



SHIFNAL TOWN COUNCIL

A G E N D A

20th January 2023

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 26th JANUARY 2023 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 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.

422/22 Fire Safety Announcement

423/22 Public Session

424/22 Shropshire Councillors' Question Time – Cllr Bird (and Cllr Turley)

Note: Cllr Turley Apologies – health

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

425/22 Commencement of Business

426/22 Apologies received from Councillors

427/22 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.

428/22 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 15th December 2022 (attached).

429/22 Accounts

- i) To APPROVE the monthly payment schedule to 20th January 2023 (attached).

430/22 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 9th January 2023 (attached).

- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 9th January 2023:-
 - a) Recommend that Full Council approve the increase of 9.6% in fees for all allotments.
 - b) Recommend that Full Council approve the increase of 9.6% in fees for all community hub bookings (Shifnal Community Hub and Old Fire Station).
 - c) Recommend that Full Council approve the increase of 9.6% in charges for Priorslee Road Cemetery for Shifnal Residents.
 - d) Recommend that Full Council approve that Priorslee Road Cemetery be closed to non-residents for burials and ashes interments (subject to caveats) and to CONSIDER increasing fees for non-residents that meet the accepted criteria to double that of residents.
 - e) Recommend that Full Council approve the Shire Services cleaning contract for 2023/2024 at a cost of £28,236.00 in line with financial regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations due to TUPE regulations (Budget Lines 40, 41, 42 and 48: Old Fire Station, Shifnal Community Hub, Public Toilets and Library).

431/22 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 12th January 2023 (attached).
- ii) To NOTE the planning applications report to 12th January 2023 (attached).
- iii) To CONSIDER the recommendations of the Planning Committee Meeting held on 12th January 2023:-
 - a) Recommend that Full Council do not proceed with the storage facility at Shifnal Community Hub for storage of the flood defence equipment due to costs in officer time and planning application process and the costs and difficulties in siting a suitable container for the purposes identified. Alternative options to be sought.

432/22 Internal Audit Advisory Committee

- i) To NOTE a report from the Internal Audit Advisory Committee Meeting held on 17th January 2023 and 19th January 2023 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee Meeting held on 17th January 2023 and 19th January 2023:-
 - a) To recommend to Council that the MHA Communities Shifnal and District application be refused without prejudice to reapply (if required) with additional information on the specification, timescales and scope of works and to address the request for additional financial information. Cllr J. Moore to contact Rachel Powell at MHA to offer assistance and guidance on meeting the grant funding policy requirements.
 - b) To recommend to Council that Shifnal & District Male Voice Choir grant application be awarded in the amount of £200.00 for the provision of a Singing for Shifnal event to raise funds for a number of Shifnal based charitable organisations.

- c) To recommend to Council the acceptance of a quotation for services by JDH Business Services in the amount of £740.00. As three quotations were sought this decision would be considered in line with financial regulations (11.1i).
- d) To recommend to Council to adopt the Expenses Policy as submitted for the financial year 2023/24 (attached).
- e) To recommend to Council to accept the proposed budget and submit a request for £525,548.50 precept with a nil increase to the Band D property tax level of £148.20 (attached).

433/22 Shifnal Town Regeneration Advisory Committee

- i) To CONSIDER the Town Clerk's report on the Regeneration decision made by Council (attached).
- ii) To recommend to Council to actively encourage and promote the call for an election on the occasion of a casual vacancy and to generally attract more elected members to the Council therefore fulfilling the criteria for adoption of the General Power of Competence.

434/22 Mayor's Report

- i) To CONSIDER a verbal proposal by Mayor, Cllr R. Cox regarding a Mayor's Ball and the financial arrangements in support of such an event.
- ii) To NOTE a report following the Chairman's Meeting held on Thursday 19th January 2023 (attached).

435/22 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 20th January 2023 (attached).
- ii) To CONSIDER councillor responses received by the Town Clerk regarding the Local Government Boundaries Commission Consultation due to close on 30th January 2023 (attached).
- iii) To CONSIDER Shropshire Council's revised Unsafe Walking Routes Assessment Policy and Consultation which is open until 10th February 2023 (attached).
- iv) To CONSIDER Shropshire Council's Budget Consultation 2023/24 which is open until 30th January 2023 (attached).

436/22 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.

437/22 Staff Matters

- i) To NOTE the Minutes of the Employment Committee Meeting held on 17th January 2023 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee Meeting held on 17th January 2023:-
 - a) Recommend to Full Council to adopt the HR Handbook (attached).

- b) Recommend to Full Council to adopt the updated Equality and Diversity Policy (attached).
- c) Recommend to Full Council the removal of the Bullying and Harassment Policy currently in place due to the elements now incorporated into the HR Handbook.
- d) Recommend to Full Council the adoption of Dignity at Work Policy as drafted by the Civility and Respect Board without Council's adoption of the Civility and Respect Pledge.
- e) Recommend to Full Council the adoption of the following statement for release on the Council website and buildings:-

OUR EMPLOYEES HAVE THE RIGHT TO WORK IN A SAFE ENVIRONMENT

Shifnal Town Council employees are here to help you. They are committed to resolving any problems or queries you may have which fall within the remit of Shifnal Town Council and they will, wherever possible, direct you to the appropriate authority/body when they do not. Shifnal Town Council is committed to the care and protection of our staff against aggressive, violent or otherwise inappropriate behaviour. Shifnal Town Council will not hesitate to take criminal and or civil action against anyone whenever appropriate.

- f) Recommend to Full Council to remove the Grievance Policy currently in place due to the elements now incorporated into the HR Handbook.
- g) Recommend to Full Council the removal of the Complaints policy currently in place due to the elements now incorporated into the HR Handbook.
- h) Recommend to Full Council the removal of the Councillor/Officer Protocol and adopt the model Councillor-Officer Protocol and supporting Roles and Responsibilities document as drafted by the Civility and Respect Board (attached).
- i) Recommend to Full Council the adoption of the draft employee contract for all existing and future staff and recommend implementation by 1st April 2023 for existing staff (attached).
- j) Recommend to Full Council to delegate authority to the Town Clerk to manage flexible hours for staff. To include in the budget proposals for 2023/24. Update job descriptions as required.
- k) Recommend to Full Council to amend the terms of a job role and to instigate a recruitment process for a permanent position. Update the contract terms as required.
- l) Recommend to Full Council to increase the proposed salary budget for 2023/24 to £201,000 and for this figure to be submitted to the complete precept calculations for Council consideration.
- m) Recommend to Full Council to NOTE actions in relation to the management of staff leave.

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