



SHIFNAL TOWN COUNCIL

A G E N D A

10th February 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 16th FEBRUARY 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.

488/22 Fire Safety Announcement

489/22 Public Session

490/22 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Pre-submitted questions:-

- i) Cllr L. Jenks: Is it possible to ask Shropshire Council about putting yellow lines on Bradford Street. I believe people are causing an issue at the moment by just parking on the side of the road. This may not solve it but could make it enforceable?

491/22 Commencement of Business

492/22 Apologies received from Councillors

493/22 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.

494/22 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 26th January 2023 (attached).

495/22 Accounts

- i) To APPROVE the monthly payment schedule to 10th February 2023 (attached).
- ii) To NOTE that the quarterly budget review and bank reconciliation to 31st December 2022 is completed and awaiting review by the next meeting of the Internal Audit Advisory Committee to be held late February 2023.

496/22 Law and Order Committee

- i) To NOTE the draft Minutes from the Law and Order Committee meeting held on 31st January 2023 (attached).
- ii) To CONSIDER the recommendations of the Law and Order Committee Meeting held on 31st January 2023:-
 - a) Members propose to Full Council a request for additional Councillors to join the Law and Order Committee.
 - b) Members PROPOSE to Full Council a backdated order be placed with ORP Surveillance Systems for the period 5th November 2022 to 4th November 2023 at a cost of £11,610.28 (+VAT) in line with financial regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations (Budget Line 46: CCTV, LG&RA 1997). Full review to be conducted in September 2023 for the 2023/24 contract and presented to the Law and Order Committee.

497/22 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 6th February 2023 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 6th February 2023:-
 - a) To recommend to Full Council the acceptance of the submitted quotation for 44 baskets and 5 planters by Limetree Landscape Services and Nurseries Ltd for the amount of £5,390 + VAT to include supply, maintenance and watering throughout the summer season. Budget line - Planters, Fertilisers and Plants (LGA 1892 s.8 (1)(i)) This resolution would be a contravention of Financial Regulation 10.3 however, accepted due to the timescales for order, approved supplier and lack of other suitable quotations.
- iii) To NOTE 15 dedicated councillor email addresses have been purchased and will be rolled out in due course.

498/22 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 9th February 2023 (attached).
- ii) To NOTE the planning applications report to 9th February 2023 (attached).

499/22 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox regarding the Mayor's Ball and the financial arrangements in support of such an event.
- ii) To NOTE Mayoral meetings held with Idsall School, Shifnal Primary School Carnival Committee and Pat Collins Funfair since the January Full Council meeting. Meetings to be scheduled with St Andrew's Primary and High Sheriff of Shropshire.

500/22 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 10th February 2023 (attached).
- ii) To PROPOSE to Full Council to place an order with Unicorn Fire & Safety Solutions Limited for Fire Risk Assessments to be undertaken at Shifnal Library, Old Fire Station and Shifnal Community Hub to comply with health and safety regulations (attached). Budget Line: Miscellaneous – Health and Safety. (LGA 1972 s.111) This resolution would be a contravention of Financial Regulation 10.3 however, accepted due to the timescales for order and approved supplier status.
- iii) To NOTE a nomination for the Mayor, Cllr Roger Cox and Mayoress, Ms Jo Oliver to attend Buckingham Palace Garden Party on 3rd May 2023.
- iv) To NOTE Cllr Lezley Picton, Leader of Shropshire Council, has accepted our invitation to a 'Meet the Leader' event in Shifnal. Dates to be provided in due course.
- v) To NOTE a report regarding the annual fair and the latest SITS Newsletter (attached).
- vi) To CONSIDER Cllr T. Tarran to be added as a member of the Planning Committee.
- vii) To NOTE the procurement of a new recording device for Town Council meetings at a cost of £422.45 plus VAT due to failure of the existing equipment. Budget line: Administration – Office Equipment. (LGA 1972 s.111)

501/22 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.

502/22 Staff Matters

- i) To CONSIDER an update report from the Town Clerk.

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