



## LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Town Clerk, Assistant Town Clerk, Press  
**Contact: Veronica Calderbank**  
**Ludlow Town Council, The Stable Block, Stone House, Corve Street, Ludlow,**  
**SY8 1DG**  
01584 878437  
townclerk@ludlow.gov.uk  
**Despatch date: 14<sup>th</sup> April 2010**

### **POLICY & FINANCE COMMITTEE**

You are invited to attend a meeting of the Policy & Finance Committee to be held in the **Stable Block Meeting Room, Stone House**, Ludlow on Tuesday 20<sup>th</sup> April 2010 at 7.00pm

Veronica Calderbank  
Town Clerk

### Key Agenda Items:

- ADOPTION OF MODEL STANDING ORDERS
- DRAFT CHARTER FOR LOCAL COUNCILS
- ANNUAL CORE BUDGET GRANT – LUDLOW 21
- PROGRESS REPORT VALUATIONS

*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. **Apologies**
2. **Declarations of Interests** – Members are requested to declare any personal and prejudicial interests they may have in matters to be considered at this meeting in accordance with the terms of the Local Authorities [Model Code of Conduct] [England] Order 2007 issued under Section 51 of the Local Government Act 2000
  - a) Declarations of personal interest
  - b) Declarations of prejudicial interest
3. **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.
4. **Minutes** – To approve as a correct record and sign the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 1<sup>st</sup> MARCH 2010**.

| <b>ITEM</b>  | <b>ATTACHMENT</b> |
|--|-------------------|
| <b>5. ACCOUNTS SUB-COMMITTEE</b>   |                   |
| a) Receive the minutes of the meeting held on 17 <sup>th</sup> March 2010  | <b>5a</b>         |
| b) Receive the special minutes of the meeting held on 25 <sup>th</sup> March 2010  | <b>5b</b>         |
| <b>6. CIVIC EVENTS WORKING GROUP</b>   | <b>No papers</b>  |
| To advise Members that meetings have taken place on 30 <sup>th</sup> March, 7 <sup>th</sup> April and 14 <sup>th</sup> April 2010 and update Members on progress with the protocols for Civic Events and Parades |                   |
| <b>7. ADOPTION OF MODEL STANDING ORDERS</b>  | <b>7</b>          |
| To receive and adopt the model Standing Orders as recommended by the Standing Orders Working Group   |                   |
| <b>8. REPORTS FROM OUTSIDE ORGANISATIONS</b>   | <b>No papers</b>  |
| a) Local Joint Committee – Councillor Aitken   |                   |
| b) Six Market Towns – Councillor Smithers  |                   |
| c) Cittàslow – Councillor Davies   |                   |
| <b>9. LUDLOW CHAMBER OF TRADE AND COMMERCE</b>   | <b>9</b>          |
| Membership and advert invoice to be approved   |                   |
| <b>10. DRAFT CHARTER FOR LOCAL COUNCILS</b>  | <b>10</b>         |
| Consultation document for discussion   |                   |
| <b>11. SHOP RADIO SCHEME</b>   | <b>11</b>         |
| To consider whether to continue to pay £100 to OFTEL for the Shop Watch Scheme   |                   |



|            |  |                  |
|------------|--|------------------|
| <b>12.</b> | <b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>   | <b>No papers</b> |
|            | The Chairman will move 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 |                  |
| <b>13.</b> | <b>CONFIDENTIAL MINUTES</b>  |                  |
| a)         | Approve as a correct record and sign the confidential minutes of the Policy & Finance Committee meeting held on Monday 1 <sup>st</sup> March 2010  | <b>13a</b>       |
| b)         | Receive the confidential minutes of the Accounts Sub-Committee meeting held on 17 <sup>th</sup> March 2010   | <b>13b</b>       |
| c)         | Receive the confidential minutes of the Special Accounts Sub-Committee meeting held on 25 <sup>th</sup> March 2010   | <b>13c</b>       |
| d)         | Receive the confidential minutes of the Staffing and Appeals Committee's Disciplinary Panel held on 31 <sup>st</sup> March 2010  | <b>13d</b>       |
| <b>14.</b> | <b>RECOMMENDATIONS FROM THE SPECIAL ACCOUNTS SUB-COMMITTEE</b>   | <b>14</b>        |
|            | Receive recommendations from the Special Accounts Sub-Committee held on 25 <sup>th</sup> March 2010  |                  |
| <b>15.</b> | <b>ANNUAL CORE BUDGET GRANT – LUDLOW 21</b>  | <b>15</b>        |
|            | Application for a grant for the Green Festival Sunday 29 <sup>th</sup> August 2010   |                  |
| <b>16.</b> | <b>SOFTWARE MIGRATION</b>  | <b>No papers</b> |
|            | To note that RBS software has been installed as has all 2010/2011 data ready to operate the new financial year awaiting final year balances from 2008/09 and 2009/10   |                  |
| <b>17.</b> | <b>BUTTERCROSS WORKS PHASE II</b>  | <b>No papers</b> |
|            | Receive an oral update on the current position   |                  |
| <b>18.</b> | <b>STAFFING</b>  | <b>No papers</b> |
|            | Receive an oral update of the Staffing and Appeals meeting on 19 <sup>th</sup> April 2010  |                  |
| <b>19.</b> | <b>STABLE BLOCK ACCOMMODATION</b>  | <b>No papers</b> |
|            | Note the additional storage space provided by Shropshire Council to assist us with document retention  |                  |

**20. PROGRESS REPORT VALUATIONS**

To consider the current position with regard to valuations from the District Valuer's Office

- |                     |            |
|---------------------|------------|
| a) Cemetery House   | <b>20a</b> |
| b) Buttercross Shop | <b>20b</b> |

**21. POLICY ON MEMBERS SERVICES****No papers**

To decide on a policy for servicing Members typing and administrative support and whether this support should continue to be afforded to all Councillors or just the Mayor

### M e m b e r s h i p

List of Members of the Policy & Finance Committee

Councillors Taylor-Smith (Chairman); Pope (Vice-Chairman); Aitken; Davies; Glaze; McCormack; Mitchell; Newbold; Pound; Wilcox

### Notes

**The next Policy & Finance Committee meeting will be held on  
Monday 24<sup>th</sup> May 2010**