

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 4th JUNE 2018** at **7.00PM**.

S/01 **PRESENT**

Chairman: Councillor M Clarke

Councillors: Cobley, Garner, Lyle, Parry, Paton, Perks, Pote and Smithers.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Sean Turgoose, DLF & Market Supervisor
Tony Caton, Market Officer
Charlotte Ambrazas, Admin Assistant
Anthony Bevington, Finance Assistant

S/02 **HEALTH & SAFETY**

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

S/03 **ELECTION OF VICE CHAIRMAN**

The Chair invited nominations for Vice-Chairman of Services Committee for 2017/2018.

The Chair nominated Councillor Perks. This was seconded by Councillor Cobley. There were no other nominations.

RESOLVED (unanimous) **MC/AC**

That Councillor Perks be elected Vice-Chairman of Services Committee for 2018/19.

S/04 **APOLOGIES**

Apologies were received from Councillors Gill and Ginger

S/05 DECLARATIONS OF INTERESTDisclosable 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 Parry	Item 12	Ludlow in Bloom

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Councillor Lyle	Public	Ludlow War Memorial
Councillor Perks	Item 7/8/12	Bench Restoration
Councillor Perks	Public	Ludlow War Memorial

S/06 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present

A Resident of Friars Gardens representing the Ludlow War Memorial updated Members regarding the replacement of the tree. A request was made as to whether an A4 sized wooden plaque could be erected.

Councillor Clarke responded, that the request should be in writing and will be taken to the next services committee.

S/07 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

There was one member of the Unitary Council present. Cllr Parry updated Members of the ill health of Richard Huffer (Unitary Councillor for Clee Hill).

S/08 MINUTES**RESOLVED MC/AC (8:0:1)**

That the minutes of the Services Committee meeting held on the 9th April 2018 be approved as a correct record and signed by the Chairman.

S/09 ITEMS TO ACTION

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

RESOLVED MC/RP (Unanimous)

To note the Items to Action.

S/10 **MARKET RENT VAT UPDATE**

The Town Clerk updated Members on the recent update from NABMA in particular that 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.

It was pointed out that the Town Council do not roll the charges into the rent of the pitch but in fact charge separately for services like electric and parking. This material fact may put the Town Council in a reasonably good position, but as things are still ongoing Members will be kept informed as the situation unfolds.

Councillor Perks highlighted that the National Federation of Market Traders on a more local scale should be contacted and discussion should held. The Town Clerk informed Members that an informal notification had taken place.

The Town Clerk was thanked for her efforts.

RESOLVED GP/DL (Unanimous)

To approve:

- i) To formally contact the local branch of National Federation of Market Traders regarding the ongoing situation as reported and updated by NABMA
- ii) That the Budget Working Group consider the best and worst case scenarios within it budget setting process.

S/11 **LINNEY RIVERSIDE PARK**

Councillor Clarke explained how the site visit had positively progressed the project, and valuable feedback had been provided by all staff present. A set of notes and proposed actions was tabled.

RESOLVED MC/GP (Unanimous)

- i) To approve the three proposed phases of the project
- ii) To engage and liaise with Friends of Linney and the Millennium Green

S/12 **LUDLOW MUSEUM AT THE BUTTERCROSS**

Councillor Perks suggested that the dummy window at Bensons could contain a display board and promote the Museum and generally the Town.

Signage should be looked at especially highlighting that the Museum has a lift that can be accessed by all who would struggle with the steps into the Museum.

RESOLVED (Unanimous) MC/GP

- i) To note the successful Arts Council Accreditation of Ludlow Museum.
- ii) To approve the short term and long term actions plans
- iii) That a press release is issued
- iv) To receive an update on the marketing plan informed by museum staff

S/13 LUDLOW IN BLOOM

Councillor Parry explained that all five schools had planted their perennials in the beds at St Johns garden and she was delighted with their efforts and truly appreciated the community support for the project including the Fire Brigade helping with the watering of the plants.

New Boxes have arrived.

The Castle Street Car Park garden is looking good and large poppies are being delivered soon. Other additional features will be signs welcoming people to Ludlow in Bloom, a large wheelbarrow and Thomas the Tank Engine.

Councillor Parry thanked Councillor Perks for his assistance in repairing benches and with the date of 13th July fast approaching, thanks also goes to the Council staff who have worked hard to assist.

Councillor Perks thanked the In Bloom team and the Direct Labour Force (DLF), he has a five bench project of which four of the benches are Town Council.

RESOLVED GP/MC (Unanimous)

To note the verbal update and thank the Ludlow In Bloom Team and the DLF for all their efforts

The meeting closed at 7:55pm

Chairman

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

Date