



SHIFNAL
SHROPSHIRE

SHIFNAL TOWN COUNCIL

Minutes of the Annual Meeting of the Town Council
Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ
on Thursday 16th May 2024, commencing at 7.00pm
Agenda dated 10th May 2024

Present: Councillors: R. Cox (Chairman)
K. Booker, J. Coulson, J. Horne, L. Jenks, G. Kerr, D. Marriott,
E. Moore, J. Moore, T. Tarran, G. Tonkinson, P. Williamson

In attendance: G. Bailey (Locum Town Clerk)
H. Howse (Administration Officer)
K. Turley (Shropshire Council)

001/24 Fire Safety Announcement

This was given by the Chairman, Mayor Roger Cox.

002/24 Public Session

No members of the public present.

003/24 Shropshire Councillors' Question Time

Cllr K Turley provided an update on the following consultations:-

- Garden Waste and Household Recycling consultation: Due to close on 20th May. Over 16,000 responses have been received to date.
- School Library Service: 4,000 signature petition has been delivered.

004/24 Commencement of Business

005/24 Election of Chairman

There were two nominations for Chairman - Councillor R. Cox and Councillor E. Moore. Following a formal vote by members, Councillor E. Moore was elected Chairman.

006/24 Adoption of the Title of Mayor

Councillor E. Moore ACCEPTED the title of Mayor of Shifnal.

007/24 Declaration of Acceptance of Office

Councillor E. Moore SIGNED the Declaration of Acceptance of Office and thanked Councillors for their support.

008/24 Nomination of Mayoress or Consort

Councillor J. Moore was NOMINATED as Consort and this was ACCEPTED.

009/24 Election of Deputy Mayor

There was one nomination for Deputy Mayor - Councillor K. Booker. Following a formal vote by members, Councillor K. Booker was subsequently elected Deputy Mayor.

010/24 Declaration of Acceptance of Office

Councillor K. Booker SIGNED the Declaration of Acceptance of Office.

Councillor E. Moore assumed the seat as Chairman for the remainder of the meeting.

011/24 Apologies received from Councillors

Cllr E. Bird – ill health
Cllr B. Haddon – prior commitment
Cllr Z. Turner – prior commitment

NOTED.

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.

NONE.

013/24 To Appoint Members to:-

i) **Employment Committee**

- Membership – no change other than addition of Cllr G. Kerr and Cllr L. Jenks – APPROVED
- Chairman: Cllr. E. Moore – APPROVED
- Deputy Chair: Cllr P. Williamson – APPROVED

ii) **Planning Committee**

- Membership – no change other than resignation of Cllr R. Cox and addition of Cllr D. Marriott– APPROVED
- Chairman: Cllr J. Moore – APPROVED
- Deputy Chair: Cllr J. Horne – APPROVED

iii) **Estates Committee**

- Membership – no change – APPROVED
- Chairman – Cllr R. Cox – APPROVED
- Deputy Chair: Cllr J. Moore – APPROVED

iv) **Community Safety Committee**

- Membership – no change other than resignation of Cllr R. Cox and addition of Cllr K. Booker and Cllr G. Kerr - APPROVED
- Chairman: Cllr P. Williamson - APPROVED
- Deputy Chair: Cllr J. Horne - APPROVED

v) **Internal Audit Committee**

- Membership – no change other than resignation of Cllr T. Tarran and addition of Cllr J. Coulson – APPROVED
- Chairman: Cllr K. Booker - APPROVED
- Deputy Chair – Cllr E. Moore – APPROVED

vi) **Regeneration and Events Committee**

- Membership – no change - APPROVED
- Chairman: Cllr J. Coulson - APPROVED
- Deputy Chair – Cllr E Moore – APPROVED

014/24 To Appoint Members to:-

i) **Advisory Committees:-**

a) **Community Bus**

- To be dissolved and responsibilities moved to the Community Safety Committee – APPROVED.

b) **Neighbourhood Plan (not active)**

- To be dissolved and responsibilities moved to the Planning Committee – APPROVED.

- ii) **Working Group:-**
- a) **Shifnal Town Centre Enhancement**
- Dissolved – APPROVED.

015/24 Appointment of Representatives to Other Bodies

- Membership – no change other than the following:-

Addition of Cllr E. Moore to Brooke Educational Foundation
Removal of Cllr J. Horne from Shropshire Playing Fields Association
Removal of Cllr R. Cox from Bridgnorth and Shifnal Area Committee
Addition of Cllr E. Moore to Bridgnorth and Shifnal Area Committee
Removal of Cllr J. Horne and Cllr E. Moore from Shifnal Exhibition Foundation
Addition of Cllr R. Cox to Shifnal Exhibition Foundation

Brooke Educational Foundation	Cllr E. Moore Cllr Z. Turner
Old People's Welfare	Cllr. J. Horne
Shifnal Village Hall	Cllr. R. Cox unless afternoon Cllr. E. Moore if afternoon
Shropshire Playing Fields Association	None
Bridgnorth and Shifnal Area Committee	Cllr. E. Moore Cllr. T. Tarran
Shifnal Exhibition Foundation	Cllr R. Cox
Shifnal Flood Partnership	Cllr. E. Moore
Patients Participation Group	Cllr. T. Tarran
Shifnal Carnival Committee	Cllr. J. Coulson Cllr. D. Marriott

APPROVED.

See Appendix 1 for full committee membership

016/24 To NOTE the schedule of Meetings for the Forthcoming Session 2024/25

- Proposed Meeting Schedule was NOTED with the caveat that some meetings may need to be changed subject to resource availability and holidays.

017/24 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 18th April 2024 were CONFIRMED and SIGNED.

018/24 Accounts

- i) The seven cheque and on-line banking signatories were CONFIRMED as follows:-

Councillor K. Booker
Councillor E. Moore
Councillor D. Marriott
Councillor T. Tarran
Councillor P. Williamson
Town Clerk D. Reynolds
Accounts Officer G. Lawrence

APPROVED.

- ii) The monthly payment schedule to 10th May 2024 was CONSIDERED:-

- 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. APPROVED.
- b) To CONSIDER the Bruton Knowles invoice deferred from April meeting and breakdown of expenditure provided. APPROVED.
- c) To CONSIDER the Shropshire Council invoice for Kings Yard Car Park Maintenance deferred from April meeting. Locum Town Clerk awaiting further information. Members AGREED to keep the invoice payment on hold and defer to the next meeting. ACTION.

The monthly payment schedule to 10th May 2024 was APPROVED with the exception of the Shropshire Council invoice for the Kings Yard Car Park.

Officers to validate that the payment terms for the Yellowhat contract invoice comply with the contract terms. ACTION.

- iii) The annual council and employee subscriptions for 2024/2025 were NOTED as follows:-

- a) Shropshire Association of Local Councils – SALC – Council - £2,362.01 – NOTED.
- b) Society of Local Council Clerks (SLCC) – Town Clerk – (23/24 £337.00) – NOTED.

019/24 Internal Audit Committee

- i) The Minutes of the Internal Audit Committee meeting held on 29th April 2024 were NOTED.

- ii) To CONSIDER the recommendations of the Internal Audit Committee meeting held on 29th April 2024:-

a) **Grant Applications**

- **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.

APPROVED. AGAINST: Cllr J. Horne.

- **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.

APPROVED.

- **Trinity Centre, Shifnal**

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

APPROVED.

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).

APPROVED.

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).

APPROVED.

d) **Standing Orders**

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

APPROVED. AGAINST: Cllr. T. Tarran.

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.

APPROVED. ABSTAIN: Cllr L. Jenks.

f) **Financial Regulations**

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

The Locum Town Clerk advised members that NALC have just published new regulations. It was AGREED to defer back to Internal Audit Committee for review of the new regulations. APPROVED. ACTION.

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.

APPROVED.

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.

APPROVED.

- **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.

APPROVED with the addition of the Community Bus responsibilities.
ACTION.

- **Employment Committee**

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

AGREED to move into the private session under Staff Matters.
APPROVED.

- **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.

APPROVED.

- **Planning Committee**

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

APPROVED with the addition of the Neighbourhood Plan responsibilities.
ACTION

- **Internal Audit Committee**

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

APPROVED.

The Locum Town Clerk confirmed that the Advisory Committee Terms of Reference would be reviewed at the next Internal Audit Committee meeting. ACTION.

020/24 Planning Committee

- i) The draft Minutes of the Planning Committee held on 29th April 2024 were NOTED.
- ii) The planning applications report to 23rd April 2024 were NOTED.

021/24 Regeneration & Events Committee

- i) The draft Minutes of the Regeneration and Events Committee meeting held on 7th May 2024 were NOTED.

022/24 Estates Committee

- i) The draft Minutes from the Estates Committee meeting held on 7th May 2024 were NOTED.

023/24 The Full Town Council Outstanding Actions Report to 10th May 2024 was CONSIDERED:-

424 – move to June
815 – complete
845 – move to June. AO to chase responses when possible.
853 – move to June
881 – move to June. Locum Town Clerk/Cllr T. Tarran to discuss.
882 – move to June
928 – move to June
936 – Estates Committee
945 – complete
946 – move to June
947 – complete
948 – move to September
949 – complete
950 – complete
951 – complete
952 – complete
953 – complete
954 – complete

024/24 Town Clerk Report

- i) The Town Clerks Actions Report to 10th May 2024 was NOTED.
- ii) The report on the final costings for the Shifnal 10k Run by Cllr. R. Cox was NOTED.

Cllr R. Cox proposed that the proceeds from the run be donated to the following local community groups for the sum of £300 per organisation:-

CentreStage
MHA Shifnal and District Communities
Shifnal Carnival
Shifnal Help Food Bank
Shifnal Millennium Sensory Garden
Youth Club

APPROVED with the caveat that all the pledged sponsorship money has been received by Shifnal Town Council before the donations are awarded. ACTION.

- iii) Nominations for this year's Celebrating Shifnal Awards in October were DISCUSSED. Members to send nominations to the Locum Town Clerk. ACTION.

H Howse left the meeting at 20:21 hours.

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.

APPROVED.

026/24 Staff Matters

- i) The Minutes of the Employment Committee held on 23rd April 2024 were NOTED.
- ii) Cllr Cox gave members an update on the current staffing situation. In addition to the current staff absences the Administration Officer and the Locum Clerk have prebooked annual leave from 10th June to 21st June.

The Locum Clerk advised that she will be working with the Administration Officer on a plan to manage the Town Council's workload. ACTION

- iii) Members discussed the suggested amendments to the Terms of Reference for the Employment Committee. It was agreed to defer this item to the next Employment Committee Meeting.

The meeting was closed by the Chairman at 20:37 hours.

May Payment Schedule to 10th May 2024										Values	
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Sum of Net	Sum of VAT	Sum of Gross	
Adhoc	Paid	Miscellaneous	Advisory Services			Land Registry	Search fee	£6.00	£0.00	£6.00	
	unpaid	Estates	Library	11/04/2024	1000004852792	KRM Contractors Ltd	Library toilet refurbishment	£1,828.00	£365.60	£2,193.60	£6.00
			Events	05/04/2024	16727	Shropshire Festivals Ltd	History trail - first payment	£1,625.00	£325.00	£1,950.00	
				30/04/2024	5631	Traffix Ltd	Traffic management 10K run	£4,185.00	£837.00	£5,022.00	
				04/05/2024	44033	AV Timing Ltd	Management 10K run	£2,152.24	£0.00	£2,152.24	
			SCH	19/03/2024	555	Yellowhat Security Solutions	Install fob reader	£1,667.40	£333.48	£2,000.88	
			Public Lighting Maintenance	19/04/2024	3840	E-ON	Light repair, Applebrook	£115.63	£23.13	£138.76	
					129737	E-ON	Light repair, The Grove	£97.60	£19.52	£117.12	
					129735	E-ON	Light repair, Laburnum Close	£97.60	£19.52	£117.12	
					129734	E-ON	Remedial works	£868.96	£173.79	£1,042.75	
			SCH/Library/OFS	02/05/2024	2068	AMG Fire Solutions Ltd	OHA report DR	£88.00	£17.60	£105.60	
		Miscellaneous	Advisory Services	07/05/2024	7268711	Shropshire Council	Shifnal Regulation 19 Consultation	£855.00	£171.00	£1,026.00	
			Neighbourhood Plan Review	15/02/2024	69088	Brunton Knowles	Mole control	£785.00	£0.00	£785.00	
		Outdoor Spaces	Repairs & Renewals	17/04/2024	924	Dead Cert	Temporary administrator w/e 19.04.24	£281.59	£56.32	£337.91	
		Admin	Temporary Staff	19/04/2024	035p58437	Pertemps Recruitment Partnership	Locum Town Clerk services	£612.50	£0.00	£612.50	
				03/05/2024	32	Gillian Bailey		£15,265.52	£2,341.96	£17,607.48	
Adhoc Total											
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions Apr 24	£3,745.03	£0.00	£3,745.03	
						Salaries	Salaries Apr 24	£11,625.53	£0.00	£11,625.53	
						Shropshire County Pension Fund	Pension contributions Apr 24	£3,113.38	£0.00	£3,113.38	
		Administration	Bank Charges	17/04/2024	(blank)	Barclays	Current account charges Mar 24-Apr 24	£25.87	£0.00	£25.87	
			Communications Systems	01/05/2024	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00	
			Photocopier	09/05/2024	006/25/0041667	PEAC Ltd	Photocopier lease Jun-Sep 24	£184.00	£36.80	£220.80	
		Estates	Library	17/04/2024	11484730	West Mercia Energy	Gas supply Mar 24	£258.76	£12.94	£271.70	
				25/04/2024	11489819	West Mercia Energy	Electricity supply Mar 24	£162.67	£8.13	£170.80	
			Old Fire Station	17/04/2024	11484483	West Mercia Energy	Gas supply Mar 24	£116.19	£5.81	£122.00	
			Public Toilets	25/04/2024	11494259	West Mercia Energy	Electricity supply Mar 24	£174.81	£8.74	£183.55	
			SCH	17/04/2024	11484484	West Mercia Energy	Gas supply Mar 24	£588.30	£117.66	£705.96	
				25/04/2024	11493181	West Mercia Energy	Electricity supply Mar 24	£389.42	£77.88	£467.30	
			Regeneration	25/04/2024	11494481	West Mercia Energy	Electricity supply Feb 24 (feeder pillar)	£24.19	£1.21	£25.40	
			OFS	25/04/2024	11493180	West Mercia Energy	Electricity supply Mar 24	£60.68	£3.03	£63.71	
		Outdoor Spaces	Machinery/Vehicle Hire & Maint	01/05/2024	2103347	Novuna Vehicle Solutions	Van lease rental May 24-June 24	£317.88	£63.58	£381.46	
	unpaid	Estates	Public Toilets	05/05/2024	5614846	Water Plus	Water supply Apr 24	£168.72	£33.06	£201.78	
			SCH	02/05/2024	5578561	Water Plus	Water supply Apr 24	£112.78	£16.99	£129.77	
			Car Parks	01/04/2024	7264438	Shropshire Council	Maintenance of Kings Yard Car Park 24-25	£1,597.95	£0.00	£1,597.95	
			CCTV Project	19/03/2024	3838	Yellowhat Security Solutions	CCTV maintenance contract	£9,950.00	£1,990.00	£11,940.00	
		Outdoor Spaces	Open Space Maintenance	30/04/2024	10460	Brewood Landscapes Ltd	Grounds maintenance Apr 24	£2,017.50	£403.50	£2,421.00	
			Repairs & Renewals	15/03/2024	7260558	Shropshire Council	Supply, installation & emptying of 5 bins 23-24	£3,793.95	£758.79	£4,552.74	
		Estates/Outdoor Spaces	SCH/Cemetery Waste	30/04/2024	1321840	Veolia	Waste collection Apr 24	£263.27	£52.65	£315.92	
		Admin	Communications Systems	30/04/2024	369811	Enreach Ltd	Telephone services Apr 24	£407.14	£81.43	£488.57	
			Photocopier	07/05/2024	8072717766	Sharp	Copier charges	£95.38	£19.08	£114.46	
			SALC subscriptions	24/04/2024	2331	SALC	Affiliation fees 24-25	£2,362.01	£0.00	£2,362.01	
		Estates/Admin	Regeneration/Marketing	02/05/2024	2503	Good2Great Ltd	Love Shifnal Apr 24	£2,970.31	£509.26	£3,479.57	
		Clf.	Neighbourhood Fund (Reserve)	30/04/2024	24003	Trinity Centre	Youth Club room hire Apr 24	£192.00	£0.00	£192.00	
		Estates/Miscellaneous	OFS/Health & Safety	07/05/2024	1493335499	Screwfix	Estates Officer supplies	£10.56	£2.11	£12.67	
Recurring Total								£44,853.28	£4,227.65	£49,080.93	
Grand Total								£60,118.80	£6,569.61	£66,688.41	

Ellen Moore 20/6/24

*Payment Withheld