



## 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 24<sup>th</sup> MAY 2010** at **7.00PM**

### **PF/01    PRESENT**

Chairman:            Councillor Taylor-Smith

Vice Chairman:    Councillor McCormack

Councillors:        Aitken; Davies; Glaze; Parry; Pope

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

In Attendance:

### **PF/02    APOLOGIES**

No apologies for absence were received.

### **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

<u>Member</u>	<u>Item</u>
Cllr Taylor-Smith	Unitary Councillor Ludlow in Bloom
Cllr Parry	Ludlow in Bloom
Cllr McCormack	Friend of Ludlow Assembly Rooms Cittaslow

#### Prejudicial Interests

<u>Member</u>	<u>Item</u>
Cllr Pope	Town Centre Business

**PF/04 PUBLIC OPEN SESSION**

There was one member of the public present.

Councillor R. Taylor-Smith, Unitary Councillor, introduced herself to the Committee and offered her congratulations on the latest edition of the Buttercross Bulletin. She commented that it was unfortunate that some of the dates included in the Bulletin had already passed prior to distribution. The Town Clerk stated that this was due to the change of distributors.

The Mayor welcomed new Members to the Committee.

**PF/05 MINUTES**

**RESOLVED (unanimous)**

That the minutes of the Policy and Finance Committee meeting held on 20<sup>th</sup> April 2010, be approved as a correct record and signed by the Chairman.

**PF/06 ACCOUNTS SUB-COMMITTEE**

**RESOLVED (unanimous)**

That the minutes of the Accounts Sub-Committee meeting held on 21<sup>st</sup> April 2010, be received.

**PF/07 COMMUNICATIONS WORKING GROUP**

**RESOLVED (unanimous)**

That the minutes of the Communications Working Group meetings held on 21<sup>st</sup> April 2010, 28<sup>th</sup> April 2010 and 13<sup>th</sup> May 2010, be received.

**PF/08 CIVIC PROTOCOLS**

The Mayor introduced this item and informed Members that these protocols were a work in progress. The Town Clerk added that the Council needed to get the Church involved.

**RESOLVED (unanimous)**

That the draft civic protocols be noted.

**PF/09 FORMATION AND MEMBERSHIP OF SUB-COMMITTEES AND WORKING GROUPS**

**Accounts Sub-Committee**

**RECOMMENDED (unanimous)**

That the Accounts Sub-Committee be formed with the following membership, Councillors Aitken, Davies, Glaze, Newbold and Pope.

**PF/10 Christmas Lights /Christmas Party Working Group**

**RESOLVED (unanimous)**

That the Christmas Light/Christmas Party Working Group be referred to Services Committee and formed from their Members.

**PF/11 Communications Working Group and Civic Events Working Group**

**RECOMMENDED (unanimous)**

That the Standing Orders be amended to enable Working Groups to be made up of any Members of the Town Council.

**PF/12 REPORTS FROM OUTSIDE ORGANISATIONS**

**Local Joint Committee**

Councillor Aitken informed Members that the next meeting of the Local Joint Committee is tomorrow at the Ludlow Food Centre at 7.00pm and would be discussing Shropshire Council's SaMDev document.

**PF/13 Six Market Town**

**RESOLVED (unanimous)**

That as Councillor Smithers is no longer a member of Policy and Finance Committee that the Six Market Towns report be removed from future agendas.

**PF/14 Cittaslow**

Councillor Davies reported that there had been no meeting since the last Policy and Finance Committee to report on.

Councillor McCormack informed the Committee that Cittaslow were progressing towards legal status to enable them to apply for funding. She added that they were in consultation with local organisations i.e. the Chamber of Commerce regarding the viability of a Town Centre Manager.

In response to a question from Councillor Pope, Councillor McCormack stated that a Town Centre Manager would be someone who could tie together local organisations, work towards improving town centre vitality and any other duties depending on what the Town wanted, she added that many towns had benefited from a Town Centre Manager, including Leominster.

The Mayor stated that he believed such a post should be run by the Town Council.

Councillor Pope commented that a Town Centre Manager that was not within the power of the Town Council was in danger of bypassing democracy and promoting an individuals views as that of the whole town.

**RESOLVED (unanimous)**

That the matter of a Town Centre Manager be referred to the Town Plan Working Group to make recommendations to Services Committee.

**PF/15** Councillor Aitken queried whether the organisation was still to be referred to as Cittaslow as he understood the name had changed.

**RESOLVED (unanimous)**

That the Town Clerk contact Cittaslow to confirm their name for next Policy and Finance Committee.

**PF/16** **TOWN PLAN**

The Mayor asked Members whether the Town Plan should be a Sub-Committee of Policy and Finance or Representational Committee.

**RECOMMENDED (unanimous)**

That:-

1. the Town Plan continue as a Working Group;
2. following approval by Council of the recommended amendment to Standing Orders (minute PF/11) be formed from any Member of the Town Council;
3. Councillors McCormack, Aitken and Parry are members of the Town Plan Working Group;

4. all Members be invited to join the Working Group at the next Council meeting.

**PF/17 FLAG PROTOCOL**

**National Days/Royal Visits**

The Mayor introduced the report which is an extract from the guide of the Guild of Mace-Bearers.

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

That the flag protocols from the Guild of Mace-Bearers be adopted by the Council.

**PF/18 RESOLVED (6:0:1)**

That the Town Council purchase a new town flag.

**PF/19 Other Days/Twinning Visits/Dignitaries**

**RECOMMENDED (6:0:0)**

That the only other flags to be flown by the Town Council are the national flag of Ludlow's twinned towns when they are visiting.

**PF/20 Flags at Half Mast**

Councillor Davies suggested that when the deceased was a Ludlovian, former Mayor or Member of Council the Town flag should be lowered and the Union Jack left at full mast. This would make it easier for the public to understand the reason for the flag being at half mast. The Mayor commented that the flag should only be at half mast on the day of the funeral.

**RESOLVED (unanimous)**

That the matter be referred to the Civic Events Working Group to recommend options back to the next Policy and Finance Committee.

**PF/21 MARKET WEBSITE AND ONLINE PAYMENTS**

The Mayor informed Members that this new website now filled the European Union obligation to provide an online market booking system.

The Town Clerk commented that the website only offered bookings for specialist markets, it did not include weekly markets.

**RESOLVED (unanimous)**

That the item be noted.

**PF/22 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 8.45pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Confidential Minutes will be issued.