



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
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Despatch date: 7th September 2016

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on Monday 12th September 2016 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **Income & Expenditure Report – 1st Quarter**
- **Paperless Agendas**
- **Bank Charges**

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. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Apologies**
3. **Declarations of Interests**
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **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.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** – To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 18th July 2016** (Open and Closed Session)
7. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on 18th July 2016

ITEM	Attachment	Page No
8. FINANCE INFORMATION		
To receive:-		
a) Payments – June and July 2016	8a	15
b) Income – June and July 2016	8b	23
c) Reconciliation – June and July 2016	8c	33
d) Barclaycard Statement – June and July 2016	8d	35
e) Paypal – Payments, Income & Reconciliation – June and July 2016	8e	39
f) Mayors Charity – Payment, Income & Reconciliation June and July 2016	8f	45
9. 1st QUARTER INCOME & EXPENDITURE		
a) Income and Expenditure Report	9a	49
b) Exceptions Report	9b	59



10. CIVIC VISITS		10	63
To note Civic Visits undertaken by the Mayor & Deputy Mayor			
11. POLICIES		11	65
To review the Lone Worker Policy			
12. PAPERLESS AGENDAS		12	75
To consider a report			
13. CALENDAR OF EVENTS		13	81
To review the charges for the 2017 Calendar of Events			
14. SAFER WEST MERCIA PLAN		14	87
To respond to the consultation			
15. BANK CHARGES		15	109
To consider a report			
16. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960	No papers		
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.			
17. UTILITIES SUPPLIES		17	119
To consider a report on the service offered by West Mercia Energy			



M e m b e r s h i p

List of Members of the Policy & Finance Committee

Councillors Copley (Chairman); Gill (Vice Chairman); Clarke; Draper; Ginger; R. Jones; Kemp; Lyle; J. Newbold; Parry; Sheward; Smithers

Notes

The next Policy & Finance Committee meeting will be held on 31st October 2016