



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 25th January 2024, commencing at 7.00pm
Agenda dated 19th January 2024

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

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

497/23 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

Cllr. J. Coulson joined the meeting at 19:01 hours.

498/23 Public Session

No members of the public present.

499/23 Shropshire Councillors' Question Time

Cllr K. Turley provided the following updates:-

- Advised that Haughton Road is to be resurfaced though date to be confirmed.
- Shifnal Primary School are potentially looking at a grant application for fencing and chairs. The Town Clerk is awaiting response from SALC and NALC on legislation pertaining to Parish Councils. Currently it is Shropshire Council that have the power to fund schools.

Cllr J. Horne referred to a recent news article concerning school transport and questioned Cllr Turley if there were any plans within the precept for cuts within this area in 2024/25. Cllr Turley advised that the article was pertaining to specialist transport and that standard school transport was not affected. However, Shropshire Council were indeed looking at further cuts but it is not yet clear where these cuts might impact on children services. Cllr Turley to provide more information when available. ACTION.

Cllr Z. Turner advised that a resident had raised concerns regarding deed ownership of the land in front of the Lindens area in Shifnal. Cllr K. Turley to investigate. ACTION.

Cllr G. Tonkinson requested information regarding Idsall sports centre. Cllr K. Turley to respond. ACTION.

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

Cllr G. Tonkinson requested information regarding Shifnal Village Hall. Cllr. J. Horne confirmed that Cllr R. Cox was Shifnal Town Council representative for Shifnal Village Hall.

500/23 Commencement of Business

501/23 Apologies received from Councillors

Cllr E. Bird – Prior Commitment
Cllr L. Jenks - Health
Cllr P. Williamson – Annual Leave

Town Clerk confirmed receipt of resignation from Cllr T. Clayton on 23rd January 2024. Notice for the casual vacancy to be posted on 26th January 2024. The Election Office has been notified. There is now a 14 day period to determine if there is a valid request to hold an election.

NOTED.

502/23 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 B. Haddon – Item 510/23 - Pecuniary

503/23 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 14th December 2023 were CONFIRMED and SIGNED. ABSTAIN: Cllr D. Marriott.

504/23 Accounts

- i) The monthly payment schedule to 19th January 2024 was APPROVED.

505/23 Internal Audit Committee

- i) The draft Minutes of the Internal Audit Committee held on 11th January 2024 were NOTED.
- ii) The recommendations of the Internal Audit Committee held on 11th January 2024 were CONSIDERED:-
 - a) Recommend to Full Council the approval of a grant award in the amount of £1,000.00 to 2497 (Cosford) Squadron ATC, RAF Cadets. APPROVED.
 - b) Recommend to Full Council that members travel expenses be kept in line with the current HMRC rates. APPROVED.
 - c) The Members Expense Policy as presented was RATIFIED.

- d) Recommend to Full Council the carry over of previously agreed earmarked reserves to 2024/25 for the following:-

Community Hub	£15,101.31	
Asset Transfer Fund	£128,960.00	Car Parks/Library
Neighbourhood Fund	£660,403.58	
Safer Shifnal Project	£17,945.89	Youth Services
CCTV Panel Donation	£4,589.68	Mobile CCTV Cameras
Memorial Fund	£1,631.00	Civic Regalia
N/Local Plan Review	£15,000.00	
Street Lighting	£42,000.00	
Regeneration	£10,007.00	

APPROVED.

- e) Recommend to Full Council the earmarking of unspent values at the close of 2023/2024 financial year to continue ongoing projects on the following budget lines:-

BL 28	Local Plan
BL 20	Marketing, Publicity & Consultation
BL 37	Events
BL 54	Regeneration Project
BL 29	Grants
BL 36	St. Andrew's Churchyard Maintenance

APPROVED.

- iii) To CONSIDER the 3rd draft of the proposed budget for precept for the financial year 2024/2025 and agree submission to Shropshire Council by 31st January 2024.

Cllr Tarran proposed, and the Internal Audit Committee agreed, that the following should be recorded prior to the consideration of the budget for precept and earmarked reserves:-

- The tax base for the 2024/2025 precept budget calculations should be noted as reduced due to the factors indicated in the draft document. NOTED.
- The Council has in 2023/2024 agreed the use of Neighbourhood Fund CIL earmarked reserves for two projects to be delivered in the 2024/2025 financial year.

- o Youth Services £27,900
- o 3 x Festivals £28,050

NOTED.

The Town Clerk referred to the Town Clerk and RFO report included with the agenda regarding the 3rd draft to inform members of the process and details behind the figures. Members attention was drawn to the fact that there have been some further proposed reductions as indicated in the 3rd draft of the budget document and therefore it should be noted that it may be necessary for Council to withdraw or not pursue some services/functions if the budgets and/or reserves are not available.

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

The Town Clerk highlighted that General Reserves are diminishing and were stated at 85% of precept value at the end of 2022/23. Shifnal Town council policy for General Reserves should be 100%. Once the precept is agreed there should be limited use of this funding stream unless in case of extreme emergency.

Cllr J. Moore raised the question on how Shifnal Town Council ensure that there is budget cover for invoices received against a particular budget line. The Town Clerk confirmed this was governed by Financial Regulations whereby it is the responsibility of committees and/or Council for ensuring budget availability prior to expenditure authorisation.

Cllr T. Tarran raised his concerns regarding the proposed budget based on the intention to cut Outdoor Spaces by 50% and use of earmarked reserves to support the Regeneration and Events budgets increasing by £4,000. The total proposed budgeted expenditure of £91,000 for Regeneration and Events does not include any agreed carry over. Cllr Tarran challenged Council's focus and stated that in the present economic climate, that amount of excessive finance with no economic return does not justify the amount of public expenditure.

Members considered the 3rd draft as presented, the earlier statements and report, and they were NOTED.

Members RATIFIED the budget for precept at £529,814.00 which would indicate a 1.2% increase on a Band D property council tax for the financial year 2024/25.

APPROVED. AGAINST: Cllrs J. Horne, D. Marriott, T. Tarran, G. Tonkinson.

506/23 Planning Committee

- i) The draft Minutes of the Planning Committee held on 11th January 2024 were NOTED.
- ii) The planning applications report to 11th January 2023 was NOTED.

507/23 Town Regeneration Committee

- i) The draft Minutes of the Town Regeneration Committee Meeting held on 15th January 2024 were NOTED.
- ii) The recommendation of the Town Regeneration Committee held on 15th January 2024 were CONSIDERED:-
 - a) Recommend to Full Council that the six month break clause in the contract with Good 2 Great not be invoked and the contract to run to its twelve month completion. APPROVED. AGAINST: Cllr J. Horne. ABSTAIN: Cllr. T. Tarran.
 - b) Recommend to Full Council the dissolution of the Events Advisory Committee. APPROVED. AGAINST: Cllr J. Horne.
 - c) Recommend to Full Council the dissolution of the Town Regeneration Committee. APPROVED. AGAINST: Cllr J. Horne

- d) Recommend to Full Council the formation of a Regeneration and Events Committee with the attached terms of reference formed by merging the functions and responsibilities of the previous positions.

Split into two parts:-

Part 1 – Formation of a Regeneration and Events Committee – APPROVED.
ABSTAIN: Cllr J. Horne.

Part 2 – Terms of Reference

Cllr T. Tarran raised concerns of conflicting responsibilities with Estates Committee in relation to Christmas Lights infrastructure and the need to ensure there is no overlap between the two committees. The Town Clerk confirmed that previously the Christmas poles and canopies were considered by Estates as there was no suitable alternative. These items to be removed from Estates and added to Regeneration and Events. Town Clerk to supply a copy of the events inventory. ACTION.

Cllr R. Cox proposed to accept the advice offered by the Town Clerk following the Committee recommendation and accept the revised draft as presented. APPROVED. AGAINST: Cllr E. Moore. ABSTAIN: Cllr T. Tarran.

- iii) To CONSIDER appointment of members to the new Regeneration and Events Committee subject to approval of item 507/23 ii (d):-

- Cllrs J. Coulson, K. Booker, R. Cox, B. Haddon, D. Marriott, E. Moore, J. Moore and P. Williamson wish to be considered for membership.
- Cllr Z. Turner requested to be CONSIDERED.

Cllr R. Cox proposed that members should be appointed as listed plus Cllr Z. Turner. APPROVED.


Cllr K. Booker proposed Cllr J. Coulson to be appointed as Chair of the new Regeneration and Events Committee. APPROVED. Cllr J. Coulson accepted.

Cllr B. Haddon proposed Cllr E. Moore to be appointed as Deputy Chair. APPROVED. Cllr E. Moore accepted.

508/23 Estates Committee

- i) The draft Minutes of the Estates Committee Meeting held on 15th January 2024 were NOTED.
- ii) The recommendations of the Estates Committee held on 15th January 2024 were CONSIDERED:-
- a) Recommend that Full Council approve an order be placed with TJ Morris Plant Hire Ltd for the refurbishment works at Innage Road at a cost of £20,783.50 (+VAT) with a 10% contingency fund of £2,000.00 (+VAT) (Budget: Neighbourhood Fund Reserves (LG(MP)A 1976 s.19 (3)). APPROVED.
 - b) Recommend that Full Council approve the removal of the list of assets from the asset register and the disposal of remaining items by the Estates Officer.

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Signed by Mayor (Chairman).....

On behalf of Shifnal Town Council

Cllr J. Moore raised a query relating to the canopy items on the list believing them to be of value if refurbished. The Town Clerk confirmed that the covers could not be re-used as they no longer meet fire retardant requirements, however, they could be used as a pattern should refurbishment not be cost prohibitive. Cllr B. Haddon to investigate. ACTION.

Cllr R. Cox proposed the disposal of the list of assets as presented excluding the line items 3,4,5 relating to the canopies. APPROVED.

509/23 The Tender for Removal of Existing Outdoor Gym Mulch Floor and Installation of a new Outdoor Gym Mulch Floor was CONSIDERED.

It is recommended to Full Council that the works contract be awarded to Abacus Playgrounds at a cost of £35,604.00 (+VAT) with works to commence in March 2024 (Budget: Neighbourhood Fund Reserves (PHAAA 1907 s. 76 (1))). APPROVED.

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

510/23 The Proposal from Shifnal Flood Forum and Cllr B. Haddon regarding storage was CONSIDERED.

Proposal 1 – confirm the use of Shifnal Community Hub as a Command Centre in the event of a severe weather storm in the Wesley Brook Catchment Area. APPROVED. AGAINST: Cllr R. Cox.

Proposal 2 – Shifnal Town Council to provide funding for a wooden shed 10' x 8' erected and situated near the Hub for the sum of £1,970.00 plus VAT.

Cllr T. Tarran advised members that a planning application would be required and requested clarification as to which budget line the expenditure would be attributed and queried who would be responsible for submitting the planning application and drawing up detailed plans.

The Town Clerk confirmed that the cost of the planning application would be approximately £650.00. The Town Clerk advised members that she could not identify a specific budget line with proposed cuts to the statutory budget lines and general reserves depleted with limited contingencies. CIL Neighbourhood fund would not be an option.

Members noted that previous resolutions by Council and communications between the parties had indicated suitable alternatives for both the command centre and storage site.

Town Clerk to investigate grant funding application process and take to Internal Audit Committee. ACTION.

Cllr J. Moore proposed Shifnal Town Council provide funding for a wooden shed 10' x 8' erected near the Hub for the sum of £2,600.00 (£1,970 plus £650.00 for planning application). Shifnal Flood Partnership Group to be responsible for insurance. Budget Line: General Reserves. Shifnal Town Council officers to be responsible for the detailed plans, planning application and delivery of project.

APPROVED. AGAINST: Cllrs R. Cox, J. Horne and T. Tarran. ABSTAIN: Cllr Z. Turner.

Cllr B. Haddon returned to the meeting at 20:23 hours.

511/23 Mayor's Report

- i) Mayor, Cllr R. Cox provided the following update:-
- Friday 23rd February – The High Sheriff of Shropshire will be visiting Shifnal for Shropshire Day. There is to be a service at St. Andrew's Church followed by lunch at 12 noon. Full itinerary still to be finalised. Cllr R. Cox urged members to attend and meet the High Sheriff.
 - Tuesday 23rd January - Business Meeting held at the Park House Hotel was well attended and exceeded expectations.
 - The 10k run is progressing with 222 entries to date.
 - Meeting with Shifnal Twinning Association scheduled for 26 January 2024.
 - Meeting with Shifnal Millenium Sensory Garden scheduled imminently.
 - Regalia proposals for Deputy Mayor and Past Mayors to be brought to Council in due course.
 - May 2024 – Annual Town Meeting – Cllr R. Cox requested ideas. To be brought back to Council as an agenda item. ACTION.

512/23 To review and update outstanding actions from previous Full Council meetings:-

424, 845, 846 – Move to February

513/23 Town Clerk Report

- i) The Town Clerks Actions Report to 19th January 2024 was NOTED.

621 – Move to February. Add to the next Estates Agenda.

514/23 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.

515/23 Planning

- i) Planning enforcement matters were NOTED.

The meeting was closed by the Chairman at 20.37 hours

Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	Sum of VAT	Sum of Gross
Adhoc	Paid							Sum of Net		
		Estates	Events	16/11/2023	100034	ToriArtists Entertainment	Switch-on event entertainment	£1,500.00	£0.00	£1,500.00
		Miscellaneous	Health & Safety	22/11/2023	(blank)	Stitches of Bridgforth	Workwear	£30.00	£0.00	£30.00
			Other Expenses	11/12/2023	(blank)	Post Office	Christmas Gift Cards	£400.00	£0.00	£400.00
						Marks & Spencer	Catering supplies	£28.50	£0.00	£28.50
	unpaid	Estates	Library	22/12/23/5	221223/5	Face in a Crowd	Santa in library	£180.00	£36.00	£216.00
			Events	01/01/2024	178	Blue Spot Productions	Carol Service	£500.00	£0.00	£500.00
		Outdoor Spaces	Open Space Maintenance	08/12/2023	5992	Kyoti Graphics	Memorial Gardens signs	£92.00	£18.40	£110.40
			Planters/Fertilizers/Plants	14/01/2024	9532	Limefree Landscapes Services	Winter floral displays	£4,810.00	£962.00	£5,772.00
		Admin	Allotment Maintenance	18/01/2024	5536	Town & Country Fencing	Allotment fencing	£4,276.97	£855.39	£5,132.36
			Staffing	15/01/2024	(blank)	Staff expenses		£30.00	£0.00	£30.00
		Marketing/Publicity	Marketing/Publicity	30/11/2023	1131	Wozencroft Design & Print Ltd	Christmas leaflets	£259.00	£0.00	£259.00
		Training	Training	05/01/2024	BK214063-1	SLCC	Training event DR - Cemetery Waiters	£60.00	£12.00	£72.00
					BK214064-1	SLCC	Training event HH - Cemetery Waiters	£30.00	£6.00	£36.00
					BK214065-1	SLCC	Training event HH - Cemetery Waiters	£30.00	£6.00	£36.00
					BK214068-1	SLCC	Training event DR - National Planning Policy Framework	£30.00	£6.00	£36.00
					BK214069-1	SLCC	Training event DR - Carbon Literacy	£120.00	£24.00	£144.00
					BK214070-1	SLCC	Training event DR - Leadership Skills	£180.00	£36.00	£216.00
					BK214071-1	SLCC	Training event DG - Committees & Working Groups	£40.00	£4.00	£44.00
					BK214072-1	SLCC	Training event DG - Quotes, Tenders & Contracts	£105.00	£21.00	£126.00
					BK214073-1	SLCC	Training event LP - Social Media Engagement	£35.00	£7.00	£42.00
		Chairman's Allowance	Chairman's Allowance	10/01/2024	(blank)	Roger Cox	Chairman's Allowance	£1,000.00	£0.00	£1,000.00
		Online Technology Events	Online Technology Events	11/01/2024	STC11012024	St Andrew's Church	Carol Service livestreaming	£533.50	£0.00	£533.50
		Neighbourhood Fund (reserve)	Neighbourhood Fund (reserve)	21/12/2023	20649	SYA	Youth Club provision	£18,900.00	£3,780.00	£22,680.00
Adhoc Total								£33,149.97	£5,773.79	£38,923.76
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions - Dec 23	£3,619.10	£0.00	£3,619.10
						Salaries	Salaries - Dec 23	£1,973.53	£0.00	£1,973.53
		Administration	Bank Charges	19/12/2023	(blank)	Shropshire County Pension Fund	Pension contributions - Dec 23	£3,198.45	£0.00	£3,198.45
			Communications Systems	01/01/2024	141008728	Barclays	Current account charges Nov-Dec 23	£29.80	£0.00	£29.80
		Estates	Library	21/12/2023	20173	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00
					11444433	Grenke Leasing	Telephone equipment annual protection fee	£273.18	£0.00	£273.18
					11438325	West Mercia Energy	Gas supply Nov 23	£232.48	£11.62	£244.10
					4320240	West Mercia Energy	Electricity supply Nov 23	£160.88	£8.04	£168.92
					4506917	Water Plus	Water supply Nov 23	£40.53	£1.56	£42.09
					11447629	West Mercia Energy	Water supply Dec 23	£40.53	£1.56	£42.09
		Old Fire Station	Old Fire Station	17/01/2024	11455387	West Mercia Energy	Electricity supply Dec 23	£152.94	£7.65	£160.59
					11435260	West Mercia Energy	Gas supply Dec 23	£241.89	£12.09	£253.98
					11442066	West Mercia Energy	Gas supply Nov 23	£84.85	£4.24	£89.09
					11450790	West Mercia Energy	Electricity supply Nov 23	£55.51	£2.78	£58.29
					11456444	West Mercia Energy	Electricity supply Dec 23	£56.86	£2.84	£59.70
		Public Toilets	Public Toilets	09/01/2024	91024522	West Mercia Energy	Gas supply Dec 23	£183.44	£9.17	£192.61
					11445600	West Mercia Energy	Credit Electricity supply Sep 23	£121.96	£6.10	£128.06
					91024524	West Mercia Energy	Electricity supply Sep 23	£122.84	£6.14	£128.98
					11445601	West Mercia Energy	Credit Electricity supply Oct 23	£166.38	£8.32	£174.70
					11445602	West Mercia Energy	Electricity supply Oct 23	£138.51	£6.93	£145.44
		SCH	SCH	16/01/2024	11451817	West Mercia Energy	Electricity supply Nov 23	£189.93	£9.50	£199.43
					11444705	West Mercia Energy	Electricity supply Dec 23	£109.61	£5.48	£115.09
					11442067	West Mercia Energy	Gas supply Nov 23	£708.13	£141.63	£849.76
					11450791	West Mercia Energy	Electricity supply Nov 23	£377.21	£75.44	£452.65
		Town Regeneration	Town Regeneration	21/12/2023	11443724	West Mercia Energy	Electricity supply Dec 23	£410.58	£82.12	£492.70
					9710886	West Mercia Energy	Gas supply Dec 23	£680.38	£136.08	£816.46
		Machinery/Vehicle Hire & Maint	Machinery/Vehicle Hire & Maint	16/01/2024	11453003	West Mercia Energy	Electricity supply Oct 23 (feeder pillar)	£24.97	£1.23	£25.82
					1899561	Fuel Genie	Electricity supply Nov 23 (feeder pillar)	£24.97	£1.25	£26.22
	unpaid	Estates	Public Toilets	02/01/2024	4423151	Novuna Vehicle Solutions	Van lease rental Jan 24-Feb 24	£58.89	£11.78	£70.67
					4074270	Water Plus	Water supply Nov 23	£317.88	£63.58	£381.46
					4348189	Water Plus	Water supply Dec 23	£101.02	£11.40	£112.42
		SCH	SCH	03/01/2023	4074270	Water Plus	Water supply Dec 23	£115.96	£13.09	£129.05
					57229	Asles Tool Hire & Sales Ltd	Water supply Nov 23	£182.28	£17.05	£199.33
		OF5/SCH/Library/Public Toilets	OF5/SCH/Library/Public Toilets	06/12/2023	7247504	Shropshire Council	Water supply Dec 23	£190.21	£17.83	£208.04
		Public Toilets/Library	Public Toilets/Library	22/12/2023	16140	Key Support Services	Hygiene supplies	£26.00	£5.20	£31.20
		Open Space Maintenance	Open Space Maintenance	15/01/2024	129010	Eon	Cleaning services Nov 23	£2,353.00	£470.60	£2,823.60
					1443838535	Screwfix	Water management & sanitary disposal Dec 23	£73.10	£14.61	£87.71
		Hire of Store Room	Hire of Store Room	29/12/2023	10195	Brewdog Landscapes	Street lighting maintenance contract	£52.12	£10.42	£62.54
					79563	Daniel Elcock Machinery	Estate officer supplies	£1,980.00	£396.00	£2,376.00
		Estates/Outdoor Sp	Estates/Outdoor Sp	10/01/2024	79564	Daniel Elcock Machinery	Grounds maintenance Dec 23	£7,402.40	£1,480.48	£8,882.88
		Admin	SCH/Cemetery	31/12/2023	1310930	Veolia	Hire of store room Feb 23 - Feb 24	£7,402.40	£1,480.48	£8,882.88
		Communications Systems	Communications Systems	30/11/2023	349671	Enreach	Waste collection service Dec 23	£195.72	£39.14	£234.86
		Payroll Administration	Payroll Administration	31/12/2023	352965	Enreach	Telephone charges Nov 23	£425.20	£85.04	£510.24
		Photocopier	Photocopier	07/12/2023	8072485991	All Accounting Services	Telephone charges Dec 23	£409.61	£81.92	£491.53
					8072520431	Sharp	Payroll Dec 23	£35.69	£7.14	£42.83
		IT Systems	IT Systems	18/12/2023	148217	Midland Computers	Copier charges	£105.57	£21.11	£126.68
					148273	Midland Computers	Copier charges	£49.23	£9.85	£59.08
		Subscriptions	Subscriptions	03/01/2024	MEM247631-1	SLCC	IT support	£54.94	£10.99	£65.93
		Regeneration/Marketing	Regeneration/Marketing	02/01/2024	2474	Good 2 Great	IT support	£40.00	£8.00	£48.00
							Laptop repairs	£160.00	£32.00	£192.00
							Annual membership fee	£40.00	£8.00	£48.00
							Love Shifnal Dec 23	£2,271.00	£454.20	£2,725.20
Recurring Total								£48,168.37	£5,449.99	£53,618.36
Grand Total								£81,318.34	£11,223.78	£92,542.12

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