



SHIFNAL TOWN COUNCIL

A G E N D A

10th November 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 16TH NOVEMBER 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.

363/23 Fire Safety Announcement

364/23 Public Session

365/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

366/23 Commencement of Business

367/23 Apologies received from Councillors

368/23 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.

369/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 19th October 2023 (attached).

370/23 Accounts

- i) To APPROVE the November monthly payment schedule to 10th November 2023 (attached).

371/23 Events Advisory Committee

- i) To NOTE a report from the Events Advisory Committee meeting held on 24th October 2023 (attached).

372/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 2nd November 2023 (attached).
- ii) To NOTE the planning applications report to 2nd November 2023 (attached).

373/23 Town Regeneration Committee

- i) To NOTE the draft Minutes of the Town Regeneration Committee held on 6th November 2023 (attached).

374/23 Estates Committee

- i) To NOTE the draft Minutes of the Estate Committee held on 6th November 2023 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee held on 6th November 2023:-
 - a) ES186/23 iii) Members PROPOSE to Full Council that more information has come to light that the floor may be repaired, the committee would like to advise council to place the tender on hold until such time as we can consider a merit of a repair instead of wholesale replacement.

Town Clerk (Proper Officer) NOTE added post meeting.

This proposal was made contrary to standing orders (7a & 9) as such a proposal should have been submitted in written form with supporting documentation prior to the meeting and included within the agenda. The proposal was amended several times during the voting process (attached).

- b) To recommend to Council that no further action be taken of the refurbishment of the Toddler Play Area at Wheatfield Park.

375/23 Community Safety Group

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

376/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox.
- ii) To CONSIDER a proposal for 10k running event for Shifnal. (attached).

377/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 10th November 2023 (attached).
- ii) To CONSIDER Internal Audit Committee membership following resignation of Cllr T. Clayton (attached).

iii) **Grant Aid Applications**

Note: These have not been considered at Internal Audit due to timing of the next meeting and the time criticality of the purpose for the Grant Applications for the Christmas period:-

- a) To CONSIDER the Grant Aid Application from Ladybird Tots and Toddler community play group for the sum of £500.00 for the purchase of floor matts, Tuff Trays and Stands, Christmas party and printed toy bags to support the toy library (attached).
- b) To CONSIDER the Grant Aid Application from Shifnal Help Food Bank for the sum of £1,500.00 for the purchase of Christmas Hampers (attached).
- iv) To NOTE the Council Offices will be closed from 4pm Friday 22/12/2023 and re-open at 9am Wednesday 03/01/2024 and the Library will be closed from 4pm Friday 22/12/2023 and re-open at 10 am on Wednesday 03/01/2024.
- v) To CONSIDER verbal update on licensing for the Christmas Light Switch On Event and Market from the Town Clerk.
- vi) To NOTE communication received from regarding Emergency Response Centre (attached).

378/23 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.

379/23 Shifnal Medical Centre

- i) To CONSIDER an update provided by Cllr T. Tarran from the Patient Participation Group regarding the Medical Centre development (attached).

380/23 Planning

- i) To NOTE planning enforcement matters.

381/23 Staff Matters

- i) To NOTE an agreement has been reached on the NJC National Pay Award for local authority employees for the financial year commencing 1st April 2023. To ACCEPT the revised salaries will be implemented from November 2023 as per the contracted terms of all council employees and a revised budget recommendation will be forthcoming following the next appropriate meeting of the employment committee.
- ii) To CONSIDER a staff reward scheme.

382/23 Council Protocol, Policy and Code of Conduct

- i) To CONSIDER verbal report from Mayor, Cllr R. Cox

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