



SHIFNAL TOWN COUNCIL

A G E N D A

9th January 2024

TO ALL ESTATES COMMITTEE MEMBERS OF SHIFNAL TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the Estates Committee meeting of the Town Council to be held on Monday 15th January 2024 at **5:30pm** 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**

Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420
E-mail: info@shifnaltowncouncil.gov.uk
www.shifnaltowncouncil.gov.uk



Shifnal Community Hub
Tudor Way
Shifnal
Shropshire
TF11 8DJ

- ES483/23 Fire Safety Announcement**
- ES484/23 Public Session**
- ES485/23 Apologies received from Councillors.**
- ES486/23 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.
- ES487/23 To CONFIRM and sign the Minutes of the Extra Ordinary Estates Committee Meeting of the Town Council held on Monday 4th December 2023**
- ES488/23 Greenspace Maintenance & Works**
- i) To CONSIDER a verbal report from the Parks Working Group from Cllr. R. Cox.
 - ii) To CONSIDER a report on the removal of the holly bush at Innage Road from the CPO.
 - iii) To CONSIDER a report on the potential refurbishment of the land at Innage Road from the CPO.
 - iv) To CONSIDER a report on additional costs to the green space maintenance contract for the town entry points and additional hedge cutting at the Millennium Garden from the CPO.
 - v) To NOTE that the warning signs have been installed at the war memorial in St. Andrew's churchyard in December 2023.
- ES489/23 Shifnal Community Hub, Old Fire Station Hub & Library**
- i) To CONSIDER a report on the bookings and advertisements for STC community hubs from the Administration Assistant.
 - ii) To CONSIDER a report on the RAAC survey on council buildings
 - iii) To NOTE that a quotation for a 1 year & a 3 year contract have been requested from Shire Services.
 - iv) To NOTE that meetings with suppliers to gain quotations for a new hot water tank in the Shifnal Community Hub will be held during January 2024.
 - v) To CONSIDER a report from the CPO on the installation of solar panels at the Shifnal Community Hub.

- ES490/23 Shropshire Council Street Scene Meeting**
To NOTE that the next meeting with Shropshire Council Street Scene Officer will take place on 22nd January 2024.
- ES491/23 Town Clerk Report**
To CONSIDER a report from the Town Clerk on the outstanding actions.
- ES492/23 Town Centre Noticeboard**
To CONSIDER a location for the replacement noticeboard for the town centre.
- ES493/23 Allotments**
i) To NOTE a letter sent out to allotment holders about forming an allotment association.
ii) To NOTE that the new quotation from Town and Country Fencing was received with an increase of £22.50 (£4,941.69 Total) and approved by the Town Clerk and Mayor. The works will be carried out w/c 08.01.2024.
- ES494/23 Asset Disposal**
To CONSIDER a report from the CPO and Town Clerk on an asset disposal list with values.
- ES495/23 To Review Actions from Previous Committee Meetings**
- ES496/23 Next Estates Committee Meeting**
Monday 5th February 2024 – 5:30pm – Shifnal Community Hub.

Circulation:-

Committee: Cllr R. Cox (Chairman), Cllr E. Bird, Cllr K. Booker, Cllr B. Haddon, Cllr J. Horne, Cllr L. Jenks, Cllr J. Moore, Cllr T. Tarran, Cllr. Z. Turner, Cllr P. Williamson, D. Gough (CPO), J. Ellis (EO).

For Information:

Councillors: Cllr T. Clayton, Cllr J. Coulson, Cllr. D. Marriott, Cllr. E. Moore, Cllr G. Tonkinson

Officers: D. Reynolds, Town Clerk and Responsible Finance Officer
H. Howse, Administration Officer

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