



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, DLF Supervisor, Market Officer,
Unitary Councillors, Press
Contact: Gina Wilding, Town Clerk
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 4th April 2018

SERVICES COMMITTEE

You are summoned to attend a meeting of the Services Committee to be held
at The Guildhall, Mill Street, Ludlow on
9th April 2018 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- ***CCTV Working Group***
- ***Ludlow Market***

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 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

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

- 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 approve as a correct record and sign the open minutes of the **SERVICES COMMITTEE** meeting held on **MONDAY 5th March 2018**.

'The minutes must be signed and loose leaf pages initialled at the meeting which they record or at the next meeting, by the person presiding thereat' LGA 1972, Sch 12, para4 (1)

Members are reminded:

All proposed amendments or queries relating to the minutes should be reported to the Town Clerk by 10.00 am on the day of the meeting, if required, responses will be given as soon as practicable, but not necessarily at the meeting.

All Committee minutes must be received without discussion or debate.

7. **Items to Action** - To note the items to action sheet from the previous Services Committee Meeting held on **MONDAY 5th March 2018**.

ITEM	Attachment
<p>8. CCTV WORKING GROUP To consider the report</p>	
<p>9. LUDLOW MARKET a. To note an update on the VAT status of markets b. To consider a report on UK Markets Index c. To consider an update on Internal Auditor Recommendations</p>	



10 BENCHES

To note that appreciation has been expressed for the re-fitting the Jubilee bench on Old Street

M e m b e r s h i p

Councillors Clarke (Chairman); Perks (Vice-Chairman), Copley, Garner; Gill; Ginger, Jones, Lyle; Parry; Paton and Smithers.

Notes

The next Services Committee meeting will be held on 4th June 2018

ITEM 6

MINUTES

Monday 5th March 2018

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 5th MARCH 2018** at **7.00PM**.

S/108 PRESENT

Chairman: Councillor M Clarke

Councillors: Cobley, Garner, Gill, Ginger, Jones, Lyle, Parry, Paton and Perks.

Officers: Gina Wilding, Town Clerk
 Sean Turgoose, DLF & Market Supervisor
 Anthony Bevington, Finance Assistant

S/109 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

S/110 APOLOGIES

Apologies were received from Councillor Smithers.

S/111 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
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Conflicts of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Ginger	CCTV (8)	Local Business in Town

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Cobley	CCTV (8)	Son-in-Law works for Police
Councillor Parry	Item 13	
Councillor Parry	Item 14	Ludlow in Bloom
Councillor Parry	Item 15	Ludlow in Bloom
Councillor Lyle	Item 15	Pride of Place
Councillor Perks	Item 9	Resident in Ward
Councillor Perks	Item 10	Ludlow 21

Councillor Perks	Item 13	Repairs the Benches
Councillor Perks	Item 14	Pride of Place
Councillor Perks	Item 15	Ludlow in Bloom
Councillor Clarke	Item 11	Knows applicant of Linney

S/112 PUBLIC OPEN SESSION (15 minutes)

There were three members of the public were present

Michael Jackson, Lower Broad Street

Mr Jackson said he was not impressed about the increase in dog fouling and litter that is appearing in the town. He stated that a number of skips are also not being covered and this is adding to the issue. On a number of occasions he said that he had reported this to the Town Council, but he was disappointed that he was referred to Shropshire Council. He expressed serious concern that nothing is being done about the issue.

Tish Dockerty, Castle View Terrace

Mrs Dockerty spoke as the Secretary of Ludlow Chamber of Commerce and reported that she had recently learned of the existence of Ludlow Town Council 's CCTV Working Group and was very pleased to have met with the group and encourage the Town Council to act as soon as possible and to work with local businesses to improve the town's CCTV provision.

As Chairman of Ludlow 21, Mrs Dockerty stated that there is a lot of support for the Castle Gardens Fountain to become a working fountain, and Ludlow 21 was campaigning to raise awareness to reduce the use of plastic bottles. Ludlow 21 is keen to find a workable solution for a public fountain in Ludlow, although the group appreciated that reinstating the historic fountain in Castle Gardens may not be viable option. Tish stated that Ludlow 21 would find the funding for a public fountain.

S/113 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

There was one member of the Unitary Council present. Cllr Parry had no updates for the committee.

S/114 MINUTES

RESOLVED (Unanimous) MC/TG

That the minutes of the Services Committee meeting held on the 15th January 2018 be approved as a correct record and signed by the Chairman.

S/115 ITEMS TO ACTION

The Chair thanked the staff for completing the items to action.

RESOLVED (Unanimous) MC/AC

To note the Items to Action.

S/116 CCTV

The CCTV Working Group were thanked for all their hard work. It was noted that the current CCTV maintenance contract would not be applicable to the new system and month rather than annual cover would be more appropriate in the interim.

RESOLVED (Unanimous) GP/TG

To approve the proposed next steps as proposed by the CCTV Working Group.

Next Steps:

- Find out if cameras behind Portcullis doctors' surgery and at the Youth Centre are still the responsibility of the Housing Association and Shropshire Council (respectively)
- Meet with PC Stephen Mason of the Ludlow Safer Neighbourhood Team to advise him of the current situation and invite him to be involved in the CCTV project. Inform the Chamber of Trade & Commerce plus all local businesses in Ludlow town centre and its environs (including the Eco Business Park) that a CCTV review is about to be undertaken and invite their input prior to inviting camera companies for a site visit.
- Visit Oswestry to research their CCTV coverage.
- Identify potential stakeholders and sources of funding from the local business community.
- Inform Ludford Parish Council of proposed actions which cover the Eco Business Park and invite their involvement.
- Request crime log from Shropshire Council.
- Invite camera providers from list provided by Cleobury Town Clerk (and any recommended from the proposed visit to Oswestry) for an initial inspection of Ludlow with a view to submitting quotes. Locations to include the outer rim, e.g. Parys Road business quarter and the Eco Business Park.
- Research PCC funding and application requirements to ensure the CCTV WG proceeds within recognised and required parameters.

S/117 RESOLVED (Unanimous) MC/GP

That a reporting structure be agreed between the Town Clerk and Chair of Services Committee and the CCTV Working Group

S/118 RESOLVED (Unanimous) GP/TG

That sources of funding specifically from the Police Crime Commioner (PCC) are identified by the Working Group.

S/119 RESOLVED (Unanimous) MC/ EG

That quotes are sought for upgrading the CCTV by the Working Group

S/120 WARD NOTICEBOARDS

RESOLVED (Unanimous) RJ/GG

To write to the resident informing them that the Council have reviewed the provision of a community noticeboard, but at present there is not sufficient funds available. However, the Council believe that it is a good idea and would encourage the resident to pursue alternative ways to achieve the idea, such as approaching local businesses and shops for space and sponsorship for a community noticeboard.

S/121 CASTLE GARDENS FOUNTAIN

On the subject of bringing a historic fountain back into working use, there are a range of concerns raised including maintaining the correct water temperature range, standing water, and avoiding spray.

Members referred to the advice in Drinking Water Safety Guidance to health and water professionals, published by The Drinking Water Inspectorate, 55 Whitehall, London SW1A 2EY.

It was also reported that other fountains around the country have been removed due to safety concerns.

MOTION WAS NOT CARRIED (3:7:0) MC/GP

To invite Ludlow 21 to a future Services Committee meeting to inform members of initiatives.

S/122 RESOLVED (Unanimous) MC/GG

To restate the Council's previous decision that it would not be feasible to bring the historic fountain in Castle Gardens back into working order.

S/123 LINNEY RIVERSIDE PARK

RESOLVED (Unanimous) MC/GG

- i) To create a detailed specification to submit to the Earl of Plymouth Estates regarding reinstating commercial activity boating and creating a putting green;
- ii) That the hard standing for a food concession could be created within the line of the existing toilets buildings (soon to be refurbished), using existing power, water and sewage infrastructure, in the area extending towards the riverbank fence.

S/124 LUDLOW FAIRTRADE TOWN

RESOLVED (Unanimous) GG/RJ

That the Ludlow Fairtrade Group liaise with Shropshire Council and other organisations to develop a workable proposal for uncluttered, easy to read signage, and report back to Services Committee with the detailed proposal including a list of signage and locations with relevant permissions from the Highways Authority.

S/125 BENCHES

RESOLVED (Unanimous) GG/RJ

- i) The Town Council does not take on the responsibility of repairing all benches around Ludlow;
- ii) Councillor Perks approach key organisations who own benches in Ludlow, namely Shropshire Council Street Scene, Shropshire Housing Group, Friends of Whitcliffe Common, and also if appropriate Ludlow Town Council Ward Councillors to compile a map and a matrix to identify ownership, the location, and state of repair of the benches, and this information is reported to Services Committee.
- iii) As a volunteer Cllr Graeme Perks continues to repair the Town Council's benches, working within the Council's budget managed by the Town Clerk, and reporting progress to Services Committee.

S/126 LITTER AND DOG FOULING

Members agreed that the matter was a social problem enforcement of penalty notices by Shropshire Council for littering and dog fouling was required.

It was noted that the contact details for Pride of Place were about to change and would be notified to the Town Clerk by Cllr Perks.

Cllr Parry informed members that she is working in her role as a Unitary Cllr to improve situation regarding business and private bins in Castle Street car park.

RESOLVED (Unanimous) MC/TG

- i) To contact local groups about Keep Britain Tidy 'Great Litter Pick' specifically Ludlow 21, Connexus and The Foyer.
- ii) To make the information in the report public and encourage residents to be involved in the positive initiatives that are taking place in their town.
- iii) To write to Mr Jackson to inform him of the content of the committee report and agreed actions of the Committee.

S/127 LUDLOW IN BLOOM

Chair of Ludlow in Bloom, Mrs Parry informed the Committee that Ludlow in Bloom have been offered benches from the Highways Department and she will report further on this matter to the next Services meeting.

RESOLVED (Unanimous) MC/TG

To note the diagram and written information supplied by Mrs Parry regarding the flower beds at St John's Garden (attached to these minutes) and asked Mrs Parry to provide further detailed H&S information to the next Services Committee.

The meeting closed at 8.55pm

Chairman

N.B. No Closed Session Minutes will not be issued.

Date

ITEM 7

ITEMS TO ACTION

Monday 5th March 2018

Services Committee
Items to Action

March 2018

Minute No.	Resolution	Action	Status	Date
S/114	<p><u>MINUTES</u></p> <p><u>RESOLVED (Unanimous)</u> MC/GG</p> <p>That the minutes of the Services Committee meeting held on the 15th January 2018, be approved as a correct record and signed by the Chairman.</p>	<p>File signed minutes</p> <p>Upload to website</p>	<p>Complete</p> <p>Complete</p>	<p>5th March 2018</p> <p>5th March 2018</p>
S/41 4/9/17	<p><u>HENLEY ROAD CEMETERY</u></p> <p><u>RESOLVED (Unanimous) GG/VP</u></p> <p>That:-</p> <p>i) Allocation of new graves and burials is approved in section L, and</p> <p>ii) The DLF Supervisor and Cemetery Officer work with other cemetery staff & contractors to create a layout specification detailing the number and configuration of the new grave spaces & pathway and report back to the Services Committee.</p>	<p>DLF Supervisor and Cemetery Officer create a layout specification detailing the number and configuration of the new grave spaces & pathway and report back to the next Services Committee</p>	<p>Pending</p>	

Services Committee

March 2018

Items to Action

<p>S/42 4/9/17</p>	<p><u>CASTLE GARDENS</u></p> <p><u>RESOLVED</u> (unanimous) MC/VP</p> <p>That:-</p> <p>ii) The request from the local resident to plant a Paeonia Ludloii is approved, and the DLF Supervisor advises the resident that a small plant would be required to comply with Historic England restrictions and planting would be undertaken by the DLF.</p>	<p>DLF to liaise with the resident regarding planting specifications</p> <p>DLF to undertake planting</p>	<p>Pending</p> <p>Pending</p>	
<p>S/74 16/10/17</p>	<p><u>LINNEY RIVERSIDE PARK BOATING</u></p> <p><u>RESOLVED</u> (unanimous) GP/TG</p> <p>That:-</p> <p>i) The Town Clerk approach the Earl of Plymouth estates to establish their view on the entry point of the water being sublet for business use</p> <p>ii) Teme Leisure Centre and Friends of the Linney are approached regarding their thoughts on the use of the boats and other options</p> <p>iii) To establish a competent maintenance company to assess the condition of the current stock of boats</p> <p>iv) Options are investigated for a possible kiosk/concession stand</p>	<p>Write letter to Earl of Plymouth regarding possible sub letting</p> <p>Write a letter to Teme Leisure Centre and Friends of the Linney regarding their thoughts on the use of the boats and other options</p> <p>Research possible companies to assess</p>	<p>Complete</p> <p>Pending</p> <p>Pending</p>	<p>2nd November 2017</p>

Services Committee

March 2018

Items to Action

S/123	v) To sought quotations to assess the Electricity supply to the area.	condition of boats		
	<u>RESOLVED</u> (unanimous) MC/GG	Research options for concession stand/kiosk	Pending	
		Contact electrician to seek quotation for assessment of electrics.	Pending	
That:-				
i) To create a detailed specification to submit to the Earl of Plymouth Estates regarding reinstating commercial activity boating and creating a putting green;		Create a detailed specification	Pending	
ii) That the hard standing for a food concession could be created within the line of the existing toilets buildings (soon to be refurbished), using existing power, water and sewage infrastructure, in the area extending towards the riverbank fence.		To review services to the site and report back to the next Services Committee	Pending	

Services Committee

March 2018

Items to Action

S/89	<u>LUDLOW MUSEUM AT THE BUTTERCROSS</u> RESOLVED (Unanimous) MC/RJ That:- i) To communicate or write to like-minded organisations to enquire about merchandising. ii) Produce a marketing plan for 2018/19 to increase visitor numbers and brought forward to the next Services meeting.	To write to similar organisations and discover what type of merchandise they sell. Produce a marketing plan for 2018/19 for next Services	Ongoing To be undertaken as part of EU bid	
S/90	<u>WARD NOTICEBOARD</u> RESOLVED (Unanimous) RJ/GP To investigate the costs involved as well as possible locations and permissions needed and report back to the next Services meeting.	To seek out and report upon costs of noticeboards, staff time and man hours to maintain the information, locations and permissions for next Services	Reported at Services 5 th March	5 th March, 2018

Services Committee

March 2018

Items to Action

S/125	<p><u>BENCH SURVEY</u></p> <p>RESOLVED (Unanimous) GG/RJ</p> <p>i)The Town Council does not take on the responsibility of repairing all benches around Ludlow;</p> <p>ii)Councillor Perks approach key organisationswho own benches in Ludlow, namely Shropshire Council Street Scene, Shropshire Housing Group, Friends of Whitcliffe Common, and also if appropriate Ludlow Town Council Ward Councillors to compile a map and a matrix to identify ownership, the location, and state of repair of the benches, and this information is reported to Services Committee.</p> <p>iii) As a volunteer Cllr Graeme Perks continues to repair the Town Council's benches, working within the Council's budget managed by the Town Clerk, and reporting progress to Services Committee.</p>	To receive a report from Councillor Perks	Pending	
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ITEM 8

CCTV WORKING GROUP

REPORT

CCTV WORKING GROUP UPDATE

Report No. S/18/
Services Committee
9th April 2018

1. INTRODUCTION

- 1.1 The aim of this report is to provide members with a draft terms of reference for the CCTCV working group and a draft timetable

2. RECOMMENDATION

- 2.1 To recommend the general working group terms of reference for approval by Council
- 2.2 To approve draft terms of reference for the CCTV working group
- 2.3 To approve the draft timetable, noting that some items will approval by Council in due course.

3. BACKGROUND

- 3.1 The CCTV working group reported to the previous Services Committee meeting and the following resolutions were minuted:

S/116 CCTV

The CCTV Working Group were thanked for all their hard work. It was noted that the current CCTV maintenance contract would not be applicable to the new system and month rather than annual cover would be more appropriate in the interim.

RESOLVED (Unanimous) GP/TG

To approve the proposed next steps as proposed by the CCTV Working Group.

Next Steps:

- Find out if cameras behind Portcullis doctors' surgery and at the Youth Centre are still the responsibility of the Housing Association and Shropshire Council (respectively)
- Meet with PC Stephen Mason of the Ludlow Safer Neighbourhood Team to advise him of the current situation and invite him to be involved in the CCTV project. Inform the Chamber of Trade & Commerce plus all local businesses in Ludlow town centre and its environs (including the Eco Business Park) that a CCTV review is about to be undertaken and invite their input prior to inviting camera companies for a site visit.
- Visit Oswestry to research their CCTV coverage.
- Identify potential stakeholders and sources of funding from the local business community.
- Inform Ludford Parish Council of proposed actions which cover the Eco Business Park and invite their involvement.
- Request crime log from Shropshire Council.
- Invite camera providers from list provided by Cleobury Town Clerk (and any recommended from the proposed visit to Oswestry) for an initial inspection of Ludlow with a view to submitting quotes. Locations to include the outer rim, e.g. Parys Road business quarter and the Eco Business Park.
- Research PCC funding and application requirements to ensure the CCTV WG proceeds within recognised and required parameters.

S/117 RESOLVED (Unanimous) MC/GP

That a reporting structure be agreed between the Town Clerk and Chair of Services Committee and the CCTV Working Group

S/118 RESOLVED (Unanimous) GP/TG

That sources of funding specifically from the Police Crime Commissioner (PCC) are identified by the Working Group.

S/119 RESOLVED (Unanimous) MC/ EG

That quotes are sought for upgrading the CCTV by the Working Group

4. CURRENT SITUATION

- 4.1 A draft terms of reference and outline timetable have been received from the CCTV working group.
- 4.2 There is an existing budget of £2,750.00 that the Town Council holds for new CCTV infrastructure. Additional money may be allocated if the current maintenance contract supplied by ADT of £5,400 pa can be renegotiated to monthly payments and if any surplus remains at the time the new cameras are installed.

Town Clerk
April 2018

Implications

Wards Affected (All)

Financial (As described in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)



WORKING GROUP TERMS OF REFERENCE (GENERAL)

Summary from Good Councillors Guide:

Working parties or 'task-and-finish' groups are occasionally set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public.

A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision.

1. A Working Group will consist of a minimum of three councillors. The membership will be determined by council, which will also determine if it is necessary for a staff member to be appointed to assist with the legality of its recommendations.

Membership to be reconfirmed / changed by the establishing body at its first meeting at start of a new Civic year.

The working party may invite members of the public to attend meetings in an advisory capacity on an ad-hoc usually temporary basis.

2. At its first meeting (or first in a new Civic year) the working party members shall:
 - a) Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
 - b) Appoint an elected member as Lead Member who should ensure all the working group's members are kept informed and involved with progress and act as the primary reporting channel back to the establishing body.
3. The group does not have delegated powers to make decisions on behalf of the Town Council nor should exceed its purpose and remit
4. The group reports to a specified Committee or Council.
5. The group shall provide timely reports to the establishing body in the following manner:
 - a) The Lead Members will ensure the Town Clerk is kept informed of each meeting and will provide notes of all meetings within 2 weeks of the meeting taking place.
 - b) Recommendations will be provided in writing including detailed reasons at least 10 days in advance of the establishing body's next scheduled meeting to ensure they are listed appropriately and timely on the relevant meeting agenda.

CCTV Working Group

Terms of Reference

Name

The recognised name for the group is the CCTV Working Group. It is a working group associated with the main Services Committee which is part of the Ludlow Town Council committee structure.

Purpose

The CCTV Working Group will undertake a full review of the current CCTV provision in Ludlow with a view to upgrading and extending the camera coverage.

Scope

The CCTV Working Group will engage with members of the local Safer Neighbourhood Team working from Ludlow Police Station in the first instance. Research will be undertaken regarding other towns, similar to Ludlow, which have upgraded their CCTV coverage within a relevant time period, and the results from those upgrades with regard to crime figures, etc. Visits to Cleobury Mortimer and Oswestry will be made to discuss the process they followed and to gain their experience and advice.

Local businesses will also be informed of the project, in the first instance, through the Ludlow Chamber of Trade and Commerce.

Once information has been obtained from other towns' experiences, a security consultant will be invited to visit Ludlow to assess the current provision and the extended coverage and following that consultation, camera providers will be invited to visit Ludlow with a view to submitting tenders.

Funding opportunities will be explored simultaneously from available sources.

Authority

The CCTV Working Group has authority to undertake research and to draw up recommendations, but has no authority with regard to decision-making.

Recommendations will be put to the Services Committee for discussion. These will, in turn, be put to Full Council for approval.

Membership

Members of the CCTV Working Group are Councillors Glenn Ginger, Diane Lyle, Vivienne Parry and Robin Pote. Councillors Lyle and Pote are leading the project.

Meetings

Meetings are held when necessary to discuss progress and actions at venues within Ludlow which do not incur a hire charge. When possible, members of the local SNT attend.

Reporting

The CCTV Working Group reports directly to the Chair of Services Committee and the Town Clerk.

Deliverables

The CCTV Working Group aims to deliver upgraded CCTV camera coverage for Ludlow town centre as a first tranche within a 12-month period, depending on securing the necessary funding.

A second tranche will extend the CCTV camera coverage to the entrance/exit points of Ludlow.

Certain cameras will have Automatic Number Plate Recognition and all cameras will be linked to the West Mercia Police HQ, Hindlip Hall, Worcester. www.westmercia.police.uk

Review

The CCTV Working Group Terms of Reference will be reviewed annually at the Ludlow Town Council Annual Meeting.

Diane Lyle
Robin Pote

March 2018

CCTV Working Group

OUTLINE TIMETABLE

ASAP	Invite security consultant to visit Ludlow
9 April	Terms of Reference and Timetable to Services Committee
12 April	Visit Oswestry
13 April	Compare/contrast/analyse information from Cleobury Mortimer/Oswestry
From 16 April	Invite camera providers to tender with timetable to visit Ludlow
	Inform Chamber of Commerce
	Research funding sources
	Visit with Paul Draper
23 April	Short progress report available for Annual Town Meeting
w/b 30 April	Camera providers to submit quotations
	Identify funding sources with application criteria and deadlines
4 June	Detailed report, timetable and budget, plus potential funding sources with recommendations submitted to the first Services Committee meeting
	Quotes considered by Services with recommendation to be made to 18 June Council
	<ul style="list-style-type: none">• Establish who is the responsible body (data control), and if appropriate, research the legal requirements to manage and operate CCTV camera and draft a policy for approval
October	Identify potential volunteers to man the cameras under the authority of the data control body
	Agree a training programme with SNT/successful camera provider
November	New cameras installed within town centre in time for Xmas Lights switch-on

ITEM 9a

LUDLOW MARKET

UPDATE ON THE VAT STATUS OF MARKETS

From: Info Nabma
Sent: 3 Apr 2018 10:50:04 +0000
Subject: VAT ON MARKET LETTINGS



Dear Colleague

VAT ON MARKET LETTINGS

NABMA is still working to resolve the current situation. It is understood that Shrewsbury Market, where this issue first came to light, is still awaiting final confirmation of the outcome of their dispute with HMRC.

Prior to Easter, following the All Party Parliamentary Markets Group, Jim Fitzpatrick MP, raised the VAT issue with the Treasury. Set out below are the answers received from the Treasury:

Treasury has provided the following answer to your written parliamentary question (134148):

Question:

To ask Mr Chancellor of the Exchequer, what assessment he has made of the implications for his policies of the Upper Tax Tribunal decision that VAT (a) is due on the hire of pitches at organised events and (b) liability goes back up to four years; and if he will make a statement. (134148)

Tabled on: 26 March 2018

Answer:

Mel Stride:

The decision of the Upper Tribunal in relation to VAT on the hire of pitches at organised events supported HM Revenue and Customs' policy that such supplies were not exempt supplies of land. The main supply was that of access to a market place. Depending on the facts of each case, HMRC are normally only able to assess for any under declared tax going back 4 years.

Treasury has provided the following answer to your written parliamentary question (134147):

Question:

To ask Mr Chancellor of the Exchequer, whether the policy of the Inland Revenue on street and other similar markets not attracting VAT has changed; and whether the Government has plans for such changes. (134147)
Tabled on: 26 March 2018

Answer:

Mel Stride:

HM Revenue and Customs has not changed its policy on VAT in relation to street or similar markets. If there is a passive supply of an interest in land then the supply will normally be exempt from VAT. However if the main supply is something other than just a supply of land, then the VAT treatment will be determined by the VAT rules relating to the main supply.

It will be seen that there is still much uncertainty about the position of markets and we are in discussion with HMRC, via our VAT consultant, to try and get some clarity.

In the meantime if any members get an approach from HMRC about adding VAT to their market charges please let me know.

Yours sincerely



Graham Wilson OBE
Chief Executive



www.nabma.com

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NABMA,
The Guildhall,
Bailey Head,
Oswestry,
SY11 1PZ.



Virus-free. www.avg.com

ITEM 9b

LUDLOW MARKET

UK MARKETS INDEX

REPORT

UK MARKET INDEX

Report No. S/18/

Services Committee

9th April 2018

1. INTRODUCTION

- 1.1 The aim of this report is to introduce the UK Market Index and suggest it becomes a regular update for members as well as considering the format of quarterly market income reporting.

2. RECOMMENDATION

- 2.1 To note the UK Market Index for December 2017 and February 2018; and approve continuing with regular quarterly reporting
- 2.2 To receive quarterly reporting of monthly income figures, individually stated, for each regular market day (Monday, Wednesday, Friday & Saturday), and comparative graphic information to show the relative trading of each market day month on month (MoM) and year on year (YoY).
- 2.3 To receive separate reporting of income for each type of specialist market on a quarterly basis, and comparative graphic information to show the frequency and relative trading of each type of specialist market month on month (MoM) and year on year (YoY).

3. BACKGROUND

- 3.1 Ludlow Town Council is a member of Nation Association of British Market Authorities (NABMA) as one of their functions NABMA provides information from the UK Markets Index.

4. CURRENT SITUATION

4.1 The most recent Index from showing February 2018 and the Index from December 2107 are attached **APPENDIX 1**.

4.2 Every month the UKMI provides:

- Footfall for a basket of UK retail markets indexed against:
 - Last month (MoM)
 - 12 months ago (YoY)
- Comparison of markets performance against UK Retail Sales (source ONS) again indexed as above
- Weather conditions
- Commentary, with views on the month's retail performance drawn from other authoritative sources

The UKMI is based on automatically counted footfall data provided to the UKMI by a raft of retail markets across the UK and covering a range of market types.

We will always welcome new contributors of data. If your market has automated counting of footfall that you are able to contribute to the UKMI, please contact Daniel Halstead at: Daniel.Halstead@pfm-intelligence.com

Future plans for the UKMI include:

- Updated dashboard with new graphics and wider coverage
- Regional Benchmarking
- Benchmarking by markets type
- Benchmarking of markets' turnover

But to do this we need more markets to provide their data.

Markets able to share data with the UKMI will enjoy priority access to the national results. Data from individual markets will never be shared nationally, or indeed with any other market. Only national (and eventually regional) averages will be published.

For any enquiries about understanding and using the UKMI please contact Andrew McCall at Andrew.McCall@roiteam.co.uk

Town Clerk
April 2018

Implications

Wards Affected (All)

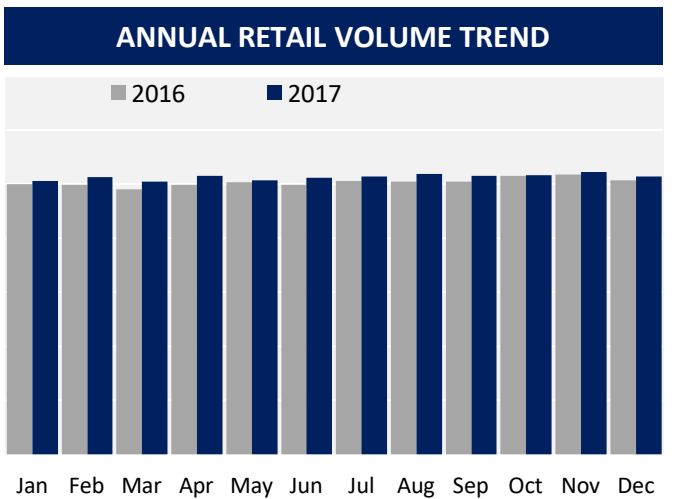
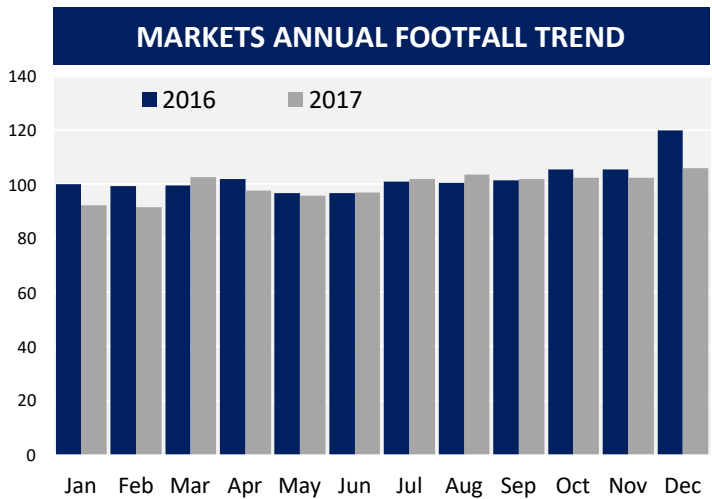
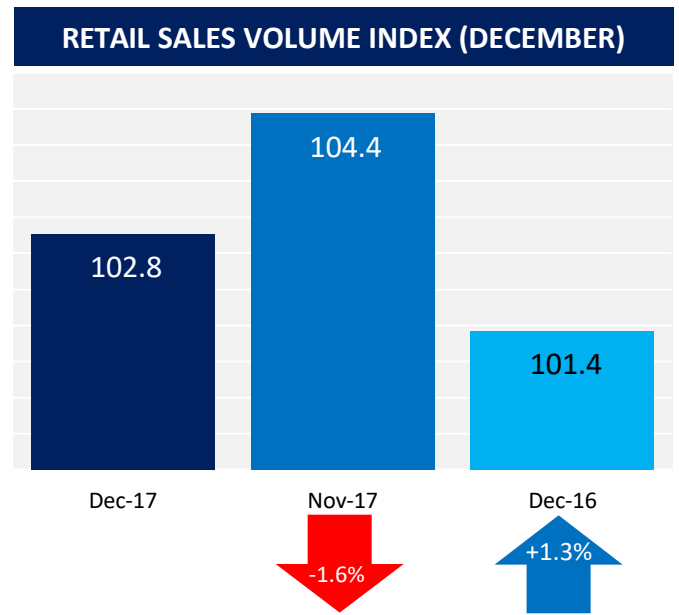
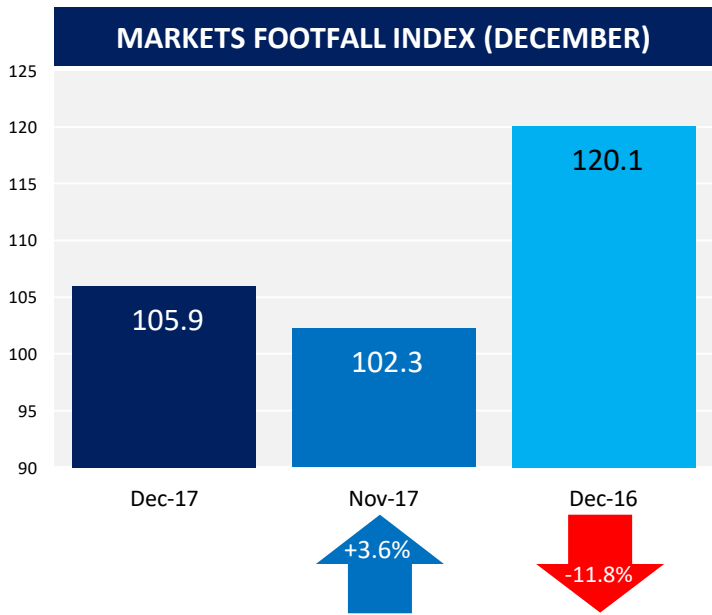
Financial (None)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

JANUARY 2018



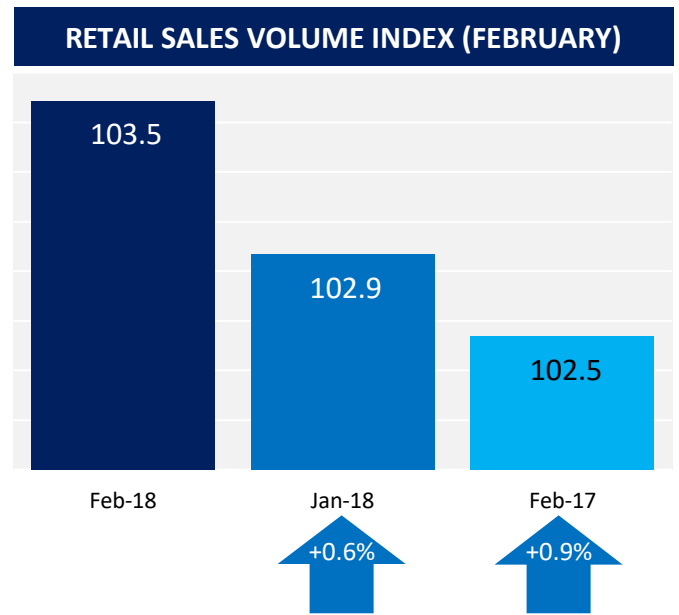
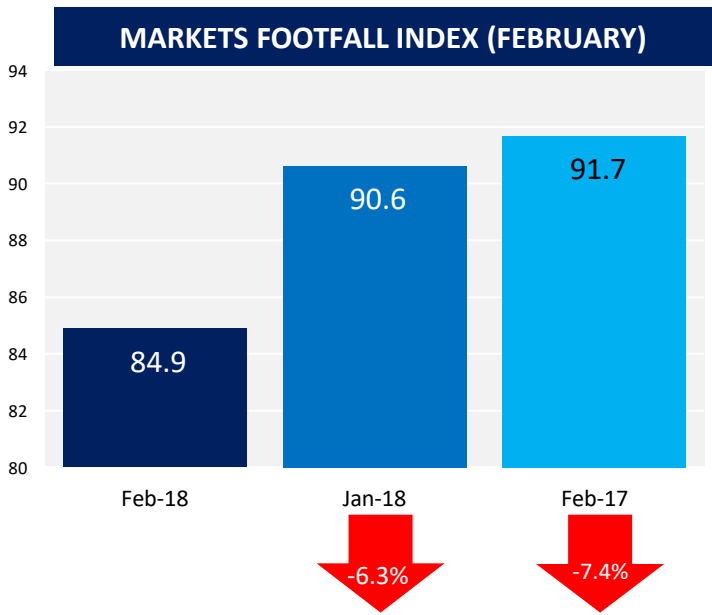
1 st to 7 th Dec 2017		8 th to 16 th Dec 2017		17 th to 25 th Dec 2017		26 th to 31 st Dec 2017	
Mild & Cloudy		Cold & wintry with snow & frosts		Mild		Unsettled with strong winds	

BBC News summarises December 2017 as a weak finish to the year, with retail sales down MoM by -1.5%, the biggest monthly fall since the EU Referendum. Analysts point to November’s Black Friday festival having a dual effect: firstly bringing shopping activity forward out of the traditional Christmas period; and secondly transferring activity away from town centres and onto the internet. So a double whammy for retail markets. Springboard’s footfall analysis sets out the pre-Christmas chill :

Town Centres down by -3.3%
High Streets down by - 4.4% and
Shopping Centres down by -3.2%

The Capture Rate (the proportion of shoppers entering stores) was also down, compounding the gloomy picture. PFM Footfall Intelligence show Retail Markets faring even worse, with footfall down by a thumping -11.8% YoY. In other words traders had only 9 customers to pitch to for every 10 last year. The UKMI does not count seasonal markets, so our December figures may hide a customer shift away from standing markets and towards popular Christmas Markets. But there is no hiding a disappointing finish to a difficult year for markets, in fact for all UK retail.

MARCH 2018



1 st to 14 th Feb 2018		14 th to 25 th Feb 2018		26 th to 28 th Feb 2018	
Unsettled with temperatures below average		Dry & sunny, but cold		Very cold with extensive snow, as the 'Beast from the East' passed through	

With fewer trading days and with the icy blast of the 'Beast from the East' at the close of the month, it is no surprise that footfall in UK markets for February was down MoM. But the continuing YoY decline (down by -7.4%) emphasises how markets are failing to compete in the value sector against Retail Parks and the internet. Apart from those two sectors, footfall was disappointing everywhere. Even without the impact of the Beast, Retail Gazette reports retail footfall for the first three weeks of February down by 0.5%, with shopping centres even harder hit. Sales volumes managed to rally, with February showing growth of 0.8% YoY according to The Guardian – but this was not enough to counter falls in December and January, both much more important retail months than February. Retailers are pinning their hopes on a continuing tapering of price inflation into March, combined with signs of wages starting to grow to match price inflation.

ITEM 9c

LUDLOW MARKET

UPDATE ON INTERNAL AUDITOR
RECOMMENDATIONS

FC/345 INTERNAL AUDITOR'S INTERIM REPORT

RESOLVED (unanimous) MC/VP

That:-

- i) The Internal Auditors Interim report be noted;

HIGH PRIORITY

- ii) The Market Officer creates a digital list of market traders for each of the regular market days, which are Monday, Wednesday, Friday and Saturday.

Market plans detailing traders, and stall locations, are provided for each market day. Format is a Word document which has a printed file copy. MACCS II has a digital list of regular traders for each day. Casual traders are ad hoc.

- iii) All regular Market Traders to have an up-to-date licence and a paper copy is filed in the office.

Almost complete; x1 licence pending for trader to sign on Friday 6th April.

- iv) The summary sheet recording market income separately records the income from pitches, vans and traders in the Buttercross.

Pending - a conflicting objective for Daily Rent collection sheet needs to be resolved

MEDIUM PRIORITY

- v) The existing amendment form is used for all amendments to applications for approval by the Town Clerk;

Completed.

- vi) A procedure to verify that income due from Licence holders is fully collected is brought to Committee for approval;

MACCS II system create arrears for non-payment, although written procedure needs to be completed

- vii) A process for recording and monitoring trader absences is put in place;

Completed. Traders provide holiday forms, or sick notes, for absence. Detail is logged by MACCS II system.

- viii) That high priority actions, as denoted by the internal auditor, are completed and reported back to the next Services Committee;

Completed / pending; see above.

- ix) That medium priority actions, as denoted by the internal auditor, are completed and reported back to Services Committee in due course.

Completed / pending; see above.

ITEM 10

BENCHES

1. Note from Cllr Perks - well done Sean for the DLF fitting of the Jubilee bench, Old Street, so many positive comments.
2. Email thread from resident expressing appreciation for the refitting of the Jubilee bench, Old Street:

Sent: 26 March 2018 19:21

To: Gina Wilding <townclerk@ludlow.gov.uk>

Subject: Re: Bench Seats

Once again you have been very efficient.

Obviously you asked questions in the right places because just a couple of days after my email the bench at the corner of Brand Lane and Old Street reappeared. For me, that was the most important one because I suffer from vertigo and start to get a bit dizzy half way up the hill, so a seat just there is perfect.

Thank you for your help, it's much appreciated.

> On 19 Mar 2018, at 12:58, Gina Wilding <townclerk@ludlow.gov.uk> wrote:

>

> I can immediately account for two of the benches and confirm that they
> are in the process of being refurbished, or awaiting reinstatement after refurb.

>

> However, I have an enquiry out regarding the current location bench
> from bottom of Old Street near flower beds, and will get back to you.

>

> Sent: 18 March 2018 17:34

> To: townclerk@ludlow.gov.uk

> Subject: Bench Seats

>

> I'm just making a general enquiry about a couple of bench seats that
> seem to have gone 'missing' from Old Street.

>

> There used to be a wooden bench half way up Old Street at the corner
> of Brand Lane. It was taken away quite some time ago and I'd like to
> know why and where it has gone.

>

> Also, there was a wooden bench seat at the bottom of Old Street behind
> the flower bed where the pavement widens. It was taken away whilst the
> electric company replaced cables under the pavement but as yet, it
> hasn't been returned. Is it going to be put back?

>

> I would be grateful for any information you can provide.