



LUDLOW TOWN COUNCIL

A G E N D A

To: All Members of the Council, Unitary Councillors and Press

Contact: Veronica Calderbank

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Despatch date: 31st January 2012

COUNCIL

You are invited to attend a meeting of Ludlow Town Council to be held at the Ludlow Conference Centre, Lower Galdeford, Ludlow on Monday 6th February 2012 at 7.00pm

Veronica Calderbank
Town Clerk

Key Agenda Items:

- **Budget 2012/13**
- **Precept**

The public may speak at this meeting

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. **Prayers** – The Venerable Colin Williams will lead the Council in Prayers.
2. **Apologies**
3. **Declarations of Interests** – Members are requested to declare any personal and prejudicial interests they may have in matters to be considered at this meeting in accordance with the terms of the Local Authorities [Model Code of Conduct] [England] Order 2007 issued under Section 51 of the Local Government Act 2000.
 - a) Declarations of personal interest.
 - b) Declarations of prejudicial interest.
4. **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.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Council.
6. **Response to Questions Raised by the Public at the Previous Meeting** – Oral report from the Town Clerk.
7. **Minutes** – To approve as a correct record and sign the minutes of the **COUNCIL MEETINGS** held on:-
 - a) 5th DECEMBER 2011
 - b) 30th JANUARY 2012

ITEM	ATTACHMENT
8. SERVICES COMMITTEE Receive the draft minutes of the meeting held on the 16 th January 2012	8
9. REPRESENTATIONAL COMMITTEE To receive the minutes of the meetings held on:- <ol style="list-style-type: none"> a) 6th December 2011 (Approved 10/01/12) b) 10th January 2012 (Draft) c) Consider the recommendation from the Representational Committee meeting held on the 6th December 2011 	9a 9b 9c
10. POLICY & FINANCE COMMITTEE <ol style="list-style-type: none"> a) To receive the minutes of the meeting held on the 23rd January 2012 b) Consider the recommendations from the Policy and Finance Committee meeting held on the 23rd January 2012 <ul style="list-style-type: none"> • Babies Memorial • Adopt Policies:- <ul style="list-style-type: none"> Flag Protocol Protocol on Officer/Member Relations Protocol on Communications Protocol on Bullying and Harassment Guidance Note on Whistle-Blowing 	10a 10b 10b(i) 10b(ii) 10b(iii) 10b(iv) 10b(v)



11.	BUDGET 2012/13 & PRECEPT	
a)	Consider the recommendations from the Policy and Finance Committee meeting held on the 23 rd January 2012	11a
b)	To consider and agree the budget for 2012/13	11b
c)	To consider and agree the precept for 2012/13	No papers
12.	BOER WAR MEMORIAL	12
	To consider a request from Ludlow College to display the Boer War Memorial plaques owned by the Council (previously on display in the Town Hall and now stored at Victory House) together with the surviving piece of the War Memorial, the horse's head, at Palmers Hall.	
13.	PROJECTS UPDATE	No papers
a)	Boxing Club	
b)	The Linney Riverside Park	
c)	Buttercross	
14.	QUEEN'S DIAMOND JUBILEE & OLYMPIC TORCH RELAY	No papers
	To receive an oral update from the Town Clerk and the Council's Representatives on the progress of the events	
15.	COUNCIL CALENDAR	15
	To agree an amendment to the Council calendar	
16.	STREET TRADING	
a)	To receive the minutes of the meeting held on 24 th January 2012	16a
b)	Consider the recommendations from the Street Trading Sub-Committee meeting held on the 24 th January 2012	16b
17.	TWINNING	
a)	To receive the minutes of the meeting held on 25 th January 2012 and note that the recommendations will be considered by the next Policy and Finance Committee	17a
b)	Consider the Twinning Protocol recommended for adoption by the Twinning Sub-Committee meeting held on the 25 th January 2012	17b
18.	SANDPITS ROAD/WHITEFRIARS REVISION TO LENGTH OF WAITING RESTRICTION	18
	To reconsider the resolution at minute FC/96 made by Council on the 11 th July 2011	
19.	LUDLOW TREE OF LIGHT	19
	To note a letter of thanks from Ludlow Rotary Club	

20.	BRIDGNORTH & SOUTH SHROPSHIRE CRUCIAL CREW To consider a request for funding	20
21.	SHROPSHIRE TOURISM To consider the purchase of a page on Shropshire Tourisms two websites to advertise Ludlow	21
22.	MARKET MATTERS To consider a report from the Town Clerk on the Market matters raised at the Market Traders meeting held on the 30 th January 2012	22
23.	TOILETS To consider a report from the Town Clerk on the installation of coin boxes on the toilets owned by the Town Council	23
24.	COMMITTEE MEMBERSHIP To consider a request from Councillor Perks to become a member of Services Committee	24
25.	ELECTION OF MAYOR & DEPUTY MAYOR a) At Full Council on the 11 th July 2011 Members decided to receive nominations for Mayor and Deputy Mayor one week before the vote is taken at the Annual Council meeting. A new Councillor has suggested that Council alter their policy in order to elect a Deputy Mayor who automatically become Mayor in the next year b) Alternatively it is suggested that a limit of two years continuous service be imposed on the office of Mayor and Deputy Mayor c) Members are asked consider how the voting procedure to Mayor, Deputy Mayor and Chairmen should take place	25
26.	EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman 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
27.	CONFIDENTIAL COUNCIL MINUTES Approve as a correct record and sign the confidential minutes of the Council meeting held on 5 th December 2011	27
28.	CONFIDENTIAL SERVICES COMMITTEE MINUTES Receive the draft confidential minutes of the Services Committee meeting held on 16 th January 2012	28



29.	CONFIDENTIAL POLICY & FINANCE COMMITTEE MINUTES	29
	Receive the draft confidential minutes of the Policy and Finance Committee meeting held on 23 rd January 2012 (To note that the recommendations have been considered in open session)	
30.	OPERATIONAL WORKING REVIEW	30
a)	To reconsider Council resolution (FC/122) made on the 11 th July 2011 with regards to the nomination of Chairmen, this policy is not possible as a Chairman cannot be nominated prior to the confirmation of Committee Members	
b)	To reconsider Council resolution (FC/123) made on the 11 th July 2011 regarding the distribution of confidential papers prior to Council and Committee meetings	
31.	PROPERTY	31
	To appointment an Estate Agent to market:-	
a)	Guildhall	
b)	Weyman Road Play Area	
c)	Henley Orchards Public Open Space	
32.	ENDORSEMENT OF TOWN COUNCIL STATUS	32
	To consider a report from the Town Clerk on the problems associated with casting the Mayor's badges and using the Coat of Arms from Ludlow Borough Council	

M e m b e r s h i p

Councillors Aitken (Town Mayor); Wilcox (Deputy Mayor); Davies; Callender; Hunt; Jackson; Leyton-Purrier; McCormack; Mitchell; Newbold; Parry; Perks; Phillips; Pound; Smithers;

**The next Council meeting will be held on
Monday 19th March 2012**