



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 SEPTEMBER 2010** at **7.00PM**

PF/61 PRESENT

Chairman: Councillor McCormack

Vice Chairman: Councillor Pope

Councillors: Aitken; Davies; Newbold; Parry; Pound & Wilcox

Officers: Veronica Calderbank, Town Clerk;
Gina Wilding, Communications Officer

PF/62 APOLOGIES

No apologies for absence were received

PF/63 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

Prejudicial Interests

No prejudicial interests were declared.

PF/64 PUBLIC OPEN SESSION

There was one member of the press present.

Peter Kitchen – Shropshire Star

PF/65 PUBLIC OPEN SESSION FEEDBACK

There were no questions raised at the previous meeting.

The Mayor welcomed Cllr Tony Pound back to the committee after recovering from a period of ill-health. Cllr Pound thanked everyone who had sent messages and good wishes. Cllr McCormack echoed this sentiment and thanked everyone adding, "the messages really did make a difference".

PF/66 MINUTES

RESOLVED (5:0:2)

That the minutes of the Policy and Finance Committee meeting held on 12th July 2010, subject to amendment of PF/49 be approved as a correct record and signed by the Chairman.

PF/67 RECOMMENDED (unanimous)

That the Structure for Future Reporting be referred to Council for adoption.

PF/68 ACCOUNTS COMMITTEE

a) Minutes

RESOLVED (7:0:1)

That the minutes of the Accounts Sub-Committee meeting held on 21st July 2010, 11th August and 1st September be received.

PF/69 b) Recommendation

That:-

- i) following approval of three weekly schedule of meetings, the Committee only consider invoices included within the agenda, any invoices received following the publication of the agenda to be considered at the next meeting.**
- ii) any emergency cheques be tabled at the meeting or signed by Members between meetings depending on the time constraints of payment.**
- iii) any issues with cheques or income that cannot be settled at the meeting be referred to Policy and Finance Committee.**

RECOMMENDED (7:0:1)

That the proposal be recommended to Council.

PF/70 REPORTS FROM OUTSIDE ORGANISATIONS

Local Joint Committee

A verbal report was presented by Councillor Aitken on the Local Joint Committee meeting held on Tuesday 27 July 2010. Cllr Aitken informed members that the short version of the minutes would be circulated.

He reported that Shropshire Council is currently under pressure to make savings in the region of £10 million from, as yet unidentified cuts to services. Cllr Aitken also reported that the Q&A session had to be curtailed to enable of agenda items to be covered. Cllr Aitken felt that members of the public did not have an adequate chance to engage with Shropshire Councillors at public meetings. He informed members that this issue would be discussed at the next LJC, which would be at **7pm on Tuesday 26 October 2010 at Bitterley Village Hall, near Ludlow.**

PF/71 Cittaslow

Cllr Davies informed the meeting he was under the impression that Cittaslow had 'faded' in terms of its once active role in the community. Cllr Davies was invited to attend a meeting between the organisation and Ludlow Town Council on Thursday 16th September 2010 at the Stable Block Meeting Room at 7.00 pm.

In response to a question from a Member of the Committee the Town Clerk confirmed that Ludlow Town Council had received a grant of £2,500 towards Ludlow's 'green' LED Christmas Lights which resulted in a 75% reduction in electricity consumption in 2009/10.

PF/72 ACCOUNTS – FIRST QUARTER REPORT

Members considered the Income & Expenditure and Exceptions Report for the first quarter.

During discussion the Town Clerk advised that as yet she had not spent the approved £1,500 for Building Regulation approval which would be found from existing resources relating to the Boxing Club. Members were informed Colin Richards, Historic Environment Manager for Shropshire Council gave his time and experience in support of the Boxing Club application and a former Head of property Services for SSDC John Bryan had donated his time for free drawing up plans for the planning

application resulting in a grant of £30,000 from Shropshire Council towards the project. Members also heard that the community project still needed funds, which were being sought.

Members were informed by the Town Clerk that staff had undergone training and populated the system with the initial data during the first quarter. The chair, Cllr McCormack, thanked the staff for the progress made to date.

RESOLVED (unanimous)

That the report be received and noted.

PF/73 FEEDBACK POLICY

In standing orders the public are allowed to speak at meetings in public session, but members are not allowed to give a direct answer or enter into conversation during the meeting.

Concerns were expressed from members that they could never be sure if public enquiries were answered at a later date. Members felt there was a risk that the Town Council appeared unconcerned and unresponsive to public questions and concerns.

RECOMMENDED (unanimous)

That a standard agenda item appear to inform members of the correspondence between the Town Clerk and members of the public who raised questions at Policy & Finance meetings, and following agreement at Full Council on all Committees agendas.

PF/74 FINANCIAL REGULATIONS

RESOLVED (unanimous)

That this item be deferred to a future Policy & Finance meeting.

PF/75 TOILETS & STREETLIGHTS

Members received an oral update from the Town Clerk on the progress of ongoing negotiation with Shropshire Council.

Cllr Parry, Chair of Services informed members that there had been a site visit to four public toilets in Ludlow and asked for a full report on the options for the Town Council to a future meeting of Services Committee.

PF/76 **MILEAGE RATES**

Members considered the mileage rates for staff and Members

RESOLVED (unanimous)

To accept the report recommendation to maintain the status quo for staff and Members with a reduced mileage compared to Local Government standard rates to 40p per mile irrespective of the engine size; and maintain current procedures.

PF/77 **MEMORIAL BENCHES POLICY**

RESOLVED (unanimous)

That the Town Clerk develop a comprehensive set of regulations for memorial benches reflecting the specific requirements of different locations, as necessary, for the next meeting of Policy & Finance Committee.

PF/78 **FUEL USE**

RESOLVED (unanimous)

That following the completion of risk assessments regarding the collection of fuel no further action is taken.

PF/79 **MARKET UPDATE**

Committee Chair, Cllr McCormack expressed congratulations to Market Manager, Chris Bayliss for the attractive advertising material produced in support of events on the market, and for maintaining a consistently good level of bookings on the market.

RESOLVED (unanimous)

To receive the report and that in the process of drawing up the 'Whole Market Rent Licence' clauses are inserted to protect the Council's interests stipulating that market organisers / operators must seek permission from the Town Council (LTC) before any filming takes place on the Market Square, and LTC is credited in all publicity materials and events that benefits the market operator / organiser.

PF/80 **FOOD WASTE**

Members considered the briefing from the Town Clerk who advised she

had a further report on commercially sensitive matters to consider in the closed session later. The Chairman explained how she felt as to the way in which the service to Ludlow residents was affected without recourse to the Town Council or those local people prior to the decision being made by Shropshire Council to cease weekly collections as a cost saving exercise. The Mayor also expressed disappointment at the failure to consult the Town before decisions were taken and said if the service ended it would be difficult to resurrect and start up again.

RESOLVED (unanimous)

That the report be noted

PF/81 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.

The meeting closed at 9.15pm.

Chairman

Date

N.B. Confidential Minutes will be issued.