



SHIFNAL TOWN COUNCIL

A G E N D A

22nd April 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 28th APRIL 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 or telephone 01952 461420.**

478/21 Fire Safety Announcement

479/21 Public Session

480/21 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 March meeting of Shifnal Town Council.

481/21 Commencement of Business

482/21 Apologies received from Councillors

483/21 Declaration of Members' Interest

To receive declarations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.

484/21 Minutes of Previous Meetings

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 17th March 2022 (attached).

485/21 Accounts

- i) To APPROVE the monthly payment schedule to 22nd April 2022 (attached).
- ii) To Agree to pay employees contractual salaries and remuneration and all related pension and statutory liabilities, as required for the Financial Year 2022/23, as per current Financial Regulations.

486/21 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 14th April 2022 (attached).
- ii) To NOTE the planning applications report to 14th April 2022 (attached).

487/21 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 4th April 2022 (attached).

488/21 Law and Order Committee

- i) To NOTE the draft Minutes of the Law and Order Committee meeting held on 30th March 2022 (attached).

489/21 Internal Audit Advisory Committee

- i) To NOTE the report of the Internal Audit Advisory Committee meeting held on 12th April 2022 (attached).

- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee meeting held on 12th April 2022.

a) Shifnal Carnival Committee – (Grant Aid attached)

To recommend to Full Council the funding of £3,000 to Shifnal Carnival Committee for 2022 and advise that any subsequent applications must be supported by the relevant annual income and expenditure accounts, bank statements and constitution documents as required by the Council's funding policy.

b) CentreStage Youth Theatre – (Grant Aid attached)

To recommend to Full Council the funding of £4,000 to CentreStage for investment in new equipment as detailed in the funding bid and note the resolution of any outstanding queries.

c) Shifnal War Memorial Club – (Grant Aid attached)

To recommend to Full Council the rejection of the funding to Shifnal War Memorial Club as repair and maintenance revenue costs which are contrary to the Council's funding policy.

d) Internal Auditors Report – (attached)

- (i-a) To recommend to Full Council that the advisory committee carry out at least bi-annual sample testing of expenditure transactions. To be evidenced by a signature.
- (i-b) To recommend to Full Council that two members of the advisory committee agree the monthly payroll transactions. To be evidenced by a signature.
- (i-c) To recommend to Full Council to note that the review of the risk assessment would fall into the current remit of the advisory committee and the action to be undertaken prior to the May Annual Town Council meeting.
- (ii) To recommend to Full Council that this point be noted and actions have already been taken to rectify the staffing issues.
- (iii) To recommend to Full Council that these points be noted and that any future expenditure decisions contrary to standard procurement regulations ensure that the rationale and/or relevant regulation are embedded into the resolution.
- (iv) To recommend to Full Council that a review of expenditure levels be considered within the annual financial regulations process.
- (v) To recommend to Full Council that the Town Clerk look for a quotation for a template to be produced for the Council's annual partial exemption VAT calculation.

490/21 SITS Working Group

- i) To receive a verbal update on the SITS Working Group from Cllr P. Williamson.

491/21 Queen's Platinum Jubilee Working Party

- i) To receive a verbal update on the Queen's Jubilee celebrations from Cllr B. Haddon.

492/21 Christmas Lights Advisory Committee

- i) To receive a verbal update on Christmas lights from Cllr D. Marriott.

493/21 Haughton Road Meeting

- i) To receive a verbal update following the Haughton Road Meeting held on 1st April 2022 from Cllr T. Tarran.

494/21 Shifnal Town Council Regeneration Working Group

- i) To receive a verbal update on the Shifnal Town Council Regeneration Working Group from Cllr B. Haddon.

495/21 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 22nd April 2022 (attached).
- ii) To NOTE the Annual Town Meeting to be held on 6th May 2022 and draft agenda (attached).
- iii) To NOTE that the Annual Full Town Council Meeting will be held on Thursday 19th May 2022.
- iv) To NOTE Councillor Training on 3rd May 2022 6.30-9.00 pm, Shifnal Community Hub.
- v) To NOTE Shifnal Cricket Club completion of the hybrid cricket pitches work funded by the CIL Neighbourhood Fund.
- vi) To CONSIDER correspondence received from Shifnal Carnival Committee with regard to use of Wheatfield Park for car parking during the Annual Shifnal Carnival on 25th June 2022.

496/21 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".

497/21 Staff Matters

- i) To NOTE the Ratified Minutes of the Employment Committee meeting held on 24th March 2022 (attached).
- ii) To NOTE the draft Minutes of the Employment Committee meeting held on 21st April 2022 (attached).
- iii) To CONSIDER the recommendations of the Employment Committee meeting held on 24th March 2022.
 - a) To recommend to Full Council the acceptance of the salary benchmarking for the Estates Officer as indicated by Shropshire HR.
 - b) To recommend to Full Council that a virement of £12,000 from General Reserves to Staffing Costs budget line be agreed at the earliest opportunity.

498/21 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