

Annual Report 2014-2015



A report of the services provided and activities undertaken throughout the year by Ludlow Town Council

Contents page

Introduction from the Mayor	3
Financial Information	4
Meetings & Policies	4
Policies Created and adopted	4
Full Council, Committee & Working Group Meetings	5
Councillors	6
KEY EVENTS 2014-2015	7
At the Annual Meeting on the 14 th May 2014 Councillor Draper was elected Mayor and Councillor Kemp was elected Deputy Mayor.	7
Mayor Making 28 th May 2014	7
Mayor's Chosen Charity	7
Mayor's Sunday Service 29 th June 2014	7
Service for the Commemoration of WW1 – 3 rd August 2014 - Royal Welsh	7
Receive Freedom of the Town – 20 th September 2014	8
Opening of the Ludlow Amateur Boxing Club – 19 th September 2014 & Open Afternoon 20 th September 2014	8
Developments/Projects	9
	Er
ror! Bookmark not defined.	
Buttercross Heritage Interpretation Centre	9
Annual Events	9
Ludlow in Bloom – GOLD in 2014	9
The May Fair	9
Christmas Lights	10
Switch on - Saturday 29 th November	10
Senior Citizens Party 4 th December 2014	10
Remembrance Sunday	11
REGULAR SERVICES	11
Ludlow Market	11
AMENITY AREAS	11
Public Toilets	12
Henley Road Cemetery	12
Memorial Benches	12
Calendar of Events	13
Street Trading	13
Ludlow Town Council Website	13
Buttercross Bulletin	13
Grants	13
STAFF	13
Welcome to New Staff	14
Admin Staff	14

Annual Report 2014-15

Introduction from the Mayor

I am pleased to introduce the Annual Report of Ludlow Town Council for 2014-2015.

It has been yet again a busy year for the Town Council and I have had the pleasure of being involved with the commemorations of WW1 with the civic service at St Laurence's Church on the 3rd August. The Town Council also launched its interactive display which marks the opening of the Henley Road Cemetery in 1914 and remembers those who had fallen in WW1 in 1914. I am pleased to say that 1915 is now available for the public to access from the Town Council's website www.ludlow.gov.uk

Myself and the Mayoress have had a thoroughly enjoyable year attending many civic functions and events on behalf of the town and the Council. Highlights during the year have included the Royal Welsh Freedom of the Town, D-Day exhibition at the Royal British Legion, the Mayor's Civic Service at Oswestry, and the Richard's Castle Soap Box Derby, where thankfully participation was not required! Also Ludlow's Cycling Festival, the installation of the 105th Bishop of Hereford the Right Rev Richard Frith, the carol service at St Laurence and Ludlow's Christmas Lights switch-on.

I wish to thank Unitary Councillors, Councillors Vivienne Parry, Councillor Tracey Huffer and Councillor Andy Boddington of Shropshire Council, for allowing use of the car park at Stone House during festivals and the Christmas Lights switch-on to raise proceeds for the Mayor's Charity, Homestart. The Mayor's Charity also benefited from a Northern Soul Evening, Teenage Dance, Variety Night and Black Tie, organised by the Town Council. The entertainment for the Senior Citizen's Christmas Party was paid from the Mayors Allowance.

Thanks also goes to my fellow Councillors, for their support and hard work they put in throughout the year.

Councillor P Draper
Mayor 2014-2015

Financial Information

The annual audit will take place in May and the Annual Return will be available for inspection by residents from 1st July 2015. Throughout the year the Council's finances are reported quarterly to the Policy & Finance Committee. Agendas and minutes are available to the public upon request.

Meetings & Policies

Policies Created and adopted

Banner Policy (Re-adopted)
Cemetery Rules and Regulations (Re-adopted)
Community Engagement Strategy
Complaints Procedure (Re-adopted)
Debt Recovery (Re-adopted)
Delegated Powers (Re-adopted)
Disciplinary & Grievance Policy (Re-adopted)
Financial Regulations (Re-adopted)
Flexible Working Policy
Freedom of Information (Re-adopted)
Health and Safety (Re-adopted)
Managing Attendance (Re-adopted)
Meeting Protocol (Re-adopted)
Memorial Bench Regulations (Re-adopted)
Memorial Management Policy (Re-adopted)
Model Publication Scheme (Re-adopted)
Out of Hours Policy
Press Protocol (Re-adopted)
Regulations on Room Hire
Standing Orders (Re-adopted)
Stress Policy
Volunteer Policy

Full Council, Committee & Working Group Meetings

Committee or Group	Number of meetings
Full Council	9
Policy & Finance	8
Services	7
Representational	13
Civic Events Working Group	6
Communications Working Group	1
Budget Working Group	1
Staffing & Appeals	5
Residents Meeting	1
Buttercross Working Group	12
Youth Market Working Group	1
Total	64

Councillors

The following Councillors have served on Ludlow Town Council from 2014-2015.

COUNCIL 2014 – 2015

MAYOR

Councillor P Draper
Rockspring Ward

Councillor T Mold
(resigned 25/02/2015)
Hayton Ward

DEPUTY MAYOR

Councillor P Kemp
Bringewood Ward

Councillor J Newbold
Hayton Ward

Councillor A Cobley
Gallows Bank Ward

Councillor S Newbold
Clee View Ward

Councillor T Gill
Whitcliffe Ward

Councillor V Parry
Corve Ward

Councillor G Ginger
Corve Ward

Councillor G Perks
Gallows Bank Ward

Councillor N Holcombe
(resigned 3/3/15)
Gallows Bank Ward

Councillor C Sheward
Clee View Ward

Councillor R Jones
Bringewood Ward

Councillor J Smithers
Whitcliffe Ward

Councillor D Lyle
Rockspring Ward

There are currently vacancies for Town Councillors in Hayton Ward and Gallows Bank Ward.

KEY EVENTS 2014-2015



Annual Meeting 14th May 2014 - At the Annual Meeting on the 14th May 2014 Councillor P Draper was elected Mayor and Councillor P Kemp was elected Deputy Mayor.

Mayor Making 28th May 2014 – Mayor Making marked the beginning of the ceremonial year by welcoming newly elected Mayor, Councillor P Draper as the Mayor for 2014-15.

Eight Civic Awards were presented in recognition of excellence in the voluntary sector and services to the community to: Marjorie Wait, Julie Frost, Margaret Edwards and Jean Parker, Vivienne Schwarz and Members of the Ludlow Amateur Boxing Club, namely; Adam, Stuart, Nick, Charlie and Oli.



Mayor's Chosen Charity – the Mayor chose his charity for 2014/15 which was announced at Mayor Making and this was Homestart, Ludlow. Home-Start is a national family support charity that helps parents to build better lives for their children. Their volunteers provide support and friendship to more than 29,170 families every year. There are more than 288 local Home-Starts.



Fundraising this year has taken place at the Ludlow Assembly Rooms with an evening of Motown/Northern Soul Music, a Variety Night and a Black Tie Event. There was also a Teenage Dance arranged at the Royal British Legion. Car parking at Stone House on special weekends including Festivals and Christmas Lights Switch-on also raised money.



Mayor's Sunday Service 29th June 2014 – Mayors Sunday was led by the Venerable Colin Williams at St Laurence Church. A parade of uniformed organisations led by the late former Parade Marshall Davie Lewis and Ludlow Concert Band drew crowds on Broad Street where the Mayor thanked and dismissed the Parade.

Service for the Commemoration of WW1 – 3rd August 2014

A service was held at St Laurence's Church to commemorate the commencement of WW1. The Mayor and Councillors, along with visiting Mayors processed to the Church. Local uniformed organisations also paraded into church accompanied by the Town Band. Wreaths were then laid at the War Memorial and young people read the names of the 138 service personnel from Ludlow. On Monday 4th August a candlelit vigil was held at St Laurence Church.





**Royal Welsh
Receive Freedom
of the Town
20th September 2014**



The Freedom of Ludlow was presented by the Mayor, Councillor Paul Draper to the Royal Welsh in a public ceremony at Ludlow Castle. The Royal Welsh paraded through the Town, greeted by crowds waving flags and applauding. The 23rd of Foot, The Royal Welch Fusiliers was raised at Ludlow Castle in 1689.



Opening of the Ludlow Amateur Boxing Club – 19th September 2014 & Open Afternoon 20th September 2014



The new home for the Ludlow Amateur Boxing Club was opened on the 19th September 2014 with an evening reception to thank all those who had contributed to the project. On the 20th September the Boxing Club welcomed members of the public for a look around. The Town



Council would like to thank all those who contributed, whether by donation or by providing time and skills, without which the project would not have been possible.

Buttercross Heritage Interpretation Centre & Museum



Ludlow Town Council is in the final stages of refurbishing the Grade I listed Buttercross and returning it to public use, in its new role as the Buttercross Heritage Interpretation Centre & Museum.



The refurbishment has been financed by Shropshire Council's Market Town Revitalisation Fund.

Friends of Ludlow Museum will continue their work to support Ludlow Museum at the Buttercross.

Ludlow in Bloom – GOLD in 2014

Ludlow in Bloom achieved Gold again in 2014 for another consecutive year. This year saw the Town Council moving away from traditional bedding plants and moving towards perennial planting. This was rolled out in Castle Gardens, and St Johns Gardens Ludlow in Bloom Committee would like to thank the Town Council for its financial support and the support of the staff and Direct Labour Force which is invaluable.



The May Fair

The Annual May Fair arrives in Ludlow for the May Bank Holiday. The event is managed by Shropshire Council's Safety Advisory Group, the Town Council and the Fun Fair Organiser. As usual the market area is dismantled by the Direct Labour Force in preparation for the annual Fun Fair.

Christmas Lights

Switch on - Saturday 29th November 2014 – Traditionally the Christmas Lights Switch-on took place during the weekend of the Medieval Fair in Ludlow Castle. A Medieval themed market supported this in the square.

Ludlow Town Council started preparations for the Christmas Lights Switch-on in the summer, this included ordering the Christmas tree and making sure that Santa had Ludlow in his diary for that day! The tree was decorated by the Direct Labour Force after it had been put in its usual position on the market square and they worked hard to put up the Christmas lights through the Town Centre. The Christmas tree and the Rotary Tree of Light in Dinham Gardens were also ready for the big switch on.



Preparations on the day began at 8.00am with the construction and decoration of Santa's grotto in anticipation of his arrival. At lunch-time some special visitors arrived transporting Santa's and his sleigh, accompanied by Keeley Evans, the Christmas Card winner. Santa gave out presents to lucky children from his grotto.

The backdrop was provided by SmArt Art Club, while music was provided by Sunshine Radio.

Everyone gave tremendous support and reindeer were again a popular attraction amongst old and young for the second year running.



Santa gave out free presents to all children and at 5pm the Christmas lights were switched on brightening up the winter day. The Rotary Tree of Light was lit following a torch lit parade round the square. It was a very busy and enjoyable day for the town.

Senior Citizens Party 4th December

2014 – The Senior's Party was again held at Ludlow College. The catering students showcased their skills and catered for 100 senior citizen's providing soup, a selection of sandwiches and selection of cakes.



As in past years, the annual party was open to all residents of Ludlow over 60 years and included free bingo and a raffle, with many of the prizes kindly donated by businesses and residents of Ludlow.

*All donated prizes are greatly appreciated
Thank you*

Ludlow Infant School choir opened the party by singing carols and the live music was provided by Gary James kindly sponsored by the Mayor and Bill Marsh played the piano as guests arrived. Staff and Councillors worked together again with students and staff at Ludlow College and guests were appreciative of the festive celebrations.

Remembrance Sunday

Remembrance Sunday was commemorated on Sunday 9th November 2014 with a procession to St Laurence's Church and a Service followed by a procession to the War Memorial.

As usual Ludlow Town Council invited 300 Civic and Uniformed guests to the service and welcomed residents and members of the congregation to the Service.

Above: Mayor of Ludlow 2014



A short service was conducted by the Rev. Colin Williams on Tuesday 11th November 2014 at the War Memorial.

REGULAR SERVICES



Ludlow Market

Ludlow Market trades for 6 days a week in the summer months and 7 days a week in the month before Christmas. The hard work of the Council staff and traders as well as the support of customers generated good income again for 2014-2514.



The Market offers a variety of regular and specialist markets to include continental, local produce, antiques, crafts, books and gifts. A Medieval Market coincides with the Medieval Fayre in November and a food based market in September coincides with the Ludlow Food Festival held in the Castle.



AMENITY AREAS

Ludlow Town Council Direct Labour Force cares for and maintains public amenity areas in Ludlow. Their work includes mowing, strimming, gardening, maintenance, litter collection and watering. The main areas include:



Flower beds in Old Street

Linney Riverside Park
Wheeler Road Playing Fields
Henley Road Cemetery
Castle Gardens
St John's Gardens
Garden of Rest
Weyman Road
Henley Orchards Housman
Crescent Play area



St John's Gardens

The Town Council moved away from traditional annual bedding schemes for the flower beds and adopted the more long-term perennial planting. Above on the left is an image of the bed at the bottom of Old Street, newly planted.

This year the Town Council resolved to support Fair Trade and the Fair Trade Group in Ludlow by planting up the round bed in Castle Square in the Fair Trade logo. The bed was planted up in the Spring of 2014 and the plants are looking well established for this year.

Right: The round bed Castle Gardens



Public Toilets



Ludlow Town Council takes care of the public toilets at Castle Street Car Park, Smithfield car park, Henley Road Cemetery and the Linney Riverside Park.

The Town Council has a continuing programme of improvements in the Town. Smithfield toilets have been fitted with automatic closers and the Linney toilets are due for refurbishment.

	2013/14	2014/15
Toilet 1 next to office:	37,080	38,483
Toilet 2:	40,481	33,555
Toilet 3 with radar key access:	33,082	31,184
Urinal:	103,004	123,133

Henley Road Cemetery

The Cemetery commemorating 100 years since its opening in 1914 and is maintained by Ludlow Town Council's Direct Labour Force ensuring the area looks its very best all year round.

Details of those buried in 1914 and 1915 can be found from a link from the Town Council's website www.ludlow.gov.uk under the WW1 Centenary Commemorations tab which takes you to an interactive display. Additional information from relatives is always welcomed and can be added.

Memorial Benches



Ludlow Town Council receives occasional requests from families who would like to commemorate a loved one in a practical and public way with a bench.

Benches also provide a service to the wider community offering a chance for rest, and if the location permits, quiet reflection.

Memorial benches are situated in the cemetery, Dinham Gardens and the Events Square.



Calendar of Events - Each year Ludlow Town Council publishes Ludlow Calendar of Events. 100,000 copies are distributed throughout the West Midlands.

Street Trading – The Town Council became the Street Trading Authority in April 2011. The Town Council formed its own Policy and has received income since this period. Income for 2014-15 was £10,977.

Ludlow Town Council Website - Has an abundance of information which is updated regularly for information on Your Council, Services, Community, Youth, News Zone, Buttercross Bulletin, Project updates, Calendar of Events, Ludlow Alive with History, Henley Road Cemetery, Festivals, Ludlow Town Plan, Ludlow Markets, Grants, Mayors Charity, Current Agendas and much more. www.ludlow.gov.uk

Buttercross Bulletin

Ludlow Town Council distributes Ludlow Town Council Newsletter four times a year. This free publication is compiled by staff as an informative summary of the Town Council's involvement and achievements within Ludlow. The Newsletter is also available from www.ludlow.gov.uk

Grants – Annual Core Grants totalling £38,243.00 have been awarded to; Citizens Advice Bureau (CAB), Crucial Crew, Friends of Shropshire Hills AONB, Friends of Whitcliffe Common, Homestart, Ludlow Assembly Rooms, Ludlow College, Ludlow Fringe Festival, Ludlow Town Band, Ludlow Youth Festival, Pride of Place, Royal Welsh, South Shropshire Youth Forum, Teme Weirs Trust, St Laurence's Church, Town Walls Trust.

Project Support Grants - Army Cadets, Homestart, Ludlow Green Festival, South Shropshire Furniture Scheme, Swift Group.

STAFF

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

Gina Wilding

DLF / MARKET SUPERVISOR

Sean Turgoose

MARKET OFFICER

Tony Caton

FINANCE / ADMIN

Lucy Jones/ Sarah Hughes

SENIOR ADMIN ASSISTANT

Naomi Brotherton

CEMETERY OFFICER

Stephanie Williams

ADMIN ASSISTANT

Charlotte Ambrazas

ASSISTANT GROUNDSPERSON

Richard Vobe

ASSISTANT GROUNDSPERSON

David Spittle

ASSISTANT GROUNDSPERSON

Vacant

ASSISTANT GROUNDSPERSON/MARKET ASSISTANT

Vacant

LIGHTING TECHNICIAN

Sidney Brown

CLEANERS

Sylvia Bownes

Adrian Colman

Gill Richards

Welcome to New Staff

Admin Staff

Charlotte Ambrazas is welcomed as a permanent member of staff as Admin Assistant. She previously worked for a local Dentist Practice. Charlotte joins the office staff in covering reception and sharing general day-to-day duties, gaining experience in Committee work, preparing agendas and keeping a photographic record for the Town Council, as well sharing the preparation for Civic Events.



**Annual Report prepared by the staff of Ludlow Town Council in collaboration with the Mayor of Ludlow,
Councillor Paul Draper**