



SHIFNAL TOWN COUNCIL

A G E N D A

30th 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 5th February 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

- ES547/23 Fire Safety Announcement**
- ES548/23 Public Session**
- ES549/23 Apologies received from Councillors.**
- ES550/23 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.
- ES551/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 15th January 2024.**
- ES552/23 Greenspace Maintenance & Works**
- i) To CONSIDER a verbal report from the Parks Working Group from Cllr. K. Booker.
 - ii) To NOTE that the CPO is awaiting a quotation to increase the watering season for the planters to the end of September 2024 and the maintenance of entry point signage from the contractor.
 - iii) To NOTE communication received from Shropshire Council regarding Riparian ownership and Wesley Brook.
- ES553/23 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 from the AO on the Washroom Hygiene Contract Renewal in the Public Toilets and Library Building.
 - iii) To NOTE the attached email for a 1 year & a 3 year contract from Shire Services.
 - iv) To CONSIDER a report from the CPO for a new hot water tank in the Shifnal Community Hub.
 - v) To NOTE that the CPO has approached the Marches Energy Grant Board to start the grant application.
 - vi) To NOTE remedial repairs to the gas boiler at the Old Fire Station following annual inspection at a cost of £350.21 plus VAT authorised by the Town Clerk.
 - vii) To NOTE PAT testing for all buildings excluding Public Toilets are scheduled for 13th February 2024 at a cost of £1.50 plus VAT per item and 5 year EICR (Electrical Installation Condition Report) for Shifnal Community and Feeder Pillar on 12th March 2024 at a cost of £350.00 plus VAT.

- viii) To CONSIDER additional electrical works required as follows:-
- a. Library – removal of RCD unit and installation of twin socket - £275.00 plus VAT.
 - b. Library – removal and safe isolation of secure external light - £40.00 plus VAT.
 - c. SCH - replacement of 2 PIR flood lights - £160.00 plus VAT.

ES554/23 Town Clerk Report

To CONSIDER a report from the Town Clerk on the outstanding actions.

ES555/23 Allotments

To NOTE a letter sent out to allotment holders about forming an allotment association with a reply deadline of the 5th February 2024.

ES556/23 To Review Actions from Previous Committee Meetings

ES557/23 Next Estates Committee Meeting

Monday 11th March 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).

For Information:

Councillors: 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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