

LUDGERSHALL TOWN COUNCIL



Notice is hereby given that the Annual Town Meeting of the Full Town Council will be held at The Council Offices 10-12 High Street, Ludgershall on Monday 11th May 2026 at 7-00pm

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this: 5th day of May 2026

Signed: *Karen Allingham*

Proper Officer of Ludgershall Town Council

AGENDA

THIS MEETING WILL BE RECORDED

- 1. Election of Chairman** (declaration of acceptance form signed)
- 2. Resolution – to continue as Mayor status followed by Mayors Charity Choice**
- 3. Election of Vice-Chairman/Deputy Mayor** (declaration of acceptance form signed)
- 4. To Receive Apologies for Absence**
- 5. To Receive Confirmation of any changes to Register of Interest Forms –** those that have not been checked & signed by date of meeting must do so before the 8th June 2026.
- 6. Co-option -** *a) Prospective Cllr Presentation & questions from current Cllrs* –the application is in the agenda pack, after they have presented, and all questions asked the candidate must leave the room. *b) Voting on co-option – discuss & vote as per co-option policy – candidate return to room. c) Chairman to Declare Successful Candidates Duly Elected* – and declaration of acceptance signed in front of Town Clerk or her representative.
- 7. To Receive Declarations of Interests – (All Members of the Town Council are reminded to declare any pecuniary or non-pecuniary interests they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the latest approved Code of Conduct)**
- 8. Resolution to review & adopt** *a) Standing Orders, b) Code of Conduct and c) Financial Regs*, drafts sent prior to meeting and on Ludgershall Town Council website.
- 9. Formal agreement of new Meeting Structure and Meeting Dates** - draft sent prior to meeting and on Ludgershall Town Council website.
- 10. Confirming the dates, time, and place for FTC for 25/26 council year**
- 11. Resolution to review & adopt Terms of Reference for all committees –***a) Community Resources Committee, b) Events Committee c) Finance & Policy committee d) Staffing Committee, e) Town Plan Committee* - drafts sent prior to meeting and on Ludgershall Town Council website.
- 12. Formation of Cllrs affiliation with LTC assets and nominations for leads within these –** info in agenda pack
- 13. Formation of Committees and nominations to these –** info in agenda pack - *a) Community Resources Committee* – decided during agenda point 11 those 7 members that are leads must now vote for a Chair & Vice Chair, *b) Events Committee* – all Cllrs are members of this committee the Chair & Vice Chair will be elected at the first meeting on 20th May. *c) Finance & Policy committee* – 4 other members are required to join the Vice chair of FTC, voted at agenda point 3. Then the 5 members will vote for their Vice Chair, *d) Staffing Committee*, 5 Members are required for this committee, then these 5 members

will vote for their Chair & Vice Chair, **e) *Town Plan Committee*** – must have at least 6 Cllrs the Chair & Vice Chair will be elected at the first meeting on 28th May.

14. Review of representation with external bodies and reporting of - info in agenda pack.

15. Planning Applications – *PL/2026/01415* at 17 Granby Way, Ludgershall, Andover, SP11 9GB - Single storey wrap around extension comprising a new sun room and an external store, under a shallow pitched zinc roof with new window and door openings.

16. Planning Decisions – None

17. General Public – Questions (15 mins are allocated for this section)

18. Reports From Outside Representatives – a) *Police* b) *Wiltshire Cllrs* c) *26 Engr's*

19. Reports from LTC's representatives – a) *Memorial Hall*

20. Minutes of the previous meeting held 30/04/26 – in agenda pack – for ratification.

21. Change of Monthly Billing/Accounting – a) *Resolution to agree office payment of regular bills* b) *Clerk to take on monthly accounts* c) *Training needed for Clerk* – explanation in agenda pack

22. Bills for Payment – will be emailed separately.

23. Resolution to adopt the latest Asset/Risk Register - in agenda pack

24. Review and confirmation of Insurance cover & premium, in respect of all insurable risks – in agenda pack

25. Agenda Points for next month

Date of next meeting to be discussed and agreed at point 10 above –

Agenda items to the Clerk 7 days before the meeting.