



# SHIFNAL TOWN COUNCIL

## A G E N D A

11<sup>th</sup> February 2022

### TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the Full Council meeting of the Town Council to be held on THURSDAY 17<sup>th</sup> FEBRUARY 2022 at **7.00pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

**PLEASE NOTE** there will be a pre-meeting presentation by Rachel Powell in regards to the MHA Organisation (formerly Live At Home) at **6.30pm** 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.**

**326/21 Fire Safety Announcement**

**327/21 Public Session**

**328/21 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley**

*Report to be given by Councillors Bird and Turley in response to questions received and activities undertaken since the January meeting of Shifnal Town Council.*

**329/21 Commencement of Business**

**330/21 Apologies received from Councillors**

**331/21 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.*

**332/21 Minutes of Previous Meetings**

- (i) To SIGN the Minutes of the Full Council Meeting of the Town Council held on Tuesday 11<sup>th</sup> January 2022 and Ratified at Meeting of 25<sup>th</sup> January 2022 (attached).
- (ii) To CONFIRM and SIGN the Minutes of the Full Council Meeting of the Town Council held on Tuesday 25<sup>th</sup> January 2022 (attached).

**333/21 Accounts**

- i) To APPROVE the monthly payment schedule to 11<sup>th</sup> February 2022 (attached).
- ii) To CONSIDER an application to use CIL (Neighbourhood Funds) for Shifnal Cricket Club (attached).
- iii) To CONSIDER the quarterly budget review to 31<sup>st</sup> December 2021. (attached)
- iv) To CONSIDER the bank reconciliation to 31<sup>st</sup> December 2021. (attached)

**334/21 Planning Committee**

- i) To NOTE the draft Minutes of the Planning Committee held on 10<sup>th</sup> February 2022 (attached).
- ii) To NOTE the planning applications report to 10<sup>th</sup> February 2022 (attached)

**335/21 Estates Committee**

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 7<sup>th</sup> February 2022 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee meeting held on 7<sup>th</sup> February 2022. (attached).

- a) Full Council to debate a proposed refurbishment of the public toilets at a project cost of £53,500.00 (+VAT) – Budget Line: General Reserves (Public Health Act 1936: s.87).

**336/21 Law and Order Committee**

- i) To NOTE the draft Minutes of the Law and Order Committee meeting held on 1<sup>st</sup> February 2022 (attached).

**337/21 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).
  - 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

**338/21 Strategic Planning Board**

- i) To NOTE a report from the Strategic Planning Board held on Thursday 10<sup>th</sup> February 2022 (attached).
- ii) To CONSIDER the recommendations from the Strategic Planning Board
  - a) To re-grade the strategic projects as per the Strategic Planning Board Report.

### **339/21 SITS Working Group**

- i) To NOTE a report from the SITS Working Group meetings held on 3<sup>rd</sup> February 2022 (attached).

### **340/21 Queen's Platinum Jubilee Working Party**

To CONSIDER report and recommendations from the Queen's Platinum Jubilee Working Party (attached).

### **341/21 Town Clerk Report**

- i) To NOTE the Town Clerks Actions Report to 11<sup>th</sup> February 2022 (attached).
- ii) To CONSIDER a virement of £1909.43 from general contingencies to elections in the 2022/23 budget forecast to cover the costs of the May 2021 elections (attached).
- iii) To CONSIDER correspondence received from Shifnal Carnival Committee with regard to use of Wheatfield Park for the Spring Fling and use of Aston Street Car Park.
- iv) To NOTE a Garden Bird Drop In Event to be held one Saturday in March hosted and run by The Shropshire Wildlife Trust at Shifnal Community Hub. Verbal update by Councillor Z. Turner.
- v) To CONSIDER quotations received in relation to hanging baskets for the summer season (attached).

### **342/21 Public Bodies (Admission to Meetings) Act 1960**

To resolve that "pursuant to the Local Government Act 1972 S100A and Schedule 12A, the following items will be likely to disclose exempt information and in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting".

### **343/21 Staff Matters**

- i) To NOTE the draft Minutes of the Employment Committee meeting held on 10<sup>th</sup> February 2022 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee meeting held on 10<sup>th</sup> February 2022 detailed in attached minutes.  
A verbal update on the recommendations will be given by the Town Clerk as appropriate.

### **344/21 Planning**

- i) To NOTE planning enforcement matters (attached).

### **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