



# SHIFNAL TOWN COUNCIL

## A G E N D A

25<sup>th</sup> February 2022

**TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED** to attend an Extraordinary Meeting of the Town Council to be held on THURSDAY 3<sup>rd</sup> MARCH 2022 at **7.00pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Yours faithfully

Denise Reynolds  
Town Clerk  
SHIFNAL TOWN COUNCIL

### NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only. The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
  2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
  3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk) or telephone 01952 461420.**

**358/21 Fire Safety Announcement**

**359/21 Public Session**

**360/21 Commencement of Business**

**361/21 Apologies received from Councillors**

**362/21 Declaration of Members' Interest**

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*

**363/21 Internal Audit Advisory Committee**

- i) To NOTE the report of the Internal Audit Advisory Committee meeting held on 7<sup>th</sup> February 2022 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee meeting held on 7<sup>th</sup> February 2022.
  - a) Contracts due to expire within the following three months to be emailed or presented to committee members at a scheduled meeting, with officer actions prior to ratification at Full Council in a timely manner.
  - b) Remove all expired contracts from the schedule presented to the advisory committee.
  - c) To look to renew the utilities contracts in September 2022 following a review process including usage comparisons to start with the advisory committee in July 2022.
  - d) The contracts for the fire and security alarms, emergency lighting systems and fire extinguishers to be reviewed by the Estates Committee by March/April 2022.
  - e) To recommend to Full Council Grant Funding of £129.78 to MHA Live at Home, the remaining £840 to be rejected as revenue costs (grid attached).

Note: Subsequent to the February Internal Audit Advisory Committee a replacement grant application to item (e) has been received from MHA. To be CONSIDERED by the Internal Audit Advisory Committee at the March meeting.

- f) Full Council to approve the appointment of JDH Business Services Ltd for 2021/22 at a cost of £666.00 plus VAT. (Financial Audit budget line, Local Government Act 1972 s.111).
- g) That when carrying out their Governance Review of Shifnal Town Council Wards, Shropshire Council consider reallocating the existing number of 15 Councillors between the three Wards (based on their existing boundaries) so that there is a more equal ratio of Councillors to electors between each Ward, taking into account significant recent (and proposed) housing developments that have taken place in Shifnal Rural and Manor Wards.
- h) It is considered that the merging of smaller parishes into Shifnal Town Council is not considered appropriate at this time

**Circulation:-**

**Councillors:** Cllr P. Williamson (Chairman), Cllr E. Bird, Cllr K. Booker, Cllr J. Coulson, Cllr R. Cox, Cllr J. Horne, Cllr B. Haddon, Cllr L. Jenks, Cllr D. Marriott, Cllr E. Moore, Cllr J. Moore, Cllr L. Prendergast, Cllr T. Tarran, Cllr G. Tonkinson, Cllr Z. Turner

**For Information:** D. Reynolds, Town Clerk and Responsible Finance Officer  
D. Gough, Community Project Officer