



SHIFNAL TOWN COUNCIL

A G E N D A

17th June 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 23rd JUNE 2022 at 6.30 pm 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.**

076/22 Commencement of Business

077/22 SITS Working Group

- i) To receive a report from the SITS Working Group from Cllr P. Williamson.

To agree to suspend all Standing Orders to allow items 078/22 and 079/22 to proceed.

078/22 Fire Safety Announcement

079/22 Public Session

080/22 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.

To agree to re-instate all Standing Orders for the remainder of the meeting.

081/22 Apologies received from Councillors

082/22 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.

083/22 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the amended Minutes of the Full Council Meeting held on Thursday 28th April 2022 (attached).
- ii) To CONFIRM and SIGN the Minutes of the Annual Full Council Meeting held on Thursday 19th May 2022 (attached).

084/22 Accounts

- i) To APPROVE the monthly payment schedule to 17th June 2022 (attached).
- ii) To NOTE the report from the Internal Audit Advisory Committee meeting 16th June 2022 (attached).
- iii) To ratify the draft Standing Orders as presented (attached).
- iv) To CONSIDER the report and recommendations from the Internal Audit Committee in regards to the sample testing undertaken on 24th May 2022 (attached).
- iii) To CONSIDER the Internal Auditors Report and the recommendations of the Internal Audit Committee 16th June 2022 (attached).
- v) To APPROVE and COMPLETE Annual Governance Statement for 2021/22 (attached).

- vi) To APPROVE Annual Accounting documents as presented for 2021/22
 - a) Annual Bank Reconciliation as at 31st March 2022 (attached)
 - b) Final Budget Review to 31st March 2022 (attached).
 - c) Annual Statement of Accounts to 31st March 2022 (attached).
 - d) Balance Sheet including Earmarked Reserves as at 31st March 2022 (attached).
 - e) Fixed Asset Report as at 31st March 2022 (attached).
- vii) To CONSIDER, APPROVE and COMPLETE Annual Accounting Statements for 2021/22, including consideration of significant variances (attached).
- viii) To APPROVE to publically post the Exercise of Electors Rights' Notice;(attached).
- ix) To CONFIRM annual Campaign to Protect Rural England (CPRE) membership – Council - £36.00.

085/22 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 9th June 2022 (attached).
- ii) To NOTE the planning applications report to 9th June 2022 (attached).

086/22 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 9th June 2022 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee meeting held on 9th June 2022.
 - a) To recommend to Full Council to approve the supply and installation of the new windows and rear security door in the library building by C Thru Shropshire Limited at a cost of £12,114.00 (+ VAT) – Budget Line: General Reserves (Local Government (Miscellaneous Provisions) Act 1976 s.19).
 - b) To recommend to Full Council to approve the supply and installation of a drop off fence and handrail to St. Andrew's Churchyard by Town and Country Fencing Limited at a cost of £5,539.50 (+ VAT) – Budget Line: General Reserves (Local Government Act 1972 s.215 (1) & (2)).
 - c) To recommend to Full Council to approve the brick wall repairs as recommended by ASC to St. Andrew's Churchyard by KRM Construction Limited at a cost of £16,723.00 (+ VAT) and an additional contingency amount of £10,000.00 to cover unforeseen additional repairs – Budget Line: General Reserves (Local Government Act 1972 s.215 (1) & (2)).
 - d) To recommend to Full Council to approve the specification for the public toilet refurbishment with a revised budget of £55,000.00 (+ VAT) and a revised contingency of £5,500.00 (+ VAT) and to issue the tender on the Contracts Finder system for the submission of quotation and contract award process – Budget Line: General Reserves (Public Health Act 1936 s.87).

087/22 Queen's Platinum Jubilee Working Party

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

088/22 Christmas Lights Advisory Committee

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

089/22 Shifnal Flood Partnership Group

- i) To CONSIDER a request from Shifnal Flood Partnership Group for Shifnal Town Council to provide a container for equipment storage at Shifnal Community Hub following approval of the Shifnal Flood Response Plan (attached).

090/22 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 17th June 2022 (attached).
- ii) To NOTE a report from Cllr T. Tarran following the recent Patient Participation Group meeting held on Friday 10th June 2022 (attached).
- iii) To NOTE that the new IT website company has quoted a price of £1,000.00 + VAT plus an annual charge of £299.00 for website hosting for the Shifnal Neighbourhood Plan website to make it compliant with accessibility regulations. Shifnal Town Council currently pay £100.00 annually for the hosting of the existing website. It has been suggested that Shifnal Town Council look to close the current site and ensure the new Shifnal Town Council website has a clearly defined neighbourhood plan section and then revisit the website requirements at the time the plan is reviewed again.
- iv) To NOTE policies to be reviewed in the July Town Council Meeting:-
 - a) Complaints
 - b) Data Protection and Freedom of Information Publication Scheme
 - c) Social Media and Communications
 - d) Employment/HR
- v) To CONFIRM the Terms of Reference for the Advisory Committees/Events Committee.
- vi) To CONSIDER councillors receiving information for future Council meetings in digital format rather than hard copy.

091/22 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.

092/22 Staff Matters

- i) To NOTE the Minutes of the Employment Committee Meeting held on 30th May 2022 (attachment)
- ii) To CONSIDER the actions of the Employment Committee Meeting held on 30th May 2022.

093/22 Planning

- i) To NOTE planning enforcement matters.

Circulation:-

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

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