



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 20th JANUARY 2014** at **7.00PM**

PF/67 PRESENT

Vice-Chairman: Councillor Holcombe

Councillors: Ginger; Kemp; Parry; Perks; Sheward; Smithers;

Officers: Gina Wilding, Town Clerk
 Lucy Jones, Finance Secretary

PF/68 ELECTION OF VICE-CHAIRMAN

The Town Clerk advised the Committee that Councillor Perks had resigned as Vice-Chairman of Policy and Finance Committee until such time as the Council has reviewed it's policies and procedures. She therefore requested nominations for Vice-Chairman.

Councillor Ginger nominated Councillor Holcombe. This was seconded by Councillor Smithers.

There were no other nominations.

RESOLVED (unanimous) GG/JS

That Councillor Holcombe be elected Vice-Chairman of Policy and Finance Committee 2013/14.

Councillor Parry entered the meeting at 7.05pm

PF/69 HEALTH & SAFETY

The Vice-Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/70 APOLOGIES

Apologies for absence were received from Councillor Cobley, Draper, Mold and Newbold. Councillor Perks also offered apologies as he would arrive late for the meeting.

PF/71 DECLARATIONS OF INTERESTDisclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
V Parry	Budget	Chairman of Ludlow in Bloom

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
J Smithers	Budget	Mayors Allowance

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
N Holcombe	Ludlow Fringe Festival	Know the organiser
V Parry	Ludlow Fringe Festival	Know the organiser
	Teme Weirs Trust	Has worked with members of the trust on other projects
J Smithers	Ludlow Fringe Festival	Know the organiser

PF/72 PUBLIC OPEN SESSION (15 minutes)

There were two members of the public present.

Alan Stewart, Project Manager for Ludlow Pride of Place, made a request to draw down the 2013/14 grant from the Council. He stated the grant would be used for the organisations website and also providing refreshments to volunteers. He informed the Committee that Pride of Place would be working around the town during the Festival again this year and would also be keeping track of any increased litter following the possible closure of the Coder Road Household Recycling Centre. Mr Stewart went on to ask if Councillors would like a presentation at a future meeting on the work of Pride of Place.

Anita Bigsby, Ludlow Fringe Festival, stated that Fringe Community Interest Company was set up last year in order to support and promote local creative talent, business and diversity. She said that the Festivals use of the Events Square last year had been a great success and she hoped this could continue. Following a question from Councillor Parry, Ms Bigsby stated that during the 10 day festival last year there were 100 events including over 600 participants, the majority of whom are from the local area.

PF/73 UNITARY COUNCILLORS SESSION

Unitary Councillor Parry, Ludlow South, informed the Committee that Shropshire Council would make its final decision on the future of the Coder Road Household Recycling Centre on the 29th January 2014. She went on to encourage Councillors to attend the forthcoming ALC Planning Meeting covering the determining of planning applications and the presumption in favour of sustainable development led by Hugh Richards, barrister.

PF/74 **MINUTES**

a) Open Session

RESOLVED (unanimous) JS/NH

That the minutes of the Policy and Finance Committee meeting held on 30th September 2013, be approved as a correct record and signed by the Chairman.

PF/75 **b) Closed Session**

RESOLVED (unanimous) JS/VP

That the closed session minutes of the Policy and Finance Committee meeting held on 30th September 2013, be approved as a correct record and signed by the Chairman.

PF/76 **RECOMMENDATIONS FROM SERVICES COMMITTEE**

South Shropshire Youth Forum Annual Report

That the annual grant for SSYF be reviewed and revised to reflect the Town Council's commitment to supporting young people.

RECOMMENDED (unanimous) GG/JS

That the annual core budget grant to the South Shropshire Youth Forum be increased to £1,000 in 2014/15.

PF/77 **COMMUNICATIONS WORKING GROUP**

a) Minutes

RESOLVED (unanimous) JS/VP

That the minutes of the Communications Working Group meetings held on 3rd September 2013 and 17th December 2013, be received.

PF/78 **b) Recommendations**

Social Media

That:-

- i) the Social Media Strategy and Social Media Policy be adopted;**
- ii) the established Twitter account @LudlowMarket is updated on market days by the Market Officer;**

- iii) @LudlowTC is updated by the Town Clerk and Admin staff;
- iv) a family focused Town Council Facebook page is created;
- v) when the new combined Town Council and Market website is created, links to social media are included.

The Town Clerk informed the Committee that the Council had a new Facebook page, both Twitter pages were doing with many followers and that the new website will go live as soon as possible.

RECOMMENDED (unanimous) JS/VP

That:-

- i) the Social Media Strategy and Social Media Policy be adopted;
- ii) the established Twitter account @LudlowMarket is updated on market days by the Market Officer;
- iii) @LudlowTC is updated by the Town Clerk and Admin staff;
- iv) a family focused Town Council Facebook page is created;
- v) when the new combined Town Council and Market website is created, links to social media are included.

Councillor Perks entered the meeting at 7.40pm

PF/79 Suggested Items for the Winter Edition of the Buttercross Bulletin

That the following items be included in the Winter edition of the Buttercross Bulletin:-

- i) the front page include an article on the new Boxing Club, thanking those involved;
- ii) an appeal for information and memories regarding WWI and personnel be included;

Feedback from the Senior Citizen's Christmas Party

The following suggestions for the 2014 party were made:-

- Raffle tickets to be folded in strips and not individually to enable them to be drawn more quickly;
- The entertainer sings for 20 minutes at the end of the party;
- The party is extended to 4.30 pm;
- That war songs to commemorate WWI are included;
- That the donated mince pies are individually wrapped again;
- That plastic food bags are offered to seniors for uneaten food at the end of the party.

RESOLVED (6:0:1) JS/VP

That:-

- i) the following items be included in the Winter edition of the Buttercross Bulletin:-
 - a) the front page include an article on the new Boxing Club, thanking those involved;

- b) an appeal for information and memories regarding WWI and personnel be included;
- ii) the following points be taken into account when planning the 2014 Senior Citizen's Christmas Party:-
 - a) raffle tickets to be folded in strips and not individually to enable them to be drawn more quickly;
 - b) the entertainer sings for 20 minutes at the end of the party;
 - c) the party is extended to 4.30 pm;
 - d) that war songs to commemorate WWI are included;
 - e) that the donated mince pies are individually wrapped again;
 - f) that plastic food bags are offered to seniors for uneaten food at the end of the party.

PF/80 FINANCIAL INFORMATION

RESOLVED (6:0:1) JS/GG

That the Payment and Income Report, and Barclaycard Statements for September, October, November and December 2013 be noted.

PF/81 3rd QUARTER ACCOUNTS

Councillor Parry asked if the Council had a budget for pest control and if this included the control of rats. The Town Clerk stated that there was a pest control budget to manage vermin on the Councils land, but that no issues with rats had been reported.

Councillor Sheward asked if the Council had a budget for staff training as the continued development of staff skills were important in creating a dynamic Council. The Town Clerk confirmed that there was a training budget.

RESOLVED (unanimous) JS/CS

That the 3rd Quarter Income and Expenditure and Exceptions reports be noted.

PF/82 COUNCIL SIGNATORIES

The Town Clerk stated that currently Councillors Draper, Ginger, Parry and Toop were signatories for the Council. But she understood that Councillor Parry did not wish to continue with this duty and therefore the Council required further signatories in order to make payments in an efficient manner.

RECOMMENDED (unanimous) NH/GG

That Councillors Holcombe and Kemp become Council signatories.

PF/83 **RECOMMENDED (6:0:1) VP/NH**

That at her request Councillor Parry be removed from the list of Council signatories.

PF/84 **LUDLOW FRINGE FESTIVAL**

The Town Clerk explained that the Fringe Festival had received a grant of £2,000 for the 2013 festival and Council agreed that this would only be a one year grant to be reviewed in 2014. Therefore no monetary support was included within the draft budget. She added that a application for core grant funding had been received for consideration by Council.

Councillor Ginger pointed out that the Fringe Festival had funds in excess of the grant provided by the Council and therefore the Council needed to be careful and target its available funds where they are vitally needed.

Councillor Smithers suggested that the Council offer support in-kind rather than monetary support, to aid the festival in securing other funding and also providing space on Events Square free of charge.

Councillor Sheward pointed out that a grant of £2,000 was not a large sum of money to provide for 10 days of events.

RECOMMENDED (unanimous) JS/VP

That the Town Clerk be authorised to offer the Events Square to the Fringe Festival on the dates requested as available.

PF/85 **DE GREY'S CAFÉ**

Councillor Perks suggested that the Council should thank the resident for their concern but to emphasise that although the Town Council was concerned for the overall well-being of the Town. It was not possible to intervene in a commercial business.

RESOLVED (unanimous) GG/JS

That the letter be noted.

PF/86 **TEME WEIRS TRUST**

Councillor Perks suggested that support in kind could be offered instead of increasing the grant by providing the Trust with a market stall free of charge in line with the Council's Charity Stall Policy.

Councillor Ginger drew Members attention to the accounts provided which showed that Ludford Parish Council had withdrawn all funding to the Trust and suggested that as the weirs are on the boundary between Ludlow and Ludford Parish perhaps both Councils should provide some funding.

RECOMMENDED (5:0:2) GG/JS

That the Annual Core Budget Grant to the Teme Weirs Trust be maintained at £300.00 in 2014/15.

PF/87 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) NH/JS

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

The meeting closed at 8.35pm

Chairman

Date

N.B. Closed Session Minutes will be issued.