



SHIFNAL TOWN COUNCIL

A G E N D A

9th June 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 15th JUNE 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.

057/23 Fire Safety Announcement

058/23 Public Session

059/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

- i) On-going dialogue requesting Shropshire Councillors to offer support with the floral arrangements in the Town Centre. See Agenda point 070/23.

060/23 Commencement of Business

061/23 By-election Results

- i) To NOTE that Cllr B. Haddon has signed the Declaration of Acceptance of Office following the uncontested election for Idsall Ward.

062/23 Apologies received from Councillors

063/23 Declaration of Members' Interest

To receive declarations and requests for dispensations 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.

064/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Annual Full Council Meeting held on Thursday 18th May 2023 (attached).

065/23 Accounts

- i) To NOTE the annual hosting subscription and support for the Shifnal Town Council website with Aubergine 262 Ltd at £1,019.00 plus VAT.
- ii) To APPROVE the monthly payment schedule to 9th June 2023 (attached).
- iii) To CONSIDER annual council and employee subscriptions 2023-2024:-
 - a) National Allotment Society Local Authority Membership at a cost of £55 plus VAT per annum (attached).

066/23 Town Regeneration Committee

- i) To NOTE a report from the Town Regeneration Committee following a meeting with Invest in Shropshire team and committee members on 5th June 2023 (attached).

067/23 Internal Audit Committee

- i) To NOTE the draft Minutes of the Internal Audit Committee Meeting held on Tuesday 6th June 2023 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee Meeting held on 6th June 2023:-

a) Policies

- To recommend to Full Council the adoption of the draft Business Continuity Management Policy (attached).
- To recommend to Full Council the adoption of the draft Health and Safety Policy (attached).

b) Vehicle Insurance Renewal

- To recommend to Full Council the acceptance of the renewal proposal from James Hallam Insurance Brokers for vehicle insurance for the amount of £574.92. This would be in line with the requirement of Financial Regulations for competitive quotations as this has been evidenced by the broker. (Insurance budget line, LGA 1972 s.111).

Town Clerk's Note: Due to renewal date approval for this expenditure was given by the Town Clerk using delegated powers in consultation with the Mayor on 9th June 2023.

c) Final Internal Auditor Report

- To recommend to Full Council the acceptance of the Final Internal Auditor report for 2022–2023 (attached).

d) Year End Documents

- **Annual Bank Reconciliation to 31st March 2023 (attached)**
 - To recommend to Full Council the acceptance of the final Annual Bank Reconciliation to 31st March 2023. Evidence signature by a councillor required at this meeting.

- **Final Budget Review to 31st March 2023 (attached)**
 - To recommend to Full Council the acceptance of the final Budget Review to 31st March 2023.
- **Annual Statement of Accounts to 31st March 2023 (attached)**
 - To recommend to Full Council the acceptance of the Annual Statement of Accounts to 31st March 2023.
- **Balance Sheet to 31st March 2023 (attached)**
 - To recommend to Full Council the acceptance of the Balance Sheet to 31st March 2023.
- **Fixed Asset Report to 31st March 2023 (attached)**
 - To recommend to Full Council the acceptance of the Fixed Asset Report to 31st March 2023.
- **Variance Report (attached)**
 - To recommend to Full Council the acceptance of the Variance Report.
- **Annual Governance and Accounts Return to 31st March 2023 (attached)**
 - To recommend to Full Council the acceptance of the Annual Governance and Accounts Return to 31st March 2023 with the following amendments:-

Indication of yes to all boxes apart from box 2 and box 3. These should be indicated as no, and the following wording added to the return:-

“The Council have accepted that actions that may have occurred during this financial year that were not in line with proper practices and without the authority to do so were resolved with appropriate legal advice and without significant impact to the financial arrangements of the Council. Measures have now been put in place to ensure compliance with proper practices and no actions can be taken by committees or Council without consideration of the appropriate authority to do so”.

Pre-prepared statement and actions presented with the draft documents.
 - To recommend to Full Council that the Chairman and Clerk sign the Annual Governance Statement for 2022/23 as required following ratification.
 - To recommend to Full Council the acceptance of the Annual Accounting Statements for 2022/23 as signed by the Responsible Finance Officer and for the CHAIRMAN to sign following ratification (attached).

- **Exercise of Elector's Rights Notice (attached)**
 - To recommend to Full Council the acceptance of the Exercise of Elector's Rights Notice as presented and furthermore resolve to instruct the posting of this notice in line with the requirements of such.
- **Reserves and Investments Strategy and Annual Review Statement (attached)**
 - Members considered the strategy and the review statement as presented and the following recommendations were agreed:-
 - To accept the general reserves position as stated with no further comments.
 - To amend the reasoning for retention of the CCTV panel donation to Predicted Liability in 2023/24.
 - To accept the earmarked reserves position as amended by above.
 - To accept the Investments/Accounts held position as presented.
 - To accept that no further risks or amendments to the strategy are identified.
 - To recommend to Full Council the adoption of the Reserves and Investments Strategy as presented and the acceptance of the Annual Review Statement.
 - To recommend to Full Council that the Chairman of the Council and Responsible Finance Officer sign the completed document following ratification.

068/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 6th June 2023 (attached).
- ii) To NOTE the planning applications report to 6th June 2023 (attached).

069/23 Events Committee

- i) To NOTE a report from the Events Advisory Committee Meeting held on 9th June 2023 (attached).
- ii) To CONSIDER the recommendations of the Events Advisory Committee Meeting held on 9th June 2023:-
 - a) To recommend to Full Council to accept the quotation with Turnocks for the Christmas Lights contract for 3 years. The fixed annual cost for the 3 years period is £4,839 + £13,785 = £18,624 (budget line Christmas Lights Infrastructure, LGA 1972 s.144).
 - b) To recommend to Full Council the re-allocation of £3,500 from General Reserves to Christmas Lights Budget for 2023/24.

070/23 SITS Update

- i) To CONSIDER a verbal update by Cllr P. Williamson.
- ii) To CONSIDER the proposal regarding maintenance of the Town Centre planters (attached).

To extend the contract of Limetree Landscape Services and Nurseries Ltd to tidy up the 17 x planters and replenish with topsoil/ compost mix. Replant under existing plants, with summer planting and water for the season which would be 220 + vat per unit. Total costs would be £3740.00 split equally at £1,870 attributed to each party. Shropshire Council contribution to be subject to recharge and settlement in due course. (Budget line Planters/Fertilisers/Plants, LGA 1972 s.144). As this would be considered an extension to an existing contract this would be acceptable without competitive quotations and in line with financial regulations.

071/23 Future Meetings

- i) To CONSIDER the Schedule of Meetings for 2023/24 (attached).
- ii) To CONSIDER Cllr B.Haddon's request to join the following Committees:-
 - Estates Committee – current membership 9
 - Planning Committee – current membership 6
 - Town Regeneration Committee – current membership 10
 - Town Regeneration Working Group – current membership 10
 - Events Advisory Committee – current membership 4
 - SITS Working Group – current membership 3

072/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox

073/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 9th June 2023 (attached).
- ii) To CONSIDER a request received from Shifnal Carnival Committee with regard to use of Wheatfield Park for car parking during the Annual Shifnal Carnival on 24th June 2022 and Aston Street Car Park for Carnival Floats.
- iii) To CONSIDER hire of security personnel for CCTV live monitoring between the hours of 12pm and 5.30pm on Saturday 24th and Sunday 25th June 2023 during Shifnal Carnival by Yellow Hat Security Solutions Limited at a cost of £192.50 plus VAT. (46 CCTV Project, LG&RA 1997 s.31).
- iv) To CONSIDER the purchase and installation of slabs to create additional new Ashes and Burial plots at Priorslee Road Cemetery by KRM Contractors at a cost of £1,266.00 plus VAT for the Ashes plots and £1,993.00 plus VAT for two new additional headstone rows in the Burial Section (attached). (33 Priorslee Road Cemetery Maintenance, LGA 1972 s.214(6)).
- v) **GENERAL POWER OF COMPETENCE**

To consider adoption of the General Power of Competence.

RECOMMENDATION: That; in accordance with *The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012*; Shifnal Town Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence:

- The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- The clerk to the council holds the Certificate in Local Council Administration; and
- The clerk to the council has completed the relevant training;

And therefore, the council adopts the General Power of Competence

074/23 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.

075/23 Staff Matters

- i) To NOTE the draft Minutes from the Employment Committee meeting held on 25th May 2023 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee meeting held on 25th June 2023:-
 - a) To recommend to Full Council to NOTE the staff appraisal dated 20th March 2023 (confidential report).

Circulation:-

Councillors: Cllr R. Cox (Chairman), Cllr E. Moore, Cllr E. Bird, Cllr K. Booker, Cllr T. Clayton, Cllr J. Coulson, Cllr B. Haddon, Cllr J. Horne, 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