



# SHIFNAL TOWN COUNCIL

## A G E N D A

7<sup>th</sup> June 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 20<sup>th</sup> June 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](mailto: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.**

### **053/24 Fire Safety Announcement**

### **054/24 Public Session**

### **055/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley**

Note: No pre-submitted questions.

### **056/24 Commencement of Business**

### **057/24 Apologies received from Councillors**

### **058/24 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.

### **059/24 Minutes of Previous Meeting**

- i) To CONFIRM and SIGN the Draft Minutes of the Annual Full Council Meeting held on Thursday 16<sup>th</sup> May 2024 (attached)
- ii) To CONFIRM and SIGN the Draft Minutes of the Extraordinary Full Council Meeting held on Thursday 6<sup>th</sup> June 2024 (to be tabled).

## 060/24 Accounts

- i) To APPROVE the June monthly payment schedule to 13<sup>th</sup> June 2024 (to be tabled).

- ii) Financial Year End 2023/2024

- a) **Final Internal Auditor Report**

- To recommend to Full Council the acceptance of the Final Internal Auditor report for 2023–2024 (attached).

- b) **Year End Documents (as presented by the Town Clerk/Responsible Finance Officer)**

- **Annual Bank Reconciliation to 31<sup>st</sup> March 2024**

- To recommend to Full Council the acceptance of the final Annual Bank Reconciliation to 31<sup>st</sup> March 202. Evidence signature by a councillor required at this meeting.

- **Final Budget Review to 31<sup>st</sup> March 2024 (attached)**

- To recommend to Full Council the acceptance of the final Budget Review to 31<sup>st</sup> March 2024.

- **Annual Statement of Accounts to 31<sup>st</sup> March 2024 (attached)**

- To recommend to Full Council the acceptance of the Annual Statement of Accounts to 31<sup>st</sup> March 2024.

- **Balance Sheet to 31<sup>st</sup> March 2024 (attached)**

- To recommend to Full Council the acceptance of the Balance Sheet to 31<sup>st</sup> March 2024.

- **Fixed Asset Report to 31<sup>st</sup> March 2024 (attached)**

- To recommend to Full Council the acceptance of the Fixed Asset Report to 31<sup>st</sup> March 2024.

- **Variance Report (attached)**

- To recommend to Full Council the acceptance of the Variance Report.

- **Exercise of Elector's Rights Notice (attached)**

- To recommend to Full Council the acceptance of the Exercise of Elector's Rights Notice as presented and furthermore resolve to instruct the posting of this notice in line with the requirements of such.

- c) **Annual Governance Statements 2023/24 (attached)**

- Full Council to consider the acceptance of the Annual Governance Statements for 2023/24.
    - To recommend to Full Council that the Chairman and Clerk sign the Annual Governance Statement for 2023/24 as required following ratification.

**d) Annual Accounting Statements 2023/24**

- To recommend to Full Council the acceptance of the Annual Accounting Statements for 2023/24 as signed by the Responsible Finance Officer and for the CHAIRMAN to sign following ratification (attached).

**e) Reserves and Investments Strategy and Annual Review Statement (attached)**

To consider the strategy and the review statement as presented and the following recommendations by the Responsible Finance Officer to Full Council:-

- The acceptance of the general reserves position as stated and proceed with use of general reserves only in the case of critical incidents.
- The acceptance of the earmarked reserves position as stated.
- The acceptance of the Investments/Accounts held position as stated.
- The acceptance that no further risks or amendments to the strategy are identified.
- The adoption of the Reserves and Investments Strategy as presented and the acceptance of the Annual Review Statement.
- To instruct the Chairman of the Council and Responsible Finance Officer to sign the completed document following ratification.

**061/24 Planning Committee**

- To NOTE the Draft Minutes of the Planning Committee meeting held on 4<sup>th</sup> June 2024 (attached).
- To NOTE the planning applications report to 4<sup>th</sup> June 2024 (attached).

**062/24 Regeneration and Events Committee**

- To CONSIDER contract renewal for the provision of Place Marketing as per the quotation provided by Good2Great for a further one year term from 1<sup>st</sup> August 2024 to 31<sup>st</sup> July 2025 at a cost of £2,083 plus VAT per month, £24,996 plus VAT per annum (Budget line: Town Regeneration and Regeneration Earmarked Reserves, The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012). (Attached).
- To CONSIDER PR support for a further twelve month period by Jocelyne Fildes at a cost of £280.00 plus VAT per month, £3,360.00 plus VAT (Budget line: Marketing, Publicity and Consultation, The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012). (Attached)
- To CONSIDER the additional budget sum of approx. £4,300 for incidentals to support the Place Marketing activities, spend and suppliers to be agreed as necessary throughout the one year term. (Budget lines: Marketing, Publicity and Consultation. The Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012) or applicable legislation identified on each element. (attached)

**063/24 Mayor's Report**

- i) To CONSIDER a verbal update by Mayor, Cllr E. Moore.

**064/24 To review and update outstanding actions from previous Full Council meetings (attached)****065/24 Town Clerk Report**

- i) To NOTE the Town Clerks Actions Report to 7<sup>th</sup> June 2024 (attached).
- ii) To CONSIDER request by West Mercia Police SNT team to use Wheatfield Park on 7<sup>th</sup> July 2024 for ASB week (attached).
- iii) To CONSIDER request by Shropshire Council Sustainable Travel Team – Schools to use Wheatfield Park for 3 x Scootability Level 1 sessions at Wheatfield Park on Thursday 29<sup>th</sup> August 2024 (attached).
- iv) To NOTE the Library opening times during Shifnal Carnival weekend (Friday 28<sup>th</sup> June 10am – 1pm, 2pm – 4pm, Saturday 29<sup>th</sup> June – Closed).

**066/24 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.

**067/24 Staff Matters**

- i) To NOTE the Minutes of the Employment Committee meeting held on 9<sup>th</sup> May 2024 (attached).
- ii) To NOTE the Draft Minutes of the Employment Committee meeting held on 3<sup>rd</sup> June 2024 (attached.).
- iii) To CONSIDER the recommendations of the Employment Committee Meeting held on 3<sup>rd</sup> June 2024:-
  - a) Recommend to Full Council to APPROVE the proposed amendments to the draft Employment Committee Meeting Terms of Reference (attached).
  - b) To CONSIDER recommendation regarding a staff request. (attached)

**Circulation:-**

**Councillors:** Cllr E. Moore (Chair), Cllr K. Booker, Cllr E. Bird, Cllr R. Cox, Cllr J. Coulson, Cllr B. Haddon, Cllr J. Horne, Cllr L. Jenks, Cllr G. Kerr, 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,  
C Furnival, Locum Clerk