



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
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Despatch date: 16th October 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 21st October 2024 at 7.00pm

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **INCOME AND EXPENDITURE**
- **POLICY REVIEW**
- **INTERNAL AUDIT**

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 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. **Recording of Meetings**
Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media is permitted during public sessions 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.
3. **Apologies**
To note apologies for absence from members of the Committee.
4. **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.
5. **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.
6. **Ludlow's Unitary Councillors Session** – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.
7. **Minutes**
To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 9th September 2024**.
8. **Items to Action**
To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **Monday 9th September 2024**.



	ITEM	Attachment
9.	FINANCE INFORMATION To receive:-	
a)	Cash Book – Payments and Income for July, August September 2024.	9a
b)	Reconciliation for July, August September 2024.	9b
c)	Barclaycard - Payments, Income & Reconciliation for July, August September 2024.	9c
d)	PayPal – Payments, Income & Reconciliation for July, August September 2024.	9d
e)	Petty Cash – Payments, Income & Reconciliation for July, August September 2024.	9e
f)	Public Sector Deposit Fund – Payments, Income & Reconciliation for July, August September 2024.	9f
g)	Income - Payments, Income & Reconciliation for July, August September 2024.	9g
h)	Electric Vehicle Charging - Payments, Income & Reconciliation for July, August September 2024.	9h
10.	AGED DEBTORS	
a)	To receive a report of current and aged debtors.	10a
b)	To consider a report on debtors.	10b
11.	INTERNAL AUDIT To approve the appointment letter from the internal auditor and to note the requirements of the interim audit in November.	11
12.	POLICY REVIEW	
a)	To approve the new Sexual Harassment Policy	12a
b)	To approve the new Sexual Harassment Action Plan	12b
c)	To approve the new Sexual Harassment Risk Assessment	12c
d)	To approve amendments related to the sexual harassment policy in the Disciplinary and Grievance Policy.	12d
13.	CARD PAYMENT PROCEDURES To approve the card payment procedures for the market, Guildhall and Buttercross.	13
14.	CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT To note the July, August and September 2024 statements.	14
15	NALC To note the negative response to the Financial Ombudsman consultation.	15



16.	<p>PROCUREMENT ACT 2023</p> <p>To note that the UK Government has announced that the date for most of the provisions of the Procurement Act 2023 to come into force will be delayed.</p>	no papers.
<p>M e m b e r s h i p</p> <p>Members of the Policy & Finance Committee</p> <p>Councillors S Waite (Chair); Garner; Gill (Vice-Chair); Ginger; Parry; Thompson; and B. Waite</p>		
<p>Notes</p> <p>The next Policy & Finance Committee meeting will be held on the 2nd December 2024</p>		