



SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on
Monday 5th February 2024, Commencing at 5:30pm at the Shifnal Community
Hub, Tudor Way, Shifnal, TF11 8DJ.**

Present: Councillors: R. Cox (Chairman), E. Bird, K. Booker, J. Horne, L. Jenks,
J. Moore, T. Tarran, Z. Turner, P. Williamson

In Attendance: D. Gough (Community Projects Officer)

ES547/23 Fire Safety Announcement
This was given by the Chairman Cllr. R. Cox

ES548/23 Public Session
None Present

ES549/23 Apologies received from Councillors.
Cllr. B. Haddon – Annual Leave - NOTED

ES550/23 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.

Cllr. T. Tarran – ES555/23 - Pecuniary

ES551/23 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 15th January 2024.
The Minutes of the Estates Committee Meeting held on Monday 15th January 2024 were CONFIRMED and signed by the Chairman.

Signed by Chairman.....

ES552/23 Greenspace Maintenance & Works

- i) Members NOTED a verbal report from the Parks Working Group from Cllr. K. Booker.
- ii) Members NOTED that the CPO is awaiting a quotation to increase the watering season for the planters to the end of September 2024 and the maintenance of entry point signage from the contractor.
- iii) Members NOTED communication received from Shropshire Council regarding Riparian ownership and Wesley Brook.

Members AGREED to request that the Town Clerk write to Shropshire Council highlighting the risk of drowning if the repairs are not carried out at the Wesley Brook – ACTION.

ES553/23 Shifnal Community Hub, Old Fire Station Hub & Library

- i) Members NOTED a report on the bookings and advertisements for STC community hubs from the Administration Assistant.
- ii) Members CONSIDERED a report from the AO on the Washroom Hygiene Contract Renewal in the Public Toilets and Library Building.

Members AGREED that an order be placed with PHS for the Washroom Hygiene Contract for two years at a cost of £171.30 (+VAT) per annum (Budget Lines 43 & 49 Public Toilets & Library (PHA 1936 s.87)) – ACTION.

- iii) Members NOTED the attached email for a 1 year & a 3 year contract from Shire Services.
- iv) Members CONSIDERED a report from the CPO for a new hot water tank in the Shifnal Community Hub.

Members AGREED that an order be placed with Shropshire Gas for a new hot water tank in the Shifnal Community Hub at a cost of £745.83 (+VAT) (Budget Line 42 Community Hub (LGA 1894 s.8 (1) (i)) – ACTION.

- v) Members NOTED that the CPO has approached the Marches Energy Grant Board to start the grant application.
- vi) Members NOTED remedial repairs to the gas boiler at the Old Fire Station following annual inspection at a cost of £350.21 plus VAT authorised by the Town Clerk.
- vii) Members NOTED PAT testing for all buildings excluding Public Toilets are scheduled for 13th February 2024 at a cost of £1.50 plus VAT per item and 5 year EICR (Electrical Installation Condition Report) for Shifnal Community and Feeder Pillar on 12th March 2024 at a cost of £350.00 plus VAT.
- viii) To CONSIDER additional electrical works required as follows:-
 - a. Library – removal of RCD unit and installation of twin socket - £275.00 plus VAT.

Members AGREED that an order be placed with DLM Electrical Contractors for the removal of RCD unit and installation of twin socket at a cost of £275.00 (+ VAT) (Budget Line 49 Library (LGA 1894 s.8 (1) (i)) – ACTION.

- b. Library – removal and safe isolation of secure external light - £40.00 plus VAT.

Members AGREED that an order be placed with DLM Electrical Contractors for the removal and safe isolation of secure external light at a cost of £40.00 (+ VAT) (Budget Line 49 Library (LGA 1894 s.8 (1) (i)) – ACTION.

Signed by Chairman.....

- c. SCH - replacement of 2 PIR flood lights - £160.00 plus VAT.

Members AGREED that an order be placed with DLM Electrical Contractors for the replacement of 2 PIR flood lights at a cost of £160.00 (+ VAT) (Budget Line 42 Community Hub (LGA 1894 s.8 (1) (i)) – ACTION.

ES554/23

Town Clerk Report

Members CONSIDERED a report from the Town Clerk on the outstanding actions.

Members AGREED to ask the Town Clerk to draw up a list of all outstanding actions in relation to Shropshire Council for the next committee meeting – ACTION.

Cllr. Tarran left the meeting.

ES555/23

Allotments

Members NOTED a letter sent out to allotment holders about forming an allotment association with a reply deadline of the 5th February 2024.

Cllr. Tarran rejoined the meeting.

ES556/23

To Review Actions from Previous Committee Meetings

- a) Members AGREED to remove items 532, 866, 868, 869 & 871 as completed – ACTION.
- b) Members AGREED to move items 593, 621, 624, 628, 867, 870 & 872 to March 2024 – ACTION.
- c) Members AGREED to include the Town Clerks Report in the action list – ACTION.
- d) Members AGREED to change the responsibility of 593, 621, 624 & 628 to Shropshire Council – ACTION.
- e) Members AGREED to ask that the expected completion date to filled for all action points – ACTION.

ES557/23

Next Estates Committee Meeting

Monday 11th March 2024 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 18:32 hrs.

Signed by Chairman.....