



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 16th November 2023, commencing at 7.00pm
Agenda dated 10th November 2023**

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

In attendance: D. Reynolds (Town Clerk)
H. Howse (Administration Officer)
Cllr K. Turley (Shropshire Council)

363/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

364/23 Public Session

No members of the public present.

365/23 Shropshire Councillors' Question Time

Cllr K. Turley provided the following updates:-

- Spoken to Highways to take action regarding the two very large potholes on Haughton Road. Will continue to chase them.

366/23 Commencement of Business

367/23 Apologies received from Councillors

Cllr L. Jenks – health

NOTED.

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.

Cllr J. Horne – Item 377/23 (vi) – Pecuniary.

Cllr R. Cox – Item 377/23 (vi) – Pecuniary declared later in the meeting.

369/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 19th October 2023 were CONFIRMED and SIGNED.

Cllr J. Moore joined the meeting at 19:05 hours.

Cllr E. Bird joined the meeting at 19:06 hours.

370/23 Accounts

- i) The Town Clerk advised that the two invoices received from St Andrew's Church for live streaming for the two recent Civic events (Celebrating Shifnal and Remembrance Day) had come in 10% higher than the previously agreed rate. Having spoken to Rev'd Chris Thorpe he had advised that the costs for live streaming had increased by this amount and it was necessary to pass on the higher cost. Town Clerk and Mayor to raise further with Rev'd Chris Thorpe at their next meeting and report back to Council. ACTION.

The monthly payment schedule to 10th November was APPROVED.

371/23 Events Advisory Committee

- i) The report from the Events Advisory Committee meeting held on 24th October 2023 was NOTED.

Cllr P. Williamson confirmed that organisation for the Christmas Light Switch On and Market Event was progressing well. Two main issues were:-

- Street Trading and Premises Licences still awaited and due imminently.
- Lack of volunteers for the event. Need 20 and only have 14 so far. Cllr P. Williamson requested help from the Councillors. Cllr J. Horne submitted his apologies due to other commitments on the day.

Cllr E. Moore asked whether further training sessions would be arranged for those volunteers that could not attend the training session on Wednesday 22/11/2023. The Town Clerk advised that it would be possible to arrange some 'Train the Trainer' sessions where necessary but all volunteers would need to complete the training before the actual day of the event.

372/23 Planning Committee

- i) The draft Minutes of the Planning Committee held on 2nd November 2023 were NOTED.
- ii) The planning applications report to 2nd November 2023 was NOTED.

373/23 Town Regeneration Committee

- i) The draft Minutes of the Town Regeneration Committee held on 6th November 2023 were NOTED.

Cllr T. Tarran asked if a breakdown of the proposed £40,000.00 budget for inclusion in the 2024-2025 precept process could be made available to the Internal Audit Committee when considering the budget proposal. ACTION.

374/23 Estates Committee

- i) The draft Minutes of the Estates Committee meeting held on 6th November 2023 were NOTED. ABSTAIN: Cllr J. Horne.

- 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.

Cllr T. Tarran conveyed his disappointment with this recommendation from the Estates Committee. The Council hold CIL money to be used within five years to invest in new and improved infrastructure within the Town including new and safe equipment in the play areas on a continual basis. Cllr T. Tarran moved to reject the proposal to patch rather than undertake a full replacement and invest in the play facilities.

Cllr R. Cox proposed that we do not put a hold on any tender process and continue with the submission of the tender to the stated timescales. APPROVED.

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

Cllr T. Tarran advised that as it was decided at the Estates Committee not to include the Toddler Play Area in the Working Group, despite fire damage etc., that he could not support this proposal and proposed that Officers report recommendations to Full Council with options to revamp/repair, replace or a middle option for consideration.

Cllr R. Cox proposed that the Working Group should not eliminate the Toddler Park from the review process and rather consider all parks and equipment and costings and provide the recommendations to Full Council.

Cllr T. Tarran confirmed that he would rescind his proposal based on Cllr R. Cox subsequent proposal.

Cllr R. Cox proposal was CONSIDERED and APPROVED.

The Estates Committee recommendation with regard to an amendment to the meeting schedule to be added to the December Full Council Agenda. ACTION.

375/23 Community Safety Committee

i) Youth Strategy

a) Cllr P. Williamson provided the following update:-

- Held meeting with SYA and Trinity Centre.
- SYA pleased with the premises.
- Trinity Centre happy to proceed as soon as possible.
- Expect signed agreements with both SYA and Trinity Centre to be completed by the next Full Council meeting.
- Aiming to commence the clubs following February 2024 school half term as SYA wish to recruit a person for the role.
- Roadshow around the schools to take place once arrangements finalised.
- Working on 2 proposals to take to Community Safety Committee and then Full Council. (1) Youth Council and (2) Youth Forum.
- Cllr J. Horne confirmed that Shifnal Village Hall had pledged the sum of £250.00 towards equipment for the youth club.

376/23 Mayor's Report

i) Mayor, Cllr R. Cox provided the following update:-

- Cllr R. Cox invited council members to move into the Nickless Suite for a presentation.
- Council presented Cllr G. Tonkinson with a framed picture with him receiving his Celebrating Shifnal Award from the Mayor at St. Andrew's Church.
- Cllr G. Tonkinson thanked Council.
- Cllr R. Cox thanked Cllrs John and Ellen Moore for arranging the portrait.
- Council members then returned to the Cherrington Suite to continue the meeting.

Cllr K. Turley left the meeting at 19:46 hours.

- Armistice Day – School visits took place on Friday x November and were well received:-
 - St. Andrew's School – Cllr E. Moore
 - Sheriffhales Primary School – Cllr G. Tonkinson
 - Idsall Primary School – Cllr J. Horne
 - Idsall School – Cllrs R. Cox and P. Williamson

Cllr R. Cox thanked the above councillors for representing Shifnal Town Council on this important occasion.

The Sunday parade was very well attended despite the weather and again thanked those for attending.

- Cllr R. Cox advised that he had attended the Cllr L. Picton Meet the Leader event at Shifnal Village Hall and noted disappointing resident attendance.
- Cllr R. Cox advised that he had received an email from a local business owner who would like to donate circa £500.00 to Shifnal Town Council as a goodwill gesture to support Shifnal community. Details to be added to the next Full Council Agenda. Councillors asked to consider suggestions to worthy causes. Cllr J. Horne nominated Shifnal Help Food Bank as a suggestion. ACTION.

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

The proposal by Cllr R. Cox to engage the services of a professional events company, AV Timing, to organise a 10k running event for Shifnal in April 2024 with a budget of £3,500.00 (Budget line: Events (LG(MP)A 1976 s.19(3)) was CONSIDERED and APPROVED. Cllr R. Cox was asked to provide a full break down of costings against the budget line post event to be presented to Full Council. ACTION.

377/23 Town Clerk Report

- i) The Town Clerk's Action Report to 10th November 2023 was NOTED.
- ii) The resignation by Cllr T. Clayton from the Internal Audit Committee was NOTED. Cllr T. Tarran thanked Cllr Clayton for his contribution. Consideration of a replacement member to be added to the agenda for the next Full Council meeting in December. ACTION.
- iii) **Grant Aid Applications**
 - 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 mats, Tuff Trays and Stands, Christmas party and printed toy bags to support the toy library. APPROVED.
 - 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. APPROVED.
 - c) It was NOTED that 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.
 - d) The verbal update on licensing by the Town Clerk for the Christmas Light Switch On Event and Market was CONSIDERED. Town Clerk to circulate notifications once received. ACTION.

Cllr J. Horne left the meeting at 20:11 hours.

Cllr R. Cox declared pecuniary interest and left the meeting at 20:12 hours.

- e) The communication received regarding the Emergency Response Centre was NOTED.

Councillors R. Cox and J Horne returned to the meeting at 20:13 hours.

H. Howse left the meeting at 20:14 hours.

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. APPROVED

379/23 Shifnal Medical Centre

- i) An update provided by Cllr T. Tarran from the Patient Participation Group regarding the Medical Centre development was CONSIDERED.
The Town Clerk was requested to send a communication to the practice for the latest update and circulate as appropriate. ACTION

380/23 Planning

- i) Planning enforcement matters were NOTED.

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. NOTED and APPROVED.
- ii) To CONSIDER a staff reward scheme.
A reward scheme was approved by members and the Town Clerk was requested to progress this for all staff in line with HMRC regulations prior to the Christmas closure. ACTION

382/23 Council Protocol, Policy and Code of Conduct

- i) To CONSIDER verbal report from Mayor, Cllr R. Cox
Members NOTED a verbal report from Cllr R. Cox on the responsibilities of members to comply with Council Protocol, Policy and Code of Conduct.

The meeting was closed by the Chairman at 20.38 hours

November Payment Schedule to 10th November 2023

Expense Type		Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	
Adhoc	Paid								Sum of Net	Sum of VAT
			Estates	Events	17/10/2023	11046A93057	Shropshire Council	Street Trading Licence	£405.00	£0.00
			Miscellaneous	Advisory Services	17/10/2023	1246	Acorn Direct Ltd	Enhanced DBS check	£60.00	£0.00
			Admin	On-line Technology Events	27/10/2023	18681 & 18695	Newport Engravers	Paperweights for Celebrating Shifnal Awards	£254.00	£50.80
	unpaid		Estates	SCH/Events	18/10/2023	1425847730	Screwfix	Estate Officer supplies	£22.54	£4.51
				Public Lighting Renewals	09/11/2023	128772	Eon	Replace 31 street light columns	£28,200.00	£5,640.00
			Miscellaneous	Health & Safety	13/10/2023	143689	HSL Compliance	Asbestos Survey	£1,005.00	£201.00
			Outdoor Spaces	Plants	13/10/2023	SI-9519	Limetree Landscapes Services	Extra watering of newly planted shrubs Jul-Aug 23	£1,050.00	£210.00
				Open Space Maintenance/St And	06/11/2023	10100	Brewood Landscapes Ltd	Jet wash War Memorial & Curriers Lane	£725.00	£145.00
			Admin	Publicity	17/10/2023	STC085-23	Shifnal Parish Magazine	Advertisement	£10.00	£0.00
				On-line Technology Events	22/10/2023	STC22112023	St Andrew's Church	Celebrating Shifnal event & refreshments	£933.50	£0.00
					12/11/2023	STC12112023	St Andrew's Church	Remembrance Service livestreaming	£533.50	£0.00
Adhoc Total									£33,198.54	£6,251.31
Recurring	Paid		Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions - Oct 23	£3,971.27	£0.00
							Salaries	Salaries - Oct 23	£11,341.66	£0.00
							Shropshire County Pension Fund	Pension contributions - Oct 23	£2,980.71	£0.00
			Administration	Bank Charges	19/10/2023	(blank)	Barclays	Current account charges Sep-Oct 23	£33.33	£0.00
				Communications Systems	01/11/2023	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00
				Photocopier	08/11/2023	006/24/0101945	PEAC UK Ltd	Photocopier Lease & service	£234.00	£46.80
			Estates	Library	17/10/2023	11410653	West Mercia Energy	Electricity supply Sep 23	£130.47	£6.52
					19/10/2023	11417067	West Mercia Energy	Gas supply Sep 23	£105.99	£5.30
					10/10/2023	3588606	Water Plus	Water supply Sep 23	£45.39	£2.25
					10/11/2023	3877414	Water Plus	Water supply Oct 23	£40.53	£1.56
				Old Fire Station	17/10/2023	11413986	West Mercia Energy	Electricity supply Sep 23	£51.06	£2.55
					23/10/2023	91022286	West Mercia Energy	Gas supply Jul 23	£38.41	£-1.92
						11419139	West Mercia Energy	Gas supply Jul 23	£74.62	£1.23
						91022304	West Mercia Energy	Gas supply Aug 23	£38.38	£-1.92
						11419218	West Mercia Energy	Gas supply Aug 23	£24.62	£1.23
						11419219	West Mercia Energy	Gas supply Sep 23	£23.86	£1.19
				Public Toilets	17/10/2023	11415138	West Mercia Energy	Electricity supply Sep 23	£121.96	£6.10
				Corner of Cheapside	01/11/2023	638003044203	Scottish Power	Electricity supply	£71.90	£1.10
				SCH	19/10/2023	11416734	West Mercia Energy	Gas supply Sep 23	£138.99	£6.95
					23/10/2023	11420491	West Mercia Energy	Electricity supply Jul 23	£264.69	£13.23
						11420492	West Mercia Energy	Electricity supply Aug 23	£270.09	£13.50
			Outdoor Spaces	Machinery/Vehicle Hire & Maintenance	01/11/2023	1797972	Novuna Vehicle Solutions	Van lease rental - Nov - Dec 23	£317.88	£63.58
			Admin	IT Systems	05/10/2023	tbcc	Adobe	Acrobat Pro Licence	£198.96	£39.79
	unpaid		Estates	Public Toilets	09/11/2023	3871652	Water Plus	Water supply Sep & Oct 23	£228.19	£25.75
				SCH/Library/Public Toilets/OFS	09/11/2023	7242400	Shropshire Council	Cleaning Services Oct 23	£2,353.00	£470.60
				Library/Public Toilets	27/10/2023	16049	Key Support Services	Sanitary disposal & water management Oct 23	£73.10	£14.61
				SCH	09/11/2023	3803600	Water Plus	Water supply Oct 23	£30.21	£17.83
			Outdoor Spaces	Open Space Maintenance	31/10/2023	10066	Brewood Landscapes Ltd	Grounds maintenance Oct 23	£1,980.00	£396.00
			Estates/Outdoor Spa	SCH/Cemetery refuse	31/10/2023	(blank)	Veolia	Waste collection Oct 23	£244.65	£48.93
			Admin	Communications Systems	31/10/2023	344954	Enreach UK Ltd	Telephone charges Oct 23	£401.95	£80.39
				Payroll Administration	31/10/2023	21922	All Accounting Solutions Ltd	Payroll services Oct 23	£35.65	£7.13
				Photocopier	09/10/2023	8072394029	Sharp Business Systems	Copy charges	£39.08	£7.82
				IT Systems	26/10/2023	146266	Midland Computers	SLA4 support 3 yr contract	£2,685.00	£537.00
					27/10/2023	146311	Midland Computers	Microsoft 365 Licences year 1	£3,700.40	£740.08
						146312	Midland Computers	F-Secure Business Security Device Licences	£1,134.00	£226.80
				Data Protection	24/10/2023	4720	JDH Business Services Ltd	Data Protection services 23/24	£1,116.00	£223.20
				Stationery/postage	31/10/2023	6190361570	Lyreco UK Ltd	Stationery & postage supplies	£363.32	£45.66
Recurring Total									£34,974.74	£3,075.84
Grand Total									£68,173.28	£9,327.15
										£77,500.43