



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
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Despatch date: 23rd July 2013

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on Monday 29th July 2013 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **1st Quarter Accounts**
- **Risk Assessments**
- **Insurance**

The public may speak at this meeting

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Apologies**
3. **Declarations of Interests**
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** – To receive the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 10th JUNE 2013** (Open and Closed Session)

ITEM	Attachment	Page No
7. STAFFING AND APPEALS SUB-COMMITTEE To receive the closed session minutes of the meeting held on the 17 th July 2013	7	15
8. CIVIC EVENTS WORKING GROUP To receive the minutes of the meeting held on the 16 th May 2013	8	19
9. 1st QUARTER INCOME AND EXPENDITURE To receive:-		
a) 1 st Quarter Income and Expenditure Report	9a	21
b) 1 st Quarter Exceptions Report	9b	29
10. FINANCE INFORMATION To receive:-		
a) Payments – May and June 2013	10a	31
b) Income – May and June 2013	10b	39
c) Receive Barclay Card Statements	10c	47



11. POLICIES		
To review and adopt:-		
a)	Children and Vulnerable Adults Protection Policy	11a 49
b)	Protocol for Senior Citizens Christmas Party (Readopt)	11b 61
c)	Customer Care Policy and Code of Practice	11c 63
12. MARKET MATTERS		
a)	To consider a letter from a Market Trader	12 67
b)	Presentation by Tish Dockerty to introduce the Town Centre TICL App	No papers
13. RISK ASSESSMENTS		13 81
To review and readopt the Council's Risk Assessments		
14. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960		No papers
The Chairman will move 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		
15. INSURANCE		15 103
To consider insurance quotation for cover from the 1 st September 2013		
16. CIVIC REGALIA		16 135
To consider a the report on the condition of the Mayor's Chain		
M e m b e r s h i p		
List of Members of the Policy & Finance Committee		
Councillors Draper (Chair); Perks (Vice-Chair); Cobley; Ginger; Holcombe; Kemp; Mold; Newbold; Parry; Smithers		
Notes		
The next Policy & Finance Committee meeting will be held on 30 th September 2013		

