



## SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council  
Held at The Shifnal Village Hall, Shifnal  
On Tuesday 29<sup>th</sup> June 2021, commencing at 19.00pm.

### Agenda dated 22<sup>nd</sup> June 2021

**Present:** Councillors: P. Williamson (Chair)  
E. Bird, R. Cox, D. Marriott, E. Moore, J. Moore, F. Potter,  
L. Prendergast, T. Tarran, G. Tonkinson, Z. Turner.

**In attendance:** D. Reynolds (Town Clerk),  
D. Gough (Community Projects Officer),  
C. Williams (Secretary)  
K. Turley (Shropshire County Council)  
3 x members of the public.

#### 042/21 Fire Safety Announcement

This was given by the Chair, Mayor Mr Paul Williamson.

#### 043/21 Public Session

A member of the public raised the following concern:-

The recent repairs to The Innage have still left approximately 15-20 potholes that have not been filled in. This still presents a danger to the public and road users.

#### 044/21 Shropshire Councillors' Question Time - Councillors Bird and Turley

Steve Charmley, Portfolio Holder and highways officers have been requested to respond to Shifnal Town Council in regards to the situation at The Innage. Councillor Bird and Councillor Turley had both communicated with officers at Shropshire Council regarding this and other highways matters.

Councillor Turley has submitted a question to Shropshire Council officers regarding the legality of the Local Plan Review process and suggested that the Council may also wish to present the question directly at the Shropshire Council meeting.

#### 045/21 Commencement of Business

Councillor Williamson expressed thanks for councillors attending the meeting.

#### 046/21 Apologies received from Councillors

Apologies were received from R. Haddon and J. Horne - NOTED

**047/21 Declaration of Members' Interest**

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate - NONE*

**048/21 To CONFIRM the co-option of one councillor to Idsall Ward and one councillor for Rural Ward following NALC guidance.**

The following two Shifnal residents were duly co-opted onto Shifnal Town Council -  
Kevin Booker - Idsall Ward  
Louis Jenks - Rural Ward

Queries were raised by Councillors T. Tarran and J. Moore reference the NALC guidelines for acceptance of co-opted positions. The Town Clerk is to clarify with NALC on this matter to be incorporated into policy. ACTION

**049/21 To CONFIRM the Minutes of the Annual Full Council Meeting of the Town Council held on Thursday 20<sup>th</sup> May 2021.**

The Chairman advised there are amendments required to the draft minutes of the last meeting. It was agreed to defer the acceptance of the minutes until the July meeting. Amended draft minutes are to be circulated as soon as possible. APPROVED

**050/21 Accounts**

- i) The Payment Schedule to 22<sup>nd</sup> June 2021 was APPROVED to the value of £83,934.54 inclusive of VAT. The exception of the £36.00 payment to CPRE from the presented schedule of payments was agreed. This was queried by Cllr T. Tarran and it was agreed that this should be reviewed in line with all council subscriptions - ACTION.
- ii) The Internal Auditors Report and the Annual Internal Audit Report were NOTED.
- iii) The Report from the Internal Audit Advisory Committee from 24<sup>th</sup> June 2021 was NOTED.
  - a) The recommendations of the advisory committee in relation to the Internal Auditors Report were APPROVED as follows;  
Issue 1. Although the Coronavirus Act held over all annual meeting matters to May 2021, to ensure compliance with regulations in the future the council should amend standing order 5. j. ix) to read "Review and adoption of appropriate standing orders, financial regulations and financial risk assessments."  
Issue 2. To ensure full transparency and internal audit control a paragraph to be inserted in the financial and administrative risk assessment, actions for petty cash, to read; "Petty Cash transactions to be reported to council at least annually." The expectation to be more frequent than this in normal servicing years.

Issue 3. To ensure compliance with section 9.3. of the council's financial regulations insert new paragraph 3.2 (all other numbering to follow) under Section 3. Annual estimates (budget) and forward planning; "In reference to 9.3 the council shall review all fees, charges and members expenses in October of each year. Having regard to the forecast and each committee (if any), the RFO shall prepare and submit proposals to be included in the forecasting for the following financial year."

Issue 4. Although practices are currently adopted by the RFO, to ensure consideration of risks associated with Supplier Fraud and strengthen protocols involved with supplier data management, a new section to be added to the risk assessment. Training of all staff members to be involved with payments to be undertaken before processing/handling of data.

Issue 3 and 4 outstanding from the 2019/20 report were agreed to be revisited by the committee members within the next month as installation of systems of control were only partially in place and officers required further time to ensure a completion of the project. The Town Clerk will update committee members with an agreed timescale within the next week.

- b) The ratification of the draft Standing Orders as presented including the recommended amendments from the Internal Audit Advisory Committee meeting of 24<sup>th</sup> June 2021 were APPROVED.
  - c) The ratification of the draft Financial Regulations as presented including the recommended amendments from the Internal Audit Advisory Committee meeting of 24<sup>th</sup> June 2021 were APPROVED.
  - d) The ratification of the draft Financial and Administrative Risk Assessment as presented including the recommended amendments from the Internal Audit Advisory Committee meeting of 24<sup>th</sup> June 2021 were APPROVED.
- iv) The Annual Government Statement for 2020/21 was considered and statements were agreed as follows;
- 1. Yes - APPROVED
  - 2. Yes - APPROVED
  - 3. Yes - APPROVED
  - 4. Yes - APPROVED
  - 5. Yes - APPROVED
  - 6. Yes - APPROVED
  - 7. Yes - APPROVED
  - 8. Yes - APPROVED
  - 9. Yes - APPROVED

The Town Clerk and Chairman to sign, publish and forward to the external auditors as required. ACTION

- v) The Annual Accounting documents as presented for 2020/21 including the Final Budget Comparison to 31<sup>st</sup> March 2021, Balance Sheet including Earmarked Reserves as at 31<sup>st</sup> March 2021, Annual Bank Reconciliation (Financial Summary) as at 31<sup>st</sup> March 2021 and the Asset Register as at 31<sup>st</sup> March 2021 were all

APPROVED.

Councillor Tarran raised the issue that the Asset Register is confusing as it is not clear what the assets are. It was explained that the addresses on the register are the sites of the street lamps. This issue will resolve itself as further details are added. The Town Clerk will produce an updated Asset Register which will be presented at the next meeting. ACTION.

- vi) The Town Clerk presented a certified copy of the Annual Accounting Statements for 2020/21. These were APPROVED including consideration of significant variances. Councillor Bird queried the variance the purchase of the Old Police Station had created in the final accounts and a verbal explanation was given by the Town Clerk.

**Cllr Kevin Turley, Shropshire Council left the meeting at 20:00hrs.**

- vii) The intention to publicly post the Exercise of Electors Rights' Notice as required was APPROVED.

**051//21 To Ratify Terms of Reference for Committees and Advisory Committees and Appoint Members to:-**

Members were APPROVED to the following Advisory Committees as follows;

- i) **Advisory Committee:-**
- a) Law and order -  
Councillor Paul Williamson  
Councillor Roger Cox  
Councillor David Marriott  
Councillor Zoe Turner  
Councillor Ellen Moore  
Councillor John Horne (1<sup>st</sup> reserve)  
Councillor Liam Prendergast (2<sup>nd</sup> reserve)
  - b) **Estates -**  
Councillor John Moore  
Councillor Roger Cox  
Councillor Zoe Turner  
Councillor Bob Haddon  
Councillor Trevor Tarran  
Councillor John Horne  
Councillor Fern Potter
  - c) **Internal Audit -**  
Councillor John Moore  
Councillor Trevor Tarran  
Councillor Paul Williamson  
Councillor Louis Jenks  
Councillor Liam Prendergast
  - d) **Christmas lights -**  
Councillor Zoe Turner  
Councillor Liam Prendergast  
Councillor David Marriott  
Councillor Louis Jenks (1<sup>st</sup> reserve)

e) **Shifnal Movement Management -**

Councillor Paul Williamson  
Councillor John Moore  
Councillor Roger Cox  
Councillor Trevor Tarran  
Councillor Liam Prendergast  
Councillor Louis Jenks

f) **Community Bus -**

Councillor David Marriott  
Councillor Ellen Moore  
Councillor Paul Williamson

All above - APPROVED

g) **Neighbourhood Plans -**

Not operating at present - hold in abeyance

h) **Youth Activities -**

May be defunct due to Team Shifnal - suspended

ii) **Working Groups:-**

i) a) **Team Shifnal -**

Councillor Paul Williamson will work with David Gough to formulate a robust set of terms of reference as these do not exist at present. This will need to be discussed with the other agencies involved (approximately 25).

APPROVED

b) **SITS Stakeholder Meetings**

A draft terms of reference document for this working group to be formulated by the members of the group and the Town Clerk to be ratified by Full Council at the earliest opportunity.

Membership agreed as follows;

Councillor John Moore  
Councillor Fern Potter  
Councillor Roger Cox

APPROVED

**052/21 Appointment of Representatives to Other Bodies:-**

Old Peoples Welfare - Councillor John Horne  
Shifnal Village Hall - Councillor Paul Williamson  
Shropshire Playing Fields Association - no representative  
Bridgnorth & Shifnal Area Committee - Councillors Trevor Tarran and Paul Williamson  
Shifnal Exhibition Foundation - Councillors Fern Potter and Ellen Moore  
Safer Schools Initiative - Councillor Louis Jenks  
Shifnal Flood Partnership - defer until Councillor Haddon available  
Shifnal Patients Participation Group - Councillor Trevor Tarran

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Signed by Mayor Councillor Paul Williamson .....

On behalf of Shifnal Town Council

Shifnal Carnival Committee - Councillors David Marriott and Paul Williamson  
Brooke Educational Foundation - Councillor Zoe Turner  
All above - APPROVED

**053/21 Planning Committee:-**

- i) The Minutes of the Planning Committee held on the 17<sup>th</sup> June 2021 were APPROVED subject to a date amendment (states meeting held 29<sup>th</sup> June should be 17<sup>th</sup> June). ACTION
- ii) The recommendations of the Planning Committee were considered and a recommendation to retain the services of planning consultants Bruton Knowles in principle subject to confirmation of costs within an agreed budget was accepted.  
APPROVED
- iii) The planning applications previously considered by the committee to 28<sup>th</sup> June 2021 were NOTED.

**054/21 To receive the amended Schedule of Meetings for the Forthcoming Session 2021/22**

This schedule was NOTED. July meeting confirmed for the Village Hall and subsequent meetings to be held at the Old Police Station.

**Cllr Gordon Tonkinson left the meeting at 21:00hrs.**

**055/21 Mayor and Town Clerk Reports**

- i) The lease arrangements for the first floor of the Old Police Station were considered. It was agreed that the extension would be REJECTED.
- ii) A report was received from Cllr Trevor Tarran following his attendance at the SALC Bridgnorth and Shifnal Area meeting held on 14<sup>th</sup> June 2021. NOTED
- iii) The proposal for 2 councillors at a time on a rota basis to carry out a Councillor Surgery was APPROVED.  
The Town Clerk to produce the rota. ACTION  
Councillor Ed Bird volunteered to do more often due to him also being Shropshire County Councillor.
- iii) Business meeting of councillors will take place on 6<sup>th</sup> July 2021 - NOTED.  
This is to discuss ideas for inclusion in a 12 month plan to identify key objectives for the coming year. Councillor Fern Potter is to pre-submit as she will be absent when the meeting is to be held.
- iv) It was NOTED that a comprehensive review of IT provision for the Town Council is required including media/communications policies. Councillor Louis Jenks has volunteered to assist with this. Review to be completed along with costings for the September meeting (to coincide with plans for moving to the new area in the Old Police Station).

**Suspension of Standing Order 3Y was APPROVED to enable the meeting to continue at 21:15hrs.**

- v) Lack of communication was NOTED from Steve Brown in reference to the SITS proposal. He has been difficult to contact and no current specifications have been forwarded for evaluation. Steve Brown will be invited to attend the July Council meeting to update members.  
ACTION

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Signed by Mayor Councillor Paul Williamson .....

On behalf of Shifnal Town Council

**056/21 Town Council Estates**

- i) A report on the soft floor repairs at Curriers Lane and Jubilee parks was considered. A repair quotation from Play & Leisure was APPROVED. Community Projects Officer to progress the repairs to completion.

**057/21 Health and Safety Issues**

Various issues were raised:-

- i) Trees by the brook and Wesley Crescent - youths are having fires and playing music - Councillor Ed Bird to raise with Shropshire County Council.
- ii) General state of roads and footpaths.
- iii) Wolverhampton Road street lamp is still not fixed – Community Projects Officer advised that a new lamp is being installed imminently.
- iv) The wall by St Andrews Church is very overgrown with weeds – Community Projects Officer advised that this has been sprayed by Shropshire County Council.
- v) The wall by the brook is bulging/falling down adjacent to Jubilee Park. It is being investigated as to who retains responsibility.
- vi) The footpath at Curriers Lane by Shifnal Primary School is very overgrown.

**058/21 Correspondence**

A letter from The Right Honourable Mark Pritchard MP was NOTED.

**059/21 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".

**060/21 Town Council Estate**

- i) Due to Health and Safety concerns highlighted by professional advisors the commencement of the works was to be instigated as soon as possible. A letter to be sent to the neighbouring householder and the Church to notify works and Council position.  
This will be at an estimated cost of £260.00 plus V.A.T. additional costs have not yet been indicated for follow up actions. APPROVED  
A proposal to appoint a stonemason and commence the works was APPROVED.  
Work is to be completed by McMillan Masonry Ltd for the sum of £35,302.50 plus V.A.T. Funds to be taken from General Reserves (Open Spaces Act 1906 s.10). It was also agreed that the site needs to be made secure in the interim. Fencing needs to be erected and notices put up.

The remaining business of the meeting was deferred due to time constraints

**061/21 Staff Matters - Deferred**

**062/21 Mayoral Briefing - Deferred**

**063/21 Planning - Deferred**

and the meeting was closed by the Mayor/Chair at 21:47hrs.


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Signed by Mayor Councillor Paul Williamson .....  
On behalf of Shifnal Town Council

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