



# SHIFNAL TOWN COUNCIL

## A G E N D A

13<sup>th</sup> May 2022

**TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL**

**YOU ARE HEREBY SUMMONED** to attend the Annual Meeting of the Town Council to be held on THURSDAY 19<sup>th</sup> MAY 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.**

**001/22 Fire Safety Announcement**

**002/22 Public Session**

**003/22 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 April meeting of Shifnal Town Council.*

**004/22 Commencement of Business**

**005/22 Election of Chairman**

**006/22 Adoption of the Title of Mayor**

**007/22 Declaration of Acceptance of Office**

**008/22 Nomination of Mayoress or Consort**

**009/22 Election of Deputy Mayor**

**010/22 Declaration of Acceptance of Office**

**011/22 To CONSIDER Co-option of one Councillor for the Rural Ward vacancy (subject to co-option notice being received from elections team, Shropshire Council)**

**012/22 Apologies received from Councillors**

**013/22 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.

**014/22 To CONFIRM attendance by Councillors to the Councillor Training Session scheduled for Wednesday 15<sup>th</sup> June 2022 at 6.30pm. Venue: Shifnal Community Hub.**

**015/22 To Ratify Terms of Reference (attached) and Appoint Members to:-**

- i) Employment Committee
- ii) Planning Committee
- iii) Estates Committee
- iv) Law and Order Committee

**016/22 To Ratify Terms of Reference (attached) and Appoint Members to:-**

- i) **Advisory Committees:-**
  - a) Internal Audit
  - b) Events Committee
  - c) Shifnal Movement Management
  - d) Community Bus
- ii) **Working Group:-**
  - a) Shifnal Town Regeneration Working Party
  - b) Shifnal Town Centre Enhancement Working Group

**017/22 Appointment of Representatives to Other Bodies (attached)**

**018/22 To NOTE the Schedule of Meetings for the Forthcoming Session 2022/23 (attached)**

#### **019/22 Minutes of Previous Meeting**

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 28<sup>th</sup> April 2022 (attached).

#### **020/22 Accounts**

- i) To CONFIRM six cheque signatories and on-line banking signatories
  - a) Councillor P. Williamson
  - b) Councillor E. Moore
  - c) Councillor D. Marriott
  - d) Councillor B. Haddon
  - e) Councillor T. Tarran
  - f) Town Clerk D. Reynolds
- ii) To APPROVE the monthly payment schedule to 13<sup>th</sup> May 2022 (attached).
- iii) To CONFIRM annual council and employee subscriptions 2022/2023:-
  - a) Shropshire Association of Local Councils - SALC – Council – £2107.58
  - b) Society of Local Council Clerks (SLCC) – Town Clerk - £294.00

#### **021/22 Planning Committee**

- i) To NOTE the draft Minutes of the Planning Committee held on 12<sup>th</sup> May 2022 (attached).
- ii) To NOTE the planning applications report to 12<sup>th</sup> May 2022 (attached).

#### **022/22 Estates Committee**

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 9<sup>th</sup> May 2022 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee meeting held on 9<sup>th</sup> May 2022.
  - a) To recommend to Full Council that there is no increase in booking charges for the Old Fire Station for the financial year 2022/2023.

#### **023/22 Law and Order Committee**

- i) To NOTE the draft Minutes of the Law and Order Committee meeting held on 26<sup>th</sup> April 2022 (attached).
- ii) To CONSIDER the recommendations of the Law and Order Committee meeting held on 26<sup>th</sup> April 2022.
  - a) To recommend to Full Council the adoption of the draft CCTV Policy and Procedure document (attached).

#### **024/22 Internal Audit Advisory Committee**

- i) To NOTE the report of the Internal Audit Advisory Committee meeting held on 5<sup>th</sup> May 2022 (attached).

- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee meeting held on 5<sup>th</sup> April 2022.
  - a) To recommend to Full Council that the grant funding application form be amended to include VAT Registration status to aid consideration.
  - b) To recommend to Full Council to adopt the draft documents (as revised) for Standing Orders, Financial Regulations and Financial and Administrative Risk Assessment (attached).
 

Town Clerk addendum NOTE - The model standing orders considered by the committee was noted as awaiting confirmation of procurement legislation changes and this was due from NALC after the advisory committee meeting. The version presented for consideration by Full Council on 19th May 2022 is the updated version now received from NALC and includes these amendments plus non- gender specific terms.
  - c) To recommend to Full Council the acceptance of the cover offered by Zurich insurance for the 2022/23 cost of £4,126.03 to include full cover for the Queen's Jubilee events. Cover to start 1<sup>st</sup> June 2022.

#### **025/22 SITS Working Group**

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

#### **026/22 Queen's Platinum Jubilee Working Party**

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

#### **027/22 Christmas Lights Advisory Committee**

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

#### **028/22 Shifnal Town Council Regeneration Working Group**

- i) To NOTE a written report from Cllr. B. Haddon on the Shifnal Town Council Regeneration Working Group (attached).

#### **029/22 Town Clerk Report**

- i) To NOTE the Town Clerks Actions Report to 13<sup>th</sup> May 2022 (attached).
- ii) To NOTE policies to be reviewed in the June Town Council Meeting:-
  - a) Complaints
  - b) Data Protection and Freedom of Information Publication Scheme
  - c) Social Media and Communications
  - d) Employment/HR
- iii) To NOTE Section 137 expenditure for 2021/2022 was £250 for a charitable donation.
  - a) Expenditure Powers Limit for 2022-2023 is £8.82 x 7537 electors = £66,476.34
- iv) To CONSIDER the annual cover quotation for Health and Safety Service provided by Shropshire Council at a cost of £1,155 ex VAT.

**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