



SHIFNAL TOWN COUNCIL

A G E N D A

15th March 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 21ST MARCH 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.

630/23 Fire Safety Announcement

631/23 Public Session

632/23 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

- i) To CONSIDER update from Shropshire Council to Cllr E. Bird regarding Hem Lane and Aston Street (attached).
- ii) To receive a verbal update from Cllr K. Turley regarding a question raised concerning Idsall Sports Centre.

633/23 Commencement of Business

634/23 Apologies received from Councillors

635/23 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.

636/23 To CONSIDER Co-option of one Councillor for the Rural Ward vacancy following notice received from the elections team, Shropshire Council (attached)

637/23 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 15th February 2024 (attached).

638/23 Accounts

- i) To APPROVE the March monthly payment schedule to 15th March 2024 (attached).

639/23 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee meeting held on 7th March 2024 (attached).
- ii) To NOTE the planning applications report to 7th March 2024 (attached).

640/23 Regeneration and Events Committee

- i) To NOTE the draft Minutes of the Regeneration & Events Committee meeting held on 11th March 2024 (attached).
- ii) To CONSIDER the recommendations of the Regeneration & Events Committee meeting held on 11th March 2024:-
 - a) Recommend to Full Council that a Heritage Motorcycle and Cycle Day will take place on Saturday 15th June 2024. The event to be organised, managed and delivered by The Italian AutoMoto Club at a cost of £170.00 (Budget Line: 37: Events (Localism Act 2011 ss 1 -5)).

641/23 Estates Committee

- i) To NOTE the draft Minutes of the Estates Committee Meeting held on 11th March 2024 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 11th March 2024:-
 - a) Recommend to Full Council that an order be placed with Limetree Landscapes for the planting and watering for the summer season of 17 nos. Planters, 5 nos. Town Entrance Planters & 42 nos. Hanging Baskets at a cost of £11,992.50 (+VAT). (£11,000.00 Budget Line 39: Planters/Fertilisers/Plants & the remainder £992.50 be taken from Shifnal Town Council Reserves (LGA 1892 s.8 (1)(i)). This resolution would be a contravention of Financial Regulation 10.3, however, accepted due to the timescales for order, approved supplier and lack of other suitable quotations. In addition, the omission of 10 nos. hanging baskets at Shifnal Community Hub, Shifnal Library, Public Toilets and at the former Blue retail shop in order to save costs.
 - b) Recommend to Full Council that any remaining budget from Budget Line 49: Library 2023/2024 budget be transferred to the 2024/2025 Budget Line 31: Repairs and Renewal: Outdoor Spaces as the repairs to the Memorial Poppy Bench should be prioritised over the refurbishment of the Library kitchen.
 - c) Recommend to Full Council that an order be placed with Shire Services for 1 year for the cleaning of the 4 nos. STC properties at a cost of £30,972 (+VAT) (Budget Line 41, 42, 43 & 49: Old Fire Station, Community Hub, Public Toilets & Library (LGA 1894s.8(1)(i)). In line with Financial Regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations due to TUPE regulations.

642/23 Community Safety Committee

- i) To CONSIDER report and quotations for the provision of Youth Services Banners to erect within the Town Centre (attached).

643/23 Mayor's Report

- i) To CONSIDER a verbal update by Mayor, Cllr R. Cox.
- ii) **Annual Town Meeting**
 - a) To CONSIDER date, time, location and format for the Annual Town Meeting in May 2024.
- iii) To CONSIDER a verbal request for support for a visit from representatives of Machecoul, France (twinned with Shifnal) at the D-Day 80 anniversary events in June 2024.

644/23 To review and update outstanding actions from previous Full Council meetings (attached)

645/23 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 15th March 2024 (attached).
- ii) To NOTE communication received from the Transport & Environment Parking Team at Shropshire Council regarding TRO consultation on EV charging spaces on Victoria Road (attached).
- iii) To CONSIDER full membership with Rural Market Town Group and determine if STC wish to proceed with paid membership for 01/04/2024 to 31/03/2025 at a cost of £118.00 plus VAT per annum. Budget Line to be agreed (attached).

646/23 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.

647/23 Staff Matters

- i) To NOTE the Draft Minutes of the Employment Committee meeting held on 4th March 2024 (attached).

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