



LUDDLLOW 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: 30th May 2018

SERVICES COMMITTEE

You are summoned to attend a meeting of the Services Committee to be held
at The Guildhall, Mill Street, Ludlow on
4th June 2018 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Ludlow Market***
- ***Ludlow Museum at the Buttercross***

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. Election of Vice Chairman

To elect the Vice Chairman

3. Apologies

To note committee members' apologies receive by the Town Clerk

4. 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

5. 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.

6. Ludlow's Unitary Councillors Question and Answer Session – Ludlow's Unitary Councillors are invited to address any questions to the Committee.

7. Minutes – To approve as a correct record and sign the open minutes of the **SERVICES COMMITTEE** meeting held on **MONDAY 9th April 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.

8. Items to Action - To note the items to action sheet from the previous Services Committee Meeting held on **MONDAY 9th April 2018**.

ITEM	Attachment
9. MARKET RENT VAT UPDATE To note an update	9



<p>10. THE LINNEY RIVERSIDE PARK a) To receive an update b) To receive an update on a site visit</p>	<p>10a No papers</p>
<p>11. LUDLOW MUSEUM AT THE BUTTERCROSS To approve the action plans</p>	<p>11</p>
<p>12. LUDLOW IN BLOOM To receive an update</p>	<p>No papers</p>
<p>M e m b e r s h i p</p> <p>Councillors Clarke (Chairman); Copley, Garner; Gill; Ginger, Lyle; O'Neill; Parry; Paton; Perks; Pote and Smithers.</p>	
<p>Notes</p> <p>The next Services Committee meeting will be held on 16th July 2018</p>	

ITEM 7

MINUTES

Monday 9th April 2018

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 9th APRIL 2018** at **7.00PM**.

S/128 PRESENT

Chairman: Councillor M Clarke

Councillors: Cobley, Garner, Ginger, Lyle, Parry, Perks and Smithers.

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

S/129 HEALTH & SAFETY

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

S/130 APOLOGIES

Apologies were received from Councillor Gill, Jones and Paton

S/131 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
None		

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 9A	Shropshire Councillor
Councillor Parry	Item 10	Ludlow in Bloom and Benches
Councillor Perks	Item 9A	Market Trader
Councillor Perks	Item 10	Bench Restore

S/132 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present

S/133 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

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

S/134 MINUTES

RESOLVED MC/GP (7:0:1)

That the minutes of the Services Committee meeting held on the 5th March 2018 be approved as a correct record and signed by the Chairman.

S/135 ITEMS TO ACTION

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

RESOLVED MC/JS (7:0:1)

To note the Items to Action.

S/136 CCTV WORKING GROUP

RESOLVED (Unanimous) MC/GP

To approve:

- i) the working group terms of reference
- ii) the timetable for progressing the CCTV project
- iii) the next steps for the CCTV Working Group

S/137 LUDLOW MARKET VAT STATUS

RESOLVED GP/TG (7:0:1)

- i) To note that the ongoing unresolved situation regarding VAT on market letting as reported by NABMA
- ii) To inform our local MP of the situation

S/138 LUDLOW MARKET UK MARKETS INDEX

RESOLVED (Unanimous) MC/GG

To note the UK Market Index

S/139 RESOLVED MC/GG (7:1:0)

To receive quarterly income reporting relating to each regular market day

S/140 RESOLVED (Unanimous) MC/GG

To receive quarterly income reporting relating to each specialist market

S/141 LUDLOW MARKET INTERNAL AUDITOR

RESOLVED (Unanimous) MC/GP

To note the actions taken by the Market Officer in relation to the internal auditors interim report

S/142 BENCHES

RESOLVED (Unanimous) MC/GG

To note the expression of appreciation for the re-fitting the Jubilee bench on Old Street

The meeting closed at 7:45pm

Chairman

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

Date

ITEM 8

ITEMS TO ACTION
Monday 9th April 2018

Services Committee
Items to Action

April 2018

Minute No.	Resolution	Action	Status	Date
S/134	<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 5th March 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>9th April 2018</p> <p>9th April 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>Complete</p> <p>New graves have been allocated in section K</p>	

Services Committee

April 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> <p>See S/123 ii)</p>

Services Committee

April 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	See S/123 ii)
		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

April 2018

Items to Action

<p>S/89</p>	<p><u>LUDLOW MUSEUM AT THE BUTTERCROSS</u></p> <p>RESOLVED (Unanimous) MC/RJ</p> <p>That:-</p> <p>i) To communicate or write to like-minded organisations to enquire about merchandising.</p> <p>ii) Produce a marketing plan for 2018/19 to increase visitor numbers and brought forward to the next Services meeting.</p>	<p>To write to similar organisations and discover what type of merchandise they sell.</p> <p>Produce a marketing plan for 2018/19 for next Services</p>	<p>Ongoing</p> <p>To be undertaken as part of EU bid</p>	
<p>S/125</p>	<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 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</p>	<p>To receive a report from Councillor Perks</p>	<p>Pending</p>	

Services Committee

April 2018

Items to Action

	<p>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>			
S/116	<p><u>CCTV</u></p> <p>RESOLVED (Unanimous) GP/TG</p> <p>To approve the proposed next steps as proposed by the CCTV Working Group</p>	<p>Next steps has reported to Council and been approved</p>	<p>Complete</p>	
S/117	<p><u>CCTV</u></p> <p>RESOLVED (Unanimous) MC/GP</p> <p>That a reporting structure be agreed between the Town Clerk and Chair of Services Committee and the CCTV Working Group</p>	<p>To create a reporting structure between the Town Clerk, Chair of Services and CCTV Working Group</p>	<p>Pending</p>	
S/118	<p><u>CCTV</u></p> <p>RESOLVED (Unanimous) GP/TG</p> <p>That sources of funding specifically from the Police Crime Commissioner (PCC) are identified by the Working Group</p>	<p>Identify sources of finance are identified</p>	<p>Pending</p>	

Services Committee

April 2018

Items to Action

S/127	<u>LUDLOW IN BLOOM</u> 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.	Cllr Parry to report back at the next meeting of Services Committee	Pending	
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ITEM 9

**MARKET LETTING
VAT UPDATE**

From: Info Nabma
Sent: 17 May 2018 08:33:26 +0000
Subject: VAT ON MARKET LETTINGS



Dear Colleague

VAT ON MARKET LETTINGS

It might be worth recapping on where we currently stand on the issue:

1. Shrewsbury Market where the issue was first brought to light last year is currently in dispute with HMRC. There is the possibility the dispute might go to a Tribunal where a definitive ruling could emerge.
2. In the last twelve months a number of markets have been approached by HMRC Inspectors and it is understood some, if not all, have accepted that VAT is appropriate given services are included in the overall charge.
3. If you provide services it is understood you cannot separate the charge for the letting from the services. The overall cost is subject to VAT.
4. If you are liable to VAT then HMRC can recover in respect of the period up to the previous four years.
5. HMRC has not changed its formal advice on market lettings so we are currently in a position where the formal advice is at odds with what HMRC are currently proposing at Shrewsbury and other markets.
6. NABMA has raised the issue with the Treasury and is pressing for a meeting to get clarity on the HMRC position and particularly indicate the problems that can stem from an imposition of VAT liability over the last four years.
7. If you do not currently charge VAT, as appears in many cases based on our recent survey, then you need to be thinking about contingency arrangements in the event that it is established that it becomes necessary to add VAT. Please remember that the vast

majority of market traders are not registered for VAT and therefore cannot recover any charge that is levied on them.

Further updates will be provided as we learn more about the ongoing situation.

Yours sincerely



Graham Wilson OBE
Chief Executive



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Bailey Head,
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From: Info Nabma
Sent: 30 May 2018 08:01:34 +0000
Subject: VAT ON MARKET LETTINGS



Dear Colleague

VAT ON MARKET LETTINGS

Further to my recent email I am providing further information on the current VAT situation.

The Shrewsbury Market dispute is still unresolved so there is no further guidance to be gained from that source at the moment.

NABMA is greatly indebted to the advice and support of Ian Harris of the Leicester City Council VAT office and Ian tells me that in the last fortnight the Local Authority National VAT Consultative Group reviewed the current situation and the advice they are giving is that "market authorities should do nothing different to what they are doing now until a final definitive conclusion to the ongoing dispute"

While endorsing this authoritative advice it is appropriate for market authorities to consider contingency arrangements particularly in the context of potential backdating if VAT liability is established.

Currently we are waiting for a meeting with the Treasury which is being pursued by Jim Fitzpatrick MP, Chairman of the All Party Parliamentary. At that meeting we will be seeking further information and particularly pointing out the severe impact on the markets industry in the event that VAT liability is established and backdating is pursued.

Several members asked about the definition of services. Ian Harris tells me that a supply of services is defined as a supply that is not a supply of goods. In this context the granting of a licence to occupy land is therefore a supply of services but Ian feels that in this context we are referring to heating, lighting, storage, advertising, stall hire etc which are over and above the simple grant of a licence to occupy.

I will continue to update as more information becomes available.

Yours sincerely



Graham Wilson OBE
Chief Executive



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ITEM 10

LINNEY RIVERSIDE PARK

REPORT

LINNEY RIVERSIDE PARK Report No. S/

Services Committee
4th June 2018

1. INTRODUCTION

- 1.1 The aim of this report is to provide an update for members regarding the progression of options for the Linney Riverside Park.

2. RECOMMENDATION

- 2.1 To approve the three proposed phases of the project
- 2.2 To receive a verbal report on the site visit

3. BACKGROUND

- 3.1 At the Services Committee held on 5th March, 2018, members asked for further exploration of options regarding the uses of the Linney Riverside Park. Specifically:

S/123 RESOLVED (unanimous) MC/GG

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;
- 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.

- 3.2 The Town Council owns 10 rowing boats, but they have not been in active service for over 7 years and require inspection and safety approval before they could be used.

4. CURENT SITUATION

- 4.1 The Town Council must act with due diligence and ensure that activities run from Town Council owned land are operated in observance of the law and health and safety legislation.
- 4.2 The Chairman and the Town Clerk agreed that the project required further evaluation and agreed on three phases of action to assist with planning the successful delivery of the project.
- 4.3 The different phases can run concurrently.
- 4.4 Phase I

Refurbishment of the Linney toilets.

- Timescale – Early Summer 2018.
- The project schedule would sure adequate toilet provision is maintained throughout.

Phase II

Planned development of the site

- Timescale – June
- Site visit to scope the site for access points and potential location and max size of the hard standing – to be reported to committee
- Discussion with the Environmental Agency to ascertain permitted materials for the hard standing.
- Quotations invited for the hard standing / access / electricity supply

Phase III

Procedures

- Timescale - June
- To talk to other councils running boat hire facilities regarding how to run and manage boating on a river.
- To contact RoSPA to seek advice.

Implications

Wards Affected (Corve)

Financial (unknown)

Health & Safety (unspecified at this point)

Law & Order (unspecified at the point)

Environmental Implications (consultation with the EA required)

ITEM 11

**LUDLOW MUSEUM AT THE
BUTTERCROSS**

Ludlow Museum at the Buttercross

Accreditation Timeline & Action Plan

Timeline

26 April 2018

Accreditation panel appointed by Arts Council England considered application on

10 May 2018

Notified that the panel agreed to award the status of:

Full Accreditation

Feedback:

The panel were pleased to approve a return to Full Accreditation for Ludlow Museum and to hear that the museum has re-opened following a long closure period.

It was noted at the panel meeting that the new museum site has been refurbished to a high standard, giving an historic building in the centre of Ludlow a new lease of life.

Though the museum is small, it provides a varied and high quality range of displays, and it appears to benefit from its central location within the historic town of Ludlow, alongside the commitment and enthusiasm of the staff delivering the service – both of which were evident at the site visit. Congratulations to all of the team on this achievement!

Date for next return: 2-3 yrs from accreditation

Action Plan

Short Term Actions required:

- Frame and display award certificate at the Buttercross
- Obtain electronic versions of the Accreditation logo for use on emails and letters
- Staff to seek further information regarding Accreditation and how it can support our work: <https://www.artscouncil.org.uk/accreditation-scheme/support-and-advice#section-1>

Long Term Actions required:

An award of full Accreditation is valid for approximately three years, at which point the museum will be invited to provide a return to demonstrate continuing compliance with the Accreditation Standard.

Adhoc requirement to report change of circumstance:

- Accredited museums should also keep the Arts Council informed during the lifetime of the award of any changes likely to impact on the museum's Accreditation status, such as a governance change, a major capital re-development, a significant workforce review or a proposal to sell items from the museum's collection.

Areas for improvement

Management arrangements:

- Provide an up-to-date management agreement between Shropshire Council and Ludlow Town Council, following the planned renewal of the agreement in 2019.

ACTION: Town Clerk to liaise with Emma-Kate Laynon in first instance. SLA expires 31 March 2019

Forward plan:

- At the next planned review consider including more long-term action and resource planning to outline how the museum will meet their key aims and objectives over the full timeframe covered by the plan; report at the next return.

ACTION: Town Clerk and Deputy Clerk to liaise with Emma-Kate Laynon via twice yearly review meetings – date to be confirmed.

Care and conservation:

- Consider implementing a more regular programme for environmental monitoring to complement existing care and conservation measures carried out at the museum;
- and at the next planned review of care and conservation planning consider including details of ongoing measures (alongside any upcoming priorities) for care and conservation at Ludlow Museum; report at the next return.

ACTION: Town Clerk and Deputy Clerk to liaise with Friends of Ludlow Museum to secure funding for equipment SC to order equipment and instigate monitoring regime.

Marketing and communications:

- Consider updating the museum website to include: information on facilities and services available at the museum; and information (with appropriate links)

in relation to learning and research opportunities, and collections information, available via Shropshire Council museums service; report at the next return.

ACTION: To include and action within LTC website improvement / upgrade plan