



## 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 25<sup>th</sup> JULY 2011** at **7.00PM**

### **PF/33    PRESENT**

Chairman:                    Councillor Pope

Councillors:                Newbold; Parry; Smithers & Wilcox

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

### **PF/34    APOLOGIES**

Apologies for absence were received from Councillors Aitken, Glaze and McCormack.

### **PF/35    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>
V. Parry	Member of the Friends of the Shropshire Hills Area of Outstanding Natural Beauty
A. Pope	Ludlow Town Band

### **PF/36    PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public present.

**PF/37 PUBLIC OPEN SESSION FEEDBACK**

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

**PF/38 MINUTES**

**RESOLVED (4:0:1)**

That the minutes of the Policy and Finance Committee meeting held on 13<sup>th</sup> June 2011, subject to the deletion of the final sentence prior to the resolution at minute PF/09, be approved as a correct record and signed by the Chairman.

**PF/39 ACCOUNTS COMMITTEE**

**a) 22<sup>nd</sup> June 2011**

**RESOLVED (unanimous)**

That the minutes of the Accounts Committee meeting held on the 22<sup>nd</sup> June 2011, be received.

**PF/40 b) 13<sup>th</sup> July 2011**

**RESOLVED (unanimous)**

That the minutes of the Accounts Committee meeting held on the 13<sup>th</sup> July 2011, be received.

**PF/41 STREET TRADING SUB-COMMITTEE**

**RESOLVED (4:0:1)**

That the minutes of the Street Trading Sub-Committee meeting held on the 10<sup>th</sup> June 2011, be received.

**PF/42 RECOMMENDATIONS FROM REPRESENTATIONAL COMMITTEE**

**Friends of Shropshire Hills**

**That Policy & Finance Committee approve an annual subscription of £50 so that Ludlow Town Council can become an organisational member of Friends of the Shropshire Hills Area of Outstanding Natural Beauty.**

Councillor Parry left the meeting at 7.08pm

**RECOMMENDED (unanimous)**

That an annual subscription of £50 for Ludlow Town Council to become an organisational member of the Friends of the Shropshire Hills Area of Outstanding Natural Beauty be approved.

Councillor Parry rejoined the meeting at 7.10pm

**PF/43 QUEEN'S DIAMOND JUBILEE**

Members discussed the financial information provided by the Queen's Diamond Jubilee Group.

**RESOLVED (unanimous)**

That the Town Clerk write to the Queen's Diamond Jubilee Group thanking them for the information provided, pointing out the queries raised by Members, requesting they seek professional assistance to manage the accounts and further information with regards to a Senior Citizens Jubilee Party and Tea Dance.

**PF/44 1<sup>st</sup> QUARTER ACCOUNTS 2011/12**

The Committee discussed the Accounts and Exceptions report and made comments to be passed on to the Budget Working Group for consideration in next year budget, these included a review of Council subscriptions, a Street Trading income and expenditure budget, and an expenditure budget for the Ludlow Town Band and Friends of the Shropshire Hills Area of Outstanding Natural Beauty.

**RESOLVED (unanimous)**

That Members comments be passed on to the Budget Working Group for consideration.

**PF/45 RESOLVED (unanimous)**

That the 1<sup>st</sup> Quarter Accounts 2011/12 be approved.

**PF/46 RETENTION AND DESTRUCTION POLICY**

**RECOMMENDED (unanimous)**

That subject to the amendment to VAT Claims being retained for 7 years, the Retention and Destruction Policy be adopted.

**PF/47 TWINNING ASSOCIATION**

The Town Clerk explained to Members the legal position with regards to travelling expenses for civic events. She suggested that twinned towns could be invited to Ludlow for a civic reception. Councillor Wilcox stated that it was not just the towns that were twinned but also the Council and therefore Ludlow Town Council should become more involved.

**RECOMMENDED (Unanimous)**

That a Twinning Sub-Committee be set up and letters be sent to the Ludlow and Shropshire Twinning Associations urging them to meet and discuss future twinning opportunities.

**PF/48 RECOMMENDED (Unanimous)**

That the Twinning Sub-Committee membership be made up of Councillors Newbold, Parry, Pope, Smithers and Wilcox, and that membership be open to any other Councillors who wish to join the Sub-Committee.

**PF/49 STANDING ORDERS**

**RESOLVED (unanimous)**

That Standing Orders be waived in order to reconsider Festival Market Rents.

**PF/50 FESTIVAL MARKET RENTS**

Members discussed the past and present renting policy and considered the recommendations from the Town Clerk.

**RECOMMENDED (Unanimous)**

That a rent of £35.00 per stall during large festivals, to be reviewed annually, is approved.

**PF/51 RECOMMENDED (Unanimous)**

That:-

- i) the Food Festival be granted the use of Entertainment Square for the September Food Festival.
- ii) the Town Clerk make enquiries as to the rental fees charged by the Food Festival for the Entertainment Square pitches and, if possible, charge the Festival 20% of their fees.

**PF/52     RECOMMENDED (Unanimous)**

That the arrangement to share the Market Square with the Food Festival, 23 stalls for the Town Council and 20 stalls for the Food Festival dependent on the uptake by Ludlow Market traders, continue and be reviewed annually.

**PF/53     BUDGET WORKING GROUP**

The Town Clerk informed the Committee of the self nominations that had been made for the Budget Working Group and asked if any other Councillor wished to be a member of the Group.

**RECOMMENDED (unanimous)**

That:-

- i) the membership of the Budget Working Group be made up of Councillors Aitken, Glaze, Leyton-Purrier, McCormack, Newbold, Parry and Pope.
- ii) a meeting of the Budget Working Group be called as soon as possible to consider next years budget.

**PF/54     PARISH PATHS ACCOUNT**

**RESOLVED (unanimous)**

That the Lloyds TSB Parish Paths account be closed and the remaining balance transferred to the Council's current account at Barclays.

**PF/55     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 8.08pm.

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Chairman

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Date

N.B. Confidential Minutes will be issued.