



MINUTES

Minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10th MAY 2017** at **7.00 PM**.

FC/01 PRESENT

Chairman:	Councillor Gill
Councillors:	Clarke; Copley; Ginger; Jones; Lyle; Parry; Paton; Perks; Pote and Sheward.
Officers:	Gina Wilding, Town Clerk Naomi Brotherton, Senior Admin Assistant Mr P Draper, Former Mayor 2016-17

FC/02 ELECTION OF MAYOR 2017/18

Former Mayor, Mr P Draper informed Members that one nomination for Mayor had been received as per below and invited further nominations.

Councillor Parry nominated herself. This nomination was seconded by Councillor Perks.

Councillor Jones nominated Councillor Gill. This nomination was seconded by Councillor Sheward.

A paper ballot was taken.

Councillor Parry received 2 votes.

Councillor Gill received 9 votes.

RESOLVED (9:2:0) RJ/CS

To elect Councillor Gill Mayor for 2017/2018.

FC/03 ELECTION OF DEPUTY MAYOR 2017/18

The Mayor of Ludlow, Councillor Gill, informed Members that a nomination for Deputy Mayor had been received and invited further nominations.

Councillor Perks nominated himself. This nomination was seconded by Councillor Parry.

Councillor Jones nominated Councillor Sheward. This nomination was seconded by Councillor Gill.

A paper ballot was taken.

Councillor Perks received 3 votes.

Councillor Sheward received 8 votes.

RESOLVED (8:3:0) RJ/TG

To elect Councillor Sheward Deputy Mayor for 2017/2018.

FC/04 HEALTH & SAFETY

The Mayor informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

FC/05 APOLOGIES

Apologies were received from Councillor Garner.

FC/06 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
G. Perks	22	Wishes to be excluded from decision making on this item as pending a reply to a complaint.

Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
G. Ginger	26	Personal friend of one of the nominees
G. Perks	6	Had not received reply to letter.
	14	Wished to be excluded from decision making on this item
	26	Knows two of the nominees

Personal Interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
M. Clarke	26	Member of the Rugby Club
A. Cobley	26	Knows one of the nominees
T. Gill	26	Member of the Rugby Club
D. Lyle	26	Knows two of the nominees and proposers
V. Parry		Ludlow in Bloom
	26	Knows one of the nominees

R. Pote	24a	Chair of Ludlow Town Residents Association
	26	Proposer for a civic award

FC/07 PUBLIC OPEN SESSION (15 minutes)

J. Smithers – Guy Thornycroft – Resident – Mr Smithers congratulated all the Councillors who were elected for 2017-2021. He thanked them all for their help during the last four years when he was a Councillor.

Mr D Burton – P4L – Mr Burton welcomed the new Councillors after the election, wished them success and stated that P4L were looking to support the work of the Town Council. He suggested that this was a time of change, challenges and cutbacks. He said the P4L was formed to try and make Ludlow more cohesive, in terms of 'work, live and play'. He offered his opinion on a number of problems that the group saw with the Town Council.

Firstly, the group welcomed debate on the suitability of the Guildhall for Council meetings, seating for the public was inadequate and audibly it was difficult to hear the discussion from the table. He requested that the Town Council explore another venue for meetings and another use for the Guildhall.

Secondly, Mr Burton advised Council that P4L would like meetings with the Town Council to enable debate and updates on the intentions of Shropshire Council.

Thirdly, the formal meetings of the Town Council were off-putting to members of the public. He understood that Agendas were being put online but would like to see the full version. Mr Burton also said he understood and that tablets would soon be issued to Councillors which would cut down on paper and resources.

Lastly Mr Burton declared that the Town Council website was tired, out-of-date on a regular basis and he felt was needed to promote the town, Town Council, and should be encouraged to have a greater presence, whether this was online or through social media.

Mr Burton finished by saying that he believed the changes to services from Shropshire Council were non-reversible, and in his view felt that the Town Clerk should become more qualified he believed this currently put the Town Council at a disadvantage. He concluded by saying he believed that the Town Council was alienating the public and being non-inclusive.

FC/08 UNITARY COUNCILLORS SESSION

Councillor Parry, Ludlow South - Councillor Parry thanked the public for voting for her again as a Unitary Councillor, although she added that the work of the Town Council was just as important.

Councillor Parry reported that in the next four years she would be working more with groups that covered pensioner isolation, Alzheimer's and dementia, especially as the ageing population in Ludlow was increasing. The Ludlow

Groups that had been formed would be having a BBQ in July and members of all the Groups would be invited. A single telephone number would be set up to cover services and groups available in Ludlow. The telephone number would operate from the Ludlow Methodist Church.

FC/09 OPEN MINUTES – 13th MARCH 2017

RESOLVED (9:0:2) MC/RJ

That the open session minutes of the Council meeting held on the 13th March 2017, be approved as a correct record and signed by the Chairman.

FC/10 CLOSED MINUTES – 13TH MARCH 2017

RESOLVED (9:0:2) RJ/AC

That the closed session minutes of the Council meeting held on the 13th March 2017, be approved as a correct record and signed by the Chairman.

FC/11 ITEMS TO ACTION – 13th MARCH 2017

RESOLVED (8:0:3) GP/GG

That the Items to Action be noted.

FC/12 FULL COUNCIL MEETING THURSDAY 29TH JUNE 2017

RESOLVED (8:0:3) RJ/CS

To approve a Full Council Co-option meeting on Thursday 29th June 2017.

FC/13 COUNCIL CALENDAR

Councillor Ginger raised concerns due to the additional work which would be required for the Town Council to take on services from Shropshire Council and said that he felt additional Council meetings would be required in February and April 2018.

The Town Clerk confirmed that additional meetings could be added as and when required.

Councillor Perks agreed with Councillor Ginger and stated that monthly Full Council meetings were piloted the previous year and requested that the Town Clerk do a feasibility study. He said that it was easier to have meetings set in advance.

The Town Clerk voiced her grave concerns stating that the Town Council currently did not have a Deputy Town Clerk and that members should be mindful that staff needed to take annual leave. She added that at this present moment in time, there were over 40 meetings planned in the year for Council business to take

place and currently the Town Council simply did not have the staff to take on additional work as it was already at saturation point. She went on to say that the workload/meetings needed to be viable and when meetings were added adhoc/or at short notice, staff were accommodating, but this put them under considerable pressure, which members should be aware had an impact on their health and home life. The Town Clerk re-iterated that 40 meetings was a good starting point and when more staff were recruited more meetings could be added, if members wished.

Councillor Perks proposed that the Town Clerk report back regarding the viability of monthly Full Council meetings. This was seconded by Councillor Clarke but not voted on.

RESOLVED (8:0:3) GG/CS

For: AC, TG, GG, RJ, DL, NP, RP, CS

Abstention: MC, VP, GP

That:-

- i) The Council Calendar for 2017/18 be approved;
- ii) A Working Group be formed to review and report back on the Committee Structure and delegated powers with a view to enabling more expedient decision.

FC/14 MEETING PROTOCOL

RESOLVED (unanimous) GP/GG

That subject to the typographic error on page 32, the Meeting Protocol be adopted;

FC/15 SERVICES COMMITTEE MEMBERSHIP

a) Services Committee Terms of Reference

RESOLVED (unanimous) GP/CS

That the Terms of Reference for the Services Committee be adopted.

FC/16 b) Services Committee Membership

RESOLVED (unanimous) RJ/MC

To approve the Services Committee membership of of Councillors Clarke, Cobley, Gill, Ginger, Jones, Lyle, Paton, Perks and Parry.

FC/17 c) Election of Services Committee Chairman 2017/18

The Mayor invited nominations for Chairman of Services Committee for 2017/2018.

Councillor Jones nominated Councillor Clarke. This was seconded by Councillor Perks. There were no other nominations.

RESOLVED (unanimous) RJ/GP

That Councillor Clarke be elected Chairman of Services Committee for 2017/2018.

FC/18 d) Election of Services Committee Vice-Chairman 2017/18

The Mayor invited nominations for Vice-Chairman of Services Committee for 2017/2018.

Councillor Clarke nominated Councillor Perks. This was seconded by Councillor Parry. There were no other nominations.

RESOLVED (unanimous) MC/VP

That Councillor Perks be elected Vice-Chairman of Services Committee for 2017/18.

FC/19 REPRESENTATIONAL COMMITTEE MEMBERSHIP

a) Representational Committee Terms of Reference

RESOLVED (10:0:1) GG/RJ

That the Terms of Reference for the Representational Committee be adopted.

FC/20 b) Membership

RESOLVED (unanimous) GG/RJ

That the membership of the Representational Committee, consist of Councillors Clarke, Gill, Ginger, Jones, Lyle, Parry, Paton, Pote and Sheward be approved.

FC/21 c) Election of Representational Committee Chairman 2017/18

The Mayor invited nominations for Chairman of Representational Committee for 2017/2018.

Councillor Jones nominated Councillor Ginger. This was seconded by Councillor Pote. No further nominations were received.

RESOLVED (10:0:1) RJ/RP

That Councillor Ginger be elected Chairman of Representational Committee for 2017/2018.

FC/22 c) Election of Representational Committee Vice-Chairman 2017/18

The Mayor invited nominations for Vice-Chairman of Services Committee for 2017/2018.

Councillor Ginger nominated Councillor Sheward. This was seconded by Councillor Jones. There were no other nominations.

RESOLVED (unanimous) GG/CS

That Councillor Sheward be Vice-Chair of the Representational Committee for 2017/18.

FC/23 POLICY AND FINANCE COMMITTEE MEMBERSHIP**a) Policy and Finance Committee Terms of Reference**

RESOLVED (unanimous) AC/RP

That the Terms of Reference for the Policy & Finance Committee be adopted.

FC/24 b) Membership

RESOLVED (unanimous) RJ/AC

To approve the Policy and Finance Committee membership of Councillors Clarke, Cobley, Gill, Ginger, Jones, Parry, Perks, Pote and Sheward.

FC/25 c) Election of Policy and Finance Committee Chairman 2017/18

The Mayor invited nominations for Chairman of Policy and Finance Committee for 2017/2018.

Councillor Perks nominated Councillor Cobley. This was seconded by Councillor Ginger. There were no other nominations.

RESOLVED (unanimous) GP/GG

That Councillor Cobley be elected Chairman of Policy and Finance Committee for 2017/2018.

FC/26 d) Election of Policy and Finance Committee Vice-Chairman 2017/18

The Mayor invited nominations for Vice-Chairman of Policy and Finance Committee for 2017/2018.

Councillor Ginger nominated Councillor Gill. This was seconded by Councillor Jones. There were no other nominations.

RESOLVED (unanimous) GG/RJ

That Councillor Gill be elected Vice-Chairman of Policy and Finance Committee for 2017/2018.

FC/27 e) Authorised Signatories

RESOLVED (unanimous) RJ/AC

That Councillors Cobley, Gill, Ginger, Lyle, Parry and Perks be approved as Authorised Signatories.

FC/28 STAFFING AND APPEALS COMMITTEE MEMBERSHIP

The Mayor reminded Members that if they wished to be on this Committee they must be able to participate in disciplinary matters should they arise.

The Town Clerk informed Members that Staffing and Appeals Training for Committee Members would take place at the Guildhall on Thursday 15th June and Tuesday 20th June respectively.

7.56 pm – Councillor Perks left the meeting.

a) Staffing and Appeals Committee Terms of Reference

RESOLVED (9:0:1) GG/AC

That the Terms of Reference for the Staffing & Appeals Committee be adopted.

FC/29 b) Membership

RESOLVED (9:0:1) AC/MC

To approve the Staffing and Appeals Committee membership of Councillors Cobley, Gill, Ginger, Jones, Lyle, Pote and Sheward.

FC/30 c) Election of Staffing and Appeals Committee Chairman 2017/18

The Mayor invited nominations for Chairman of Staffing and Appeals Committee for 2017/2018.

Councillor Ginger nominated Councillor Jones. This was seconded by Councillor Sheward. There were no other nominations.

RESOLVED (7:0:3) GG/CS

That Councillor Jones be elected Chairman of Staffing and Appeals Committee for 2017/2018.

FC/31 c) Election of Staffing and Appeals Committee Vice-Chairman 2017/18

The Mayor invited nominations for Vice-Chairman of Staffing and Appeals Committee for 2017/2018.

Councillor Jones nominated Councillor Lyle. This was seconded by Councillor Pote. There were no other nominations.

RESOLVED (7:0:3) RJ/RP

That Councillor Lyle be elected Vice-Chairman of Staffing and Appeals Committee for 2017/2018.

8.00 pm – Councillor Perks re-joined the meeting.

FC/32 APPOINTMENT OF SUB-COMMITTEES AND WORKING GROUPS

8.01 pm – Councillor Clarke left the meeting.

Street Trading

RESOLVED (unanimous) TG/RJ

To approve the Street Trading Sub-Committee membership of Councillors Gill, Jones, Parry and Sheward.

FC/33 CIVIC EVENTS WORKING GROUP

RESOLVED (unanimous) TG/RJ

That the membership of the Civic Events Working Group consist of, Councillors Gill, Parry, Perks and Sheward be approved.

8.04 pm – Councillor Clarke re-joined the meeting.

FC/34 BUDGET WORKING GROUP

RESOLVED (unanimous) TG/AC

That the membership of the Budget Working Group consist of, Councillors Cobley, Gill, Ginger and Parry be approved.

FC/34 TOWN PLAN WORKING GROUP

RESOLVED (unanimous) TG/DL

That the membership of the Town Plan Working Group consist of, Councillors Gill, Lyle, Parry and Pote be approved.

FC/35 CCTV WORKING GROUP**RESOLVED (unanimous) TG/RP**

That the membership of the CCTV Working Group consist of, Councillors Gill, Parry and Pote be approved.

FC/36 APPOINTMENT OF MEMBERSHIP FOR NEW SUB-COMMITTEES AND WORKING GROUPS**Market Traders Quarterly Meetings**

Members discussed the creation of a Market Sub-Committee and decided that Councillors should attend the Market Traders quarterly meetings and report back to Services Committee. Councillor Jones informed Council that normally it was the Chair of the Services Committee who attended and arranged these meetings but any Councillor was welcome to attend also. Councillor Clarke confirmed that he would diarise and organise the Market Traders quarterly meetings.

Following a question from Councillor Perks the Town Clerk confirmed that any issues raised at the Market Traders meetings would be taken to the Services Committee for discussion before any actions being recommended to Full Council for consideration.

RESOLVED (10:0:1) GG/GP

That the Chair and Vice-Chair of Services Committee arrange and attend the quarterly Market Traders meetings and report matters for consideration to Services Committee.

FC/37 REVIEW OF COMMITTEE STRUCTURE WORKING GROUP**RESOLVED (10:0:1) GP/CS**

That a Review of Committee Structure Working Group be formed.

FC/38 Membership of Review of Committee Structure Working Group**RESOLVED (unanimous) RJ/AC**

That the membership of Review of Committee Structure Working Group consists of Councillors Cobley, Ginger, Jones, Lyle, Parry, Perks, Pote and Sheward.

FC/39 SCHEME OF DELEGATION**RESOLVED (unanimous) GG/CS**

That the Scheme of Delegation be adopted.

FC/40 STANDING ORDERS

Councillor Perks raised the issue of Councillors attending Town Council meetings whilst not being a member of that particular Committee, and being treated the same as the public, being excluded for confidential items. He stated he felt that even if a Councillor was not a member they should be eligible to attend the whole meeting.

Councillor Cobley replied to Councillor Perks, as the matter had been put to him as Chair of the Policy & Finance Committee the previous year, and pointed out that when it had been raised Councillor Jones had proposed that if a Councillor was not a member of a Committee then they should be excluded from the confidential session of the meeting. Councillor Cobley went on to say that this proposal had been seconded by him, Councillor Perks. Councillor Perks stated that he should be able to change his mind.

Councillor Sheward disagreed with Councillor Perks emphasising that in matters regarding Staffing and Appeals this should stand as issues could be sensitive and needed to be kept to the Committee membership only.

The Town Clerk also confirmed that the Local Government Act stated that if a Councillor was not on the membership of a Committee then they may only attend as a member of the public. The Mayor reminded Members that there were no membership limits to Committees and they were eligible to put their name forward for any they wished.

RESOLVED (unanimous) GG/AC

That Standing Orders be adopted.

FC/41 FINANCIAL REGULATIONS

8.30 pm Councillor Pote left the meeting.

RESOLVED (unanimous) GP/RJ

That the Financial Regulations be adopted.

8.31 pm Councillor Pote re-joined the meeting.

FC/42 COUNCIL'S LAND AND ASSETS

RESOLVED (unanimous) CS/AC

That the list of the Council's assets register be adopted.

FC/43 **RECOMMENDATIONS FROM POLICY & FINANCE COMMITTEE PF/117 IN RELATION TO INSURANCE**

Following a question from Councillor Perks, the Town Clerk confirmed that all private and commercial property was insured but the contents would be on the onus of the tenant, and was not the liability of the Town Council.

PF/116 INSURANCE REVIEW

PF/117 RECOMMENDED (unanimous) AC/GG

To approve the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel.

RESOLVED (10:0:1) AC/MC

That the recommendations from the Policy & Finance Committee on the 10th April be approved.

INSURANCE REVIEW

To approve the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel.

FC/44 **INSURANCE COVER**

RESOLVED (10:0:1) RJ/AC

That the Insurance Schedule be adopted.

FC/45 **RISK ASSESSMENTS**

RESOLVED (unanimous) GP/RJ

That the Risk Assessments be adopted.

FC/46 **REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED (Unanimous) GP/GG

That the Council's Representatives on Outside Bodies on the list attached be approved for 2017/2018.

FC/47 **EXTENSION OF THE MEETING**

RESOLVED (Unanimous) GP/GG

That the meeting be extended for a further 30 minutes.

FC/48 **MEMBERSHIP OF OTHER BODIES**

RESOLVED (unanimous) AC/DL

That the Council's membership of other bodies be approved.

FC/49 **FREEDOM OF INFORMATION POLICY**

9.04pm Councillor Perks left the meeting.

RESOLVED (9:0:1) GG/RJ

That the Freedom of Information Policy be adopted.

FC/50 **MODEL PUBLICATION SCHEME**

RESOLVED (9:0:1) RJ/GG

That the Model Publication Scheme be adopted.

9.05 pm Councillor Perks re-joined the meeting.

FC/51 **PRESS PROTOCOL**

RESOLVED (10:0:1) RJ/AC

That the Press Protocol be adopted.

FC/52 **COMMITTEE & WORKING GROUP MINUTES**

Annual Town Residents Meeting 24th April 2017

RESOLVED (9:0:2) RJ/DL

That the minutes from the Annual Town Residents Meeting be received.

FC/53 **Policy & Finance 10th April 2017**

RESOLVED (9:0:2) AC/RJ

That the minutes from the Policy & Finance Committee held on 10th April 2017 be received.

FC/54 **Services 3rd April 2017**

RESOLVED (10:0:1) RJ/GG

That the minutes from the Services Committee held on 3rd April 2017 be received.

FC/55 Representational Committee 8th March and 5th April 2017

RESOLVED (9:0:2) GG/RJ

That the minutes from the Representational Committee held on the 8th March and 5th April 2017 be received.

FC/56 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) TG/RJ

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

The meeting closed at 9.20 pm

Town Mayor

Date

NB Closed session minutes will be issued.

CLOSED SESSION MINUTES

Closed Session minutes of a meeting of the **COUNCIL** held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 10TH MAY 2017** at **7:00PM**

9.13 pm – Councillor Ginger and Perks left the meeting.

FC/57 CIVIC AWARDS

RESOLVED (unanimous) RJ/VP

That the civic nomination on page 233 be withdrawn as nominee received an award in 2015.

FC/58 RESOLVED (2:7:0) RJ/VP

That the motion that the civic nominee on page 221 receive a civic award was not carried.

FC/59 RESOLVED (8:0:1) RJ/VP

That the civic nominee on page 223 receive a civic award.

FC/60 RESOLVED (unanimous) RJ/VP

That the civic nominee on page 225 receive a civic award.

FC/61 RESOLVED (6:0:3) RJ/VP

That the civic nominee on page 227 receive a civic award.

The meeting closed at 9.20pm

Town Mayor

Date