



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 26th January 2023, commencing at 7.00 pm
Agenda dated 20th January 2023**

Present: Councillors: R. Cox (Chair)
E. Bird, K. Booker, T. Clayton, L. Jenks, D. Marriott, E. Moore, J. Moore, T. Tarran, G. Tonkinson, Z. Turner

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

422/22 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

423/22 Public Session

No members from the public in attendance.

424/22 Shropshire Councillors' Question Time

Apologies received from Cllr K. Turley – health.

Cllr E Bird advised that he had received a query regarding traffic issues at St Andrew's School and has asked Shropshire Council about the possibility of a separate entrance to the school from the Thomas Beddoes estate roundabout and will notify council of the response once received. ACTION.

425/22 Commencement of Business

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

426/22 Apologies received from Councillors

Councillor J. Coulson – work commitments
Councillor B. Haddon – personal
Councillor J. Horne – health
Councillor P. Williamson – annual leave

APPROVED.

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

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

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.

Cllr. T. Tarran – 430/22 (ii a) - Pecuniary

428/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 15th December 2022 were CONFIRMED and SIGNED.

429/22 Accounts

- i) The monthly payment schedule to 20th January 2022 was CONSIDERED.

Cllr J. Moore raised the following queries:-

- a) Limetree invoices dating back to 2021. Town Clerk confirmed that these had not been processed or paid. The work had been delivered and the details validated.
- b) Shropshire Council invoice for Kings Yard Car Park maintenance contribution of £4,000. Cllr Moore felt this was excessive given that Shropshire has only spent £10,000 per annum overall for greenspace in Shifnal. The Town Clerk confirmed that she had requested the maintenance of the car park to be rationalised for 2023/24 and is in discussion with the car park manager at Shropshire Council, and Graham Downes, Highways.

Cllr J. Moore proposed that the invoice for 2022/23 be held until the discussions concluded and the matter referred to the Estates Committee. APPROVED. Cllr R. Cox AGAINST. ACTION – DR.

The monthly payment schedule to 20th January 2022 was APPROVED with the exception of the Shropshire Council invoice for the Kings Yard Car Park maintenance which is to be held as per item 429/22 (i) (b).

430/22 Estates Committee

- i) The draft Minutes from the Estates Committee meeting held on 9th January 2023 were NOTED.
- ii) The recommendations of the Estates Committee Meeting held on 9th January 2023 were CONSIDERED:-

Cllr T. Tarran left the meeting prior to item (a)

- a) Recommend that Full Council approve the increase of 9.6% in fees for all allotments – APPROVED.

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Cllr T. Tarran rejoined the meeting.

- 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) – APPROVED.
- c) Recommend that Full Council approve the increase of 9.6% in charges for Priorslee Road Cemetery for Shifnal Residents – APPROVED.
- d) Recommend that Full Council approve that Priorslee Road Cemetery be closed to non-residents for burials and ashes interments (subject to caveats) – APPROVED.

and to CONSIDER increasing fees for non-residents that meet the accepted criteria to double that of residents – NOT APPROVED.

Cllr T. Tarran proposed that fees for non-residents who meet the criteria should be charged the Shifnal Resident fee. APPROVED.

- 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). APPROVED with the caveat that the CPO attempt to negotiate a decrease in the quoted price increase.

Cllr T. Tarran confirmed that the 2024/2025 contract was to be reviewed by the Estates Committee in November 2023 when the TUPE regulations would be investigated further.

431/22 Planning Committee

- i) The draft Minutes from the Planning Committee Meeting held on 12th January 2023 were NOTED. Cllr J Moore requested a couple of minor updates to the Minutes. ACTION – DR.
- ii) The planning applications report to 12 January 2023 were NOTED.
- iii) The recommendations of the Planning Committee Meeting held on 12th January 2023 were CONSIDERED:-
 - 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. APPROVED.

Cllr T Tarran proposed that alternative options for storage for the Flood Group should be taken back to the Estates Committee. APPROVED. ACTION - DR/HH.

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On behalf of Shifnal Town Council

432/22 Internal Audit Advisory Committee

- i) The report from the Internal Advisory Audit Committee Meeting held on 17th January 2023 and 19th January 2023 were NOTED.
- ii) The recommendations of the Internal Audit Advisory Committee Meeting held on 17th January 2023 and 19th January 2023 were CONSIDERED:-
 - 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.

Cllr E Moore confirmed that Cllr J Moore had met with MHA regarding their application. MHA have advised that circumstances have changed since this initial submission and that they wish to withdraw this application and submit a revised application in due course.

APPROVED

- 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. APPROVED.
- 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). APPROVED.
- d) To recommend to Council to adopt the Expenses Policy as submitted for the financial year 2023/24 (attached). APPROVED.
- 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 £145.20 (attached). APPROVED.

Mayor, Cllr R. Cox thanked the Internal Audit Advisory Committee, working with the Town Clerk, to bring the precept to a swift conclusion.

433/22 Shifnal Town Regeneration Advisory Committee

- i) The Town Clerk's report on the Regeneration decision made by Council was CONSIDERED and APPROVED.

Cllr T. Tarran proposed to await the outcome of the engagement between the Town Clerk and Shropshire Council. APPROVED.

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- ii) The recommendation 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 was CONSIDERED and APPROVED.

434/22 Mayor's Report

- i) The verbal proposal by Mayor, Cllr R. Cox regarding a Mayor's Ball and the financial arrangements in support of such an event was CONSIDERED and APPROVED.
- ii) The report following the Chairman's Meeting held on Thursday 19th January 2023 was NOTED.

435/22 Town Clerk Report

- i) The Town Clerks Action Report to 20th January 2023 was NOTED.
- ii) The Local Government Boundaries Commission Consultation was NOTED as now open with a closing date of 30th January 2023. It was AGREED that the Town Clerk respond to confirm that the two Shifnal Wards require consideration and potentially an extra seat to ensure electors are democratically represented, as well as acknowledging potential future development in the area. ACTION – DR.
- iii) Shropshire Council's revised Unsafe Walking Routes Assessment Policy and Consultation which is open until 10th February 2023 was CONSIDERED. Cllr J. Moore proposed nil response. APPROVED. Cllr Z. Turner AGAINST.
- iv) Shropshire Council's Budget Consultation 2023/24 open until 30th January 2023 was CONSIDERED. Cllr J. Moore proposed that Shifnal Town Council should respond requesting a 6 month and 12 month progress report regarding achievement of the £51.2m quoted savings. APPROVED. ACTION – DR.

436/22 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".

H. Howse left the meeting at 20:00 hours.

437/22 Staff Matters

- i) The minutes of the Employment Committee Meeting held on 17th January 2023 were NOTED.
- ii) The recommendations of the Employment Committee Meeting held on 17th January 2023 were CONSIDERED:-
 - a) Members agreed the name for the finalised document would be the Employee Handbook and further agreed to adopt the document as presented. APPROVED
 - b) Members requested that committee proposed amendments to existing documents should in future be highlighted. The Clerk confirmed that this would be possible. (ACTION).

Members agreed to adopt the Equality and Diversity Policy as presented. APPROVED
 - c) Members agreed to remove the Bullying and Harassment Policy currently in place. APPROVED
 - d) Members agreed to adopt the Dignity at Work Policy as presented without adoption of the Civility and Respect Pledge. APPROVED
 - e) Members considered an amendment to the proposal to include the word Respect in the opening line. AGAINST
Members agreed to adopt the statement as presented. APPROVED
 - f) Members agreed to remove the Grievance Policy currently in place. APPROVED
 - g) Members agreed to remove the Complaints Policy currently in place. APPROVED
 - h) Members agreed to remove the Councillor/Officer Protocol currently in place and adopt the Councillor-Officer Protocol and supporting Roles and Responsibilities document as presented. APPROVED
 - i) Members agreed to adopt the draft employee contract for all existing and future staff as presented and agreed to work with HR providers for implementation by 1st April 2023 for all existing staff. APPROVED
 - j) Members agreed to delegate authority to the Town Clerk to manage flexible hours for staff, to include the budget proposals for 2023/24 and update job descriptions as required. APPROVED (See confidential committee minutes)
 - k) Members agreed to amend the terms of a job role, to instigate a recruitment process for a permanent position and to update contract terms as required. APPROVED (See confidential committee minutes)

- l) Members NOTED that the committee recommendation was included in the Precept calculations agreed at 432/22 (e).
- m) Members NOTED two actions in relation to the management of staff leave. (See confidential committee minutes)

To be read in conjunction with confidential report attached to the committee minutes.

The meeting was closed by the Chairman at 20.30 hours.

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

