



# SHIFNAL TOWN COUNCIL

## A G E N D A

5<sup>th</sup> March 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 11<sup>th</sup> March 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](mailto:info@shifnaltowncouncil.gov.uk) or telephone 01952 461420**

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Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420  
E-mail: [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk)  
[www.shifnaltowncouncil.gov.uk](http://www.shifnaltowncouncil.gov.uk)



Shifnal Community Hub  
Tudor Way  
Shifnal  
Shropshire  
TF11 8DJ

- ES621/23 Fire Safety Announcement**
- ES622/23 Public Session**
- ES623/23 Apologies received from Councillors.**
- ES624/23 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.*
- ES625/23 To CONFIRM and sign the Minutes of the Extra Ordinary Estates Committee Meeting of the Town Council held on Monday 5<sup>th</sup> February 2024.**
- ES626/23 Greenspace Maintenance & Works**
- i) To NOTE that the works are progressing at Innage Road and at Wheatfield Park.
  - ii) To CONSIDER a report from the CPO on the Town Centre planters and hanging baskets.
  - iii) To CONSIDER a report from the CPO on the pathways at St. Andrew's Church.
  - iv) To CONSIDER a report from the CPO on the mole control.
  - v) To CONSIDER a request from the residents of 4 Innage Road.
  - vi) To CONSIDER a verbal report from the Parks Working Group from Cllr. K. Booker.
  - vii) To NOTE a copy of the letter sent to Shropshire Council by the Town Clerk.
  - viii) To DISCUSS the community garden at the Community Hub
  - ix) To DISCUSS the cemetery maintenance.
  - x) To DISCUSS the Memorial Poppy Bench in the Town Centre.
- ES627/23 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 CPO on the proposed refurbishment of the kitchen and toilet at the library.
  - iii) To CONSIDER a report from the CPO on the legionella risk assessment.
  - iv) To CONSIDER a report from the CPO for the 1 year contract from Shire Services.
  - v) To CONSIDER a report from the CPO on the STC generator.

**ES628/23      To Review Actions from Previous Committee Meetings**

**ES629/23      Next Estates Committee Meeting**  
Monday 8<sup>th</sup> April 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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