

MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 14th SEPTEMBER 2015** at **7.00PM**

PF/31 PRESENT

Chairman: Councillor Cobley

Councillors: Clarke, Draper, Gill, Ginger, Kemp, J Newbold (Vice Chair), Parry; Sheward and Smithers

Officers: Gina Wilding, Town Clerk
Sarah Hughes, Finance Assistant

Also Attending Councillor Perks
Councillor M Jones

PF/32 HEALTH & SAFETY

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

PF/33 APOLOGIES

Apologies for absence were received from Councillors Lyle and Jones.

PF/34 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests

None.

Declaration of Conflicts of Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
A. Cobley	9a	Pension from LGPS
C. Sheward	9a	Pension from LGPS
P. Kemp	9a	Shropshire Council Employee contributing to pension

Declarations of Personal Interest

None.

PF/35 PUBLIC OPEN SESSION (15 minutes)

There were no members of the public or press present.

PF/36 UNITARY COUNCILLORS SESSION

Councillor Parry announced that Ludlow in Bloom won gold this year. The chair expressed congratulations on behalf of the Committee.

PF/37 MINUTES

RESOLVED (9:0:1) JS/CS

That the open and closed session minutes of the Policy and Finance Committee meeting held on 13th July 2015, be approved as a correct record and signed by the Chairman.

PF/38 ITEMS TO ACTION

Councillor Ginger suggested that the first item be removed from the Items to Action list as circumstances have changed.

RESOLVED (Unanimous) GG/JS

That:-

- i) Items to Action be noted
- ii) The item regarding letting the Guildhall First floor is removed.

PF/39 FINANCIAL INFORMATION

Councillor Ginger asked if the Council had sought quotes for fire and security contract. The Town Clerk confirmed that a grant is received from Shropshire Council to contribute towards the cost of the CCTV contract, and Council would need to go convene the CCTV working group and out to tender.

RESOLVED (Unanimous) PD/JS

That Payments and Income Reports, Barclaycard Statement, Bank Reconciliation for June and July 2015; and the 1st Quarter Accounts be received.

PF/40 **POLICIES****a) Pension Policy**

The Town Clerk confirmed that advice on the Policy had been received by Shropshire County Pension Fund.

The Town Clerk added that any individual queries would need to be passed to Shropshire Council's Pension team for specialist advice.

RECOMMENDED (Unanimous) JS/PD

That the Pension Policy is adopted.

PF/41 **b) Entertainment & Events Permits Protocol**

The Town Clerk clarified that this permit was for Promotional/Cultural events of a non political nature that are free of charge to the public.

Councillor Ginger suggested the amendment of the wording 'Deputy Town Clerk' to 'Deputising Staff'.

RECOMMENDED (Unanimous) PD/JS

That the Entertainment & Events Permits Protocol is adopted with the amendment to item 4 to 'Deputising Staff'.

PF/42 **HEALTH & SAFETY**

Councillor Parry expressed her concerns regarding disabled access into the Guildhall and requested that this goes to a future Council meeting for discussion.

Councillor Ginger added that the Listing Building Act supersedes the disability acts in certain circumstances, although it would be reasonable to place a low level bell outside of the Guildhall without Listed Building Consent.

RECOMMENDED (Unanimous) PD/GG

To:-

- i) Adopt the Health and Safety Policy.
- ii) To refer the issue of disabled access to the next Full Council meeting.

PF/43 **HM TREASURY CONSULTATION**

The Town Clerk clarified that the consultation period had ended, and that she had previously contacted the HM Treasury for an extension, but received no reply.

The Chairman proposed that the consultation be noted, and the Town Clerk write to express the Committee's disappointment in the unworkable timescale of the consultation.

RESOLVED (Unanimous) AC/PK

That:-

- i) The consultation be noted
- ii) The Town Clerk writes to HM Treasury to express Members concern regarding the timing and limited consultation period (31st July – 28th August 2015)

PF/44 MARKET ELECTRIC

Councillor Ginger asked if traders had been advised against the use of unauthorised electrical items, to which the Town Clerk confirmed that they had and the situation is monitored by the Market Officer.

Councillor Kemp confirmed with the Town Clerk that the festivals charge includes electric.

Councillor Parry suggested that larger vans that use more electric should be charged a higher rate than smaller stalls, and requested that this go to a future Services Committee meeting for discussion.

PF/45 Monitoring Market Electric

RECOMMENDED (Unanimous) PK/PD

To continue monitoring Market Electric

PF/46 Monthly meter reads

RECOMMENDED (Unanimous) AC/PK

To continue monthly meter reads and report to Policy and Finance on a Quarterly basis.

PF/47 Charges for Market Electric

RCOMMENDED (Unanimous) GG/PD

To reconsider market electric charges within the 2016/17 budget setting process.

PF/48 BUDGET TIMELINE

RESOLVED (Unanimous) PD/GG

To adopt the budget timeline.

The meeting closed at 7.42pm

Chairman

Date

N.B. Closed Session Minutes will be issued.