



## 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 19<sup>th</sup> October 2023, commencing at 7.00pm  
Agenda dated 13<sup>th</sup> October 2023**

**Present:** Councillors: R. Cox (Chairman)  
K. Booker, T. Clayton, J. Coulson, B. Haddon, J. Horne, L. Jenks, D.  
Marriott, E. Moore, J. Moore, G. Tonkinson, P. Williamson

**In attendance:** D. Reynolds (Town Clerk)

### 293/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

### 294/23 Public Session

No members of the public present.

Cllr J. Horne advised that he had received a resident complaint regarding speeding along Stanton Road near to Springwood.

### 295/23 Shropshire Councillors' Question Time

Cllr K. Turley provided the following updates:-

- Following a recent incident, Shropshire Council are pushing to get the developers to complete the works planned for Haughton Lane/Road.
- Recently went around the town with Shropshire Council Highways team. Cllr Turley is concerned that some works on Haughton Road have been completed to a sub-standard quality and that Shropshire Council need to take up with their contractors.
- Cllr Turley in discussion with Andy Wilde, Shropshire Council regarding the standard of maintenance and grass cutting around the Town. STAR Housing, however, is improving.

Cllr R. Cox urged councillors to raise questions and to do so as early as possible in advance of a Full Council meeting.

### 296/23 Commencement of Business

### 297/23 Apologies received from Councillors

Cllr E. Bird – prior commitment  
Cllr Z. Turner – prior commitment

NOTED.

1 of 7

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

### **298/23 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 306/23 – Pecuniary

### **299/23 Minutes of Previous Meeting**

- i) The Minutes of the Full Council Meeting held on Thursday 28<sup>th</sup> September 2023 were CONFIRMED and SIGNED. ABSTAIN: Cllr T. Tarran.

### **300/23 Accounts**

- i) The monthly payment schedule was APPROVED. Date to be corrected to 13<sup>th</sup> October 2023. ACTION.

### **301/23 Community Safety Committee**

- i) The draft Minutes of the Community Safety Committee meeting held on 26<sup>th</sup> September 2023 were NOTED.
- ii) To CONSIDER the recommendations of the Community Safety Committee held on 26<sup>th</sup> September 2023:-
- iii) Recommend to Full Council that an order be placed with SYA to provide a youth service provision for 1 year and room hire to Trinity Methodist Church for 1 year at a total cost of £25,900.00 (+ VAT) and additional equipment provision at a cost of £2,000.00 (+VAT). (Budget Line: Neighbourhood Fund Reserves (Localism Act 2011 ss 1-5)).

Cllr P. Williamson presented the full business case regarding the provision of youth services in Shifnal that had been circulated and then proposed to re-word the recommendation as follows:-

Proposal 1: The Council agree to award a contract to SYA in the amount of £18,900.00 for one year's service as per the agreed SLA and accept that the contract for youth services provision is contrary to Financial Regulations in regard to procurement procedure, but in line with regulation 11i) e) have accepted a contract without competitive comparison due to the lack of suitable alternative providers in the Shropshire area and that SYA is the recommended provider for the unitary authority. APPROVED.

Proposal 2: The Council agree to lease facilities at the Trinity Methodist Church for an annual amount of £7,000.00. APPROVED.

Proposal 3: The Council agree to provide an additional budget of £2,000.00 for the provision of equipment to support the youth services initiative. APPROVED.

2 of 7

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

Cllr R. Cox thanked Cllr Williamson for the work completed to date on the Youth Services strategy and proposal.

- iv) Recommend to Full Council that the CCTV annual maintenance contract for the period of 12 months from 05/11/2023 to 04/11/2024 be awarded to YellowHat Security Solutions at a cost of £10,400.00 (+ VAT). (Budget Line: 46 CCTV Project (LG & RA 1997 s.31). APPROVED.
- v) Recommend to Full Council the adoption of the proposed amendments to the CCTV Policy and Procedure Document. APPROVED.
- vi) Recommend to Full Council the adoption of the proposed amendments to the Community Safety Committee Terms of Reference. APPROVED.

### **302/23 Chairman's Strategic Board**

- i) The report from the Chairman's meeting held on 4<sup>th</sup> October 2023 was NOTED.

### **303/23 Internal Audit Committee**

- i) The draft Minutes of the Internal Audit Committee held on 5<sup>th</sup> October 2023 were NOTED.
- ii) The recommendations of the Internal Audit Committee held on 5<sup>th</sup> October 2023 were CONSIDERED:-
  - a) Recommend to Full Council the rejection of the Grant Aid Application received from Newport Cottage Care Centre Trust Ltd due to the organisation being outside Shifnal and not serving a high percentage of Shifnal residents. APPROVED.
  - b) Recommend to Full Council approval of the Grant Aid Application received from Shifnal Town Imperials Football Club for the sum of £500.00 subject to the Town Clerk receiving confirmation of use of funds for capital expenditure only. APPROVED subject to confirmation of use of funds for equipment. ACTION.

It was NOTED that there was circa £15,000 still unspent for this financial year. Town Clerk to ensure that communication is sent out via social media urging community groups to consider applications for funding. ACTION.

- c) Recommend to Full Council adoption of the noted addition to the Business Continuity Management Plan and the necessary additional full signatory and online banking access for the Financial Assistant to the banking mandate. APPROVED.
- d) Recommend to Full Council the addition of the following sentence to be added to the Financial Regulations, Standing Orders and Financial Risk Assessments:-

"In the event of the unexpected absence of the Town Clerk/RFO refer to the Business Continuity Management Plan for the temporary delegation of the responsibilities of the officer detailed in this policy".

APPROVED.

- e) Recommend to Full Council the acceptance of the quarterly budget review to 30<sup>th</sup> June 2023 subject to clarification of figures in miscellaneous income, temporary staffing, grant funding and planters/fertilisers/plants.

3 of 7

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Signed by Mayor (Chairman).....  
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NOTE clarification of figures had been added to the final document addressed to Full Council. APPROVED.

- f) Recommend to Full Council the acceptance of the bank reconciliation to 30<sup>th</sup> June 2023. APPROVED.
- g) Recommend to Full Council to continue with the Joint Energy Agreement with Shropshire Council for the remaining two quarters of the financial year. APPROVED. To be reviewed ahead of the new financial year. ACTION.
- iii) Council NOTED the Neighbourhood Fund (CIL) Tracker to 27<sup>th</sup> September 2023. Town Clerk to amend wording from Committed to Proposed.

#### **304/23 Planning Committee**

- i) The draft Minutes of the Planning Committee held on 5<sup>th</sup> October 2023 were NOTED.
- ii) The planning applications report to 5<sup>th</sup> October 2023 were NOTED.

#### **305/23 Events Advisory Committee**

- i) A report from the Events Advisory Committee held on 9<sup>th</sup> October 2023 was NOTED.
- ii) The proposals from the Events Advisory Committee meeting held on 9<sup>th</sup> October 2023 were CONSIDERED:-
  - a) Expenditure of £4,658.00 for Security by YellowHat Security and Infrastructure by Asles for the Christmas Lights Switch On and Market Event on 25<sup>th</sup> November 2023. (Budget Line: 37. Events (LGA 1972 s.144)). APPROVED.
  - b) To accept a donation of £60 for the purchase of three old Christmas Lights fixtures from the Black Country Living Museum. APPROVED.

Cllr R. Cox left the meeting at 20:00 hours and handed over to Deputy Mayor, Cllr E. Moore.

#### **306/23 SITS Update**

- i) Cllr P. Williamson provided the following update:-
  - The two outstanding hanging basket poles have now been installed and the Shropshire Council invoice was settled on 9<sup>th</sup> October 2023.
  - Shropshire council have now cleaned the gulleys in the Town Centre. The CPO is due to hold a meeting with the Street Scene officer to see what can be progressed.
  - The spraying of the weeds has also been completed.

Cllr R. Cox returned to the meeting at 20:05 hours.

### 307/23 Mayor's Report

- ii) Mayor, Cllr R. Cox provided the following update:-
- The presentation event for the Summer Reading Challenge took place on Saturday 7<sup>th</sup> October 2023 in the Library followed by a short performance by J D Magic. The event was well attended and positively received by both children and parents. Cllr R. Cox extended his thanks on behalf of the council to J Miller and C Mason for organising the occasion.
  - The Business Forum took place at the Park House on 11<sup>th</sup> October and was well received by those in attendance although there were few in numbers. It is hoped that attendance from more local businesses will grow in the future.
  - The Mayor noted that he had recently attended a social occasion at a local establishment with a couple of other councillors.

### 308/23 Town Clerk Report

- i) It was NOTED that the Town Clerk's Action Report to 13<sup>th</sup> October 2023 will be CONSIDERED at the next Full Council Meeting.
- ii) The communication received regarding Polling District, Place and Station Review 2023 was NOTED.
- iii) The Pumpkin Hunt event taking place in the Town Centre between 28<sup>th</sup> October 2023 and 4<sup>th</sup> November 2023 was NOTED. Thanks were conveyed to Apley Farm Shop for the donation of pumpkins. Cllr J. Moore commented that the Shifnal Town Council logo on the pamphlet produced by Good to Great was not the best. The Town Clerk confirmed that Good to Great had been issued with the highest resolution STC logo. Town Clerk to check with Sally Themans to ensure they are using the correct logo. ACTION.
- iv) The communication received regarding the Boundary Commission was NOTED.
- v) To CONSIDER a proposal regarding green spaces in Applebrook. (attached)
- a) To recommend approval of the combined work to the laurel and conifer hedging in Applebrook as described in this report to be carried out by Brewood Landscapes Limited in the amount of £440.00 plus VAT. (Budget line Repairs and Renewals, LGA 1892 s.8 (1)(i)). APPROVED with amendment to add this work to the maintenance schedule for the greenspace contractors. ACTION.
- vi) To CONSIDER annual tree survey costing update. The corrected figure of £7,400.00 for this work was APPROVED.
- vii) To CONSIDER Town Centre Events Planning Report (attached).
- a) Recommendation that the adoption of the town centre area is a consideration that should take place outside the discussions on events. APPROVED. ABSTAIN: Cllr B. Haddon.
- b) Recommendation to continue to foster the good relationships with Shropshire Council teams and utilise to the advantage of the town centre regeneration and the community of Shifnal. APPROVED. ABSTAIN: Cllr T. Tarran.

- c) Recommendation to maintain the status quo and support applications to Shropshire Council Public Protection team for events in the Shifnal area. APPROVED. ABSTAIN: Cllr. T. Clayton.

Cllr P. Williamson proposed to review this position in six months time. APPROVED. ABSTAIN: Cllr J. Horne.

- d) Recommendation to highlight fees that may be applicable to some licences when enquiries are made for town centre events. APPROVED.
- e) Recommendation for the Events Advisory Committee to continue to work on an annual events calendar with support from the Town Clerk and Sally Themans. APPROVED.

Cllr B. Haddon proposed to include Good 2 Great and Visit Shifnal in future meetings. APPROVED. ABSTAIN: Cllr T. Clayton, Cllr J. Horne, Cllr T. Tarran.

- f) Recommendation for the market type event to be considered following feasibility study and public consultations via the Regeneration Committee.

Cllr B. Haddon proposed to defer this recommendation until the report was available and considered by Town Regeneration Committee and onward recommendation to Full Council. APPROVED. ABSTAIN: Cllr T. Clayton.

- viii) To CONSIDER a verbal report from Cllr J. Moore on a potential 'Santa Jog' event.

Cllr J. Moore explained that this proposed event was no longer a possibility due to insurance and licensing uncertainty.

### **309/23 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. APPROVED

### **310/23 Planning**

- i) Planning enforcement matters were NOTED.

### **311/23 Celebrating Shifnal Awards 2023**

- i) Mayor, Cllr R. Cox confirmed that the Civic Event was due to be held on 22<sup>nd</sup> October 2023 at 5pm at St. Andrew's Church. All Councillors are invited. Refreshments will be available at the event.

### **312/23 Staff Matters**

- i) The draft Minutes of the Employment Committee meeting held on 12<sup>th</sup> October 2023 were NOTED. ABSTAIN: Cllr J. Horne.

- ii) To CONSIDER the recommendations of the Employment Committee meeting held on 12<sup>th</sup> October 2023:-
  - a) To consider a recommendation for an immediate response to a matter concerning the terms and conditions of a member of staff. APPROVED. ABSTAIN: Cllr J. Horne.

The meeting was closed by the Chairman at 20.57 hours

7 of 7

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

October Payment Schedule to 13 October 2023										Values		
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Sum of Net	Sum of VAT	Sum of Gross		
ad hoc	Paid	Administration	IT Systems	22/09/2023	44897	Amazon	IT supplies - monitor	£99.37	£19.87	£119.24		
		Estates	Library	20/09/2023	20230919-07	JD Magic	Magic performance 7th October	£50.00	£0.00	£50.00		
			Events	11/10/2023	tbx	Amazon	LED lights	£70.22	£14.04	£84.26		
		Miscellaneous	Advisory Services	26/09/2023	1E+12	Land Registry	Search fee	£6.00	£0.00	£6.00		
	unpaid	Estates	Library	26/09/2023	53875	Chartmedia	Books & posters	£99.50	£5.50	£105.00		
			Public Lighting Maintenance	26/09/2023	128514	E.on	Light repair Jellicoe Crescent	£88.35	£17.67	£106.02		
			SCH/OFs/Library	05/10/2023	1897	AMG Fire Solutions Ltd	Fire safety remedial works	£1,450.48	£290.10	£1,740.58		
		Outdoor Spaces	Cemetery Maintenance	24/08/2023	51010068	John Williams Funeral Service	Engrave grave markers	£50.00	£10.00	£60.00		
ad hoc Total								£1,913.92	£357.18	£2,271.10		
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions - Sept 23	£3,140.06		£3,140.06		
						Salaries	Salaries - Sept 23	£10,649.11		£10,649.11		
						Shropshire County Pension Fund	Pension contributions - Sept 23	£2,865.72		£2,865.72		
		Administration	Bank Charges	19/09/2023	(blank)	Barclays	Current account charges Aug-Sept 23	£8.50	£0.00	£8.50		
			Communications Systems	01/10/2023	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00		
			IT Systems	28/09/2023	8819532	Amazon	IT supplies - memory sticks	£25.99	£5.20	£31.19		
		Estates	Public Toilets	09/10/2023	11408443	West Mercia Energy	Electricity Apr 23	£149.58	£7.48	£157.06		
					11408444	West Mercia Energy	Electricity May 23	£133.63	£6.68	£140.31		
					11408445	West Mercia Energy	Electricity June 23	£130.95	£6.55	£137.50		
					11408446	West Mercia Energy	Electricity July 23	£156.55	£7.83	£164.38		
					11408447	West Mercia Energy	Electricity Aug 23	£106.59	£5.33	£111.92		
		Corner of Cheapside	Events	01/10/2023	638003E+11	Scottish Power	Electricity supply	£21.90	£1.10	£23.00		
				11/10/2023	2531680	PPL PRS Ltd	Music Licence	£456.97	£91.39	£548.36		
		Outdoor Spaces	Machinery/Vehicle Hire & Mainte	02/10/2023	9463233	Fuelgenie	Fuel - van Sept 23	£57.49	£11.50	£68.99		
					1748766	Novuna Vehicle Solutions	Van lease rental - Oct-Nov 23	£317.88	£63.58	£381.46		
	unpaid	Administration	Communications Systems	30/09/2023	341238	Enreach Ltd	Telephone charges Sept 23	£389.11	£77.82	£466.93		
			Payroll Administration	30/09/2023	21802	All Accounting Solutions Ltd	Payroll administration Sept 23	£35.65	£7.13	£42.78		
			Photocopier	04/10/2023	8072379033	Sharp Business Systems	Copy charges	£93.31	£18.66	£111.97		
		Estates	Community Hub	04/10/2023	3510818	Water Plus	Water supply Sept 23	£592.04	£66.23	£658.27		
			Library/Public Toilets	26/09/2023	16001	Key Support Services	Sanitary disposal & water management Sept 23	£73.10	£14.61	£87.71		
					16007	Key Support Services	Duty of Care Oct 23 - Sept 24	£146.30	£29.26	£175.56		
			SCH/Library/OFs/Public Toilets	09/10/2023	7238440	Shropshire Council	Cleaning services Sept 23	£2,353.00	£470.60	£2,823.60		
		Outdoor Spaces	Open Space Maintenance	30/09/2023	10003	Brewood Landscapes Ltd	Grounds maintenance Sept 23	£1,980.00	£396.00	£2,376.00		
		Estates/Outdoor Spa	SCH/Cemetery	30/09/2023	1297851	Veolia	Waste collection Sept 23	£195.72	£39.14	£234.86		
		Estates/Admin	Regeneration/Marketing	03/10/2023	2449	Good 2 Great Ltd	Place Marketing Sept 23	£2,492.81	£498.56	£2,991.37		
			SCH/IT Maintenance/H&S	06/10/2023	1422028542	Screwfix	Estate officer supplies	£75.14	£10.42	£85.56		
Recurring Total								£26,772.10	£1,860.07	£28,632.17		
Grand Total								£28,686.02	£2,217.25	£30,903.27		