



SHIFNAL TOWN COUNCIL

A G E N D A

17th March 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 23rd MARCH 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.

550/22 Fire Safety Announcement

551/22 Public Session

552/22 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Pre-submitted questions:-

- i) Cllr J Moore: Response concerning paving outside 22 Market Place and result of discussion between Cllr E Bird and Shropshire Council whether this paving would be completed as part of the SITS scheme.

Response from Shropshire Council circulated to councillors on 08/03/2023.

553/22 Commencement of Business

554/22 Apologies received from Councillors

555/22 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.

Members are reminded that subject to provisions of the current Code of Conduct that they are required to;

not speak, participate in the discussion or voting on the matter and leave the room in the event of a declaration of pecuniary interest and

not speak (unless in the public session if applicable), participate in the discussion or voting on the matter and leave the room in the event of a non-pecuniary interest.

556/22 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 16th February 2023 (attached).

557/22 Accounts

- i) To APPROVE the monthly payment schedule to 17th March 2023 (attached).

558/22 Law and Order Committee

- i) To NOTE the draft Minutes from the Law and Order Committee meeting held on 28th February 2023 (attached).
- ii) To CONSIDER the recommendations of the Law and Order Committee Meeting held on 28th February 2023:-
 - a) Recommend to Full Council that the Law and Order Committee change its title to 'The Community Safety Committee'.

559/22 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 6th March 2023 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 6th March 2023:-
 - a) Recommend that Full Council approve the Brewood Landscapes Ltd Greenspace Maintenance Contract for three years from 1st April 2023 to 31st March 2026 with annual performance appraisals at a cost of £23,760.00 (+VAT) per annum (Budget Line 31: Open Spaces Maintenance) (LGA1982 s.8 (1)(i)).

560/22 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 9th March 2023 (attached).
- ii) To NOTE the planning applications report to 3rd March 2023 (attached).

561/22 Internal Audit Advisory Committee

- i) To NOTE a report from the Internal Audit Advisory Committee held on Wednesday 15th March 2023 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee Meeting held on 15th March 2023:-
 - a) Request for additional members to join the Internal Audit Advisory Committee (and later the standing committee).
 - b) Recommend to Council to approve the Grant Aid Application for MHA and award the full value of £5,521.96 (attached).
 - c) Recommend to Council to refuse the Grant Aid Application for Shifnal Carnival Committee for bunting under the terms of the grant funding policy due to noted concerns with the grant application (attached).

It was further agreed to recommend that the Events Advisory Committee look for alternative options for funding the purchase of bunting.

- d) Recommend to Council that unspent values in the following budget lines be transferred to earmarked reserves at the end of financial year 2022/23:-
- Neighbourhood/Local Plan Review
 - Marketing, Publicity and Consultation (earmarked reserves for Regeneration)
 - Safer Shifnal (earmarked reserves for Regeneration)
 - Public Lighting Renewals
- e) Recommend to Council to NOTE the quarterly budget review to 31st December 2022 (attached).
- f) Recommend to Council to NOTE the quarterly bank reconciliation to 31st December 2022 and evidence signature by Cllr J. Moore (attached).
- g) Recommend to Council to NOTE the annual price plan review for the Barclays Business Current Account (attached).
- h) Recommendation that the Council commit to ensuring that there is an adherence to procurement and proper practices as detailed in the Practitioners Guide. That Council commit to ensuring there are no further incidents of working groups or advisory committees making decisions, that Council does not consider expenditure without lawful basis to do so and on all occasions Financial Regulations are complied with for tendering contracts.
- i) Recommendation to Council to NOTE the Internal Auditors comments regarding an SLA for street lighting but also note that Shropshire Council do not inspect, maintain or repair the Council's streetlights. They do however supply energy on a Joint Energy Scheme for which the Council have at least annual reviews of the inventory and price indications carried out by officers. This has been in place since 2012 (attached).
- j) Recommendation to Council to NOTE the Internal Auditors comments regarding aged debtors, bad debts and write off policies (attached).
- k) Recommend to Council the award of the Internal Audit Services contract to JDH Business Services for the financial year 2023/24 at a cost of £740.00 plus VAT (fixed at the 2022/23 rate).
- l) Recommend to Council to NOTE the completion of sample testing of expenditure undertaken by Cllr J. Moore and Cllr T. Tarran on 10th March 2023.
- m) Recommend to Council to CONSIDER the adoption of the Investment and Reserves Strategy and Annual Review Statement (attached).
- n) Recommend to Council to NOTE that an annual review of the contracts schedule had been completed.

562/22 Mayor's Report

i) Mayor's Ball

- a) 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) King's Coronation

- a) To CONSIDER a report on festoon lighting, bunting with budget for the King's Coronation weekend (attached).

iii) To NOTE Mayoral meetings held with:-

- a) Visit to St Andrew's School on 9th March 2023.
- b) High Sheriff Shropshire Visit to Shifnal on 13th March 2023.
- c) Meeting with West Midland Trains on 14th March 2023.

563/22 SITS Update

- i) To CONSIDER a verbal update by Cllr P. Williamson.

564/22 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 17th March 2023 (attached).
- ii) To CONSIDER a report regarding the Annual Town meeting in May 2023 (attached).
- iii) To CONSIDER the purchase of mobile phone handsets and contract with Shropshire Council (attached).
- iv) To CONSIDER the Shropshire Council invoices currently withheld from payment for the catenary posts, hanging basket posts and car park maintenance (attached).

565/22 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.

566/22 Staff Matters

- i) To CONSIDER a verbal update from 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