



SHIFNAL TOWN COUNCIL

A G E N D A

22nd September 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 28TH SEPTEMBER 2023 at 7.00 pm at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

PLEASE NOTE there will be a pre-meeting with Sally Themans, Good 2 Great Limited at **6.30pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ. Purpose to introduce Good 2 Great Limited and provide an overview of initial engagement to date.

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.

233/23 Fire Safety Announcement

234/23 Public Session

235/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

236/23 Commencement of Business

237/23 Apologies received from Councillors

238/23 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.

239/23 Minutes of Previous Meeting

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

240/23 Accounts

- i) To APPROVE the September monthly payment schedule to 22nd September 2023 (attached).
- ii) To NOTE the payments made under delegated powers during Summer Recess (attached).
- iii) To NOTE the conclusion of the audit of the annual governance and accountability return for the year ended 31st March 2023 (attached).

241/23 Community Safety Committee

- i) To NOTE the draft Minutes of the Community Safety Committee meeting held on 25th July 2023 (attached).

242/23 Chairman's Strategic Board

- i) To NOTE a report from the Chairman's meeting held on 26th July 2023 (attached).

243/23 Planning Committee

- i) To NOTE the ratified Minutes of the Planning Committee held on 3rd August 2023 and planning applications report to 3rd August 2023 (attached).
- ii) To NOTE the draft Minutes of the Planning Committee held on 7th September 2023 (attached).
- iii) To NOTE the planning applications report to 7th September 2023 (attached).

244/23 Town Regeneration Committee

- i) To NOTE the draft Minutes of the Town Regeneration Committee held on Monday 4th September 2023 (attached).

245/23 Estates Committee

- i) To NOTE the draft Minutes of the Estates Committee held on Monday 4th September 2023 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee held on 4th September 2023:-
 - a) Recommend that Full Council approve this works contract for the repairs to the outdoor gym flooring at Wheatfield Park with a budget of £40,000.00 (+VAT), and a contingency of 10% and to be published on the government Contracts Finder in line with legislation and Full Council's approval for the successful bid in January 2024, with works to start in March 2024. Budget Line: Shifnal Town Council Reserves (LGA 1894s.8 (1)(i)). (Attached).
 - b) Recommend that Full Council approve an order to be placed with Benbow Brothers for the rectification works from the tree survey at a cost of £6,975.00 (+VAT). Budget Line: 30 Repairs and Renewals: Outdoor Spaces (LGA 1894 s.8(1)(i)).

iii) **Urgent Estates Matters**

- a) To CONSIDER officer recommendation to award a 3 year contract to Midland Computers Ltd under the STC financial regulations section ***“11.1.iv for work to be executed or goods or materials to be supplied which consist of an extension of an existing contract by the council.”*** At a cost of £14,920.20 (+VAT) (Budget Line 5: IT Systems (LGA1972 s.111)). (attached).
- b) To NOTE expenditure of £1,450.48 plus VAT for rectification works following the recent annual fire safety inspection to bring the estate up to current fire safety regulations. (Budget Lines: 40 Old Fire Station, 41 Community Hub & 48 Library (LGA 1894 s. 8 (1)(i)). (attached).
- c) To CONSIDER the provision of winter floral displays in the Shifnal entrances and Town Centre planters at a cost of £4,810.00. (Budget line: Planters/Fertilisers/Plants, LGA 1972 s.144). (attached).

246/23 Events Advisory Committee

- i) To NOTE a report from the Events Advisory Committee held on 31st July 2023 (attached).
- ii) To NOTE a report from the Events Advisory Committee held on 19th September 2023 (attached).
- iii) To CONSIDER the recommendations of the Events Advisory Committee held on 19th September 2023:-
 - a) Recommend Full Council approve the purchase of a new cross street Christmas light feature for Aston Street at a cost of £1,250 plus VAT, leaving a total of £470 plus VAT in the account with Turnocks (see attached report).
 - b) Recommend Full Council approve expenditure to the value of £4,762.00 plus VAT for the Christmas Lights event to include:-
 - Live music and TENS licences
 - Entertainment
 - Children Gifts from Father Christmas
 - First Aid
 - Town Centre Christmas Tree

Full listing and details attached. (Budget Line: 37. Events. LGA 1972 s.144).

247/23 SITS Update

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

248/23 Meet the Leader event held on 31st July 2023

- i) To NOTE a report from the meeting with Cllr L. Picton held on 31st July 2023 (attached).

249/23 Meeting with T Darke and C Morrison held on 1st August 2023

- i) To NOTE a report from the meeting with T Darke and team held on 1st August 2023 (attached).

250/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox.
- ii) To CONSIDER councillor volunteers to attend the local schools on 10th November 2023 for Armistice Day.
- iii) To CONSIDER participation in the Shifnal Christmas Tree Festival at St. Andrew's Church with an entrance fee of £35.00.

251/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 22nd September 2023 (attached).
- ii) To NOTE communication received from Cllr L. Picton regarding cross border partnership (attached).
- iii) To NOTE communication received from Shropshire Council regarding the phone box removal in the town centre (attached).
- iv) To NOTE that Officers have been working with the Marches Growth Hub on a carbon neutral programme for Shifnal Town Council and that Shifnal Town Council are 1 of 50 accepted onto the programme out of 400 plus applicants. A further update to be provided following the next stage of the process.

252/23 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.

253/22 Planning

- i) To NOTE planning enforcement matters.

254/23 Celebrating Shifnal Awards 2023

- i) To NOTE the nominations for Celebrating Shifnal Event to be held on 22nd October 2023 at 5pm at St Andrew's Church (attached).
- ii) To CONSIDER a proposal for a new award for the annual Celebrating Shifnal Event in memory of the Late Cllr Tim Day (attached).
- iii) To CONSIDER a proposal to expand the Celebrating Shifnal occasion into a Civic Event (attached).

255/23 Staff Matters

- i) To NOTE the final Minutes of the Employment Committee meeting held on 3rd August 2023 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee meeting held on 3rd August 2023:-
 - a) Recommend to Full Council the adoption of the Pay Policy (attached).
 - b) Recommend to Full Council the adoption of the Lone Working Policy (attached).
 - c) Recommend to Full Council a policy of requiring enhanced DBS certificates for all Councillors and staff members with routine renewal of this process at each four year electoral term.

- d) Recommend to Full Council and committees to note projects and staffing requirements for such projects by Autumn 2023 to enable consideration of resources and budget planning for precept.
- iii) To NOTE the draft Minutes of the Employment Committee meeting held on 7th September 2023 (attached).
- iv) To CONSIDER the recommendations of the Employment Committee meeting held on 7th September 2023:-
 - a) Recommend to Full Council the approval of terms and conditions for an existing member of staff. (attached)

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