



## 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**  
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**Despatch date: 5<sup>th</sup> June 2024**

### **POLICY & FINANCE COMMITTEE**

You are summoned to attend a meeting of the Policy & Finance Committee to be held in The Guildhall, Mill Street, Ludlow SY8 1AZ on Monday 10<sup>th</sup> June 2024 at 7.00pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- **INCOME AND EXPENDITURE - MARCH & APRIL 2024**
- **Q4 INCOME AND EXPENDITURE REPORT**
- **Q4 EXCEPTIONS REPORT**
- **BIODIVERSITY POLICY**

***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. **Welcome from the Chairman and essential housekeeping information.**  
Councillors and members of the public are to note that the fire exit is 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. **Election of the Vice-Chair of Policy and Finance Committee**  
To elect a Vice-Chairman.
3. **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.
4. **Apologies**  
To receive and note apologies from members of the Committee.
5. **Declarations of Interests**  
To receive the declarations of interests from Members of the Committee.
  - 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.*
6. **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.
7. **Ludlow’s Unitary Councillors Session** – Ludlow’s Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
8. **Minutes**  
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 15<sup>th</sup> April 2024**.
9. **Items to Action**  
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 15<sup>th</sup> April 2024**.



	<b>ITEM</b>	<b>Attachment</b>
<b>10.</b>	<b>FINANCE INFORMATION</b> To receive:-	
a)	Cash Book – Payments and Income for March and April 2024.	<b>10a</b>
b)	Reconciliation for March and April 2024.	<b>10b</b>
c)	Barclaycard - Payments, Income & Reconciliation for March and April 2024.	<b>10c</b>
d)	PayPal – Payments, Income & Reconciliation for March and April 2024.	<b>10d</b>
e)	Petty Cash – Payment, Income & Reconciliation for March and April 2024.	<b>10e</b>
f)	Public Sector Deposit Fund – Payment, Income & Reconciliation for March and April 2024.	<b>10f</b>
g)	Income - Payment, Income & Reconciliation for March and April 2024.	<b>10g</b>
h)	Electric Vehicle Charging - Payment, Income & Reconciliation for March and April 2024.	<b>10h</b>
<b>11.</b>	<b>AGED DEBTORS</b>	
a)	To receive a report of current and aged debtors.	<b>11a</b>
b)	To consider a report on debtors.	<b>11b</b>
<b>12.</b>	<b>POLICY REVIEW</b>	
a)	To approve the draft New NALC Model Financial Regulations	<b>12a</b>
b)	To approve the draft Biodiversity Policy	<b>12b</b>
c)	To approve the Statement on duties related to Biodiversity	<b>12c</b>
d)	To approve the Statement on duties related to Crime & Disorder	<b>12d</b>
e)	To approve the Staff Appraisal Policy & Appraisal form.	<b>12e</b>
f)	To approve the Staff Induction Policy and Induction checklist.	<b>12f</b>
g)	To approve the Councillor Induction Policy and Induction checklist.	<b>12g</b>
<b>13.</b>	<b>4<sup>th</sup> QUARTER INCOME AND EXPENDITURE</b>	
a)	To note the income and expenditure report	<b>13a</b>
b)	To approve the exceptions report.	<b>13b</b>
<b>14.</b>	<b>BUTTERCROSS MUSEUM BUSINESS RATES</b> To consider a report	<b>14</b>
<b>15.</b>	<b>CLIMATE ACTION SUB-COMMITTEE</b> To receive the minutes of the Climate Action Sub-Committee meeting held on the 30 <sup>th</sup> May 2024	<b>15</b>
<b>16.</b>	<b>WEST MERCIA ENERGY</b> To note the update.	<b>16</b>



**M e m b e r s h i p**

**Members of the Policy & Finance Committee**

**Councillors S Waite (Chair); Garner; Gill; Ginger; Thompson; Urka; and B. Waite**

**Notes**

**The next Policy & Finance Committee meeting will be held on the  
22<sup>nd</sup> July 2024**