed her concern that in the past the Council had undertaken several feasibility studies which had cost a lot of money.

RECOMMENDED (Unanimous)

That Financial Regulation 3.6 be amended to include the phrase “excluding a feasibility study” following “capital expenditure”.

- PF/20** Councillor McCormack expressed her concerns that Financial Regulation 11.1(g) which allows the Council to choose tenders other than the lowest priced or to refuse all tenders but it does not include any clarification of the terms on which a tender is chosen.

RECOMMENDED (Unanimous)

That Financial Regulation 11.1(g) be amended to include the phrase “and will always seek the best value for money”.

- PF/21** **RECOMMENDED (Unanimous)**

That subject to the amendments above the Financial Regulations be adopted.

- PF/22** **OPERATIONAL WORKING REVIEW 2011**

The Town Clerk gave a brief summary of the matter which would be considered in full in confidential session.

- PF/23** **MEMBERSHIP OF SUB-COMMITTEES**

Councillor McCormack stated that were these to be Sub-Committees of the policy and Finance Committee the membership would be limited to Policy and

Finance members therefore limiting the skills and knowledge available to the Sub-Committees.

The Town Clerk stated that it was not possible to have a Sub-Committee of the Council but should they be Working Groups membership could be chosen from all Members of the Council.

RECOMMENDED (unanimous)

That:-

- i) Street Trading Sub-Committee remain and Sub-Committee of Policy and Finance Committee.
- ii) Councillor Aitken and Wilcox become members of the Street Trading Sub-Committee.

PF/24 RECOMMENDED (unanimous)

That the status of all other groups be considered by Council.

PF/25 END OF YEAR ACCOUNTS 2010/11 (UNAUDITED)

The Town Clerk explained to Members the figures presented. She stated that everything balanced and that the internal audit would begin tomorrow to then be signed off at Council on the 27th June 2011 prior to being passed to the External Auditor.

She informed Members that without the issues brought forward from 2009/10, 2010/11 would have been well within budget.

The Chairman thanked the Town Clerk and Council staff for all their hard work on the accounts.

RECOMMENDED (unanimous)

That subject to the internal audit the 2010/11 accounts be approved.

PF/26 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.

The meeting closed at 9.30pm.

Chairman

Date

N.B. Confidential Minutes will be issued.