



SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of Shifnal Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 15th June 2023, commencing at 7.00pm
Agenda dated 9th June 2023

Present: Councillors: R. Cox (Chairman)
T. Clayton, J. Coulson, B. Haddon, L. Jenks, E. Moore, J. Moore, T.
Tarran, G. Tonkinson, Z Turner, P. Williamson

In attendance: D. Reynolds (Town Clerk)
H. Howse (Administration Officer)
K. Turley (Shropshire Council)
2 x members of the public

057/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

058/23 Public Session

Member of the public raised the following item:-

- Concern regarding the state of footpaths in Shifnal.

The resident was advised that this topic was not on the agenda for the evening's meeting and was invited back to the July meeting when the topic would be itemised.
ACTION.

One member of the public left the meeting.

059/23 Shropshire Councillors' Question Time

- On-going dialogue requesting Shropshire Councillors to offer support with the floral arrangements in the Town Centre. Cllr Turley advised this was covered in agenda item 070/23 for consideration.
- Cllr J. Moore requested an update regarding S106 works proposed for Haughton Road and whether there had been any further progress in discussions with Shropshire Council. Cllr Turley advised that he had been in discussion with Telford and Wrekin Council and Vistry regarding Priorslee this month and was going to try and approach Vistry directly regarding Haughton Road.

060/23 Commencement of Business

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

061/23 By-election Results

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

Cllr R. Cox welcomed Cllr Haddon back to the Council.

062/23 Apologies received from Councillors

Cllr E. Bird – work commitment
Cllr K. Booker – annual leave
Cllr J. Horne – work commitment
Cllr D. Marriott – annual leave

NOTED.

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.

Cllr R. Cox – Item 070/23 (i) - Pecuniary

064/23 Minutes of Previous Meeting

- i) The Minutes of the Annual Full Council Meeting held on Thursday 18th May 2023 were CONFIRMED and SIGNED.

065/23 Accounts

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

066/23 Town Regeneration Committee

- i) A report from the Town Regeneration Committee following a meeting with Invest in Shropshire team and committee members on 5th June 2023 was NOTED.

Cllr B. Haddon expressed his disappointment with the initial outcome of the meeting held on 5th June with the Invest in Shropshire team and felt that there had been no consideration of the Town Regeneration plan produced by the Shifnal Town Regeneration Advisory Committee.

It was NOTED by members that the Shifnal Town Regeneration Plan would require recommendation by the Town Regeneration Committee to Full Council for consideration and approval at a future meeting. ACTION.

Cllr B. Haddon proposed that the lead for the Town Centre Regeneration Project should be the Regeneration Standing Committee and not Town Council Officers. We are not bringing the experience of the working group or committee when talking to other agencies such as Shropshire Council or Marches Growth Hub.

Cllr T. Tarran expressed his concern that the Town Regeneration Committee is already a Standing Committee. The issue before with the illegal decision made was because we did not have an Officer advising of the correct procedures and therefore there is no purpose in not having an Officer on the Committee and indeed would be the only Standing Committee without an Officer.

Cllr B. Haddon confirmed that he was not asking for an Officer not to be part of the Town Regeneration Standing Committee and was referring to the lead for meetings.

APPROVED. AGAINST: Cllr T. Tarran, Cllr R. Cox, Cllr E. Moore. ABSTAIN: Cllr T. Clayton.

067/23 Internal Audit Committee

- i) The draft Minutes of the Internal Audit Committee Meeting held on Tuesday 6th June 2023 were NOTED.
- ii) The recommendations of the Internal Audit Committee Meeting held on 6th June 2023 were CONSIDERED:-

a) **Policies**

- To recommend to Full Council the adoption of the draft Business Continuity Management Policy subject to amendment with names being updated in the document where required – APPROVED.
- To recommend to Full Council the adoption of the draft Health and Safety Policy – APPROVED.

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

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). APPROVED.

c) Final Internal Auditor Report

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

d) Year End Documents

- **Annual Bank Reconciliation to 31st March 2023**
 - To recommend to Full Council the acceptance of the final Annual Bank Reconciliation to 31st March 2023. APPROVED and signed by Cllr L. Jenks.
- **Final Budget Review to 31st March 2023**
 - To recommend to Full Council the acceptance of the final Budget Review to 31st March 2023. APPROVED.
- **Annual Statement of Accounts to 31st March 2023**
 - To recommend to Full Council the acceptance of the Annual Statement of Accounts to 31st March 2023. APPROVED.
- **Balance Sheet to 31st March 2023**
 - To recommend to Full Council the acceptance of the Balance Sheet to 31st March 2023. APPROVED.
- **Fixed Asset Report to 31st March 2023**
 - To recommend to Full Council the acceptance of the Fixed Asset Report to 31st March 2023. APPROVED.
- **Variance Report**
 - To recommend to Full Council the acceptance of the Variance Report. APPROVED.

- **Annual Governance and Accounts Return to 31st March 2023**

- 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".

Actions

1. *New staff have been employed to assist with the processing of financial implications and statements. Improved training and use of the accounting package provided has been initiated.*
2. *Clearly defined terms of reference have been ratified by Council for all committee, sub committees and working groups.*
3. *All budget lines and expenditure powers are indicated by officers prior to an expenditure resolution and noted on reports and minutes. All expenditure considerations are made in line with proper procurement processes.*
4. *The Internal Audit Committee consisting of five members of the Council and the Town Clerk/RFO meet bi-monthly to provide checks on processes, policies and procedures and to sample test income and expenditure transactions.*
5. *All policies and protocols have been reviewed or newly provided and brought forward for adoption by the Council. All members are provided with a hard copy on taking their seat with the Council and/or on request. Digital copies are provided to all members and where required are available for public viewing on the Council website or on request to the Council office.*
6. *An officer sits on all committees and sub committees to ensure compliance with standing orders, financial regulations and proper practices.*
7. *Where required, advice on legal authority is obtained through appropriate channels. E.g., NALC legal department.*

Pre-prepared statement and actions presented with the draft documents.

APPROVED.

- To recommend to Full Council that the Chairman and Clerk sign the Annual Governance Statement for 2022/23 as required following ratification. APPROVED and SIGNED.

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

- 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. APPROVED and SIGNED.

- **Exercise of Elector's Rights Notice**

- 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. APPROVED.

Cllr K. Turley left the meeting at 19:43 hours.

- **Reserves and Investments Strategy and Annual Review Statement**

- 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. APPROVED.
 - To amend the reasoning for retention of the CCTV panel donation to Predicted Liability in 2023/24. APPROVED.
 - To accept the earmarked reserves position as amended by above. APPROVED.
 - To accept the Investments/Accounts held position as presented. APPROVED.
 - To accept that no further risks or amendments to the strategy are identified. APPROVED.
- To recommend to Full Council the adoption of the Reserves and Investments Strategy as presented and the acceptance of the Annual Review Statement. APPROVED.
- To recommend to Full Council that the Chairman of the Council and Responsible Finance Officer sign the completed document following ratification. APPROVED and SIGNED.

068/23 Planning Committee

- i) The draft Minutes from the Planning Committee meeting held on 6th June 2023 were NOTED.
- ii) The planning applications report to 6th June 2023 was NOTED.

069/23 Events Committee

- i) A report from the Events Advisory Committee Meeting held on 9th June 2023 was NOTED.

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

- ii) The recommendations from the Events Advisory Committee Meeting held on 9th June 2023 were CONSIDERED:-
- 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 year period is £4,839 + £13,785 = £18,624 (budget line Christmas Lights Infrastructure, LGA 1972 s.144). APPROVED.
 - b) To recommend to Full Council the re-allocation of £3,500 from General Reserves to Christmas Lights Budget for 2023/24. APPROVED.

070/23 SITS Update

Cllr R. Cox left the meeting ahead of the following item.

- i) A verbal update was provided by Cllr P. Williamson:-
- No response received from Shropshire Council regarding the installation of the hanging basket poles and suggest that Shifnal Town Council should write a formal complaint conveying our disappointment with the time lag resulting in missed opportunity for floral displays on these posts. APPROVED. ACTION.
 - The Town Clerk confirmed that she had written to the Finance Department at Shropshire Council to make sure they were aware of the issues and that the balance would not be paid until the work had been completed in full.

Cllr R. Cox returned to the meeting.

- ii) The proposal regarding maintenance of the Town Centre planters was CONSIDERED:-

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. APPROVED.

Cllr R. Cox requested photographs to be posted on the website once the work is complete. ACTION.

071/23 Future Meetings

- i) The Schedule of Meetings for 2023/24 were CONSIDERED and APPROVED.

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

- ii) Cllr B. Haddon's request to join the following committees were CONSIDERED and APPROVED:-

Estates Committee
Planning Committee
Town Regeneration Committee
Town Regeneration Working Group
Events Advisory Committee
SITS Working Group

072/23 Mayor's Report

- i) Cllr R. Cox provided the following update:-

- Couple of dates for the diary :-
 - Armed Forces Day Flag Raising Day to take place on Monday 19th June 2023 at Shifnal Village Hall. 10:30 am for 11:00 Service.
 - MHA Open Day on Wednesday 21st June 2023 at 10:30 am. Seniors Hall, Curriers Lane.

Cllr E. Moore advised that she had met with Rachel from MHA to see the results of the garden project that Shifnal Town Council supported with recent grant funding to help towards the scheme with outstanding results.

- King's Spring Fling – the final spend with the Carnival Committee came to £1,581.63 from an agreed budget of £3,000. This was a good community event and well supported.
- Lezley Picton has responded to our invitation to come to Shifnal. Cllr R. Cox asked members to consider the preferred format. Following some debate it was proposed that the meeting should be a standalone closed Council meeting. APPROVED.

Town Clerk to go back to Lezley Picton and ask her to provide suitable dates. ACTION.

Councillors to forward questions for Lezley Picton to the Town Clerk to collate and provide to Lezley Picton before the meeting so that she can come prepared on the day. ACTION.

073/23 Town Clerk Report

- i) The Town Clerks Action Report to 9th June 2023 was NOTED.

Item 86 – remove or archive – SITS working group to confirm. ACTION.

Item 424 – move date to 01/09/2023. ACTION.

- ii) 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 was CONSIDERED and APPROVED.
- iii) The 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) was CONSIDERED and APPROVED.
- iv) 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) was CONSIDERED and APPROVED.
- 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

APPROVED. ABSTAIN: Cllr G. Tonkinson.

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.

H. Howse left the meeting.

075/23 Staff Matters

- i) The draft Minutes from the Employment Committee meeting held on 25th May 2023 were NOTED.

- ii) To CONSIDER the recommendations of the Employment Committee meeting held on 25th May 2023:-
The Town Clerk updated members on the arrangements for a newly appointed member of staff and arrangements were confirmed for the purchase of a leaving gift for a member of staff. APPROVED

The Town Clerk left the meeting at 20.37 hours.

- a) To recommend to Full Council to NOTE the staff appraisal dated 20th March 2023 (confidential report).

This matter was deferred to the next meeting of the Full Council.

The Town Clerk returned to the meeting at 20.39 hours.

The meeting was closed by the Chairman at 20.39 hours.

June Payment Schedule to 9 June 2023														
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Sum of Net	Sum of VAT	Sum of Gross				
Adhoc	Paid	Estates	Library	29/05/2023	GB08003733	National Pen Promotional Products Ltd	Pens - Library	£133.63	£26.73	£160.36				
	Unpaid	Estates	Events	07/05/2023	56508	Asles (Tool Hire and Sales) Ltd	Portable toilets - Coronation Event	£460.00	£92.00	£552.00				
		Miscellaneous	Health & Safety	06/06/2023	2306082	Fire Safe Services LTD	Fault call out	£111.00	£22.20	£133.20				
		Outdoor Spaces	Open Spaces Maintenance	09/05/2023	1373262966	Screwfix	Litter picker/ducting	£27.76	£5.55	£33.31				
	Credit	Estates	Events	06/03/2023	CN 900588	Asles (Tool Hire and Sales) Ltd	Refund against incorrect invoice 56508	£39.00	£7.80	£46.80				
			Shifnal Community Hub/Old Fire	23/05/2023	CN 172852	Security Wise Ltd	Refund against incorrect invoice 172852	£146.25	£29.25	£175.50				
Adhoc Total								£547.14	£109.43	£656.57				
Recurring	Paid	Admin/Estates	Staffing	27/05/2023	(blank)	HMRC	PAYE contributions - May 23	£3,113.86	£0.00	£3,113.86				
						Salaries	Salaries - May 23	£10,761.25	£0.00	£10,761.25				
						Shropshire County Pension Fund	Pension contributions - May 23	£2,865.72	£0.00	£2,865.72				
		Administration	Bank Charges	30/05/2023	18052023	Barclays Bank	Bank Charges - Apr - May 23	£14.50	£0.00	£14.50				
		Estates	Insurance	22/05/2023	52396-725	Zurich Municipal	Annual Insurance Cover 01/06/2023 - 31/05/2024	£3,990.90	£478.91	£4,469.81				
			Library	26/05/2023	11353622	West Mercia Energy	Gas - Apr 23	£213.64	£10.68	£224.32				
					11350679	West Mercia Energy	Electricity - Apr 23	£137.77	£6.89	£144.66				
			Old Fire Station	31/05/2023	11356174	West Mercia Energy	Gas - Apr 23	£74.70	£3.74	£78.44				
					11357603	West Mercia Energy	Electricity Apr 2023	£54.87	£2.74	£57.61				
			Shifnal Community Hub	06/06/2023	11357604	West Mercia Energy	Electricity Apr 2023	£324.56	£16.23	£340.79				
			Public Toilets	31/05/2023	11321707	West Mercia Energy	Electricity - Jan 23 - Refund	£378.44	£18.92	£397.36				
					11354958	West Mercia Energy	Electricity - Nov 22	£24.68	£1.23	£25.91				
					11313142	West Mercia Energy	Electricity - Nov 22 Refund	£118.49	£5.92	£124.41				
					11354959	West Mercia Energy	Electricity - Dec 22	£56.95	£2.85	£59.80				
					11313143	West Mercia Energy	Electricity - Dec 22 Refund	£370.73	£18.54	£389.27				
					11354960	West Mercia Energy	Electricity - Jan 23	£667.56	£133.51	£801.07				
					11354961	West Mercia Energy	Electricity Feb 23	£402.70	£20.14	£422.84				
					11354962	West Mercia Energy	Electricity Mar 23	£286.24	£14.31	£300.55				
		Outdoor Spaces	Machinery/Vehicle Hire & Maintenance	02/06/2023	INV01547075	Novuna Vehicle Solutions	Van lease rental - Jun - Jul 23	£317.88	£63.58	£381.46				
	Unpaid	Administration	IT Systems	28/05/2023	AUB11302	Aubergine 262 Ltd	Website and support	£1,019.00	£203.80	£1,222.80				
			Photocopier	05/05/2023	8072166960	Sharp Business Systems UK Plc	Photocopier charges	£134.22	£26.84	£161.06				
			Financial Audit Fee	18/05/2023	4579	JDH Business Services Ltd	Year End Financial Audit Fee	£370.00	£74.00	£444.00				
			Payroll Administration	31/05/2023	21109	AJI Accounting Solutions LTD	Payroll services May 2023	£35.65	£7.13	£42.78				
			Staffing Costs	12/05/2023	035p355540	Pertemps Recruitment Partnership Ltd	Temporary Staffing	£402.16	£80.43	£482.59				
				19/05/2023	035p355564	Pertemps Recruitment Partnership Ltd	Temporary Staffing	£685.50	£137.10	£822.60				
				26/05/2023	035p355627	Pertemps Recruitment Partnership Ltd	Temporary Staffing	£685.50	£137.10	£822.60				
				02/06/2023	035p355693	Pertemps Recruitment Partnership Ltd	Temporary Staffing	£548.40	£109.68	£658.08				
			Communication Systems	31/05/2023	326338	Enreach UK Ltd	Phone and Broadband	£400.49	£80.10	£480.59				
		Estates	Insurance	09/06/2023	524436511	James Hallam Council Guard	Vehicle Insurance 23-24	£574.92	£0.00	£574.92				
			Library	26/05/2023	1417	Diamond Shine	Window cleaning Library	£30.00	£0.00	£30.00				
			Shifnal Community Hub	03/06/2023	INV02331569	Water Plus	Water - May 23	£159.40	£14.14	£173.54				
			Public Toilets	26/05/2023	15816	Key Support Services	Water Mgmt System & Sanitary Units - May 23	£73.10	£14.62	£87.72				
				09/06/2023	INV02397903	Water Plus	Water - May 23	£97.47	£10.87	£108.34				
		Outdoor Spaces/Estates	Cemetery Refuse Collection/Shifnal	31/05/2023	8451288649	Veolia Environmental Services Group (UK)	Refuse collection	£261.15	£52.23	£313.38				
Recurring Total								£27,917.08	£1,659.47	£29,576.55				
Grand Total								£28,464.22	£1,768.90	£30,233.12				