



SHIFNAL TOWN COUNCIL

A G E N D A

8th December 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 14TH DECEMBER 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.

433/23 Fire Safety Announcement

434/23 Public Session

435/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

436/23 Commencement of Business

437/23 Apologies received from Councillors

438/23 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.

439/23 Election of Deputy Chair following resignation of Cllr E. Moore

440/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 16th November 2023 (attached).

441/23 Accounts

- i) To APPROVE the December monthly payment schedule to 8th December 2023 (attached).

442/23 Community Safety Committee

- i) To NOTE the draft Minutes of the Community Safety Committee Meeting held on 28th November 2023 (attached).
- ii) To CONSIDER the recommendations of the Community Safety Committee held on 28th November 2023:-
 - a) Cllr P. Williamson to propose with a report to Full Council regarding a proposed Youth Forum and Youth Council with a mandate request (attached).

443/23 Estates Committee

- i) To NOTE the ratified Minutes of the Estates Committee Meeting held on 4th September 2023 (attached).
- ii) To NOTE the draft Minutes of the Extraordinary Meeting of the Estates Committee held on 4th December 2023 (attached).
- iii) To CONSIDER the recommendation of the Estates Committee held on 6th November 2023:-
 - a) Recommend to Full Council that the Estates Committee meet once a month.
- iv) To CONSIDER the recommendations of the Estates Committee held on 4th December 2023:-
 - a) Recommend that Full Council approve the increase of 6.1% in fees for all allotments (attached).
 - b) Recommend that Full Council approve the increase of 6.1% in fees for all community hub bookings (attached).
 - c) Recommend that Full Council approve the increase of 6.1% in charges for Priorslee Road Cemetery (attached).

444/23 Internal Audit Committee

- i) To NOTE the draft Minutes of the Internal Audit Committee held on 5th December 2023 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee held on 5th December 2023:-
 - a) To recommend to Full Council the approval of the Grant Application from Shifnal & District Male Voice Choir for the sum of £200.00 (attached).
 - b) To recommend to Full Council the approval of the Grant Application from Brightstar Boxing Academy to be funded from the CIL Neighbourhood Fund Earmarked Reserves for the sum of £12,000.00. This award should be subject to clarification, to be attained by the Town Clerk on the future plans of the academy and the number of Shifnal residents utilising the service. See subsequent response from J Lockley (attached).

- c) To recommend to Full Council to award the Internal Auditor services contract to JDH Business Services Ltd for the amount of £775.00 for 2024/25.

Members agreed to review this arrangement within the next three years. Following the Internal Audit meeting JDH have confirmed there would be no inflationary increases for a three year period up to 2026/27 and would hold the annual price at £775.00 per annum (attached).

- d) Recommend to Full Council the acceptance of the quarterly budget review to 30th September 2023 (attached).
 - e) Recommend to Full Council the acceptance of the bank reconciliation to 30th September 2023 (attached).
- iii) To CONSIDER membership of the Internal Audit Committee following the resignation of Cllr T. Clayton

445/23 Planning Committee

- ii) To NOTE the draft Minutes of the Planning Committee held on 5th December 2023 (attached).
- iii) To NOTE the planning applications report to 5th December 2023 (attached).

446/23 Events Advisory Committee

- i) To CONSIDER a report on the Events Advisory Committee Terms of Reference and Committee Membership (attached).
- ii) To CONSIDER mandate for Shifnal events based on the indicative costing provided in the report (attached).

Points to consider:-

- a) Budget
- b) Tendering process
- c) Resources

447/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox:-
 - a) To CONSIDER offer of sponsorship for the Shifnal 10k run.
 - b) To CONSIDER offer of donation from a local business.

448/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 8th December 2023 (attached).
- ii) To CONSIDER the continuation of advertising for 2024 with Shifnal Parish Magazine at a cost of £85.00 for 11 issues for a quarter page advert (attached). Budget Line: Marketing/Publicity and Consultation (LGA 1972 s.142).
- iii) To NOTE email communication received from Shifnal Help Food Bank (attached).
- iv) To CONSIDER correspondence received from Mark Pritchard MP to Shifnal Town Council regarding Cosford Station Accessibility 06/12/2023 (attached).
- v) To NOTE verbal update regarding Shifnal Post Office.

- vi) To NOTE the Public Toilets Opening Times over the Christmas Period:-

The Public Toilets will be open over the Christmas break, apart from Christmas Day and Boxing Day when the toilets will be closed.
- vii) To CONSIDER communication received from Rural Market Town Group concerning membership (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