



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **MONDAY 15th OCTOBER 2012 at 7.00PM.**

FC/203 PRESENT

Chairman: Councillor Pound, Mayor

Councillors: Callender; Hunt; McCormack; Parry; Perks; Phillips; Smithers; Toop; Wilcox

Officers: Gina Wilding, Acting Town Clerk;
Lucy Jones, Secretary

FC/204 APOLOGIES

Apologies for absence were received from Councillors Aitken, Draper and Newbold.

FC/205 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

| <u>Member</u> | <u>Interest</u> | <u>Reason</u> |
|---------------------|-----------------|---------------|
| Councillor Parry | Ludlow in Bloom | Chairman |
| Councillor Smithers | Ludlow in Bloom | Treasurer |
| Councillor Toop | Ludlow Market | Market Trader |

Conflicts of Interest

None declared.

Personal Interests

None declared.

FC/206 PUBLIC OPEN SESSION (15 minutes)

There was one member of the press present.

Mr A Kibbler, Ludlow Advertiser, expressed concerns that some Council business was conducted in closed session. He said that the Council was a public body and he asked that as many matters as possible be discussed in open session and therefore be open for the public to be involved.

The Acting Town Clerk stated that all personnel matters had to be considered in closed session as the Council had a duty of care to its staff. But all closed session minutes were available to the public.

FC/207 PUBLIC OPEN SESSION FEEDBACK (15 minutes)

The Acting Town Clerk stated that all questions had been answered.

FC/208 UNITARY COUNCILLORS SESSION

Unitary Councillor R Taylor-Smith, Ludlow North, stated that it was a great honour to attend the first Council meeting to take place in the Guildhall. She informed Members that the Four Rivers Nursing Home in Ludlow had been awarded the Care Quality Commission's highest award. The next meeting of the Ludlow and Clee Local Joint Committee would be held on the 18th October at the Ludlow Assembly Rooms. Shropshire Council's Cabinet would consider the Parking Consultation and Town Council recommendations on the 18th October.

Councillor R. Taylor-Smith went on to say that she was glad that the repairs to the Buttercross would begin shortly and congratulated the Council on the Linney Riverside park which was popular with families and a real asset to the town.

Unitary Councillor M Taylor-Smith, Ludlow South, informed the Council that the candidates for the Police Crime Commissioner Elections would be at the Harley Centre on the 1st November at 7.00pm. He stated that pre-planning enquiries made to Shropshire Council regarding a supermarket development on the Eco Park had formally been refused. He stated that the start of the new Hospital development had been delayed and was now schedule to begin at the end of November to hopefully open for summer 2014. He added that a consultation on improving pedestrian safety across Ludford Bridge would soon begin.

FC/209 MINUTES

a) 28th May 2012 – Closed Session

RESOLVED (8:0:2)

That the closed session minutes of the Council meeting held on the 28th May 2012, be approved as a correct record and signed by the Chairman.

FC/210 b) 16th July 2012 – Closed Session

RESOLVED (9:0:1)

That the closed session minutes of the Council meeting held on the 16th July 2012, be approved as a correct record and signed by the Chairman.

FC/211 c) 31st July 2012 – Closed Session**RESOLVED (8:0:2)**

That the closed session minutes of the Council meeting held on the 31st July 2012, be approved as a correct record and signed by the Chairman.

FC/212 d) 3rd September 2012

Councillor Parry asked when the Vehicle Activated Sign would be installed as she was receiving complaints about speeding particularly in Old Street. The Acting Town Clerk stated that prior to their use a survey needed to be undertaken by Shropshire Council and the Police needed to be consulted.

RESOLVED (7:0:3)

That the minutes of the Council meeting held on the 3rd September 2012, subject to the insertion of the word “smart” prior to “card”, the insertion of “and supports and encourages the Shropshire Council consultation” in the resolution of minute FC/179 and the renumbering of minutes following the duplication of FC/179 be approved as a correct record and signed by the Chairman.

FC/213 e) 3rd September 2012 – Closed Session**RESOLVED (7:0:3)**

That the closed session minutes of the Council meeting held on the 3rd September 2012, be approved as a correct record and signed by the Chairman.

FC/214 f) 12th September 2012

Councillor Phillips asked that it be noted that the statement submitted to the Council within these minutes contained an inaccuracy. She had said that tribunal costs could cost the Council a large sum but she did not refer to a specific amount.

RESOLVED (5:0:5)

That the inaccuracy contained within the statement presented by Mr M Taylor-Smith at the Council meeting held on the 12th September 2012 be noted.

FC/215 RESOLVED (5:2:3)

That the minutes of the Council meeting held on the 12th September 2012, be approved as a correct record and signed by the Chairman.

FC/216 g) 12th September 2012 – Closed Session**RESOLVED (6:0:4)**

That the closed session minutes of the Council meeting held on the 12th September 2012, subject to the insertion in minute FC/202 of “in recognition of the extra duties undertaken as Acting Town Clerk without the support of a Deputy Town Clerk”, be approved as a correct record and signed by the Chair.

FC/217 SERVICES COMMITTEE

Councillor Parry queried the vote recorded at minute number S/44. The Acting Town Clerk said that she would refer this to the minute taker for clarification.

RESOLVED (8:0:2)

That:-

- a) the closed session minutes of the Services Committee meeting held on the 23rd July 2012, be received.
- b) the draft minutes of the Services Committee meeting held on the 17th September 2012, be received.
- c) the draft closed session minutes of the Services Committee meeting held on the 17th September 2012, be received.

FC/218 REPRESENTATIONAL COMMITTEE**RESOLVED (7:0:3)**

That:-

- a) the minutes of the Representational Committee meeting held on the 29th August 2012, be received.
- b) the draft minutes of the Representational Committee meeting held on the 26th September 2012, be received.

FC/219 POLICY & FINANCE COMMITTEE**a) Minutes****RESOLVED (8:0:2)**

That:-

- a) the closed session minutes of the Policy and Finance Committee meeting held on the 30th July 2012, be received.
- b) the minutes of the Policy and Finance Committee meeting held on the 24th September 2012, be received.
- c) the closed session minutes of the Policy and Finance Committee meeting held on the 24th September 2012, be received.

FC/220 b) Recommendations

Winter Planting Schemes

That:-

- i) No winter planting occurs in the beds this year;**
- ii) Signage is put into the beds informing the public of the decision;**
- iii) The planters are put in storage and a different site chosen next year.**

RESOLVED (8:0:2)

That:-

- i) No winter planting occurs in the beds this year;**
- ii) Signage is put into the beds informing the public of the decision;**
- iii) The four tiered planters are put into storage and a different site chosen for next year.**

FC/221 Training Policy

That the Training Policy, subject to the insertion of reference to the Council's Training Advisor and induction and Member mentoring, the policy be adopted.

RESOLVED (Unanimous)

That the Training Policy be adopted.

FC/222 Pension Policy

That:-

- i) The Acting Town Clerk clarify the meaning of the final point of the policy with the Local Government Pension Scheme.**
- ii) subject to point i) and this does not affect employees basic pension right the Pension Policy be adopted.**

Councillor McCormack explained that that this policy covered the minimum required of the Council but allowed flexibility to increase where agreed.

RESOLVED (9:0:1)

That Pension Policy be adopted.

Councillors Parry and Smithers left the meeting at 7.58pm

FC/223 Ludlow In Bloom Working Group

That the amended Service Level Agreement be approved and sent to Ludlow in Bloom for signature.

Councillor Perks encouraged Ludlow in Bloom to take this opportunity to attend a Council meeting and explain their vision to the Town Council.

RESOLVED (Unanimous)

That the Service Level Agreement be approved and sent to Ludlow in Bloom for signature.

Councillors Parry and Smithers rejoined the meeting at 8.06pm

FC/224 STAFFING AND APPEALS SUB-COMMITTEE

Minutes

a) 16th July 2012 – Closed Session

Councillor Perks asked for an amendment to the minutes. The Acting Town Clerk advised that as these minutes had already been adopted by the Staffing and Appeals Sub-Committee.

RESOLVED (8:0:2)

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 16th July 2012, be received.

FC/225 b) 1st August – Closed Session

RESOLVED (8:0:2)

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 1st August 2012, be received.

FC/226 c) 23rd August 2012 – Closed Session

RESOLVED (8:0:2)

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 23rd August 2012, be received.

FC/227 d) 29th August 2012 – Closed Session

RESOLVED (8:0:2)

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 29th August 2012, be received.

FC/228 e) 23rd August 2012 – Closed Session**RESOLVED (8:0:2)**

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 23rd August 2012, be received.

FC/229 f) 4th September 2012 – Closed Session**RESOLVED (8:0:2)**

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 4th September 2012, be received.

FC/230 g) 29th September 2012 – Closed Session**RESOLVED (6:0:4)**

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 29th September 2012, be received.

FC/231 f) 5th October 2012 – Closed Session**RESOLVED (8:0:2)**

That the closed session minutes of the Staffing and Appeals Sub-Committee meeting held on the 5th October 2012, be received.

FC/232 Recommendations

That:-

- a) a strategic pro-active programme of press releases be formulated.**
- b) a meeting of the Communications Working Group be convened.**
- c) the internal communications to Councillors be reviewed.**
- d) the Acting Town Clerk seek the resources needed to support communications and social networking opportunities.**
- e) the Acting Town Clerk re-present the Staffing Report SA/12/03 to a future meeting.**
- f) the Acting Town Clerk look at ways to make the Council and Committee meetings more effective.**

RESOLVED (9:0:1)

That:-

- a) a strategic pro-active programme of press releases be formulated.**
- b) a meeting of the Communications Working Group be convened.**

- c) the internal communications to Councillors be reviewed.
- d) the Acting Town Clerk seek the resources needed to support communications and social networking opportunities.
- e) the Acting Town Clerk re-present the Staffing Report SA/12/03 to a future meeting.
- f) the Acting Town Clerk look at ways to make the Council and Committee meetings more effective.
- g) these matters be referred to the Communications Working Group to consider further and report back to Council

FC/233 CIVIC EVENTS WORKING GROUP

a) Minutes

RESOLVED (8:0:2)

That the draft notes of the Civic Events Working Group meeting held on the 4th October 2012, be received.

FC/234 b) Recommendations

Arrangements for Remembrance Sunday 2012

That:-

- i) other than during the processions Mr Lavers be allowed to trade on Sunday 11th November to provided tea and coffee.
- ii) the Acting Town Clerk be authorised to write to Mr Lavers inviting him to trade on Sunday 11th November Subject to the exterior of the van being of a suitably dignified appearance, the van is closed during the parade and a donation is made to the poppy appeal.

RESOLVED (Unanimous)

That:-

- i) other than during the processions Mr Lavers be allowed to trade on Sunday 11th November to provided tea and coffee.
- ii) the Acting Town Clerk be authorised to write to Mr Lavers inviting him to trade on Sunday 11th November Subject to the exterior of the van being of a suitably dignified appearance, the van is closed during the parade and a donation is made to the poppy appeal.

FC/235 POLICIES

Training Policy

This matter had been considered earlier in the meeting.

FC/236 CHAMBER OF COMMERCE REQUEST

The Acting Town Clerk asked Members to note that this request was not for a late night market but for one from around 10.00am till 5.00pm. Councillor Smithers stated that the Council should support any event that would benefit local businesses.

Councillor Perks said that clarification was needed as to the exact proposal and that any contribution by the Council must be recognised in the event literature.

Councillor Phillips suggested the Town Council run the proposed Tuesday markets through their current booking system. The Acting Town Clerk asked that Members consider the extra workload such market would create considering the current vacancies.

Councillor Toop pointed out that the original email from the Chamber of Commerce mentioned the use of an external market operator for the whole market not selling individual stalls to traders.

Councillor Toop left the meeting at 8.30pm

Councillor Hunt left the meeting at 8.33pm

The Council further consider offering stalls or the whole market at a discounted rate in support of the Chamber of Commerce, local business and market traders.

Councillor Hunt rejoined the meeting at 8.36pm

In light of the short timeframe Members considered agreeing the matter in principal and delegating power to the Council Chamber of Commerce representative and the Acting Town Clerk to agree the details.

RESOLVED (8:0:1)

That:-

- a) a donation of £200.00 be made to the Chamber of Commerce for advertising of the "Tinsel Tuesdays", recognition of which must be included on any publications.
- b) authority be delegated to Councillor Smithers, as the Town Council representative on the Chamber of Commerce, and the Acting Town Clerk in liaison with the Chamber of Commerce to agree the details of the markets and offer stalls at a discounted price.

Councillor Toop rejoined the meeting at 8.40pm

FC/237 EXTERNAL AUDITOR

RESOLVED (Unanimous)

That the letter from the Audit Commission be noted.

Councillor Toop left the meeting at 8.42pm

FC/238 MARKET MATTERS

The Acting Town Clerk explained that the process stated was the existing process. The Mayor said DLF Supervisor was essential to the Council particularly during this interim period prior to the appointment of a new Market Manager and Town Clerk.

RESOLVED (Unanimous)

That the report be noted and the process laid out in the report be implemented and a report be made to Services Committee in January as to its effectiveness.

FC/239 STANDING ORDERS

RESOLVED (Unanimous)

That Standing Orders be suspended to reconsider Committee Membership.

FC/240 COMMITTEE MEMBERSHIP

a) Communications Working Group

RESOLVED (Unanimous)

That the membership of the Communications Working Group be made up of Councillors Leyton-Purrier, McCormack, Parry, Perks, Phillips, Pound, and Smithers.

FC/241 b) Civic Events Working Group

RESOLVED (Unanimous)

That the membership of the Civic Events Working Group be made up of Councillors Leyton-Purrier, Perks and Smithers.

FC/242 PROPERTY

a) Guildhall

Councillor McCormack asked if a solution could be found to improve the acoustics within the Court Room at the Guildhall.

Councillor Hunt left the meeting at 9.00pm

FC/243 STANDING ORDERS**RESOLVED (unanimous)**

That in accordance with Standing Orders the meeting be extended by thirty minutes.

FC/244 PROPERTY**a) Guildhall**

Councillor Parry asked if the Court Room layout could be changed to better utilise the space. The Acting Town Clerk stated that listed building consent would be required to make any changes to the internal fixtures of the building.

RESOLVED (unanimous)

That the report be noted and the Acting Town Clerk be thanked for the report.

FC/245 b) Boxing Club

Following a question from Councillor Parry, the Acting Town Clerk assured Members that invitations to the groundbreaking ceremony had been sent to Ludlow's Unitary Councillors. She stated that she would send a written apology to Councillor Huffer as she had not received her letter.

RESOLVED (Unanimous)

That the report be noted.

FC/246 c) Buttercross

The Acting Town Clerk informed the Council that the cost of the repairs to the Buttercross would be covered by the Council's insurance save for a small excess fee. A local firm have now been approved by both English Heritage and the Council's Insurance company to carry out the works which will begin during the week commencing 22nd October and should take no longer than ten days.

The Acting Town Clerk went on say that following the refusal of the Heritage Lottery Fund Bid a new business plan was being drawn up for the future of the Buttercross in order to secure the Market Town Revitalisation monies previous awarded in support of the HLF Bid.

RESOLVED (unanimous)

That:-

a) the report be noted.

- b) a copy of the Heritage Lottery Fund letter be circulated to Members.
- c) the Acting Town Clerk be thanked for the report.

FC/247 d) Linney Riverside Park

Council discussed the planting at the Linney and possible future events.

RESOLVED (Unanimous)

That:-

- a) the report be noted.
- b) the a representative of the Friends of Linney Riverside Park be invited to a future meeting of the Council to make comments.

FC/248 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (unanimous)

That the public be excluded and the meeting continue in closed session.

The meeting closed at 9.25pm.

Town Mayor

Date

N.B. Closed Session Minutes will be issued.