



LUDLOW TOWN COUNCIL AGENDA

SERVICES COMMITTEE

To: All Members of the Council, Deputy Town Clerk, DLF Supervisor,
Unitary Councillors, Press

Contact: Gina Wilding, Town Clerk

Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1AZ

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Despatch date: Friday 22nd November 2024.

You are summoned to attend a meeting of the
Services Committee on
Wednesday 27th November 2024 at 7pm
At The Guildhall, Mill Street, Ludlow.

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- Christmas light improvements
- Castle Gardens – wall survey and works
- Play area annual inspection reports
- Fees for 2025 / 26 Budget

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 CHAIR & 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 or 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 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.

3. **APOLOGIES**

To receive apologies from members of the Committee.

4. **DECLARATIONS OF INTEREST**

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 meeting temporarily prior to the commencement of the debate.

5. **PUBLIC OPEN SESSION (15 MINUTES)**

Members of the public are invited to make representations to the Committee on any matters relating to the work of the Committee or Council.

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 as a correct record the open minutes of Services Committee minutes of **Wednesday 16th October 2024**.

8. **ITEMS TO ACTION**

To consider the items to action sheet from **Wednesday 16th October 2024**.



ITEM	Attachment
9. <u>FEES FOR LOCAL SERVICES IN 2025 / 26</u> To approve the table of fees for 2025 / 26.	9
10. <u>LUDLOW MARKET INFORMATION</u> To note the information provided.	10
11. <u>LUDLOW MARCHES FOOD & DRINK FESTIVAL – EVENT SQUARE LICENCE 2025-2027</u> To approve the request from Ludlow Marches Food & Drink Festival.	11
12. <u>CASTLE GARDENS – WALL SURVEY & WORKS</u> a) To note the survey undertaken and immediate works completed. b) To approve appointing a qualified person to draft a specification for the repairs and to manage the process of tendering to ensure the work is undertaken by a competent contractor and the costs are proportionate to the work required.	12
13. <u>COLLECTIONS MANAGEMENT PROCEDURE – LUDLOW MUSEUM</u> To confirm for the Arts Council Accreditation Panel that Ludlow Museum at the Buttercross is working to the Shropshire Museums collections development policy (and wider collections management framework) and that all acquisitions and disposals decisions sit with Shropshire Museums.	13
14. <u>ACCESS POLICY – LUDLOW MUSEUM</u> To approve an up-to-date policy for Access to Ludlow Museum at the Buttercross.	14
15. <u>CHRISTMAS LIGHT IMPROVEMENTS</u> a) To approve Christmas lights as a higher priority for the DLF and admin staff in 2025 /26. b) To note the improvements made to the town’s Christmas lights in 2024. c) To write a letter of thanks to the group of local businesses that sponsored the Town’s Christmas tree.	15
16. <u>PLANTING IN CASTLE GARDENS</u> To approve the purchase of 24 perennial shrubs for a cost of £746.37 and soil improver for a cost of £200.00 for Castle Gardens.	16
17. <u>PLAY AREA ANNUAL INSPECTION REPORTS</u> To note the inspection reports and that a further report will follow in January 2025.	17
18. <u>MEMORIAL SQUARE BENCHES</u> To note recent maintenance undertaken by volunteers.	18
19. <u>NATIONAL CREMATION AND BURIAL CONSULTATION</u> To consider the consultation questions and raise points to form a response on behalf of the Ludlow Town Council.	19



- 20. GUILDHALL WINDOW**
To approve this project as a high priority and use of the general fund for a suitable repair / replacement of the window. **20**

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

The Chair 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

- 21. LUDLOW MARKET**
To consider an appeal from a market trader **21**
- 22. DRAINAGE AT WIGLEY FIELD ALLOTMENTS**
To consider the quotations provided for the required drainage work **22**

M e m b e r s h i p

Councillors B. Waite (Chair), Garner, Gill, Ginger, Hall, Jones, Parry, Tapley, and S Waite.

Notes

The next Services Committee meeting will be held on Wednesday 8th January 2025.