



## LUDLOW TOWN COUNCIL

Minutes of the meeting of Ludlow Town Council held on Monday 22<sup>nd</sup> June 2009 at 7.00pm at The Bishop Mascall Centre, Lower Galdeford, Ludlow

**MEMBERS PRESENT:** Councillors Taylor-Smith (Town Mayor), Davies (Deputy Town Mayor), Aitken, Callender, Glaze, Hunt, Jackson, McCormack, Newbold, Pope, Pound, Smithers and Wilcox

**OFFICERS PRESENT:** Veronica Calderbank, Town Clerk and Hannah Coleman, Assistant Clerk

Prior to the Council meeting, there was an informal Briefing Meeting held at 6.30pm. It was agreed that such briefings should be held prior to all future Council meetings with the main purpose of providing information to Members and clarifying queries before the formal business takes place.

It was also agreed to establish a group made up of the Mayor and Committee Chairmen, including other chairmen as required, during the week following a Council meeting to draft the next Council and Committee agendas.

**FC14/09 APOLOGIES** – Apologies for absence were received from Councillor Mitchell.

**FC15/09 PREJUDICIAL AND PERSONAL INTERESTS** – The following declarations of interest were made:

Agenda No.	Councillor's Name	Personal	Prejudicial	Reason
13	R. Jackson	✓		Related to a person involved
13	M. Taylor-Smith	✓		Related to Chairman of Pride of Place

**FC16/09 PUBLIC OPEN SESSION** – There were 6 members of the public present.

**FC17/09 COUNCILLOR GRAEME KIDD** – It was **RESOLVED** to declare the vacancy following the funeral of Councillor Kidd.

**FC18/09 MINUTES** – It was **RESOLVED** that the minutes of the Town Council meetings held on 27<sup>th</sup> April and 13<sup>th</sup> May 2009 be agreed and signed as a correct record.

**FC19/09 SERVICES COMMITTEE** – The minutes of the Services Committee meetings held on 18<sup>th</sup> May and 8<sup>th</sup> June 2009 were **RECEIVED**.

**FC20/09 SERVICES RECOMMENDATIONS TO COUNCIL** – It was **RESOLVED** that the Markets Sub-Committee would meet at 7.00pm



subject to giving sufficient notice of the change of meeting time to the Trader Representatives sitting on the Sub-Committee.

**FC21/09 REPRESENTATIONAL COMMITTEE** – Subject to the amendment of minute R169/08/09, the minutes of the Representational Committee meetings held on 21<sup>st</sup> April, 19<sup>th</sup> May and 9<sup>th</sup> June 2009 were **RECEIVED**.

**FC22/09 REPRESENTATIONAL RECOMMENDATIONS TO COUNCIL** – It was **RESOLVED** that the Town Clerk would review the Terms of Reference of the Highways & Parking Advisory Committee and make recommendations to the Representational Committee. It was further **RESOLVED** to draw up a general policy for advisory committees.

**FC23/09 MARKET REFURBISHMENT** – The Town Clerk reported on the Open Market Consultation Meeting held on Wednesday 10<sup>th</sup> June 2009. The deadline for consultation feedback was 5<sup>th</sup> July. It was **RESOLVED** that the Town Clerk draw up a draft tender specification for the Services Committee to consider and make recommendations to Council in July.

It was **RESOLVED** to waive Standing Orders and move directly to Item 12 of the agenda before returning to Item 11.

**FC24/09 POLICY & FINANCE COMMITTEE** – The minutes of the Policy & Finance Committee meeting held on 18<sup>th</sup> May 2009 were **RECEIVED**. The minutes of 15<sup>th</sup> June 2009 were not available.

**FC25/09 POLICY & FINANCE RECOMMENDATIONS TO COUNCIL**

- a) **New Sub-Committee** – It was **RESOLVED** to create a Ludlow Town Development Sub-Committee
- b) **Civic Funerals Protocol** – It was **RESOLVED** that this issue be discussed at the next meeting of the Civic Events Working Group (formally named Remembrance Sunday Working Group)

It was **RESOLVED** to waive Standing Orders to discuss the following item due to revisiting a former decision within 6 months.

**FC26/09 TO REVIEW THE APPOINTMENT OF MEMBERS ON COMMITTEES** – It was **RESOLVED** to make the following appointments and amendments to committee membership:

Committee/Working Group	Council Member
Policy & Finance Committee	Susan McCormack
Representational Committee	Roma Jackson; Susan McCormack
Ludlow Town Development Sub-Committee	John Aitken; Susan McCormack; Tony Pound; Martin Taylor-Smith;



	Jeffry Wilcox
Markets Sub-Committee	Marie Glaze; Susan McCormack; Jim Newbold; Amanda Pope; Tony Pound
Civic Events Working Group	Linda Callender; Phil Hunt
Communications Working Group	John Aitken; Roma Jackson; Jim Smithers
Christmas Lights Working Group	Roma Jackson

It was further **RESOLVED** to:

- Leave a vacancy on the Services Committee to provide the opportunity for a new Councillor to be appointed, if they wished
- Leave a vacancy on the Representational Committee to provide the opportunity for a new Councillor to be appointed, if wished
- Appoint two additional members to the Highways & Parking Advisory Committee at a future meeting
- Re-name the Remembrance Sunday Working Group to the Civic Events Working Group
- Re-name the Website Working Group to the Town Communications Working Group

**FC27/09 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES** – It was **RESOLVED** to appoint the following representatives:

Organisation	Representative	Committee
Ludlow Area Local Joint Committee	Councillor Aitken	Policy & Finance
Development Trust	Councillor McCormack Councillor Smithers	Policy & Finance
Friends of Whitcliffe Common	Councillor Smithers	Services
Pride of Place	Councillor Taylor-Smith	Services
Access Group	Councillor Jackson	Representational

**FC28/09 ANNUAL TOWN MEETING - MATTERS ARISING**

- Cemetery Extension** – It was **RESOLVED** that the Town Clerk seek quotes for a Cemetery Extension Plan to be drawn up and have delegated authority to authorise payment up to £1000
- Ludlow Town Plan 2010-2015** – It was **NOTED** that the new Ludlow Town Development Sub-Committee would action this
- May Fair** – It was **RESOLVED** that the Town Clerk would draw up a specification for alternative fairs to come to Ludlow, including all costing options, to be presented to the Services Committee/Mayfair Sub-Committee with a full report to the Policy & Finance Committee on their findings in due course



- d) **Communications** – It was **RESOLVED** to extend the remit of the former Website Working Group to include Council publicity
- e) **Civic Events** – It was **NOTED** that every effort should be made to avoid important events, (such as Mayor Making), conflicting with key dates of other organisations within the Town

**FC29/09 STANDING ORDERS** – It was **NOTED** that the new Town Clerk was in the process of reviewing the documents, along with the Financial Regulations.

It was **RESOLVED** to suspend Standing Orders and extend the meeting for a further 30 minutes.

**FC30/09 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960** – It was **RESOLVED** 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.

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Town Mayor

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Date