



SHIFNAL TOWN COUNCIL

A G E N D A

9th February 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 15TH FEBRUARY 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.

571/23 Fire Safety Announcement

572/23 Public Session

573/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

574/23 Commencement of Business

575/23 Apologies received from Councillors

576/23 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.

577/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 25th January 2024 (attached).

578/23 Accounts

- i) To APPROVE the February monthly payment schedule to 9th February 2024 (attached).

579/23 Internal Audit Committee

- i) To NOTE the draft Minutes of the Internal Audit Committee held on 1st February 2024 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee held on 1st February 2024:-
 - a) Recommend to Full Council the acceptance of the bank reconciliation to 31st December 2023 (attached).
 - b) Recommend to Full Council the acceptance of the quarterly budget review to 31st December 2023 subject to clarification on expenditure against budget variances exceeding £1,000 (attached).
 - c) Recommend to Full Council not to proceed further in respect of instigation of members allowances (attached).
 - d) Recommend to Full Council the continuation of the contract for the provision of payroll services (£428 plus VAT pa) and additional tax fee protection service by AJI Accounting Services (£95 plus VAT pa) as per the previously stated contract terms.

580/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 1st February 2024 (attached).
- ii) To NOTE the planning applications report to 1st February 2024 (attached).

581/23 Estates Committee

- i) To NOTE the draft Minutes of the Estates Committee Meeting held on 5th February 2024 (attached).

582/23 Community Safety Committee

- i) To NOTE the draft Minutes of the Community Safety Committee Meeting held on 6th February 2024 (attached).

583/23 Chairmans Meeting

- i) To NOTE the draft Minutes of the Chairmans Meeting held on 7th February 2024 (attached).
- ii) To CONSIDER the recommendations of the Chairmans Meeting held on 7th February 2024:-
 - a) The identified projects of the Council have been assimilated into four sections and it was agreed that a recommendation would be made to Council to prioritise them as listed in the Chairmans Meeting report (attached).
 - b) Recommend the removal of the list of projects from the projects priority list and assimilate into the core business of the Council as identified in the Chairmans Meeting report (attached).

- c) Recommend the consideration of Library kitchen/toilet refurbishment at the next Estates Committee meeting with prioritisation to be identified.
- d) Recommend to Full Council for officers to work with Good2Great and the Regeneration and Events Committee to provide an Annual Town meeting utilising the suggested framework from the last Business meeting.

58423 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox.
- ii) To CONSIDER remit for further exploration into a future motorcycle show.

585/23 To review and update outstanding actions from previous Full Council meetings (attached)

586/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 9th February 2024 (attached).
- ii) To CONSIDER application for Neighbourhood Funding from Shifnal Cricket Club (attached). Note: in view of the increased applications for this funding stream and to protect the Council from further criticism in the use of this fund, a policy will be brought forward by the Internal Audit Committee at its April meeting.
- iii) To CONSIDER resident issue raised concerning Hem Lane, Shifnal (attached).
- iv) To CONSIDER the SALC request for nomination for the Buckingham Palace Garden Party on 8th May 2024 (attached).
- v) To CONSIDER software renewal licence fee for Parish Online at a cost of £270 plus VAT. Mapping software used regularly by Officers. Budget Line: 5 IT Systems. LGA 1972 s.142
- vi) To NOTE the Offices will be closed over the Easter period on Friday 29th March 2024 and Monday 1st April 2024 and the Library will be closed Friday 29th March, Saturday 30th March and Monday 1st April 2024, re-opening on Wednesday 3rd April 2024.

587/23 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.

588/23 Staff Matters

- i) To NOTE the Ratified Minutes of the Employment Committee meeting held on 14th November 2023 (attached).
- ii) To NOTE the Draft Minutes of the Employment Committee meeting held on 1st February 2024 (attached).
- iii) To CONSIDER the recommendations of the Employment Committee meeting held on 1st February 2024:-
 - a) Recommend to Council a virement of £15,126.37 from General Reserves to the staffing budget line to cover increased costs in the 2023/24 financial year.

- b) Recommend to Council an amendment to the contractual terms of one member of staff.
- c) To recommend to Council an action in regard to the management of Toil for staff.

Circulation:-

Councillors: Cllr R. Cox (Chairman), Cllr E. Moore, Cllr E. Bird, Cllr K. Booker, 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