



## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 15<sup>th</sup> OCTOBER 2018** at **7.00PM**

### **PF/49     PRESENT**

Chairman:                      Councillor Cobley  
Councillors:                  Clarke, Gill, Ginger, O'Neill, Sheward (7.10pm),  
Smithers.  
Officers:                        Gina Wilding, Town Clerk  
                                      Lucy Jones, Senior Finance Assistant

### **PF/50     HEALTH & SAFETY**

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

### **PF/51     APOLOGIES**

Apologies for absence were received from Councillors Garner, Mahalski, Parry and Perks.

### **PF/52     DECLARATIONS OF INTEREST**

#### **Disclosable Pecuniary Interests**

None declared

#### **Declaration of Conflicts of Interest**

None declared

#### **Declarations of Personal Interest**

None declared

### **PF/53     PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present.

### **PF/54     UNITARY COUNCILLORS SESSION**

There were no members of the Unitary Council present.

**PF/55**     **MINUTES**

**RESOLVED (Unanimous) TG/GG**

That the minutes of the Policy and Finance Committee meeting held on 10<sup>th</sup> September 2018, be approved as a correct record and signed by the Chairman.

**PF/56**     **ITEMS TO ACTION**

**RESOLVED (Unanimous) JS/AC**

That the items to action be noted.

**PF/57**     **FINANCE INFORMATION**

**RESOLVED (Unanimous) AC/GG**

That the Cash Book Income and Expenditure report, Reconciliation and Barclaycard Statements for August and September 2018, be received.

**PF/58**     **1<sup>st</sup> QUARTER INCOME AND EXPENDITURE**

**RESOLVED (Unanimous) AC/GG**

That the 1<sup>st</sup> Quarter Income and Expenditure report and Exceptions report, be received.

**PF/59**     **INSURANCE**

Councillor Sheward entered the meeting at 7.10pm

**RECOMMENDED (Unanimous) AC/GG**

That:-

- a) Loss of Registration/Licence insurance is not necessary.
- b) Further details of Professional Indemnity insurance and a price be sought from the insurers, to be brought back to the next Policy and Finance Committee.
- c) Terrorism insurance cover be purchased, subject to a fixed price, clarification of the term terrorism and the scope of the cover being brought to the next Council meeting.

**PF/60**     **POLICY REVIEW**

**Out of Hours Policy**

**RESOLVED (Unanimous)**

That the Out of Hours Policy be referred to the Council's HR advisor for comment and the policy be brought back to the next Policy and Finance meeting.

**PF/61**     **BUDGET WORKING GROUP**

**RESOLVED (Unanimous) TG/AC**

That the note of the Budget Working Group meeting held on the 9<sup>th</sup> October 2018, be received.

The meeting closed at 7:36pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

N.B. No Closed Session Minutes will be issued for this meeting.