

LUDLOW TOWN COUNCIL

A G E N D A

To: All Members of the Council, Unitary Councillors, Press

Contact: Gina Wilding

Ludlow Town Council, The Guildhall,

Mill Street, Ludlow, SY8 1AZ

01584 871970

townclerk@ludlow.gov.uk

Despatch date: 2nd May 2024

COUNCIL

You are summoned to attend the Annual meeting of Ludlow Town Council to be held at The Guildhall, Mill Street, Ludlow, on Wednesday 8th May 2024 at 7.00pm

Gina Wilding

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Town Clerk

Key Agenda Items:

- Election of Mayor 2024-2025
- Election of Deputy Mayor 2024-2025
- Co-option
- Committee Structure & Meeting Calendar
- Internal Controls
- Civic Nominations

The public may speak at this meeting

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. ELECTION OF MAYOR 2024-2025

To receive nominations and elect the Mayor. Voting will be by a paper ballot as stated in Standing Orders including all nominations that are seconded until the successful candidate is elected by majority vote.

2. HEALTH AND SAFETY

Councillors and members of the public are to note that the fire exit can be found to the 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.

3. ELECTION OF DEPUTY MAYOR 2024-2025

To receive nominations and elect the Deputy Mayor. Voting will be by a paper ballot as stated in Standing Orders including all nominations that are seconded until the successful candidate is elected by majority vote.

4. RECORDING OF MEETINGS

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media 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 asks that they make this known immediately.

5. APOLOGIES

To receive apologies from Councillors.

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

6. DECLARATIONS OF INTEREST

To receive declarations of interests for:

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

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. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations.



7. **PUBLIC OPEN SESSIONS (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. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 972 s 100.
8. **LUDLOW POLICE UPDATE** – Ludlow Police are invited to address their comments and updates to the Council.
9. **LUDLOW UNITARY COUNCILLORS QUESTION & ANSWER SESSION** – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
10. **MINUTES** – To approve as a correct record the open and closed minutes of **COUNCIL** minutes of **Monday 4th March 2024**. LGA 1972 Sch 12 para 41(1)
11. **ITEMS TO ACTION**
To note the items to action sheet from **Monday 4th March 2024**.

ITEM	Attachment
12. <u>CO-OPTION</u> To approve the co-option process, timetable, and application forms for:	
a) One vacancy in Rockspring Ward	12a
b) One vacancy in Corve Ward.	12b
13. <u>COMMITTEE STRUCTURE AND MEETING CALENDAR</u>	
a) To adopt the Committee Structure of Policy & Finance Committee, Services Committee, Representational Committee, Staffing Committee and Climate Action Sub-Committee.	13a
b) To adopt the Council/Committee calendar dates for 2024 /25	13b
c) To adopt the Meeting Protocol.	13c
14. <u>LUDLOW MAY FAIR</u> To consider a request to amend the agreed contract to increase the PEO fees less frequently.	14
15. <u>LUDLOW CASTLE CONCERTS</u> To consider draft proposals.	15
16. <u>SERVICES COMMITTEE MEMBERSHIP</u>	
a) To adopt the Terms of Reference for Services Committee.	16a
b) To nominate and elect the Committee Membership.	No papers
c) Election of Chairman for Services Committee from the new Services Committee Members.	No papers
17. <u>REPRESENTATIONAL COMMITTEE MEMBERSHIP</u>	
a) To adopt the amended Terms of Reference for Representational Committee.	17a



b)	To nominate and elect the Committee Membership.	No papers
c)	Election of Chairman for Representational Committee from the new Representational Committee Members.	No Papers
18.	<u>POLICY & FINANCE COMMITTEE MEMBERSHIP</u>	
a)	To adopt the amended Terms of Reference for Policy & Finance Committee. The committee will undertake duties relating to General Data Protection Regulation (GDPR).	18a
b)	To nominate and elect the Members of Policy and Finance Committee <i>Please note: Terms of Reference state that membership should include the Mayor, Deputy Mayor and Chairmen of Services and Representational Committees.</i>	No Papers
c)	Election of Chairman for Policy and Finance Committee (from the new Policy and Finance Committee Members).	No Papers
d)	To agree the Council's Authorised Signatories for payments	18d
19.	<u>STAFFING COMMITTEE MEMBERSHIP</u>	
a)	To adopt the Terms of Reference for Staffing Committee. There will be three timetabled meetings per annum. To facilitate HR training for committee members.	19a
b)	To nominate and elect the Committee Membership.	No Papers
c)	Election of Chairman for Staffing Committee from the new Staffing Committee Members.	No Papers
20.	<u>APPOINTMENT OF SUB-COMMITTEES AND TASK & FINISH GROUPS</u>	
a)	To adopt the Terms of Reference of the Climate Action Sub-Committee.	20a
b)	To form a Climate Action Sub-Committee.	No papers
c)	To form a Budget Task & Finish Group, and approve membership, to commence 2025 / 26 in budget setting activities with the Town Clerk / Responsible Financial Officer in July 2024.	No papers
21.	<u>SCHEME OF DELEGATION</u>	
	To adopt the Council's Scheme of Delegation.	21
22.	<u>STANDING ORDERS</u>	
	To adopt the Council's Standing Orders.	22
23.	<u>FINANCIAL REGULATIONS</u>	
	To adopt the council's Financial Regulations as amended on the advice of the Internal Auditor.	23
24.	<u>COUNCIL'S LAND AND ASSETS</u>	
	To adopt the asset register.	24
25.	<u>INTERNAL CONTROLS</u>	
a)	To adopts the Council's internal Controls Policy	25a



b)	To adopt the Council's Risk Assessments.	25b
26.	<u>COMPLAINTS POLICIES</u>	
a)	To adopt the Council's Complaints Policy.	26a
b)	To adopt the Vexatious Complainants Policy	26b
27.	<u>INSURANCE</u>	
	To adopt insurance cover in respect of all insured risks.	27
28.	<u>MEMBERSHIP OF OTHER ORGANISATIONS & PROFESSIONAL BODIES</u>	
a)	To adopt the Policy on Council Representation on Outside organisations.	28a
b)	To review and appoint Councillor representatives on Outside Organisations.	28b
c)	To approve the Council's continued Membership of Professional Bodies.	28c
29.	<u>FREEDOM OF INFORMATION</u>	
a)	To adopt the Council's Freedom of Information Policy	29a
b)	To adopt the Model Publication Scheme.	29b
30.	<u>PRESS PROTOCOL</u>	
	To adopt the Council's Press Protocol.	30
31.	<u>DATA PROTECTION REGULATIONS</u>	
	To adopt the Data Protection polices, privacy notices and documentation.	31
32.	<u>MAYOR'S ALLOWANCE</u>	
	To approve a mayor's annual allowance of £3,280.00 in 2024-25.	No papers
33.	<u>PROJECT SUPPORT GRANT APPLICATIONS</u>	
a)	To note the Project Support Grant Criteria	33a
b)	To consider the applications from:	
	i) Ludlow Assembly Rooms.	33bi
	ii) Ludlow Chamber of Trade.	33bii
34.	<u>HARVEST FESTIVAL</u>	
	To consider an application for the use of the Events Square.	34
35.	<u>COMMITTEE RECOMMENDATIONS</u>	
a)	To consider the recommendations from Services Committee/ Policy and Finance committee.	35



36.	<u>COMMITTEES MINUTES</u> To receive the minutes of:	
a)	Policy & Finance Committee on 26 th February and 15 th April.	36a
b)	Services Committee on 10 th April.	36b
c)	Representational Committee on 5 th March and 9 th April.	36c
d)	Staffing Committee on 12 th March 2024.	36d
37.	<u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> 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.	No papers
38.	<u>TOWN WALL AT ST LAURENCE'S CHURCH</u> To consider a report.	38
39.	<u>CIVIC NOMINATIONS</u>	
a)	To note the civic nomination criteria.	39a
b)	To approve Civic Awards for 2023.	39b

M e m b e r s h i p

Councillors Ginger (Town Mayor); B Waite (Deputy Mayor); Childs; De Gersigny; Garner; Gill; Hall; Jones; Parry; Tapley; Thompson; S. Waite and Urka.

The date of the next Council meeting is the 17th June 2024