



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 15th December 2022, commencing at 7.00 pm
Agenda dated 9th December 2022

Present: Councillors: R. Cox (Chair)
K. Booker, T. Clayton, J Coulson, B. Haddon, J. Horne, L. Jenks, D.
Marriott, E. Moore, J. Moore, T. Tarran

In attendance: D. Reynolds (Town Clerk)
H. Howse (Secretary)
0 x members of the public

372/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

373/22 Public Session

No members from the public in attendance.

374/22 Shropshire Councillors' Question Time

Apologies received from Cllr K. Turley – health.

No new questions raised.

375/22 Commencement of Business

Cllr R. Cox expressed thanks for councillors attending the meeting.

376/22 Apologies received from Councillors

Councillor E. Bird – health
Councillor G. Tonkinson – health
Councillor Z. Turner – personal
Councillor P. Williamson – annual leave

APPROVED.

Councillor K. Turley (Shropshire Council) – health. NOTED.

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.

Cllr. R. Cox – 379/22 (i) - Pecuniary

378/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 24th November 2022 were CONFIRMED and SIGNED.

379/22 Accounts

Cllr R. Cox left the room.

- i) The invoice received from Shropshire Council for the Christmas Lights and Hanging Baskets and WSP Fees was CONSIDERED.

WSP fees approved at November Full Town Council Meeting.

Cllr E. Moore proposed that Shifnal Town Council will be willing to pay £20,000 when the appropriate safety checks have been carried out regarding installation of the Christmas Light poles and safety certification is provided and pay the remaining balance when the supply of the hanging basket poles is satisfactorily concluded. Shifnal Town Council to seek clarification on Shropshire Council's intention for the future maintenance of the SITS street furniture. APPROVED.

The Town Clerk provided an update received from Andy Moreton, Shropshire Council from EON on 15th December :-

The festoon columns were manufactured by Mallatite to the attached drawing. The columns were 7m out of the ground with 1.5m root section protected with glass flake root protection. The column root and shaft was manufactured from 114.3mm diameter x 5mm circular hollow tube. The columns were painted black RAL 9005. It is quite unusual to obtain a foundation design from a column manufacturer as ground conditions will vary with each location. The ground conditions in Shifnal were found to be firm cohesive. The installation to the operatives was to excavate the column holes to a depth of 1.5m, diameter approximately 200mm and to backfill the void column shaft and surrounding cohesive soil with semi-dry, pre-mixed concrete. I would estimate that this would use approximately 4 x 25k bags. I can only assume movement in the one column was due to the column being disturbed prior to the concrete setting. Obviously we want to ensure everyone is happy with our standard of work so I will ask a civils team to attend and ensure the columns are secure.

The Town Clerk has requested a copy of the report from the Civils team once they have carried out the inspection. ACTION.

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Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council

The Town Clerk also confirmed that Shifnal Town Council have been given six Amelanchier trees that were left over from the scheme. Five to be planted in St Andrew's Churchyard to replace those lost to storm damage and one to be planted in the rear of Shifnal Community Hub.

Cllr R. Cox re-joined the meeting.

- ii) The monthly payment schedule to 9th December 2022 was APPROVED. Cllr J. Moore ABSTAIN.
- iii) A virement of £2550.00 plus VAT from Floral Displays to Christmas Lights was APPROVED for the planters in the Town Centre.
- iv) Council AGREED to pay McMillan Masonry the balance of £2040.00 plus VAT in full settlement of their invoice number 581. Cllr B Haddon and J Moore ABSTAIN.

Cllr R Cox advised that a meeting with the resident in question had been held in the Summer. The resident had not been in touch since that meeting. Town Clerk/Mayor to write to the resident by 31st January 2023 – ACTION.

- v) The appointment of PKF Littlejohn LLP as the external auditor for Shifnal Town Council for five years 2022/23 to 2026/27 at a cost of £1265.00 annually was NOTED.

380/22 Estates Committee

- i) The draft Minutes from the Estates Committee meeting held on 5th December 2022 were NOTED.

381/22 Events Advisory Committee

- i) The report on the Christmas Lights Switch on and Market Event held on 26th November 2022, to include detailed budget and spend under delegated powers was NOTED.
 - As per the report a follow up meeting is to be arranged in January to review the event and survey feedback from stall holders and entertainment in detail. To assess lessons learnt and suggested changes for 2023. Outcome from this meeting to be reported back to Council in February 2023. - ACTION.

382/22 Shifnal Town Regeneration Advisory Committee

- i) The proposal for an Active Town Regeneration Project was CONSIDERED.
 - Cllr T. Tarran stated that from his previous experience of economic development, that employment of a consultant would be considered as a last resort with public consultation, local business and community feedback. In previous Council meetings we have discussed developing our own strategy. What is the development strategy and what economic efficiencies exist and what are we are seeking to improve? Without a development strategy there is no way of measuring success and this involves quite large sums of tax payers money.

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On behalf of Shifnal Town Council

- Can the Town Clerk confirm that we are fully compliant with the financial regulations? Cllr Tarran not aware any specification approved by council or committee with delegated powers.
- Are there any details/scoring matrix for three quotations?
- No information of what budget this spend would be coming out for this year and next year.
- I note the consultation fee of £23k plus an additional £2-5k. Again can the Town Clerk confirm we are not going to be at risk with the auditor from complying with the tendering process?
- The Town Clerk confirmed that she had not been involved in the quotation or tendering process. There appears to be no set specification of work that would be delivered. As this project is over £25k it has not gone through the correct tendering process and due to value does not comply with financial regulations.
- Town Clerk advised that she is in the process of doing the precept for January's meeting. Anything post 1st April 2023 would go into the next year precept. For this year there is a number of underspent budget lines which could cover three months' worth of costs, if the project were to start in January, such as Safer Shifnal and Memorials.
- Cllr L Jenks raised a question concerning KPI's and measuring success. What is the starting point, current turnover and footfall. Businesses such as the Co-op will have that data before, during and after the pandemic.
- Cllr Haddon said with 32 years experience in retail, businesses will know their footfall but as a business would not share that data necessarily with the Council. This is about regenerating the town centre. What Good to Great has done is directly work with retailers about bringing public back into the town to allow retailers to make the most of it.
- Town Clerk advised that there were difficulties in advising if the Council had legislative powers to employ the services of a Town Centre Manager due to the vague specifications. The Council does not have the qualifying criteria to adopt General Power of Competence but could utilise legislative powers for exhibitions, events, leisure and community wellbeing. The Council could not directly support businesses.
- Cllr J Coulson confirmed on behalf of the advisory committee that there was no intention to directly support businesses just attract footfall to the refurbished town centre.
- Cllr L Jenks also enquired if the Regeneration Advisory Committee had taken any references from Bridgnorth having used Good to Great?
- Cllr B. Haddon advised that no references had been sought.

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Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council

- The Town Clerk confirmed that she was seeking advice from NALC and checking out the legal situation. Town Clerk to report back to Council.

RECORDED VOTE

Proposal 1: To commit to one year budget of £34,000.

Councillor	For	Against	Abstain
K Booker	1		
T Clayton			1
R Cox	1		
J Coulson	1		
B Haddon	1		
J Horne		1	
L Jenks		1	
D Marriott	1		
E Moore	1		
J Moore	1		
T Tarran		1	
	7	3	1

APPROVED

Proposal 2: To appoint Good To Great

Councillor	For	Against	Abstain
K Booker	1		
T Clayton		1	
R Cox	1		
J Coulson	1		
B Haddon	1		
J Horne		1	
L Jenks		1	
D Marriott	1		
E Moore			1
J Moore	1		
T Tarran		1	
	6	4	1

APPROVED

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Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council

- Cllr T. Tarran requested the Town Clerk send a note out with the reason if the financial regulations are not adhered to so that we do not get audited.
- Town Clerk clarified that she believed this decision was contrary to financial regulations as the Council had not considered three quotations and had not embedded the rationale for this in its resolution. She also confirmed she was to check out the legal situation with NALC – ACTION.
- A meeting will be held on Friday 16th December 2022 with the Town Clerk, Mayor and Cllr Haddon to discuss further. ACTION.
- Cllr J. Horne proposed that NO ACTION TO BE TAKEN BY ANY GROUP UNTIL THE TOWN CLERK COMES BACK with direction. 5 APPROVED 0 AGAINST 6 ABSTAIN.
APPROVED.

383/22 Town Clerk Report

- i) The Town Clerks Action Report to 9th December 2022 was NOTED.
- ii) The Local Government Boundaries Commission Consultation was NOTED as now open with a closing date of 30th January 2023.
 - Cllr T. Tarran provided further information. Shropshire Council to hold a public video briefing with a view to producing draft recommendations in July with final recommendations in September 2023. Two of the Shifnal wards will most likely be one of the main focuses in the proposal.
 - Cllr J. Moore felt that it would be a good idea to bring back to Council for consideration rather than Planning Committee. Town Clerk to email all councillors, collate responses and add to January Agenda – ACTION.
- iii) A report from the Friendly Bus regarding the Shifnal Shuttle service and newsletter was NOTED.
- iv) A report on the Community Right to Bid was CONSIDERED. Cllr J. Moore proposed that this should go to the Estates Committee for consideration. APPROVED. Cllr R. Cox AGAINST. To be added to Estates Agenda – ACTION.
- v) Moving the February Full Town Council 2023 from 23rd February to 16th February 2023 was CONSIDERED and APPROVED.

384/22 Public Bodies (Admission to Meetings) Act 1960

It was APPROVED 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".

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Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council

H. Howse left the meeting at 20:20 hours.

385/22 Staff Matters

- i) The Minutes of the Employment Committee Meeting held on 4th October 2022 were NOTED.
- ii) The Minutes of the Employment Committee Meeting held on 1st December 2022 were NOTED.
- iii) The actions of the Employment Committee Meeting held on 1st December 2022 were CONSIDERED:-
 - a) Actions in regard to the draft HR Handbook were NOTED.
 - b) Actions in regard to the draft employee contract were NOTED.
 - c) The recommended virement of £12,987.17 from General Reserves to Staffing Costs for financial year 2022/2023 was APPROVED.
 - d) Consideration of the budget for financial year 2023/24 was NOTED
 - e) Actions for one member of staff following their target setting review including contractual conditions, pay grades and permanent post were NOTED
 - f) Recommendation for a staff award scheme for 2022/2023 was APPROVED.

D. Reynolds left the room at 20.28 hours

- g) Recommendation for one member of staff following their appraisal review including contractual conditions, pay grades was APPROVED.

D. Reynolds returned to the room at 20.29 hours

Mayor, Cllr R. Cox conveyed best wishes to all councillors for the Christmas and New Year break from Cllr G. Tonkinson.

The meeting was closed by the Chairman at 20.30 hours.

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Signed by Mayor (Chairman).....
On behalf of Shifnal Town Council