



SHIFNAL TOWN COUNCIL

A G E N D A

10th May 2024

TO ALL MEMBERS OF SHIFNAL TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of the Town Council to be held on THURSDAY 16th MAY 2024 at **7.00pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

Yours faithfully

Gillian Bailey
Locum 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.

001/24 Fire Safety Announcement

002/24 Public Session

003/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: There are no pre-submitted questions.

004/24 Commencement of Business

005/24 Election of Chairman

006/24 Adoption of the Title of Mayor

007/24 Declaration of Acceptance of Office

008/24 Nomination of Mayoress or Consort

009/24 Election of Deputy Mayor

010/24 Declaration of Acceptance of Office

011/24 Apologies received from Councillors

012/24 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.

013/24 To Appoint Members to:-

- i) Employment Committee
- ii) Planning Committee
- iii) Estates Committee
- iv) Community Safety Committee
- v) Internal Audit Committee
- vi) Regeneration and Events Committee

014/24 To Appoint Members to:-

- i) **Advisory Committees:-**
 - a) Community Bus
 - b) Neighbourhood Plan
- ii) **Working Group:-**
 - a) Shifnal Town Centre Enhancement

015/24 Appointment of Representatives to Other Bodies (attached)

016/24 To NOTE the Schedule of Meetings for 2024/25 (attached)

017/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Minutes of the Full Council Meeting held on Thursday 18th April 2024 (attached).

018/24 Accounts

- i) To CONFIRM six cheque signatories and on-line banking signatories:-
 - a) Councillor P. Williamson
 - b) Councillor E. Moore
 - c) Councillor D. Marriott
 - d) Councillor T. Tarran
 - e) To be Confirmed
 - f) Town Clerk D. Reynolds
 - g) Accounts Officer G. Lawrence
- ii) To APPROVE the monthly payment schedule to 10th May 2024 (attached).
 - a) To CONSIDER the Shropshire Council Invoice deferred from April meeting for the installation and emptying of additional 5 bins approved at Estates Committee Meeting 9th May 2023 (attached).
 - b) To CONSIDER the Bruton Knowles invoice deferred from April meeting and breakdown of expenditure provided (attached).
 - c) To CONSIDER the Shropshire Council invoice for Kings Yard Car Park Maintenance deferred from April meeting.
- iii) To CONFIRM annual council and employee subscriptions 2024/2025:-
 - a) Shropshire Association of Local Councils - SALC – Council – £2,362.01
 - b) Society of Local Council Clerks (SLCC) – Town Clerk – (23/24 £337.00)

019/24 Internal Audit Advisory Committee

- i) To NOTE the Minutes of the Internal Audit Committee meeting held on 29th April 2024 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee meeting held on 29th May 2023:-

a) Grant Applications (attached)

- **Shifnal Carnival Committee**

Recommend to Full Council to refuse the application as it does not meet the criteria of the policy. It was proposed to recommend to Council that consideration is given to fund the provision of First Aid and Insurance for the event, totalling £1,450.00 subject to the satisfactory provision of invoices to the Town Council.

- **St. Andrew's Church**

Recommend to Full Council that a grant of £1,314.00 be awarded for the initial repair to the Church clock. Application for the second phase to be considered when the quotes are available.

- **Trinity Centre, Shifnal**

Recommend to Full Council that a grant of £300.00 be awarded to the Trinity Centre for the provision of signage.

b) Insurance 2024/25 Annual Cover

- Recommend to Full Council to renew the Annual Insurance with Zurich for a period of three years at a cost of £4,287.96 for the first year to include key personnel cover. (Budget Line: Insurance).

c) Health and Safety Service

- Recommend to Full Council that the annual cover for the Health and Safety Service provided by Shropshire Council is renewed at a cost of £1,212.75 plus VAT. (Budget Line Health & Safety).

d) Standing Orders

- Recommend to Full Council the adoption of the amended Standing Orders for ratification at the Annual Full Council meeting in May (attached).

e) Financial Risk Assessment

- Recommend to Full Council the adoption of the amended Financial Risk Assessment for ratification at the Annual Full Council meeting in May (attached).

f) Financial Regulations

- Recommend to Full Council the adoption of the amended Financial Regulations for ratification at the Annual Full Council meeting in May (attached).

g) **Code of Conduct**

- Recommend to Full Council the adoption of the Code of Conduct Policy for ratification at the Annual Full Council meeting in May (attached).

h) **Terms of Reference for various committees**

- **Estates Committee**

- Recommend to Full Council the amended Estates Committee Terms of Reference for ratification at the Annual Full Council meeting in May (attached).

- **Community Safety Committee**

- Recommend to Full Council the amended Community Safety Committee Terms of Reference for ratification at the Annual Full Council meeting in May (attached).

- **Employment Committee**

- Recommend to Full Council the amended Employment Committee Terms of Reference for ratification at the Annual Full Council meeting in May (attached).

- **Regeneration and Events Committee**

- Recommend to Full Council the amended Regeneration and Events Committee Terms of Reference for ratification at the Annual Full Council meeting in May (attached).

- **Planning Committee**

- Recommend to Full Council the Planning Committee Terms of Reference for ratification at the Annual Full Council meeting in May (attached).

- **Internal Audit Committee**

- Recommend to Full Council the Internal, Audit Committee Terms of Reference for ratification at the Annual Full Council meeting in May (attached).

020/24 Planning Committee

- i) To NOTE the draft Minutes of the Planning Committee held on 29th April 2024 (attached).
- ii) To NOTE the planning applications report to 23rd April 2023 (attached).

021/24 Regeneration & Events Committee

- i) To NOTE the draft Minutes of the Regeneration and Events Committee meeting held on 7th May 2024 (attached).

022/24 Estates Committee

- i) To NOTE the draft Minutes from the Estates Committee meeting held on 7th May 2024 (attached).

023/24 To CONSIDER the Full Town Council Outstanding Actions Report to 10th May 2024 (attached).

024/24 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 10th May 2024 (attached).
- ii) To NOTE a report on the final costings for the Shifnal 10k Run by Cllr. R. Cox (attached).
- iii) To DISCUSS nominations for this year's Celebrating Shifnal Awards

025/24 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.

026/24 Staff Matters

- i) To NOTE the Minutes of the Employment Committee held on 23rd April 2024 (attached).
- ii) To RECEIVE a verbal update on staff matters.

Circulation:-

Councillors: Cllr R. Cox (Chairman), Cllr E. Bird, Cllr K. Booker, Cllr J. Coulson, Cllr B. Haddon, Cllr J. Horne, Cllr L. Jenks, Cllr G. Kerr, Cllr D. Marriott, Cllr E. Moore, Cllr J. Moore, Cllr T. Tarran, Cllr G. Tonkinson, Cllr Z. Turner, Cllr P. Williamson

For Information: G. Bailey, Locum Town Clerk