

## MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 7<sup>th</sup> JULY 2014** at 7.00PM.

### S/13 PRESENT

Chairman: Councillor Draper

Councillors: Cobley; Jones; Kemp; Lyle; Parry; Smithers;

Officers: Gina Wilding, Town Clerk  
Stephanie Williams, Cemetery Officer  
Sean Turgoose, DLF/Market Supervisor

### S/14 HEALTH & SAFETY

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

### S/15 APOLOGIES

Apologies for absence were received from Councillors Ginger and Perks.

### S/16 DECLARATIONS OF INTEREST

#### Disclosable Pecuniary Interests

None

#### Conflicts of Interest

None

#### Personal Interests

Councillor	item	reason
Councillor Smithers	9	Requested the agenda item
Councillor Draper	11	Funds for Mayor's Charity
Councillor Parry	8	Unitary Councillor and Ludlow in Bloom Chair.
Councillor Cobley	11	Works at Rockspring Centre and involved in Room hire charges

**S/17      PUBLIC OPEN SESSION**

No members of the public were present.

**S/18      LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION**

No Unitary Councillors made any comments.

**S/19      OPEN SESSION MINUTES**

**RESOLVED (unanimous)  
JS/AC**

That the open session minutes of the Services Committee meeting held on the 2<sup>nd</sup> June 2014, be approved as a correct record and signed by the Chairman.

**S/20      ITEMS TO ACTION  
**RESOLVED (unanimous)  
JS/PD****

That the Items to Action be noted.

**S/21      ROSPA PLAY AREA INSPECTIONS**

Members agreed that overall the ROSPA reports were good. The DLF/Market Supervisor informed Members that the maintenance tasks were being completed. Play area maintenance was an ongoing matter and that more capital funding will be necessary in the future for the play surface at Wheeler Road; fencing at Houseman Crescent and maintenance of the Skate Park ramps.

**RESOLVED (unanimous)  
PD/RS**

That:-

- i) the report be noted
- ii) Members note that routine maintenance tasks will be undertaken by the DLF and other tasks will be reported to the Town Clerk.

**S/22      WATERLESS URINALS**

Members considered the report from the Town Clerk and evaluated the costs to install waterless urinals.

**RESOLVED (5:1:1)**  
**RS/VP**

That the Town Council continues with the current toilet facilities

**S/23**      **WARD PROVISION OF BINS AND PROBLEM AREAS OF DOG FOULING**

**Rockspring Ward**

Feedback was received from Councillors Lyle and Draper of Rockspring Ward on the current bin situation and dog fouling. Both Councillors reported that the map provided by Shropshire Council, Highways Department was not accurate in the fact that there were less bins than stated on the map and that the missing bins need to be replaced in Sandpits Road near to the Kingfisher Fish and Chip Shop and near to the Premier Store.

Cllr Draper reported that there is only one bin on Julian Road and the grit bin is often used as a substitute bin. He suggested this indicated that at least one more bin is required.

The Rockspring area was improving and the bins are well used but there were bins that had been vandalised and were without lids, Councillor Lyle suggested that lidless bins may be more suitable in the future.

Dog fouling was generally improving, within the Rockspring Ward but that there were still some problematic areas within the town. It has been reported that dog fouling along Gravel Hill was a problem.

No feedback from other wards was received.

**RESOLVED (unanimous)**  
**RS/JS**

To note the feedback and provide an update to Shropshire Council.

**S/24**      **ROOM HIRE CHARGES AT THE GUILDHALL**

**RECOMMENDED (unanimous)**  
**RJ/TG**

That:

- i) the policy be adopted;
- ii) the application and hire charges be adopted;
- iii) bookings for evening meetings will not be accepted;
- iv) catering and refreshment facilities are not offered;
- v) Heritage tours will not be charged, but will be invited to make a contribution to the Mayor's Charity;

- vi) A refundable deposit of £20.00 is paid for any small damages/breakages; and a clause in the agreement is added to state any damage in excess of £20.00 will be invoiced in full to the hirer.

**S/25**      **CEMETERY MATTERS**

Members were concerned that provision for brick vaults be considered as part of the future development of the cemetery.

**RECOMMENDED (unanimous)**  
**PD/RJ**

That the amended Cemetery and Memorial Regulations and appendices be adopted.

**S/26**      **BENCH PLAQUES**

Members suggested that a metal other than brass may be more suitable.

**RECOMMENDED (unanimous)**  
**RJ/JS**

That:

- i) the amended bench plaque regulations be adopted;
- ii) the amended costs for bench plaques be adopted.

**S/27**      **IT PROVISION**

There was discussion between Members regarding IT provision. Councillor Cobley advised the Town Clerk that Windows 7 Operating System was the best option.

**RECOMMENDED (unanimous)**  
**RJ/AC**

That:-

- i) the Town Clerk is authorised to research and update a long-term IT equipment replacement strategy for the Town Council;
- ii) the Town Council continues to use the current supplier for ad hoc computer solutions;
- iii) the Town Clerk is authorised to obtain quotations to replace the two oldest desktop PCs;
- iv) subject to acceptable quotations, the two oldest desktop PCs are replaced in the 2014-15 financial year;

**S/28      UPDATE ON TOWN COUNCIL BEDS**

Councillors noted the report from the Town Clerk and agreed that the new perennial planters were looking very attractive. Members expressed their thanks to the DLF/Market Supervisor and Grounds Maintenance Team for their hard work.

**RESOLVED (unanimous)**  
**PD/RJ**

That the report be noted.

The meeting closed at 7.40 pm.

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Chairman  
N.B. Closed Session Minutes will NOT be issued.

\_\_\_\_\_  
Date

