



SHIFNAL TOWN COUNCIL

A G E N D A

12th May 2023

TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of the Town Council to be held on THURSDAY 18th MAY 2023 at **7.00pm** 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.

001/23 Fire Safety Announcement

002/23 Public Session

003/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: There are no pre-submitted questions.

004/23 Commencement of Business

005/23 Election of Chairman

006/23 Adoption of the Title of Mayor

007/23 Declaration of Acceptance of Office

008/23 Nomination of Mayoress or Consort

009/23 Election of Deputy Mayor

010/23 Declaration of Acceptance of Office

012/23 Apologies received from Councillors

013/23 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.

014/23 To Ratify Terms of Reference (attached) and Appoint Members to:-

- i) Employment Committee
- ii) Planning Committee
- iii) Estates Committee
- iv) Community Safety Group (formerly Law and Order Committee)
- v) Internal Audit
- vi) Town Regeneration

015/23 To Ratify Terms of Reference (attached) and Appoint Members to:-

- i) **Advisory Committees:-**
 - a) Community Bus
 - b) Events
 - c) Neighbourhood Plan
- ii) **Working Group:-**
 - a) Town Regeneration
 - b) Shifnal Town Centre Enhancement

016/23 Appointment of Representatives to Other Bodies (attached)

017/23 To NOTE the Schedule of Meetings for 2023/24 (attached)

018/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 20th April 2023 (attached).

019/23 Accounts

- i) To CONFIRM six cheque signatories and on-line banking signatories:-
 - a) Councillor P. Williamson
 - b) Councillor E. Moore
 - c) Councillor D. Marriott
 - d) Councillor T. Tarran
 - e) To be Confirmed
 - f) Town Clerk D. Reynolds
- ii) To APPROVE the monthly payment schedule to 12th May 2023 (attached).
- iii) To CONFIRM annual council and employee subscriptions 2023/2024:-
 - a) Shropshire Association of Local Councils - SALC – Council – £2,203.58
 - b) Society of Local Council Clerks (SLCC) – Town Clerk - £337.00

020/23 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 9th May 2023 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee meeting held on 9th May 2023:-
 - a) To recommend to Full Council to accept the annual increased prices for the on-going Shropshire Council Joint Energy agreement in the amount of £18,934.82 for the first two periods of 2023/24. (Street Lighting Energy, PCA 1957s.3(1)).

021/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 11th May 2023 (attached).
- ii) To NOTE the planning applications report to 11th May 2022 (attached).
- iii) To CONSIDER the recommendations of the Planning Committee meeting held on 11th May 2023:-
 - a) To recommend to Full Council to support the following walkway schemes (attached):-
 - Old Smithfield Tunnel
 - Church Street
 - Bluebell Underpass
 - Lawton Road East
 - Lawton Road West
 - c) To recommend to Full Council to support the following walkway scheme and additionally endorse the installation of 20mph speed restrictions in this area (attached):-
 - Curriers Lane
 - d) To recommend to Full Council to support the following walkway scheme and to instigate a Traffic Regulation Order to restrict parking between the hours of 0730 hours and 1800 hours, Monday to Friday on Innage Road (attached):-
 - Five Ways/Innage Road

022/23 Shifnal Town Council Regeneration Advisory Committee

- i) To NOTE the report of the Shifnal Town Council Regeneration Advisory Committee meeting held on 9th May 2023 (attached).

023/23 Internal Audit Advisory Committee

- i) To NOTE the report of the Internal Audit Advisory Committee meeting held on 11th May 2023 (attached).

- ii) To CONSIDER the recommendations of the Internal Audit Advisory Committee meeting held on 11th May 2023:-

a) **Grant Applications (attached)**

- To recommend to Full Council that no funds should be considered for the Shifnal Carnival Committee Grant Application unless the organisation complies with the requirements as stated in the grant application policy and as highlighted last year.
- To CONSIDER the Grant Application received from The Royal British Legion Shifnal Branch.

b) **Code of Conduct Policy**

- To recommend to Full Council the continued use of the phrase Non-Pecuniary Interests in the policy document.
- To recommend to Full Council the continued policy in regard to the disclosure of interests and the required actions in meetings.
- To recommend to Full Council no change to the existing policy in relation to the disclosure process for Non-Pecuniary interests.
- To recommend to Full Council the amended policy for ratification at the Annual Full Council meeting in May (attached).

c) **Other Policies**

- To recommend to Full Council the amended policies for ratification at the Annual Full Council meeting in May as listed:-
 - Standing Orders (attached)
 - Financial Regulations (attached)
 - Administration and Financial Risk Assessment (attached)

The draft Disaster Recovery and Health and Safety policies to be reviewed at Full Council in June.

d) **Insurance 2023/24 Annual Cover**

- To recommend to Full Council the acceptance of the quotation received from Zurich Insurance in the amount of £4,469.81. This would be considered acceptable in regard to financial regulations, given no other competitive quotations had been received despite the best endeavours of officers.

e) **Thriving Children and Families Fund for youth provisions proposals**

- To recommend to Full Council the allocation of earmarked reserves to the value of £25,000 from Neighbourhood Fund for match funding of this project.

024/23 SITS Working Group

- i) To receive a verbal update on the SITS Working Group from Cllr P. Williamson.

025/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 12th May 2023 (attached).
- ii) To NOTE Section 137 expenditure for 2022/23 was £7,521.96 for 2 x charitable donations.

To NOTE Expenditure Powers Limit for 2023-2024 is £9.93 x 7,585 electors = £75,319.05
- iii) To CONSIDER the annual cover quotation for Health and Safety Service provided by Shropshire Council at a cost of £1,212.75 ex VAT.

Circulation:-

Councillors: Cllr R. Cox (Chairman), Cllr E. Bird, Cllr K. Booker, Cllr T. Clayton, Cllr J. Coulson, Cllr J. Horne, Cllr L. Jenks, Cllr D. Marriott, Cllr E. Moore, 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