



SHIFNAL TOWN COUNCIL

A G E N D A

19th January 2024

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 25TH JANUARY 2024 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.

497/23 Fire Safety Announcement

498/23 Public Session

499/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

500/23 Commencement of Business

501/23 Apologies received from Councillors

502/23 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.

503/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 14th December 2023 (attached).

504/23 Accounts

- i) To APPROVE the January monthly payment schedule to 19th January 2024 (attached).

505/23 Internal Audit Committee

- i) To NOTE the draft Minutes of the Internal Audit Committee held on 11th January 2024 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee held on 11th January 2024:-

- a) Recommend to Full Council the approval of a grant award in the amount of £1,000.00 to 2497 (Cosford) Squadron ATC, RAF Cadets (attached).
- b) Recommend to Full Council that members travel expenses be kept in line with the current HMRC rates.
- c) To RATIFY the Members Expense Policy with no recommended amendments from the Internal Audit Committee (attached).
- d) Recommend to Full Council the carry over of previously agreed earmarked reserves to 2024/25 for the following:-

Community Hub	£15,101.31	
Asset Transfer Fund	£128,960.00	Car Parks/Library
Neighbourhood Fund	£660,403.58	
Safer Shifnal Project	£17,945.89	Youth Services
CCTV Panel Donation	£4,589.68	Mobile CCTV Cameras
Memorial Fund	£1,631.00	Civic Regalia
N/Local Plan Review	£15,000.00	
Street Lighting	£42,000.00	
Regeneration	£10,007.00	

- e) Recommend to Full Council the earmarking of unspent values at the close of 2023/2024 financial year to continue ongoing projects on the following budget lines:-

BL 28	Local Plan
BL 20	Marketing, Publicity & Consultation
BL 37	Events
BL 54	Regeneration Project
BL 29	Grants
BL 36	St. Andrew's Churchyard Maintenance

- iii) To CONSIDER the 3rd draft of the proposed budget for precept for the financial year 2024/2025 and agree submission to Shropshire Council by 31st January 2024. (attached).

Cllr Tarran proposed, and the Internal Audit Committee agreed, that the following should be recorded prior to the consideration of the budget for precept and earmarked reserves:-

- The tax base for the 2024/2025 precept budget calculations should be noted as reduced due to the factors indicated in the draft document.
- The Council has in 2023/2024 agreed the use of Neighbourhood Fund CIL earmarked reserves for two projects to be delivered in the 2024/2025 financial year.
 - o Youth Services £27,900
 - o 3 x Festivals £28,050

506/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 11th January 2024 (attached).
- ii) To NOTE the planning applications report to 11th January 2023 (attached).

507/23 Town Regeneration Committee

- i) To NOTE the draft Minutes of the Town Regeneration Committee Meeting held on 15th January 2024 (attached).
- ii) To CONSIDER the recommendation of the Town Regeneration Committee held on 15th January 2024:-
 - a) Recommend to Full Council that the six month break clause in the contract with Good 2 Great not be invoked and the contract to run to its twelve month completion.
 - b) Recommend to Full Council the dissolution of the Events Advisory Committee.
 - c) Recommend to Full Council the dissolution of the Town Regeneration Committee.
 - d) Recommend to Full Council the formation of a Regeneration and Events Committee with the attached terms of reference formed by merging the functions and responsibilities of the previous positions (attached).
- iii) To CONSIDER appointment of members to the new Regeneration and Events Committee subject to approval of item 507/23 ii (d):-
 - Cllrs J. Coulson, K. Booker, R. Cox, B. Haddon, D. Marriott, E. Moore, J. Moore and P. Williamson wish to be considered for membership.

508/23 Estates Committee

- i) To NOTE the draft Minutes of the Estates Committee Meeting held on 15th January 2024 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee held on 15th January 2024:-
 - a) Recommend that Full Council approve an order be placed with TJ Morris Plant Hire Ltd for the refurbishment works at Innage Road at a cost of £20,783.50 (+VAT) with a 10% contingency fund of £2,000.00 (+VAT) (Budget: Neighbourhood Fund Reserves (LG(MP)A 1976 s.19 (3)).
 - b) Recommend that Full Council approve the removal of the list of assets from the asset register and the disposal of remaining items by the Estates Officer (attached).

509/23 To CONSIDER Tender for Removal of Existing Outdoor Gym Mulch Floor and Installation of a new Outdoor Gym Mulch Floor

It is recommended to Full Council that the works contract be awarded to Abacus Playgrounds at a cost of £35,604.00 (+VAT) with works to commence in March 2024 (Budget: Neighbourhood Fund Reserves (PHAAA 1907 s. 76 (1)) (attached).

510/23 To CONSIDER proposal from Shifnal Flood Forum and Cllr B. Haddon regarding storage (attached)

511/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox.

512/23 To review and update outstanding actions from previous Full Council meetings (attached)

513/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 19th January 2024 (attached).

514/23 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.

515/23 Planning

- i) To NOTE planning enforcement matters.

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