



# SHIFNAL TOWN COUNCIL

## A G E N D A

20<sup>th</sup> September 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 MONDAY 26<sup>th</sup> SEPTEMBER 2022 at 7.00 pm at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

**PLEASE NOTE** there will be a pre-meeting with Rev Preb Chris Thorpe, St Andrew's Church at **6.30pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ. Purpose to discuss St Andrew's Charitable organisation activities and opportunities for potential partnership working.

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 person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

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**

**Citation from Shifnal Town Council Code of Conduct:**

**As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

**Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.**

**In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.**

**In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.**

**221/22 Fire Safety Announcement**

**222/22 Note of Condolence on the passing of HM Queen Elizabeth II**  
**To include a short prayer of reflection delivered by Rev Chris Thorpe**

**223/22 Public Session**

**224/22 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley**  
*Report to be given by Councillor Turley in response to questions received and activities undertaken since the June meeting of Shifnal Town Council.*

**Questions to be pre-submitted to Cllr Bird, Cllr Turley and the Clerk prior to the meeting. Questions received to date:-**

- i) Cllr J. Horne – Question about future cut's to services due to the current economic climate ?
- ii) Cllr D. Marriott - Can you please provide full details of what Shropshire Council allowed for in the SITS development for Shifnal Christmas lights.

**225/22 Commencement of Business**

**226/22 Apologies received from Councillors**

**227/22 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.

**228/22 Minutes of Previous Meeting**

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 21<sup>st</sup> July 2022 (attached).

## **229/22 Accounts**

- i) To APPROVE the monthly payment schedule to 9<sup>th</sup> September 2022 (attached).
- ii) To NOTE the payments made under delegated powers during Summer Recess (attached).
- iii) To NOTE the first quarterly budget review to 30<sup>th</sup> June 2022 (attached).
- iv) To NOTE the bank reconciliation to 30<sup>th</sup> June 2022 (attached).

## **230/22 Planning Committee**

- i) To NOTE the Minutes of the Planning Committee held on 15<sup>th</sup> July 2022 (attached).
- ii) To NOTE the planning applications report to 15<sup>th</sup> July 2022 (attached).
- iii) To NOTE the draft Minutes of the Planning Committee held on Thursday 8<sup>th</sup> September 2022 (attached).
- iv) To NOTE the planning applications report to 8<sup>th</sup> September 2022.
- v) To CONFIRM a Chairman and Deputy Chairman and additional membership for the Planning Committee as per the Terms of Reference.

## **231/22 Estates Committee**

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 5<sup>th</sup> September 2022 (attached).
- ii) To CONFIRM a Deputy Chairman for the Estates Committee as per the Terms of Reference.
- iii) To CONSIDER the recommendations of the Estates Committee meeting held on 5<sup>th</sup> September 2022.
  - a) To recommend to Full Council to approve the Contract Hire of a Vauxhall Combo Van with a full maintenance agreement for a period of 36 months at a cost of £323.90 (+VAT) per month, with an initial payment of £1,216.70 (+VAT) from Select Contracts (UK) Limited – Budget Line: Machinery / Vehicle Hire & Maintenance (Local Government (Financial Provisions) Act 1972 s.111).
  - b) To recommend to Full Council to approve the switching of utilities supplier for the Library, Shifnal Community Hub, The Old Fire Station and Public Toilets to WME until March 2023 – Budget Lines: Old Fire Station, Shifnal Community Hub, Public Toilets and Library (Local Government (Miscellaneous Provisions) Act 1976 s.19).
  - c) To recommend to Full Council to approve the new 5 year lease contract with Sharp EU for a new photocopier and the existing photocopier moved to the library at a cost of £485.00 (+VAT) per quarter – Budget Line: Photocopier (Local Government Act 1972 s.111).

## **232/22 Events Advisory Committee**

- i) To receive reports from the Events Advisory Committee meeting held on 1<sup>st</sup>, 8<sup>th</sup> and 9<sup>th</sup> September 2022.
- ii) To CONSIDER the location of the Christmas Lights Switch on Event 2022 (attached)

- iii) To CONSIDER a report on the Christmas Lights Display 2022 and quotations received for the installation and testing requirements (attached).
- iv) To CONSIDER a report on replacement or refurbishment of the market canopies. (attached)
- v) To CONSIDER the times for the Christmas Lights Switch on Event 2022 (attached)
- vi) TO CONSIDER the delivery of the Christmas Lights Switch on Event 2022 as noted should take precedent over all other responsibilities and priorities of the Council. (attached)

#### **233/22 Shifnal Town Regeneration Advisory Committee**

- i) To CONSIDER Terms of Reference for Shifnal Town Regeneration Advisory Committee.
- ii) To NOTE a report update submitted by Cllr. B. Haddon from the meeting held on 1<sup>st</sup> September 2022 (attached).
- iii) To CONSIDER the recommendations of the meeting held on 1<sup>st</sup> September 2022.
  - a) To CONSIDER the launch of a sample version of the Pocket Shifnal app for feedback and development by Cllr J. Coulson.
  - b) To CONSIDER an extra ordinary meeting of the Full Council on 17<sup>th</sup> October 2022 for the full exploration of the recommendations from the advisory committee to date.

#### **234/22 Chairmans Strategic Board**

- i) To CONSIDER a report from the Chairmans Strategic Board meeting held on 30<sup>th</sup> August 2022 (attached).
- ii) To CONSIDER a review of the Strategic Projects Priority List and Strategic Plan (attached).

#### **235/22 Town Clerk Report**

- i) To NOTE the Town Clerks Actions Report to 9<sup>th</sup> September 2022 (attached).
- ii) To CONSIDER rescheduling the Full Council meeting for October 2022.
- iii) To receive a report on the Marches Growth Hub event held on 14<sup>th</sup> September 2022 at Shifnal Library. (attached)
- iv) To CONSIDER the Winter Warm Welcome (Heating Hubs) project for 2022/23.
- v) To CONSIDER the following policies:-
  - a) Communications Policy (attached).
- vi) To NOTE a report on the new Shifnal Town Council Website (attached).
- vii) To CONSIDER the report on the Public Toilet Refurbishment Tender process. (attached)
- viii) To AGREE that STC opts into the SAAA Sector led auditor appointment regime for the next 5 years (attached).

**236/22 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.

**237/22 Staff Matters**

- i) To NOTE the Minutes of the Employment Committee Meeting held on 25<sup>th</sup> August 2022 (attachment).
- ii) To CONSIDER the actions of the Employment Committee Meeting held on 25<sup>th</sup> August 2022 (attached).

**238/22 Planning**

- i) To NOTE planning enforcement matters.

**239/22 Town Clerk Report**

- ii) To NOTE the nominations for the Celebrating Shifnal Event to be held on Sunday 9<sup>th</sup> October 2022 at 5.00pm.

**Circulation:-**

**Councillors:** Cllr R. Cox (Chairman), Cllr E. Moore, Cllr E. Bird, Cllr K. Booker, Cllr T. Clayton, 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