



SHIFNAL TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 19th May 2022, commencing at 7.00pm
Agenda dated 13th May 2022

Present: Councillors: P. Williamson (Chairman)
K. Booker, J. Coulson, R. Cox, B. Haddon, J. Horne, D. Marlott, E.
Moore, J. Moore, T. Tarran, G. Tonkinson, Z Turner

In attendance: D. Reynolds (Town Clerk)
K. Turley (Shropshire Council)
3 x members of the public

001/22 Fire Safety Announcement

This was given by the Chairman, Mayor Paul Williamson.

002/22 Public Session

Members of the public raised the following items:-

- Expressed thanks to Cllr. P. Williamson for his time in position as Mayor over the last twelve months.
- Disappointed with the continued lack of feedback from Shropshire Council with regards to implementation of the poles for the Christmas Lights. This is now time critical and needs to be followed up as a matter of urgency. Electric could be implemented at the same time. Request for Shifnal Town Council to press for action.
- New Library doors are looking good. However, concerned with the state of the library. The kitchen, toilet and office area in much need of refurbishment.
- Noted that Brewood Landscapes had done a very good job with grass cutting, particularly in the Churchyard and Cemetery areas.
- Noted that Lime tree still appear to be litter picking. It was understood that this would be brought back in house with the appointment of a new member of staff.
- Query on when the planters within the Town would be completed as they are still empty. Planters still empty.

Cllr. P. Williamson confirmed a follow up meeting with Cllr. L. Picton and the Project Manager is arranged for 26th May in Shifnal and that Cllr. Picton is fully aware of the importance of the lights. All the points raised with regard to the Christmas Lights would be addressed at that meeting.

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

With regard to the Library refurbishment works Cllr. P. Williamson confirmed that this was progressing through the Estates Committee.

Recruitment for the Estates Officer position is progressing well. Litter picking will be brought in house once the appointment is confirmed and on board.

The contract for planters was awarded to Limetree. The Town Clerk to follow up. ACTION.

003/22 Shropshire Councillors' Question Time

- Cllr. B. Haddon on behalf of the Shifnal Town Regeneration Working Group requested an update on the Market Town Economic Strategy which the Working Group require urgently. Cllr. K. Turley to follow up. ACTION.
- Cllr. J. Horne raised the issue of highways and byways. Cllr. K. Turley confirmed that the Highways Technician was engaged and surveying on a quarterly basis. On-going.
- Cllr. J. Coulson queried progress with regard to 22 Market Place. Cllr. P. Williamson confirmed that the owner had six months to comply with the order which expires in September 2022. Cllr. D. Marriott raised the lack of response in general from Shropshire Council relating to empty properties and whether any further conversations had taken place. Cllr. K. Turley to take up with Cllr. L. Picton. ACTION.
- Cllr. Z. Turner requested an update on the traffic around Innage Road and Haughton Lane area. Cllr. K. Turley advised that T. Darke, Asst. Director for Economic Growth, is due to attend the June Planning Committee meeting to discuss further. Also requires A. Wilde, Head of Highways to join the meeting. Cllr. Turley also noted that following the last meeting that he had taken Cllr. Picton around the area including Haughton Road to witness the conditions in person and why this was such a pressing matter for Shifnal Town Council.
- Cllr. Z. Turner concerns relate to any decision to relocate on-road parking in Innage Road as this currently acts as a deterrent for speeding cars. Some time back it was suggested that the grassed area by the Lindens could be used for this purpose. Cllr. R. Cox confirmed that the Law and Order Committee were investigating ownership of the grassed area.
- Cllr. J. Horne suggested that Shifnal Town Council might consider inviting Cllr. L. Picton to one of Shifnal Town Council's meetings, similar to other parishes. Cllr. P. Williamson stated that he would be happy to do so subject to confirmation by the newly appointed Chairman/Mayor. ACTION.
- Cllr. G. Tonkinson raised the issue of the poor condition of the Co-op Alleyway and a recent incident. Cllr. P. Williams confirmed that they were trying to wrap it up with SITS and that the SITS project manager had indicated in a recent email that it is proposed to tarmac this area as part of the project.
- Cllr. K. Booker suggested that following several comments on social media that it would be helpful to publish a clear statement reference the held funds for the swimming pool and what is happening to them. Cllr. P. Williamson confirmed that the funds were held by The Swimming Pool Committee and Carnival Committee and managed by the Trustee and any statements issued would be their responsibility as entirely separate organisations from Shifnal Town Council.

- Cllr. T. Tarran moved for the discussion to end and commence with the next agenda item.

004/22 Commencement of Business

Cllr. P. Williamson read the following statement:-

"As some may know I will not be standing for re-election to the Chair of this Council on this occasion. As I said a year ago when I was elected, I believe the turnover of the Chair is vital to bring a new perspective and freshness to the council and in that way I believe will continue to move forward and avoid risk of stagnation which can happen sometimes happen with some councils. Before I joined the Council I admit to a certain ignorance of the authority and powers that the Town Council have and it was only when I became a councillor that I realised the severe limitations of the Council to achieve what the Council and the residents we represent would like to see in Shifnal. That power unfortunately rests at Shire Hall to a large degree. I understand people who become frustrated with Shifnal Council because of ill-conceived perceptions we have greater scope of authority than we actually have. However, this Council does deliver despite those constraints and we went through that at the Town Meeting, things like the new Police Base, Community Bus Service, Multi-Games Area etc. You deliver and we have delivered and that has been achieved through the drive and enthusiasm of members of this council and it's staff. I have been extremely fortunate to have had some truly exceptional people in this organisation for my term of office and would like to thank each and everyone of you for your support and sheer hard work over the last year and. I am confident with our support my successor will keep this council moving in the right direction. Thank you".

Cllr. T. Tarran moved to a vote of thanks for Cllr. P. Williamson's term of office and achievements over the last year.

005/22 Election of Chairman

There was one nomination for Chairman, Councillor R. Cox. Following a formal vote by members, Councillor R. Cox was subsequently elected Chairman.

006/22 Adoption of the Title of Mayor

Councillor R. Cox ACCEPTED the title of Mayor of Shifnal.

007/22 Declaration of Acceptance of Office

Councillor R. Cox SIGNED the Declaration of Acceptance of Office and thanked Councillors for their support. Councillor Cox thanked the former Mayor, Councillor P. Williamson.

008/22 Nomination of Mayoress or Consort

Jo Oliver was NOMINATED as Mayoress and this was ACCEPTED.

009/22 Election of Deputy Mayor

There were two nominations for Deputy Mayor, Councillors E Moore and J Horne. Following a formal vote by members, Councillor E. Moore was subsequently elected Deputy Mayor.

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

010/22 Declaration of Acceptance of Office

Councillor E. Moore SIGNED the Declaration of Acceptance of Office.

011/22 To CONSIDER Co-option of one Councillor for the Rural Ward vacancy (co-option notice received from elections team, Shropshire Council)

John Davies was welcomed to the Council meeting and Co-option to the Council was APPROVED.

012/22 Apologies received from Councillors

Cllr. L. Jenks – work commitment – NOTED.

013/22 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. J. Horne – item 017/22 – Non - Pecuniary.

014/22 To CONFIRM attendance by Councillors to the Councillor Training Session scheduled for Wednesday 15th June 2022 @ 6.30pm. Venue: Shifnal Community Hub

Previous training session had to be cancelled due to a number of apologies received which incurred a cancellation cost. Cllr. R. Cox urged all Councillors to make every effort to attend and recommended that if the group falls below 10 on the Friday before the training session then it would be aborted (by 10th June). APPROVED. Town Clerk to send out a list confirming the list of Councillors and acceptances/apologies. To also send details to Cllr. John Davies - ACTION.

Cllr. K. Turley left the meeting at 19:48.

015/22 To Ratify Terms of Reference and Appoint Members to:-

All Standing Committees to have a minimum of 5 members – APPROVED.

(i) Employment Committee

- Terms of Reference – APPROVED.
- Membership – no change – APPROVED.
- Chairman: Cllr. R. Cox – APPROVED.

(ii) Planning Committee

- Terms of Reference – APPROVED.
- Membership – no change other than remove Cllr. L. Jenks – APPROVED.
- Chairman: Cllr. T. Tarran – APPROVED.

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(iii) **Estates Committee**

- Terms of Reference – amendment to expenditure name from OPS to Shifnal Community Hub – APPROVED.
- Membership – no change – APPROVED.
- Chairman: Cllr. R. Cox – APPROVED.

(iv) **Law and Order**

- Terms of Reference – APPROVED.
- Membership – no change other than the addition of Cllr. E. Moore and Cllr. J. Davies – APPROVED
- Chairman: Cllr. P. Williamson – APPROVED.

016/22 To Ratify Terms of Reference and Appoint Members to:-

Terms of Reference – Car Parking to remain with Estates and members to feed in. Already included in the Estates Terms of Reference. APPROVED.

(i) **Advisory Committees**

Cllr. T. Tarran proposed that the Terms of Reference for Advisory Committees is changed by deleting 'maximum of 5 members'. APPROVED.

a) **Internal Audit**

- Terms of Reference – APPROVED.
- Membership – Cllr. P. Williamson removed, Cllr. E. Moore added – APPROVED.

b) **Events Committee**

- To include Christmas Carols, Flag Raising, Christmas Lights. APPROVED.
- Terms of Reference – to be considered at June Meeting. ACTION.
- Membership – Cllr. P. Williamson and Cllr. J. Davies to be added – APPROVED.

c) **Shifnal Movement Management**

- To be closed. Any open Items to be picked up by the existing committees as appropriate. APPROVED.

d) Community Bus

- Literature awaited for promotion. To be added to website and noticeboards.
- No distance limitations. Cost approx. £1.50 per mile.
- Terms of Reference – APPROVED.
- Membership – No change other than addition of Cllr. K. Booker – APPROVED.

e) Neighbourhood Plans

- Inactive but remains – APPROVED.

f) Youth Activities

- Move to Law and Order – APPROVED.

(ii) Working Groups

a) Shifnal Town Regeneration Working Party

- Working Group to continue to brainstorm ideas
- Firm project ideas to be presented to Council
- Council to discuss and agree prioritisation within the Strategic Projects Prioritisation List and to which Committee the project be designated
- Membership – no change – APPROVED.

b) Shifnal Town Centre Enhancement Working Group (SITS)

- Terms of Reference – APPROVED.
- Membership – no change – APPROVED.

c) Queen's Platinum Jubilee Working Party

- NOTED.

017/22 Appointment of Representatives to Other Bodies

Brooke Educational Foundation	Cllr. Z. Turner	APPROVED
Old People's Welfare	Cllr. G. Tonkinson - Remove Cllr. J. Horne -- Added	APPROVED
Shifnal Village Hall	Cllr. R. Cox unless afternoon Cllr. E. Moore if afternoon	APPROVED
Shropshire Playing Fields Association	Cllr. J. Horne	APPROVED
Bridgnorth and Shifnal Area Committee	Cllr. T. Tarran Cllr. R. Cox	APPROVED
Shifnal Exhibition Foundation	Cllr. J. Horne Cllr. E. Moore	APPROVED
Safer Schools Initiative	Remove	APPROVED
Shifnal Flood Partnership	Cllr. B. Haddon Cllr. E. Moore	APPROVED
Patients Participation Group	Cllr. T. Tarran	APPROVED
Shifnal Carnival Committee	Cllr. J. Coulson Cllr. J. Davies	APPROVED

018/22 To NOTE the schedule of Meetings for the Forthcoming Session 2022/23

Full Council Meeting for June to be changed from 23rd June 2022 to 16th June 2022.

NOTED.

019/22 Minutes of Previous Meetings

- (i) The Minutes of the Full Council Meeting of the Town Council held on Thursday 28th April 2022 to be amended and brought back to the June Meeting.

020/22 Accounts

- (i) The six cheque and on-line banking signatories were CONFIRMED as follows:-

Councillor P. Williamson
Councillor E. Moore
Councillor D. Marriott
Councillor B. Haddon
Councillor T. Tarran
Town Clerk D. Reynolds

APPROVED.

- (ii) The monthly payment schedule to 13th May 2022 was APPROVED with the exception of McMillan Masonry where it was agreed to pay £5,000 plus VAT of the invoice against the full amount for £7,040 plus VAT, with the requirement they provide assurance that they reinstate to existing state.

- (III) The annual council and employee subscriptions for 2022/2023 were CONFIRMED.
- a) Shropshire Association of Local Councils – SALC – Council - £2107.58 – APPROVED.
- b) Society of Local Council Clerks (SLCC) – Town Clerk - £294.00 – APPROVED.
- CPRE membership to be discussed at the next meeting. ACTION.

Members AGREED to suspend standing order 3y to enable the continuation of business.

021/22 Planning Committee

- (i) The draft minutes of the Planning Committee held on 12th May 2022 were NOTED.
- (II) The planning applications report to 12th May 2022 was NOTED.

022/22 Estates Committee

- (i) The draft minutes from the Estates Committee meeting held on 9th May 2022 were NOTED.
- (ii) The recommendation of the Estates Committee meeting held on 9th May 2022 was CONSIDERED:-
- a) To recommend to Full Council that there is no increase in booking charges for the Old Fire Station for the financial year 2022/2023. APPROVED. Cllr. T. Tarran AGAINST.

023/22 Law and Order Committee

- i) The draft minutes of the Law and Order Committee held on 26th April 2022 were NOTED.
- ii) The recommendation of the Law and Order Committee meeting held on 26th April 2022 was CONSIDERED:-
- a) To recommend to Full Council the adoption of the draft CCTV Policy and Procedure document – APPROVED.

024/22 Internal Audit Advisory Committee

- i) The report of the Internal Audit Advisory Committee meeting held on 5th May 2022 was NOTED.
- ii) The recommendations of the Internal Audit Advisory Committee meeting held on 5th May 2022 were CONSIDERED.

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- a) To recommend to Full Council that the grant funding application form be amended to include VAT Registration status to aid consideration – APPROVED.
- b) To recommend to Full Council to adopt the draft documents (as revised) for:-
 - Standing Orders – DEFERRED to June Meeting
 - Financial Regulations – APPROVED.
 - Financial and Administrative Risk Assessment – APPROVED.
- c) To recommend to Full Council the acceptance of the cover offered by Zurich Insurance for the 2022/2023 cost of £4,126.03 to include full cover for the Queen's Jubilee events. Cover to start 1st June 2022 – APPROVED.

025/22 SITS Working Group

- (i) A verbal update was provided by Cllr. P. Williamson
- (a) Meeting with Cllr. L. Picton, Project Manager, Cllr. P. Williamson, Cllr. D. Marriott and Cllr. E. Moore scheduled for 26th May 2022 at 9.00 am in Shifnal. Cllr. P. Williamson to provide an update following the meeting. ACTION

026/22 Queen's Platinum Jubilee Working Party

- i) A verbal update was provided by Cllr. J. Moore

Plans progressing extremely well:-

- o Shop displays are up
- o Quiz booklets distributed to schools
- o Colour Run – 60/70% subscription
- o Tug of War
- o Classic/Vintage vehicle participation improving
- o Arena organised
- o 20 craft/charity stalls
- o Ice cream, food and bouncy castle
- o PA presenter arranged
- o 10:00 – 15:30 hours
- o 07:30 – 09:50 hours moving vehicles only
- o Police informed and on duty during the afternoon/evening
- o Litter picking – volunteering
- o Dog show
- o Young children fancy dress
- o Prizes almost complete – children/allotments
- o Ticketed events to ensure interest
- o 5000 leaflets
- o Social media
- o Press engagement next to be organised
- o WCRF and radio show
- o Radio Shropshire may be picking up interviews

027/22 Christmas Lights Advisory Committee

- l) A verbal update was provided by Cllr. D. Marriott
 - a) Permission for lampposts now being sought.
 - b) Designers are keen to move on. Dependent on meeting next week regarding the poles.
 - c) 5-6 poles required.

028/22 Shifnal Town Council Regeneration Working Group

- (i) Cllr. B. Haddon provided a verbal update.
 - a) Next meeting date changed to 22nd June. Venue: Shifnal Community Hub.

029/22 Town Clerk Report

- (i) The Town Clerks Action Report to 13th May 2022 was NOTED.
 - a) Add in action number column. ACTION.
 - b) Committee Chairs to update outstanding actions list with expected completion dates and feedback to Administration Officer. ACTION.
- (ii) It was NOTED that the following policies will be reviewed at the next meeting in June:-
 - a) Complaints
 - b) Data Protection and Freedom of Information Publication Scheme
 - c) Social Media and Communications
 - d) Employment/HR
- (iii) Section 137 expenditure for 2021/2022 was £250 for a charitable donation – NOTED.
 - a) Expenditure Powers Limit for 2022-2023 is £8.82 x 7537 electors = £66,476.34. – NOTED.
- (iv) The annual cover quotation for Health and Safety Service provided by Shropshire Council at a cost of £1,155 ex VAT was CONSIDERED and APPROVED.

The meeting was closed by the Chairman at 21:56.

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

May Payment Schedule to 13th May 2022

Expense Type	Cost	Budget	Date	Inv No.	Payee	Description	Values	
							Sum of Net	Sum of VAT
Adhoc	Administration	Administration	28.04.2022	36001	EDGE IT Systems LTD	Finance End of Year Support	£69.50	£13.90
		IT Systems	25.04.2022	35993	EDGE IT Systems LTD	AdvancedEDGE additional user added	£48.75	£9.75
				126303	Midland Computers LTD	Setup 2 new employees on notebook	£160.00	£32.00
	Marketing			126304	Midland Computers LTD	Cable for IT network	£59.40	£11.88
				913898.12	Vistaprint B.V.	Christmas cards	£67.98	£13.60
			26.11.2021		Carriage Shop UK LTD	Ink cartridges	£42.47	£0.00
	Administration	Reimbursement Stationery Expenses	07.02.2022	CS220207-1V8583	Local Council Trainer Kim Bedford	Training Course cancellation charge	£80.00	£0.00
		Training	09.05.2022	477	Midland Computers LTD	PC Setup	£80.00	£16.00
		IT Systems	30.04.2022	126663	Midland Computers LTD	Networking/electrician work	£3,343.48	£668.70
	Estates	Old Fire Station			126720	Midland Computers LTD	Disposal of IT equipment - per kilo	£45.00
				10329	G. Leddington (Electrical) Ltd	Fire Alarm and Emergency Lighting works	£1,060.00	£212.00
			31.11.2022		TFM Farm & Country Superstore Ltd	Generator Repair - OPI event	£41.20	£8.24
Revitalisation Project				SIN5982219	TFM Farm & Country Superstore Ltd	Broom Handles - OPI event	£168.96	£33.79
				SIN5927591	Value Products Ltd	Signage Police Base	£16.55	£3.31
			14.02.2022	581	McMillan Masonry Ltd (subject to TC verbal - St Andrews Wall	Presenter OPI Funday Jun 22 (2hold payment until event)	£7,040.00	£1,408.00
Shifnal Community Hub				3374831	PS Promotions Ltd	Bus Shelter Cleaning	£40.00	£0.00
				3614	DIAMOND SHINE	Grounds maintenance services Apr 22	£1,863.33	£372.67
			03.05.2022	1306	BREWWOOD Landscapes LTD	Tree maintenance for St Andrews church	£600.00	£0.00
		Outdoor spaces			29.04.2022	WREKIN TREE CARE LTD		
Adhoc Total			10.05.2022	1758			£15,071.62	£2,861.84
Recurring	Admin/Estates	Staffing	26.04.2022	(blank)	HMRC	PAYE contributions for April 2022	£2,923.90	£0.00
					Salaries	Salaries April 2022	£8,167.56	£0.00
					Shropshire County Pension Fund	Pension contributions April 2022	£3,023.14	£0.00
	Administration	Bank Charges	30.04.2022	19025	AJI ACCOUNTING SOLUTIONS LTD	Payroll services	£33.99	£6.80
		IT Systems	21.04.2022	n/a	Barclays Bank	Bank Charges Mar - Apr 22	£46.56	£0.00
		Petty Cash	12.05.2022	20220105/1702	Linxdesign Internet Ltd	Web services - May 2022	£187.67	£37.53
	Reimbursement Stationery Expenses			(blank)	Shifnal Town Council Petty Cash	Petty cash	£200.00	£0.00
				RC25570758	Cheapestprintronline	Flyers A5 full colour double sided	£76.14	£0.00
			05.05.2022	6190342682	Lyreco UK Ltd	Stationery	£136.55	£12.81
	Administration	Communications systems	30.04.2022	283168	Entreach UK LTD	Telecommunications - Apr 22	£357.31	£71.46
Library		30.04.2022	11197974	West Mercia Energy	Electricity - Mar 22	£83.89	£4.19	
		19.04.2022	11203341	West Mercia Energy	Gas - Mar 22	£91.12	£4.56	
Estates	Priorslee Road Cemetery/Shifnal Comr	30.04.2022	8451255599	VEOLIA	Waste collection - Apr 22	£197.52	£39.50	
	Shifnal Community Hub	03.05.2022	INV06151628	Waterplus	Water April 2022	£115.36	£9.19	
		04.05.2022	265043399/22	TotalEnergies Gas & Power Limited	Gas - Apr 22	£487.22	£511.59	
		08.05.2022	265658255/22	TotalEnergies Gas & Power Limited	Electricity - Apr 22	£531.10	£26.56	
Recurring Total						£16,659.03	£236.97	
Grand Total						£31,730.65	£3,098.81	