



SHIFNAL TOWN COUNCIL

A G E N D A

12th July 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 18th July 2024 at 7.00 pm at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

PLEASE NOTE there will be a pre-meeting with Jenny Wynn OBE DL, Vice Lord-Lieutenant of Shropshire at **6.30pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ. Purpose to provide an overview of the Honours and King's Award for Voluntary Service.

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.

111/24 Fire Safety Announcement

112/24 Public Session

113/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

114/24 Commencement of Business

115/24 Apologies received from Councillors

116/24 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.

117/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 20th June 2024 (attached)

118/24 Accounts

- i) To APPROVE the July monthly payment schedule to 12th June 2024 (attached).
- ii) To CONFIRM invoice payments can be processed in August during the Summer Recess utilising delegated powers by the Clerk, with approval of the Monthly Payment Schedule for August deferred to September Full Council Meeting.

119/24 Estates Committee

- i) To NOTE the Draft Minutes of the Estates Committee Meeting held on 8th July 2024 (to follow)
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 8th July 2024:-
 - a) Solar Panels

Recommend to Council to award a contract to Fusion for the total amount of £15,954.14 plus VAT for installation of solar panels with a budget contribution of £13,254.14 to be funded from CIL Neighbourhood Fund and the Marches Energy grant contribution of £2,700 from Worcester County Council (LGA 1892 s.8 (1)(i)). The project to be started at the earliest convenience in line with the workload and priorities of the Council (attached).
- iii) To CONSIDER the annual renewal quotation from E.On for Street Lighting Maintenance for the amount of £1,621.55 plus VAT reflecting the same price as the prior year as part of E.On's three year quotation. Considered as acceptable without competitive quotation due to the on-going good service provision by this contractor and lack of alternative quotations (Street Lighting Maintenance, PCA 1957 s. 3(1)). (Attached).

120/24 Regeneration and Events Committee

- i) To NOTE the Draft Minutes of the Regeneration and Events Committee Meeting held on 9th July 2024 (attached).
- ii) To CONSIDER the recommendations of the Regeneration and Events Committee Meeting held on 9th July 2024:-
 - a) Recommend to Full Council the acceptance of the proposal as presented by Shropshire Festivals to deliver the Christmas Lights switch on event for 2024 at the quoted cost of £11,600 plus direct costs for this Council estimated at £6,010. (Budget 37 – Events, LGA 1972 s.145). Members should note that this decision would be a contravention of Financial Regulation 10.3 however, due to the approved supplier status and time critical delivery of the event, should find this an acceptable resolution (attached).
 - b) Recommend to Full Council that an action point be accepted to appoint an independent contractor to load test the wall mounts and catenary posts as a matter of urgency and prior to the event. Should the tests fail or there is a failure to complete the testing then a veto on the event will be put in place. In this instance the Council will reimburse Shropshire Festivals in full (attached).

121/24 Planning Committee

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on 9th July 2024 (attached).
- ii) To NOTE the planning applications report to 9th July 2024 (attached).

122/24 Community Safety Committee

- i) To RECEIVE a verbal update by Cllr P. Williamson on the youth club to include notification of increase in room hire fees for the Trinity Centre.

123/24 Committee Membership

- i) To CONSIDER committee vacancies following Councillor resignation:-
 - a) Deputy Chair, Estates Committee
 - b) Chair, Planning Committee
 - c) Member, Internal Audit Committee
 - d) Member, Regeneration and Events Committee

124/24 Mayor's Report

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

125/24 To review and update outstanding actions from previous Full Council meetings (attached)

126/24 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 12th July 2024 (attached).
- ii) To CONSIDER the quotation received from Thomas Fattorini Limited for repair and engraving to the Mayor's chain at a cost of £713.18 plus engraving at £0.67p per character plus VAT. (Miscellaneous – Mayor's Chain and Other Expenses. LGA 1894 s.8(1)(i)) (attached).

127/24 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.

128/24 Staff Matters

- i) To NOTE the Minutes of the Employment Committee Meeting held on 8th July 2024 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee Meeting held on 8th July 2024:-
 - a) Recommend to Full Council to approve a request for a change to terms and conditions for a member of staff.
- iii) To CONSIDER temporary staffing costs (attached).
- iv) To CONSIDER nominations for Honours and King's Award for Voluntary Service (attached).
- v) To CONSIDER nominations for 2024 Celebrating Shifnal Awards

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 T. Tarran, Cllr G. Tonkinson, Cllr Z. Turner, Cllr P. Williamson

For Information: D. Reynolds, Town Clerk and Responsible Finance Officer, H. Howse, Administration Officer