

MINUTES

Minutes of a meeting of the **SERVICES COMMITTEE** held in the Guildhall, Mill Street, Ludlow, on **MONDAY 11th MARCH 2019** at **7.00PM**.

S/123 PRESENT

Chairman: Councillor M Clarke

Councillors: Cobley, Garner, Gill, Ginger, Parry, Perks, Pote and Smithers

Officers: Gina Wilding, Town Clerk
 Sarah Smith, Committee Officer
 Kate Adams, Deputy Clerk
 Sean Turgoose, DLF Supervisor
 Tony Caton, Market Officer

S/124 HEALTH & SAFETY

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

S/125 RECORDING OF MEETINGS

The chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

S/126 APOLOGIES

Apologies were received from Councillors Lyle, O’Niell and Paton.

S/127 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>
Parry	13	Ludlow in Bloom

Personal Interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
Ginger	9	Shopkeeper
Perks	7/13	Involved with Ludlow in Bloom
	16	Previously inspected cannon

S/128 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public present.

S/129 LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION

Councillor V Parry, Ludlow South attended the meeting but had no update.

S/130 MINUTES

RESOLVED (8:0:1) MC/AC

That the minutes of the Services Committee meeting held on the 4th February 2019 be approved as a correct record and signed by the Chairman.

S/131 ITEMS TO ACTION

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

RESOLVED (7:1:1) MC/GG

To note the Items to Action.

S/132 STREET LIGHTING

RESOLVED (unanimous) MC/TG

To respond the resident to explain that the Town Council has a duty to prevent crime where possible, and good illumination in the town centre was an important deterrent to crime, and maintaining public safety. Street lighting is present and adjacent to properties in all areas of Ludlow, and is essential for crime prevention, and the problem of light entering could be rectified internally.

S/133 LUDLOW MUSEUM AT THE BUTTERCROSS MARKETING PLAN 2019/20

RESOLVED (unanimous) MC/DL

To note approved bank holidays opening on:

- Friday 19th April 2019 – Good Friday
- Monday 22nd April 2019 – Easter Monday
- Monday 6th May 2019 – Early May Bank Holiday
- Monday 27th May 2019 – Late May Bank Holiday
- Monday 26th August 2019 – August Bank Holiday

S/134 LUDLOW MUSEUM AT THE BUTTERCROSS TALKS & EXHIBITIONS

RESOLVED (unanimous) MC/JS

To approve the subjects of the planned talks and temporary exhibitions, and note that exact dates would be confirmed and circulated to members when known.

S/135 LUDLOW MUSEUM AT THE BUTTERCROSS ADDITIONAL ACTIVITIES

RESOLVED (unanimous) MC/JS

To approve expenditure for the activities for children and families as described below:

Mother's Day - Sunday 31st March

- Free entry for mothers on Mother's Day weekend (when accompanied by child)
- additional merchandise for weekends of 22/23/24 March & 29/30/31 March to include earrings by Amanda Gray
- *minimum expenditure – advertising and pictures of flowers decorating the displays and facts linked to the history of Mother's Day*

Father's Day – Sunday 16th June

- Free entry for fathers on Father's Day weekend (when accompanied by child).
- Additional merchandise to be confirmed
- *minimum expenditure – advertising and pictures decorating the displays and facts linked to the history of Father's Day*

Days for donations only / local event days

Refreshments served. No entrance fee – donations gratefully received

- 21st, 22nd, 23rd June – a weekend during the Fringe Festival
- 14th July – Ludlow Green Festival
- 2nd birthday celebrations in August
- 29th August – special opening for the Mayor's Charity Market
- 10th November – Remembrance Sunday
- 23rd November – Christmas Lights Switch On

Easter holidays - Children's Activities

- Increased opening hours manned by office staff – to be confirmed, for one or two weeks either side of the Easter Bank holidays.
- Age appropriate challenges, such as find the egg pictures displayed around the Museum, colour in an egg picture or complete a word search to receive a chocolate egg
- *Maximum £20 expenditure – chocolate eggs and crayons*

Summer holidays - Children's Activities

- Guess the house mouse's name....pay 50p to enter and win a prize at the end of August. Every participant gets a sticker. Or dinosaurs and fossil theme
- *Maximum £30 expenditure – prize and stickers*

Halloween - Children's Activities

- Age appropriate challenges, such as a picture to colour in for younger children, a crime and punishment quiz for older children to receive some Halloween themed sweets
- Fun facts around the Museum
- *Maximum £15 expenditure -sweets*

Christmas - Children's Activities

- Historical Christmas facts around the Museum and age appropriate challenges, such as find the Christmas tree pictures displayed around the Museum, colour in a Christmas picture or complete a word search.
- Receive a few gold coins as a reward – link to our coin collections.
- *Maximum £20 expenditure – chocolate coins*

S/136 LUDLOW MUSEUM AT THE BUTTERCROSS COIN CASCADE DONATION BOX

NOT CARRIED (2:7:0) GG/VP

To reject the proposal to purchase of a coin cascade donation box.

S/137 RECOMMENDED (7:2:0) MC/GP

To allocate a budget of £340.00 for staff to purchase an appropriate coin cascading coin box.

S/138 MEMORANDUM OF UNDERSTANDING

RESOLVED (unanimous) GG/MC

To approve the Memorandum of Understanding from Shropshire Council.

S/139 RISK ASSESSMENTS

RESOLVED (unanimous) MC/GG

To approve the staged risk assessment review process as advised by Ellis Whittam.

S/140 LUDLOW MARKET PARKING PERMITS

RECOMMENDED (8:0:1) MC/GP

That the introduction of new digital parking permits be approved.

S/141 LUDLOW IN BLOOM

RESOLVED (unanimous) MC/RP

- i) To approve the temporary installation the Thomas the Tank Engine planter by the last flower bed in Old Street
- i) To recommend a grant of £250.00 to Ludlow in Bloom from project support funds for the purchase of perennial plants for St Johns Gardens, and that the perennials will be planted by the Direct Labour Force.

S/142 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (Unanimous) GG/MC

That the public be excluded and the meeting continue in closed session.

The meeting closed at 8pm

Chairman
N.B. Closed Session Minutes will be issued.

Date