



MINUTES

Minutes of a meeting of the **COUNCIL** held at The Guildhall, Mill Street, Ludlow on **WEDNESDAY 8th MAY 2024** at **7.00 PM**.

FC/01 **PRESENT**

Chairman: Councillor Ginger
 Councillor B. Waite

Councillors: Childs; de Gersigny (19:05); Garner; Gill; Hall; Jones;
 Tapley; Thompson; S Waite and Urka.

Officers: Gina Wilding, Town Clerk
 Kate Adams, Deputy Town Clerk

FC/02 **ELECTION OF MAYOR 2024/25**

Councillor Ginger invited nominations for Mayor.

Councillor Jones nominated Councillor Ginger. This nomination was seconded by Councillor Urka.

Councillor Tapley nominated Councillor B. Waite. This nomination was seconded by Councillor Hall.

A paper ballot was taken.

Councillor Ginger received 4 votes.
Councillor B. Waite received 7 votes.

RESOLVED (7:4:0) AT/RH

To elect Councillor B. Waite as Mayor for 2024/2025.

Councillor B Waite signed the Declaration of Office and chaired the meeting.

FC/03 **HEALTH & SAFETY**

The Mayor welcomed everyone to the Full Council meeting and requested that in the event of a fire alarm, everyone was to leave in an orderly fashion by the main exit at the front of the building. The assembly point is outside on the pavement away opposite the Guildhall.

19.05pm Councillor de Gersigny joined the meeting.

FC/04 ELECTION OF DEPUTY MAYOR 2024/25

The Mayor of Ludlow, Councillor B. Waite invited nominations for Deputy Mayor.

Councillor B. Waite nominated Councillor Gill. This nomination was seconded by Councillor Garner.

Councillor Childs nominated Councillor Ginger. This nomination was seconded by Councillor Jones.

Councillor Gill received 8 votes.
Councillor Ginger received 4 votes.

RESOLVED (8:4:0) BW/EG

To elect Councillor Gill as Deputy Mayor for 2024/2025.

Councillor Gill signed the Declaration of Office.

FC/05 RECORDING OF MEETINGS

The Mayor notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asked that they make this known at this point in the meeting.

FC/06 APOLOGIES

Apologies for absence were received from Councillor Parry, who was attending the King's Garden Party.

FC/07 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None.

Conflicts of Interest

None.

Personal Interests

None.

FC/08 PUBLIC OPEN SESSION (15 minutes)

There were four members of the public present.

A representative from Ludlow Methodist church addressed the Council regarding item 34 on the agenda. He explained that the Harvest Service would open to the community for everyone to be involved and it is community focused.

People attending will be invited to bring along harvest gifts for the community fridge and foodbank. There will be free hospitality from the slow food mobile kitchen, not a traditional service, quite informal with some singing. Other churches have been invited and the Elim church are helping.

He understands that if it was a CTAL event it wouldn't come to Committee, however Mike has been involved in numerous CTAL events and is organising this in a similar theme.

A representative from Ludlow Carnival organisers spoke to the Council regarding the grant application for Ludlow Carnival. She explained that the Carnivals theme this year is Love based on the Romeo & Juliet play being held in the Castle. Safety will be paramount for the duration of the event. The Brewery have funded the road closure, and the public liability insurance is in place. stewards for the route had been organised. The carnival starts at 4pm and moves through town. It will be a community event, with shops and the community involved, the Chamber of Trade are organising a competition with prizes. The grant would fund art supplies for ten hours of workshops at LAR. These would be community workshops to make props such as flags, masks and family based.

FC/09 LUDLOW POLICE UPDATE

No police update was available.

FC/10 LUDLOW UNITARY COUNCILLORS SESSION

No Unitary Councillors were present.

FC/11 MINUTES – 4TH MARCH 2024**RESOLVED (unanimous) BW/DT**

That the open and closed session minutes of the Council meeting held on the 4th March 2024, be approved as a correct record and signed by the Chair.

FC/12 **ITEMS TO ACTION – 4TH MARCH 2024**

RESOLVED (unanimous) BW/RJ

That the Items to Action be noted.

FC/13 **CO-OPTION**

RESOLVED (unanimous) BW/EG

To approve the co-option process, timetable, and application forms for the one vacancy in Rockspring ward; and one vacancy in Corve ward.

To update the guidance for candidates applying for co-option to help them provide the council with appropriate information in support of their application.

FC/14 **COMMITTEE STRUCTURE**

RESOLVED (unanimous) RJ/RH

To adopt the Committee Structure of Policy & Finance Committee, Services Committee, Representational Committee, Staffing Committee and Climate Action Sub-Committee.

FC/15 **MEETING CALENDAR 2024-25**

RESOLVED (unanimous) EG/BW

To adopt the Council and Committee calendar dates for 2024/25.

FC/16 **MEETING PROTOCOL**

RESOLVED (unanimous) RJ/DT

To adopt the Meeting Protocol.

FC/17 **LUDLOW MAY FAIR**

RESOLVED (unanimous) BW/SW

To increase the contract fees for the 2025 – 2029 contract period by the CPI each year, and review at the end of the contract period.

FC/18 LUDLOW CASTLE CONCERTS

RESOLVED (unanimous) GG/SW

That the Town Clerk and Mayor hold discussions with the organisers of the event Future Sound regarding compensation for loss of income, expenses, and loss of public amenity space of £200 per day for use of Events Square, and £100 per day for use of Castle Gardens.

FC/19 RESOLVED (10:0:2) SW/RH

To consult with Future Sound as to whether the set up / take down window of use for Events Square could be compressed into a two-day period before and after the series of concerts.

FC/20 SERVICES COMMITTEE TERMS OF REFERENCE

RESOLVED (unanimous) BW/EG

That the Terms of Reference for the Services Committee be adopted.

FC/21 SERVICES COMMITTEE MEMBERSHIP

RESOLVED (unanimous) BW/RJ

That the membership of the Services Committee consisting of Councillors Garner, Gill, Ginger, Hall, Jones, Tapley, B. Waite and S. Waite be approved.

FC/22 ELECTION OF SERVICES COMMITTEE CHAIRMAN 2024/25

Councillor B. Waite self-nominated. This was seconded by Councillor Ginger.

There were no other nominations.

RESOLVED (unanimous) BW/GG

That Councillor B. Waite be elected Chairman of Services Committee for 2024/2025.

FC/23 REPRESENTATIONAL COMMITTEE TERMS OF REFERENCE

RESOLVED (unanimous) BW/DT

That the amended Terms of Reference for the Representational Committee be adopted.

FC/24 REPRESENTATIONAL COMMITTEE MEMBERSHIP

RESOLVED (unanimous) GG/RJ

That the membership of the Representational Committee, consists of Councillors de Gersigny, Gill, Ginger, Hall, Jones, Tapley, Thompson, Urka, B. Waite and S. Waite be approved.

FC/25 ELECTION OF REPRESENTATIONAL COMMITTEE CHAIRMAN 2024/25

Councillor Jones nominated Councillor Ginger. This was seconded by Councillor S. Waite.

No further nominations were received.

RESOLVED (unanimous) RJ/SW

That Councillor Ginger be elected Chairman of Representational Committee for 2024/25.

FC/26 POLICY AND FINANCE COMMITTEE TERMS OF REFERENCE

RESOLVED (unanimous) BW/SW

That the amended Terms of Reference for the Policy & Finance Committee be adopted and noted that the Committee will undertake duties relating to General Data Protection Regulations (GDPR).

FC/27 POLICY AND FINANCE COMMITTEE MEMBERSHIP

RESOLVED (unanimous) GG/PA

That the membership of the Policy and Finance Committee consisting of Councillors Garner, Gill, Ginger, Thompson, Urka, B. Waite and S. Waite be approved.

FC/28 ELECTION OF POLICY AND FINANCE COMMITTEE CHAIRMAN 2024/25

Councillor Garner nominated Councillor S. Waite. This was seconded by Councillor Ginger.

There were no other nominations.

RESOLVED (unanimous) EG/GG

That Councillor S. Waite be elected Chairman of Policy and Finance Committee for 2024/25.

FC/29 AUTHORISED SIGNATORIES

RESOLVED (11:0:1) BW/EG

That Councillors Gill, Ginger, Parry and B. Waite and S. Waite be approved as Authorised Signatories.

FC/30 STAFFING COMMITTEE TERMS OF REFERENCE

RESOLVED (unanimous) BW/RJ

That the Terms of Reference for the Staffing Committee be adopted with the alteration at 1.5 'and the Vice-Chair of Committee' is deleted so that it reads as follows: That all urgent and emergency matters will be dealt with as they arise by the Town Clerk in consultation with the Chairman and Vice Chairman of the relevant Committee and reported to the next appropriate Committee or Full Council meeting whichever comes first.

FC/31 STAFFING COMMITTEE MEMBERSHIP

RESOLVED (unanimous) BW/RJ

That the membership of the Staffing and Appeals Committee consisting of Councillors Garner, Gill, Hall, Jones, Thompson and B. Waite be approved.

FC/32 ELECTION OF STAFFING COMMITTEE CHAIRMAN 2024/2025

Councillor B. Waite nominated Councillor Garner. This was seconded by Councillor Thompson.

There were no other nominations.

RESOLVED (unanimous) BW/DT

That Councillor Garner be elected Chairman of Staffing Committee for 2024/2025.

FC/33 CLIMATE ACTION SUB-COMMITTEE TERMS OF REFERENCE

RESOLVED (unanimous) BW/DT

That the Terms of Reference for the Climate Action Sub-Committee be adopted.

FC/34 CLIMATE ACTION SUB-COMMITTEE MEMBERSHIP

RESOLVED (unanimous) BW/TG

That the membership of the Climate Action Sub-Committee consisting of Councillors de Gersigny, Garner, Hall and Thompson be approved.

FC/35 BUDGET TASK & FINISH GROUP MEMBERSHIP

RESOLVED (unanimous) BW/SW

That the membership of the Budget Task & Finish Group consisting of Councillors Ginger, Hall, B Waite and S Waite be approved; to commence 2025/26 budget setting activities with the Town Clerk/RFO in July 2024.

FC/36 SCHEME OF DELEGATION

RESOLVED (unanimous) TG/BW

That the Scheme of Delegation be adopted.

FC/37 SUSPEND STANDING ORDERS

RESOLVED (unanimous) BW/GG

To suspend Standing orders

FC/38 STANDING ORDERS

RESOLVED (unanimous) TG/BW

To adopt the Council's Standing Orders.

That the Standing Orders Task and Finish Group would review Standing Orders with the next six months and bring their recommendations to Council.

FC/39 **REINSTATE STANDING ORDERS**

RESOLVED (unanimous) BW/DT

To reinstate Standing Orders.

FC/40 **FINANCIAL REGULATIONS**

RESOLVED (unanimous) BW/AU

That the Financial Regulations be adopted.

FC/41 **COUNCIL'S LAND AND ASSETS**

RESOLVED (unanimous) RJ/TG

That the Council's assets register be adopted.

FC/42 **INTERNAL CONTROLS POLICY**

RESOLVED (unanimous) BW/RH

That the Council's internal Controls Policy be adopted.

FC/43 **RISK ASSESSMENTS**

RESOLVED (unanimous) BW/RH

That the Council's Risk Assessments be adopted.

FC/44 **COUNCIL'S COMPLAINTS POLICY**

RESOLVED (unanimous) BW/DT

That the Council's Complaints Policy be adopted.

FC/45 **VEXTIOUS COMPLAINANTS POLICY**

RESOLVED (unanimous) BW/SW

That the Vexatious Complainants Policy be adopted.

FC/46 **INSURANCE**

RESOLVED (unanimous) TG/AT

That the Insurance Cover in respect of all insured risks be adopted.

FC/47 **POLICY ON COUNCIL REPRESENTATION ON OUTSIDE ORGANISATIONS**

RESOLVED (unanimous) BW/TG

That the Council Representatives on Outside Organisations Policy be adopted.

FC/48 **LUDLOW ASSEMBLY ROOMS REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) AU/DC

Councillor de Gersigny is appointed the Town Council representative.

FC/49 **LUDLOW HOSPITAL REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) AU/SW

Councillor Childs is appointed the Town Council representative.

FC/50 **LUDLOW CHAMBER REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) BW/RH

Councillor B. Waite is appointed the Town Council representative.

FC/51 **ACCESS GROUP REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) AT/RH

Councillor Tapley is appointed the Town Council representative.

FC/52 **CONSERVATION TRUST FOR ST LAURENCE REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) RJ/SW

Councillor Hall is appointed the Town Council representative.

FC/53 ST LAURENCE VISION PROJECT REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/DT

Councillor Garner is appointed the Town Council representative.

FC/54 LUDLOW FOOD NETWORK REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/SW

Councillor Garner is appointed the Town Council representative.

FC/55 GALLOWS BANK TRUST REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/GG

Councillor Urka is appointed the Town Council representative.

FC/56 JOB CHARLTON TRUST ALMSHOUSES REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/EG

Councillor Gill is appointed the Town Council representative.

FC/57 ELIZABETH MASSEY ALMSHOUSES REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/RH

Councillor Gill is appointed the Town Council representative.

FC/58 HOSYER-FOX E ALMSHOUSES REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/DC

Councillor Gill is appointed the Town Council representative.

FC/59 SOUTH SHROPSHIRE YOUTH FORUM REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RH/AU

Councillor Garner is appointed the Town Council representative.

FC/60 FAIRTRADE STEERING GROUP REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/BW

Councillor Urka is appointed the Town Council representative.

FC/61 SHROPSHIRE HILLS AND LUDLOW TOURISM DESTINATION PARTNERSHIP REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/DT

Councillor Garner is appointed the Town Council representative.

FC/62 WIGLEY FIELD ALLOTMENTS REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/AU

Councillor S. Waite is appointed the Town Council representative.

FC/63 BOXING CLUB REPRESENTATIVES FOR 2024/25

Two Councillor requests: Councillor Jones and Councillor de Gersigny.
Cllr de Gersigny withdrew.

RESOLVED (unanimous) SW/AU

Councillor Jones is appointed the Town Council representative.

FC/64 FRIENDS OF LUDLOW MUSEUM REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/DT

Councillor S. Waite is appointed the Town Council representative.

FC/65 LUDLOW 21 GROUP – GREEN FESTIVAL REPRESENTATIVES FOR 2024/25

RESOLVED (unanimous) RJ/AU

Councillor Thompson is appointed the Town Council representative.

FC/66 **LUDLOW 21 TRANSPORT GROUP REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) RJ/AU

Councillor Thompson is appointed the Town Council representative.

FC/67 **FRENCH TWINNING REPRESENTATIVES FOR 2024/25**

RESOLVED (unanimous) RJ/DT

Councillor de Gersigny is appointed the Town Council representative.

FC/68 **MEMBERSHIP OF PROFESSIONAL BODIES**

RESOLVED (unanimous) BW/AU

That the Council's continued Membership of Professional Bodies be approved.

FC/69 **FREEDOM OF INFORMATION POLICY**

RESOLVED (unanimous) BW/DT

That the Council's Freedom of Information Policy be adopted.

FC/70 **MODEL PUBLICATION SCHEME**

RESOLVED (unanimous) BW/SW

That the Model Publication Scheme be adopted.

FC/71 **PRESS PROTOCOL**

RESOLVED (unanimous) RJ/DT

That the Council's Press Protocol be adopted.

FC/72 **DATA PROTECTION REGULATIONS**

RESOLVED (unanimous) RJ/EG

That the Data Protection policies, privacy notices and documentation be adopted.

FC/73 **MAYOR'S ALLOWANCE 2024/25**

RESOLVED (unanimous) RJ/DT

That the Mayor's annual allowance of £3,280.00 be adopted for 2024-25.

FC/74 **PROJECT SUPPORT GRANT APPLICATIONS**

RESOLVED (unanimous) BW/DT

That the Project Support Grant Criteria be noted.

FC/75 **PROJECT SUPPORT GRANT APPLICATION – LUDLOW ASSEMBLY ROOMS**

RESOLVED (9:0:3) TG/EG

That the Project Support Grant Application from Ludlow Assembly Rooms for £920 be approved.

FC/76 **PROJECT SUPPORT GRANT APPLICATION – LUDLOW CHAMBER OF TRADE (LUDLOW CARNIVAL)**

RESOLVED (8:1:3) BW/EG

That the Project Support Grant Application from Ludlow Chamber of Trade is declined because it did not meet the criteria for showing financial need.

That a new application can be submitted for the next Policy and Finance Committee on 10th June with the relevant documentation.

FC/77 **HARVEST FESTIVAL**

RESOLVED (10:0:1) TG/EG

To permit the application for the use of Events Square for a community event on Sunday 29th September 2024.

FC/78 **COMMITTEE RECOMMENDATIONS**

RESOLVED (unanimous) BW/TG

To accept the recommendations from Policy and Finance Committee as listed below:

- That the Welcome page be deleted from the Employee Handbook.

- That subject to the replacement of the word Company with Council, the amended Employee Handbook be adopted.
- That the amended Flexible Working Policy be adopted.
- That the nine historic Statute Books dating from 1688 to 1809 be donated to Shropshire Archives.

FC/79 COMMITTEE MINUTES

POLICY & FINANCE COMMITTEES - 26th February and 15th April 2024

RESOLVED (unanimous) TG/BW

That the minutes from the Policy & Finance Committees held on 26th February and 15th April 2024 be received.

FC/80 SERVICES COMMITTEE - 10th April 2024

RESOLVED (10:0:2) BW/TG

That the minutes from the Services Committee held on 10th April 2024 be received.

FC/81 REPRESENTATIONAL COMMITTEES - 5th MARCH AND 9th APRIL 2024

RESOLVED (unanimous) BW/DT

That the minutes from the Representational Committees held on 5th March and 9th April 2024 be received.

FC/82 STAFFING COMMITTEE 12TH MARCH 2024

RESOLVED (unanimous) BW/EG

That the minutes from the Staffing Committee held on 12th March 2024 be received.

FC/83 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) BW/SW

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

The meeting closed at 9.18 pm

Town Mayor

Date

NB. Closed session minutes WILL be issued