



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 14th December 2023, commencing at 7.00pm
Agenda dated 8th December 2023

Present: Councillors: R. Cox (Chairman)
K. Booker, B. Haddon, J. Horne, L. Jenks, 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)

433/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

434/23 Public Session

No members of the public present.

Cllr J. Horne conveyed his thanks to Officers for the Council entry for the Christmas Tree Festival at St. Andrew's Church.

435/23 Shropshire Councillors' Question Time

Cllr K. Turley provided the following updates:-

- Attended Shropshire Full Council meeting where it was confirmed there would be a further £50M of cuts.
- Continuing dialogue with Shropshire Council Highways concerning quality of work in Houghton Village and drainage in the Town Centre/Market Place area.

436/23 Commencement of Business

437/23 Apologies received from Councillors

Cllr E. Bird – Prior Commitment
Cllr J. Coulson – Prior Commitment
Cllr D. Marriott – Prior Commitment
Cllr Z. Turner - Personal
NOTED.

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

438/23 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 T. Tarran – Item 443/23 iv (a) – Pecuniary.

439/23 Election of Deputy Chair

Cllr G. Tonkinson proposed that Cllr E. Moore be re-elected as Deputy Chair subject to Cllr E. Moore accepting the role. APPROVED. Cllr E. Moore confirmed her acceptance of office with her signature witnessed by the Town Clerk.

440/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 16th November 2023 were CONFIRMED and SIGNED.

441/23 Accounts

- i) The monthly payment schedule to 8th December was APPROVED.

442/23 Community Safety Committee

- i) The draft Minutes of the Community Safety Committee held on 28th November 2023 were NOTED.
- ii) To CONSIDER the recommendations of the Community Safety Committee held on 28th November 2023:-
 - a) Cllr P. Williamson to propose with a report to Full Council regarding a proposed Youth Forum and Youth Council with a mandate request. APPROVED. Cllr P. Williamson to explore possibilities and bring back proposal to Full Council later in the new year. ACTION.

443/23 Estates Committee

- i) The ratified Minutes of the Estates Committee Meeting held on 4th September 2023 were NOTED.
- ii) The draft Minutes of the Extraordinary Meeting of the Estates Committee held on 4th December 2023 were NOTED.
- iii) The recommendation of the Estates Committee held on 6th November 2023 was CONSIDERED:-
 - a) Recommend to Full Council that the Estates Committee meet once a month. APPROVED. AGAINST: Cllr T. Tarran.

- iv) The recommendations of the Estates Committee held on 4th December 2023 were CONSIDERED:-

Cllr T. Tarran left the room at 19:11 hours.

- a) Recommend that Full Council approve the increase of 6.1% in fees for all allotments. APPROVED.

Cllr T. Tarran returned to the room at 19:13 hours.

- b) Recommend that Full Council approve the increase of 6.1% in fees for all community hub bookings. APPROVED.
- c) Recommend that Full Council approve the increase of 6.1% in charges for Priorslee Road Cemetery. APPROVED.

444/23 Internal Audit Committee

- i) The draft Minutes of the Internal Audit Committee held on 5th December 2023 were NOTED, together with the report on the recent sample testing that had been undertaken.
- ii) The recommendations of the Internal Audit Committee held on 5th December 2023 were CONSIDERED:-

- a) To recommend to Full Council the approval of the Grant Application from Shifnal & District Male Voice Choir for the sum of £200.00. APPROVED.
- b) To recommend to Full Council the approval of the Grant Application from Brightstar Boxing Academy to be funded from the CIL Neighbourhood Fund Earmarked Reserves for the sum of £12,000.00. This award should be subject to clarification, to be attained by the Town Clerk on the future plans of the academy and the number of Shifnal residents utilising the service. See subsequent response from J Lockley. APPROVED. AGAINST: Cllr J. Horne, Cllr P. Williamson.
- c) To recommend to Full Council to award the Internal Auditor services contract to JDH Business Services Ltd for the amount of £775.00 for 2024/25.

Following the Internal Audit meeting JDH have confirmed there would be no inflationary increases for a three year period up to 2026/27 and would hold the annual price at £775.00 per annum.

Cllr T. Tarran proposed that JDH Business Services should be appointed for the three year period at a cost of £775.00 per annum. APPROVED.

- d) Recommend to Full Council the acceptance of the quarterly budget review to 30th September 2023. APPROVED.
- e) Recommend to Full Council the acceptance of the bank reconciliation to 30th September 2023. APPROVED.
- iii) Membership of the Internal Audit Committee following the resignation of Cllr T. Clayton was CONSIDERED. Cllr L. Jenks agreed to be a nominee. APPROVED.

Town Clerk to confirm meeting details with Cllr L. Jenks. ACTION.

445/23 Planning Committee

- i) The draft Minutes of the Planning Committee held on 5th December 2023 were NOTED.
- ii) The planning applications report to 5th December 2023 was NOTED.

Cllr J. Horne queried the outcome of the recent planning application for land at Lamledge Lane. Cllr J. Moore confirmed this had been approved by Shropshire Council.

The Town Clerk confirmed receipt of a communication from Liam Cowden, Shropshire Council on behalf of Cllr Lezley Picton in response to the Planning Committee's queries on Lamledge Lane development. Response to be reviewed at the next Planning Meeting. Town Clerk in the meantime to circulate to all members for information. ACTION.

446/23 Events Advisory Committee

- i) A report on the Events Advisory Committee Terms of Reference and Committee membership was CONSIDERED.

Cllr T. Tarran stated that should it be decided that the Events Advisory Committee become a Standing Committee that the draft Terms of Reference would need to be amended regarding management of assets which is the responsibility of the Estates Committee.

Cllr B. Haddon proposed that members of the Town Regeneration and Events Advisory Committee meet in the New year to discuss the best approach and come back to Full Council with a proposal. APPROVED.

- ii) The mandate for Shifnal events based on indicative costings was CONSIDERED.
 - Cllr E. Moore advised that the Town Regeneration Committee and Events Advisory Committee had spent some time exploring suitable and varied event possibilities both in-house and via external events organisations and propose to operate a trial in 2024 to establish viability and profitability to allow Shifnal Town Council to tender in the normal way.
 - There were some difficulties in obtaining quotations due to lack of history. Cllr E. Moore advised that three companies had been approached to arrange and manage three events in the Town Centre in 2024.
 - Made in Shropshire had declined due to inability to gauge footfall and profitability.
 - LSD similarly have failed to provide a proposal despite numerous reminders.
 - Shropshire Festivals being the only organisation to provide an outline and indicative costs.
 - Budget to be funded out of CIL reserves based on "growth of infrastructure".

- Resources: all administration, licensing and management are included in the Shropshire Festival proposals.

Cllr E. Moore proposed that Shifnal Town Council appoint Shropshire Festivals as detailed in the report to deliver three major events to Shifnal in 2024.

Town Clerk Note: This would be considered contrary to Financial Regulations in relation to procurement however the Council considered in view of the lack of suitable competitive quotations this motion was acceptable.

APPROVED. AGAINST: Cllr T. Tarran, Cllr J. Horne, ABSTAIN: Cllr P. Williamson.

Cllr K. Turley left the meeting at 19:57 hours.

447/23 Mayor's Report

- i) Mayor, Cllr R. Cox provided the following update:-
- Recently presented the grant aid awards to Shifnal Help Food Bank and Ladybirds Tots and Toddlers.
 - Attended the Christmas Tree Festival at St. Andrew's Church.
 - Advised of the forthcoming Carol Concert at St. Andrew's Church on Sunday 17th December at 6pm. Cllr J. Horne conveyed his apologies for attending this event.
 - Reminder regarding Carols in the Square on Sunday 24th December 2023.
 - Cllr R. Cox thanked Cllr G. Tonkinson for his thank you letter to the Council which was circulated around the table.
- a) Offer of Sponsorship for the Shifnal 10k Run. Cllr R. Cox confirmed that Yellowhat Security had offered £1,750.00 to sponsor the event.
- b) The offer of donation from a local business for the sum of £505.00 was CONSIDERED. Cllr R. Cox proposed to accept the donation and put the money towards the youth strategy and purchasing of a piece of equipment for the Youth Club. APPROVED.

448/23 Town Clerk Report

- i) The Town Clerks Actions Report to 8th December 2023 was NOTED. Town Clerk to review Full Council outstanding actions and bring forward any outstanding items to Full Council in January. ACTION.
- ii) Advertising for 2024 with Shifnal Parish Magazine at a cost of £85.00 for 11 issues for a quarter page advert. . Budget Line: Marketing/Publicity and Consultation (LGA 1972 s.142) was CONSIDERED and APPROVED.
- iii) The email communication received from Shifnal Help Food Bank was NOTED.

- iv) The correspondence received from Mark Pritchard MP to Shifnal Town Council regarding Cosford Station Accessibility 06/12/2023 was CONSIDERED.

Cllr G. Tonkinson referred to a Freedom of Information request from the Department for Transport regarding an update on the Access for All nomination for Shifnal station which states that the Department of Transport are assessing over 300 nominations for Access for All funding beyond 2024, including a nomination for Shifnal railway station. Successful nominations to be announced in due course.

Cllr B. Haddon suggested that Shifnal Town Council review the present situation and strategy with Network Rail increasing Shifnal's profile in a more favourable light.

Cllr R. Cox proposed Shifnal Town Council write separate letters to Network Rail, Mark Pritchard and Shropshire Council. Cllr J. Moore further proposed Shifnal Town Council write to the three bodies (Network Rail, Mark Pritchard and Shropshire Council), leaving the wording for the three letters to Mayor, Cllr R. Cox, Cllr B. Haddon, Cllr E. Bird and Town Clerk regarding Shifnal railway station and accessibility. APPROVED. ACTION.

Cllr L. Jenks left the room at 20:25 hours.

- v) The verbal update and subsequent communication regarding Shifnal Post Office was CONSIDERED.

Cllr L. Jenks returned to the room at 20:26 hours.

Cllr J. Moore proposed that Shifnal Town Council write to One Stop and request confirmation of what services will be retained and those services that will no longer be available following the proposed Shifnal store change. Cllr R. Cox further proposed an added amendment to also send a letter to Mark Pritchard requesting his support in keeping the Post Office. APPROVED. AGAINST: Cllr B. Haddon. ACTION.

- vi) To NOTE the Public Toilets Opening Times over the Christmas Period:-

The Public Toilets will be open over the Christmas break, apart from Christmas Day and Boxing Day when the toilets will be closed. APPROVED.

- vii) The communication received from Rural Market Town Group concerning membership was CONSIDERED and APPROVED to take up the offer of 4 months free membership. To be reviewed after the free membership expiry by Full Council. ACTION.

Mayor, Cllr R. Cox wishes all Council members a Happy Christmas and New Year and conveyed best wishes on behalf of the Council to Officers.

The meeting was closed by the Chairman at 20.37 hours

December Payment Schedule to 8th December 2023										Values		
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Sum of Net	Sum of VAT	Sum of Gross		
Adhoc		Estates	Events	18/10/2023	(blank)	Shropshire Council	Premises Licence	£100.00	£0.00	£100.00		
				09/11/2023	1291700	P F Cusack (Tool Supplies) Ltd	Switch-on event banners	£300.00	£60.00	£360.00		
				16/11/2023	421681	Booker	Switch-on event refreshment supplies	£138.11	£8.65	£146.76		
	unpaid	Estates	Events	03/11/2023	5298	Stephen Price Design Ltd	Switch-on event leaflets	£110.00	£22.00	£132.00		
				08/11/2023	5299	Stephen Price Design Ltd	Switch-on event leaflets	£170.00	£34.00	£204.00		
				01/12/2023	529037595	James Hallam Council Guard	Insurance for switch-on event hired vehicle	£28.00	£0.00	£28.00		
				11/11/2023	05-2023STC	Bishops Offley Christmas Trees	Supply, deliver & collect Christmas tree	£660.00	£0.00	£660.00		
				13/11/2023	SHIF02	Mascot Adventures	Switch-on event entertainment	£465.00	£0.00	£465.00		
				15/11/2023	3768	Fantasy Castles	Switch-on event entertainment	£240.00	£0.00	£240.00		
					NOV0623SHIFNAL	Allsortz Entertainment	Switch-on event entertainment	£450.00	£0.00	£450.00		
				20/11/2023	118	DJ Andy Sharps	Switch-on event DJ	£200.00	£0.00	£200.00		
				22/11/2023	2512232	Mrs Russell's Sweets & Treats	Switch-on event sweets	£350.00	£0.00	£350.00		
				23/11/2023	5295	Unicorn Fire & Safety Solutions	Switch-on event fire risk assessment	£1,200.00	£240.00	£1,440.00		
				26/11/2023	1771915	M W Medics Ltd	Switch-on event first aid	£233.33	£46.67	£280.00		
				27/11/2023	3569	Yellowhat Security Solutions	Switch-on event security guarding	£2,160.00	£432.00	£2,592.00		
				28/11/2023	21/924154/0	SSH Self Drive	Switch-on event vehicle hire	£379.06	£75.81	£454.87		
					1820810846	Boels Rental Ltd	Switch-on event two-way radio hire	£161.00	£32.20	£193.20		
				30/11/2023	6891130	TFM	Switch-on event supplies	£79.83	£15.98	£95.81		
				14/11/2023	42642	BPD Print Solutions Ltd	Switch-on event banner	£57.00	£11.40	£68.40		
					42639	BPD Print Solutions Ltd	Switch-on event flyers	£108.00	£0.00	£108.00		
				25/11/2023	57164	Asles (Tool Hire & Sales) Ltd	Switch-on event toilet & generator hire	£1,715.00	£343.00	£2,058.00		
			SCH	01/12/2023	1959	AMG Fire Solutions Ltd	Replacement smoke detectors	£1,260.00	£252.00	£1,512.00		
			Christmas Lights Infrastructure	28/11/2023	53319	Turnock Lighting Ltd	Christmas Lights	£9,256.50	£1,851.30	£11,107.80		
			OFS/SCH/Library/Public Toilets	30/11/2023	1630	Record Associates	RAAC survey	£1,200.00	£240.00	£1,440.00		
		Outdoor Spaces	Open Space Maintenance	06/12/2023	867	Dead Cert	Mole control	£585.00	£0.00	£585.00		
		Admin	Communications Systems	28/11/2023	7244477	Shropshire Council	Mobile phones	£1,165.00	£233.00	£1,398.00		
Adhoc Total								£22,770.83	£3,898.01	£26,668.84		
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions - Nov 23	£5,958.87	£0.00	£5,958.87		
						Salaries	Salaries - Nov 23	£15,075.02	£0.00	£15,075.02		
		Administration	Bank Charges	16/11/2023	(blank)	Shropshire County Pension Fund	Pension contributions - Nov 23	£4,177.21	£0.00	£4,177.21		
		Communications Systems	Communications Systems			Barclays	Current account charges Oct-Nov 23	£8.50	£0.00	£8.50		
		Library	Library	01/12/2023	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00		
		Estates		16/11/2023	11421034	West Mercia Energy	Gas supply Oct 23	£161.48	£8.07	£169.55		
				20/11/2023	11425137	West Mercia Energy	Electricity supply Oct 23	£153.67	£7.68	£161.35		
			Old Fire Station	16/11/2023	11421682	West Mercia Energy	Gas supply Oct 23	£64.04	£3.20	£67.24		
				20/11/2023	11427314	West Mercia Energy	Electricity supply Oct 23	£55.28	£2.76	£58.04		
		Public Toilets	Public Toilets	20/11/2023	11428041	West Mercia Energy	Electricity supply Oct 23	£166.38	£8.32	£174.70		
		Corner of Cheapside	Corner of Cheapside	01/12/2023	687004846699	Scottish Power	Electricity supply	£80.47	£4.03	£84.50		
		SCH	SCH	26/10/2023	317995870/23	Total Energies	Electricity supply 011022 - 151122	£1,013.94	£106.18	£1,120.12		
				20/11/2023	11427315	West Mercia Energy	Electricity supply Sep 23	£261.96	£13.10	£275.06		
					11427499	West Mercia Energy	Electricity supply Oct 23	£284.39	£14.22	£298.61		
				29/11/2023	11432530	West Mercia Energy	Gas supply Oct 23	£441.66	£22.08	£463.74		
		Outdoor Spaces	Machinery/Vehicle Hire & Maint	01/12/2023	1848340	Novuna Vehicle Solutions	Van lease rental - Nov - Dec 23	£317.88	£63.58	£381.46		
	unpaid	Estates	Library	24/11/2023	1470	Diamond Shine	Window cleaning Nov 23	£30.00	£0.00	£30.00		
			Library/Public Toilets	27/11/2023	16094	Key Support Services	Water mgmt & sanitary disposal Nov 23	£73.10	£14.61	£87.71		
			OFS/SCH/Library/Public Toilets	06/12/2023	7247504	Shropshire Council	Cleaning Services - Nov 23	£2,353.00	£470.60	£2,823.60		
			Public Lighting Energy	05/12/2023	7246261	Shropshire Council	Public lighting energy Q3	£4,733.71	£946.74	£5,680.45		
		Outdoor Spaces	Open Space Maintenance	30/11/2023	10131	Brewood Landscapes Ltd	Grounds maintenance Nov 23	£1,980.00	£396.00	£2,376.00		
		Estates/Outdoor Spaces	SCH/Cemetery	30/11/2023	1308710	Veolia	Waste collection Nov 23	£195.72	£39.14	£234.86		
		Admin	Payroll Administration	30/11/2023	22073	AJI Accounting Solutions Ltd	Payroll administration Nov 23	£35.69	£7.14	£42.83		
			Photocopier	08/11/2023	8072432522	Sharp Business Systems	Copy charges	£200.76	£40.15	£240.91		
			Stationery	30/11/2023	6190362422	Lyreco UK Ltd	Stationery	£237.63	£47.53	£285.16		
			Publications	05/12/2023	(blank)	Shifnal Parish Magazine	Annual subscription	£8.00	£0.00	£8.00		
		Estates/Admin	Town Regeneration/ Marketing	02/11/2023	(blank)	Good 2 Great Ltd	Love Shifnal Oct 23	£2,790.49	£558.10	£3,348.59		
				07/12/2023	2467	Good 2 Great Ltd	Love Shifnal Nov 23	£2,616.30	£523.26	£3,139.56		
Recurring Total								£43,600.15	£3,321.49	£46,921.64		
Grand Total								£66,370.98	£7,219.50	£73,590.48		