



## MINUTES

Minutes of a meeting of the **POLICY & FINANCE COMMITTEE** held in the Ludlow Conference Centre, Ludlow on **MONDAY 26<sup>TH</sup> OCTOBER 2009** at **7.00PM**

### **PF67/09 PRESENT**

Chairman:	Councillor Taylor-Smith
Vice Chairman:	Councillor Pope
Councillors:	Aitken; Davies; Glaze; McCormack; Newbold; Pound; Wilcox
Councillors in Attendance:	Parry; Smithers
Officers:	Veronica Calderbank, Town Clerk; Hannah Coleman, Assistant Clerk

Prior to the formal business of the meeting, the Mayor reported to Members that there had been some damage in the Buttercross Offices. The plaster ceiling in the middle office housing the photocopier and computer server, had fallen upon the suspended ceiling causing it to collapse. No one had been injured and the advice of the Conservation Officer and insurers was being sought.

### **PF68/09 APOLOGIES**

Apologies for absence were received from Councillor Mitchell

### **PF69/09 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>
Smithers	8 – Businessman in town centre 8 – Member of RBL who may acquire old market stalls

Taylor-Smith                    9 – Businessman in town centre  
   8 – Member of RBL who may acquire old market stalls  
   9 – Resident of Mill Street (as advised by Standards Committee)

Prejudicial Interests – There were no prejudicial interests declared.

**PF70/09 PUBLIC OPEN SESSION** – There were no members of the public present.

**PF71/09 MINUTES**

**RESOLVED (unanimous)**

**That the minutes of the Policy & Finance Committee meeting held on 14<sup>th</sup> September 2009, as amended, be approved as a correct record.**

**PF72/09 ACCOUNTS SUB-COMMITTEE**

Councillor Pope provided an update.

**Minutes**

**RESOLVED (unanimous)**

**That the minutes of the Accounts Sub-Committee meeting held on 18<sup>th</sup> September 2009 and the list of cheques issued for September and October be received.**

**PF73/09 LUDLOW TOWN DEVELOPMENT SUB-COMMITTEE**

Councillor McCormack provided an update. The correct minutes were tabled at the meeting for the final three pages.

**a) Minutes**

**RESOLVED (unanimous)**

**That the minutes of the meeting held on 26<sup>th</sup> August 2009 be received.**

**b) Minutes**

**RESOLVED (unanimous)**

**That the minutes of the meeting held on 17<sup>th</sup> September 2009 be received.**

**RESOLVED (unanimous)**

**That the Ludlow Town Development Sub-Committee become a Working Group in order to service itself. Recommendations would be presented to the Policy & Finance Committee for consideration.**

**PF74/09 RECOMMENDATIONS FROM SERVICES COMMITTEE**

It was agreed that the recommendations from the Services Committee would be considered by Council on 9<sup>th</sup> November 2009 as they related to Policies

**PF75/09 STALL REPLACEMENT MARKET REFURBISHMENT SCHEME**

It was noted that the order was on target and the final stages of the stall manufacture would be completed shortly.

**RESOLVED (unanimous)**

**That the Town Clerk and Special Projects Officer draw up recommendations to the next Policy & Finance Committee meeting for the selling, donation or scrapping/recycling of the existing market stalls.**

**PF76/09 MAY FAIR**

Councillor Aitken provided an update on the meetings held on 20<sup>th</sup> and 21<sup>st</sup> October 2009. Advice received from the Police was to create an Events Safety Advisory Group ("SAG") that would consist of representatives from interested parties and the emergency services. Mr Wynn had been asked to provide a footprint of the May Fair and a specification would be drawn up on that basis for the SAG to consider.

**RESOLVED (8:0:1 abstention)**

**That subject to the official paperwork being provided to Council as to the terms of reference relating to the Events Safety Advisory Group, the Policy & Finance Committee recommends that a Safety Advisory Group be formed.**

**PF77/09 UPDATE ON BIDS**

**a) Spaces for Sports** – It was noted that the Wheeler Road equipment had been ordered.

**b) English Heritage** – It was noted that the first phase of the Buttercross Works had been awarded to Treasures and that work would begin this week. Following the ceiling damage at the Buttercross Offices, it was

**RESOLVED (unanimous)**

**That the Town Clerk have delegated authority, in liaison with the Mayor and Chairmen of the Services and Representational Committees, to take emergency action as required in terms of immediate action and potential evacuation of the building.**

c) **Heritage Lottery Fund** – It was noted that the joint bid for Castle Gardens was progressing.

**PF78/09 REPORTS FROM WORKING GROUPS**

a) **Ludlow Communications** – The minutes of the meeting held on 7<sup>th</sup> October 2009 were received.

**RESOLVED (unanimous)**

**To hold a Ludlow Senior Citizens Christmas Party on Monday 14<sup>th</sup> December from 2.00 to 4.00pm at Ludlow Assembly Rooms.**

b) **Civic Events** – The minutes for the meeting held on 16<sup>th</sup> September 2009 were received. It was further noted that the Remembrance Sunday rehearsal was to be held on 4<sup>th</sup> November at 6.00pm in St Laurence's Church and that there would be a Remembrance Service in St Leonard's Churchyard on Saturday 7<sup>th</sup> November at 11.00am.

**PF79/09 REPORTS FROM OUTSIDE ORGANISATIONS**

a) **Local Joint Committee** – Councillor Aitken reported that the Committee had awarded several grants and there was still £9,000 to claim.

b) **South Shropshire Area Committee** – There was no report.

c) **Six Market Towns** – Councillor Smithers reported that the last meeting had been cancelled. He made a plea to Members to raise their concerns in order to increase further involvement with Six Towns.

**PF80/09 ENVIRONMENTAL POLICY**

It was agreed that the Policy would be considered by Council on 9<sup>th</sup> November 2009.

**PF81/09 FINANCIAL STATEMENTS**

It was noted that the statements provided were not a true record of status of the accounts, but a snapshot. The final 6 month balances are accurate but some funds require movement to other codes.

**RESOLVED (unanimous)**

To transfer the Christmas Cards budget of £200 to the Seniors Party budget, making a total of £500 for the Christmas Party and the Mayor would contribute a further £100 from his allowance.

**RESOLVED (unanimous)**

To suspend Standing Orders and extend the meeting for a further 30 minutes.

**PF82/09 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.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. Confidential Minutes will be issued.