



# SHIFNAL TOWN COUNCIL

## A G E N D A

9<sup>th</sup> December 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 15<sup>th</sup> DECEMBER 2022 at 7.00 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, raise and 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.**

### **372/22 Fire Safety Announcement**

### **373/22 Public Session**

### **374/22 Shropshire Councillors' Question Time – Cllr Bird (and Cllr Turley)**

Note: Cllr Turley Apologies – health

No pre-submitted questions received prior to the meeting agenda.

### **375/22 Commencement of Business**

### **376/22 Apologies received from Councillors**

### **377/22 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.

### **378/22 Minutes of Previous Meeting**

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 24<sup>th</sup> November 2022 (attached).

### **379/22 Accounts**

- i) To CONSIDER the invoice received from Shropshire Council for the Christmas Lights and Hanging Basket Poles and WSP fees (attached).
- ii) To APPROVE the monthly payment schedule to 9<sup>th</sup> December 2022 (attached).
- iii) To AGREE a virement of £2,550.00 + VAT from Floral Displays to Christmas Lights for the planters in the Town Centre.

- iv) To AGREE to pay McMillan Masonry the balance of £2,040.00 plus VAT in full settlement of their invoice number 581 (attached).
- v) To NOTE the appointment of PKF Littlejohn LLP as the external auditor for Shifnal Town Council for the five years 2022/23 -2026/27 at a cost of £1,365.00 annually (attached).

#### **380/22 Estates Committee**

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 5<sup>th</sup> December 2022 (attached).

#### **381/22 Events Advisory Committee**

- i) To NOTE a report on the Christmas Lights Switch on and Market Event held on 26<sup>th</sup> November 2022, to include detailed budget and spend under delegated powers (attached).

#### **382/22 Shifnal Town Regeneration Advisory Committee**

- i) To CONSIDER the proposal for an Active Town Regeneration Project (attached).

#### **383/22 Town Clerk Report**

- i) To NOTE the Town Clerks Actions Report to 9<sup>th</sup> December 2022 (attached).
- ii) To NOTE the Local Government Boundaries Commission Consultation is now open with a closing date of 30<sup>th</sup> January 2023 (attached).
- iii) To NOTE a report from Friendly Bus regarding the Shifnal Shuttle service and newsletter (attached).
- iv) To CONSIDER a report on community right to bid (attached).
- v) To CONSIDER moving the February Full Town Council 2023 meeting from 23<sup>rd</sup> February to 16<sup>th</sup> February 2023.

#### **384/22 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.

#### **385/22 Staff Matters**

- i) To NOTE the redrafted Minutes of the Employment Committee Meeting held on 4<sup>th</sup> October 2022. (attached)
- ii) To NOTE the Minutes of the Employment Committee Meeting held on 1<sup>st</sup> December 2022. (attached)
- iii) To CONSIDER the actions of the Employment Committee Meeting held on 1<sup>st</sup> December 2022.
  - a) To NOTE actions in regard to the draft HR Handbook.
  - b) To NOTE actions in regard to the draft employee contract.
  - c) To APPROVE the recommended virement of £12,987.17 from General Reserves to Staffing Costs for financial year 2022/23.

- d) To NOTE the consideration of the budget for financial year 2023/24.
- e) To NOTE actions for one member of staff following their target setting review including contractual conditions, pay grades and permanent post.
- f) To APPROVE the recommendation for a staff award scheme for 2022/23.
- g) To APPROVE recommendation for one member of staff following their appraisal review including contractual conditions, pay grades.

To be read in conjunction with confidential report. (attached)

**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