

SHIFNAL TOWN COUNCIL

Minutes of the Full Council Meeting of the Town Council Held at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ on Thursday 20th June 2024, commencing at 7.00pm

Present:

Councillors:

E. Moore (Chairman)

J. Coulson, R. Cox, B, Haddon, J. Horne, L. Jenks,

G. Kerr, J. Moore, T. Tarran, G. Tonkinson, P. Williamson

In attendance:

D. Reynolds (Town Clerk)
C. Furnival (Locum Clerk)
K. Turley (Shropshire Council)

053/24 Fire Safety Announcement

This was given by the Chairman, Mayor Ellen Moore.

054/24 Public Session

No members of the public were present.

055/24 Shropshire Councillors' Question Time - Cllr Bird and Cllr Turley

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

- Multiva will be conducting works throughout the town, including re-surfacing some areas, repairing pot-holes and signs.
- Works are planned for the 26th June to rectify the state of the ground where the former BT phone box was situated.
- As part of Shropshire Councils budget cuts, extensive staff restructuring will be undertaken which will result in the loss of some staff members the town is currently supported by.

056/24 Commencement of Business

057/24 Apologies received from Councillors

Cllr E. Bird - prior commitment.

Cllr K. Booker - annual leave.

Cllr D. Marriot - personal.

Cllr Z. Turner – prior commitment.

NOTED.

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On behalf of Shifnal Town Council

058/24 Declaration of Members' Interest

Cllr Horne – Item 065/24 (i), (ii) - Pecuniary Interest

059/24 Minutes of Previous Meeting

- The Minutes of the Full Council Meeting held on Thursday 16th May 2024 were CONFIRMED and SIGNED.
- ii) The Minutes of the Extraordinary Full Council Meeting held on Thursday 6th June 2024 were CONFIRMED and SIGNED.

060/24 Accounts

- i) It was **RESOLVED** to approve the June monthly payment schedule to 13th June 2024. Professional advice is to be sought regarding future payments for the Kings Yard Lease Maintenance due to the discrepancies in the signed agreement and to look for a resolution prior to next year's charges. ACTION
- ii) Financial Year End 2023/2024
 - a) Final Internal Auditor Report
 - It was RESOLVED to accept the Internal Auditor Report for 2023-24 and note that the council shall publish details of all contracts over £5,000 on their website going forward and that a formal process for adopting a budget be formalised by the Internal Audit Committee. (ACTION)
 - b) Year End Documents (as presented by the Town Clerk/Responsible Finance Officer)
 - Annual Bank Reconciliation to 31st March 2024
 - It was RESOLVED that the Annual Bank Reconciliation to 31st
 March 2024 be agreed and was duly signed by a member of the council.
 - Final Budget Review to 31st March 2024
 - It was RESOLVED that the final Budget Review to 31st March 2024 be accepted. Further reports on items of over/underspend shall be presented to the Internal Audit Committee. (ACTION)
 - Annual Statement of Accounts to 31st March 2024
 - It was **RESOLVED** that the Statement of Accounts to 31st March 2024 be accepted.

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Balance Sheet to 31st March 2024

 It was RESOLVED that the Balance Sheet to 31st March 2024 be accepted.

Fixed Asset Report to 31st March 2024

 It was RESOLVED that the Fixed Asset Report to 31st March 2024 be accepted.

• Variance Report

It was RESOLVED that the Variance Report be accepted.

Exercise of Elector's Rights Notice

 It was RESOLVED that the Exercise of Elector's Rights Notice be accepted and the Town Clerk was duly instructed to published on the website and noticeboards within the town in line with the regulations. (ACTION)

c) Annual Governance Statements 2023/24

Following consideration of each of the individual governance statements and a response agreed;

- It was RESOLVED that the Annual Governance Statements for 2023/24 be accepted.
- It was RESOLVED that the Annual Governance Statement for 2023/24 be accepted and duly signed by the Mayor and Town Clerk to that effect.

d) Annual Accounting Statements 2023/24

• It was **RESOLVED** that the Annual Accounting Statements for 2023/24 be accepted and duly signed by the Responsible Finance Officer and the Mayor to that effect.

e) Reserves and Investments Strategy and Annual Review Statement

Members considered the strategy and reviewed the statement as presented and considered the following recommendations by the Responsible Finance Officer:-

- It was RESOLVED to accept the general reserves position as stated and proceed with use of general reserves only in the case of critical incidents.
- It was RESOLVED to accept the earmarked reserves position as stated.
- It was **RESOLVED** to accept the Investments/Accounts held position as stated.

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Signed by Mayor (Chairman) On behalf of Shifnal Town Council

- It was RESOLVED to accept that no further risks or amendments to the strategy are identified.
- It was RESOLVED to accept the Reserves and Investments Strategy as presented and the acceptance of the Annual Review Statement.
- It was RESOLVED to instruct the Mayor and Responsible Finance Officer to sign the completed document to that effect.

061/24 Planning Committee

- i) The Minutes of the Planning Committee meeting held on Thursday 4th June 2024 were NOTED.
- ii) The planning applications report to 4th June 2024 was NOTED.

062/24 Regeneration and Events Committee

Cllr Horne requested that a recorded vote be carried for the following three items under 062/24.

Members were asked to consider a contract renewal for the provision of Place Marketing as per the quotation provided by Good2Great for a further one year term from 1st August 2024 to 31st July 2025 at a cost of £2,083 plus VAT per month, £24,996 plus VAT per annum.

Cllr Tarran proposed that the Council negotiate this agreement term to the end of this financial year ending 31st March 2025 so not to oblige a new council term to an agreement in which they may not have the opportunity to consider and had not followed a full budgetary process. The ongoing contract to be considered as part of the 2025/26 budget for precept. The amendment was seconded by Cllr Kerr. The recorded vote was carried as follows:

FOR:- J. Coulson, R. Cox, B. Haddon, L. Jenks, G. Kerr, E. Moore, T. Tarran, P. Williamson.

AGAINST:- J. Horne, J. Moore, G. Tonkinson

There were no abstentions, thus it was **RESOLVED** that the amendment be accepted, and the Town Clerk shall negotiate this quotation to request that this agreed term ends on 31st March 2025. (ACTION)

ii) Members were asked 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.

Cllr Tarran proposed that the same conditions as requested under item i be applied to this quotation consideration also, this was seconded by Cllr E. Moore. The recorded vote was carried as follows;

FOR:- J. Coulson, R. Cox, B. Haddon, L. Jenks, G. Kerr, E. Moore, J. Moore, T. Tarran, G. Tonkinson, P. Williamson.

AGAINST:- J. Horne.

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There were no abstentions, thus it was **RESOLVED** that the amendment be accepted and the Town Clerk shall negotiate this quotation to request that this agreed term ends on 31st March 2025. (ACTION)

iii) Members were asked 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.

Cllr Tarran proposed that this be referred to the Regeneration and Events Committee to consider further, this was seconded by Cllr Tonkinson. The recorded vote was carried as follows;

FOR:- B. Haddon, L. Jenks, G. Kerr, E. Moore, J. Moore, T. Tarran, G. Tonkinson, P. Williamson.

AGAINST:- J. Coulson, R. Cox.

There were no abstentions, thus it was **RESOLVED** that this item be referred to the Regeneration and Events Committee.

063/24 Mayor's Report

The Mayor, Clir E. Moore reported that she had represented the council at following events:

- 24 May Opened Trinity Centre Shifnal
- 4 June Volunteers Fair at the Plough
- 6 June 80th Celebrations DD Service St Andrews
- 15 June Heritage Motor Cycle Day
- 15 June St Andrews Summer Fete

Future events that Cllr E. Moore shall be attending are:

- 23 June Shifnal Pride service St Andrews Church
- 24 June Armed Forces Day Raising of the Flag Village Hall
- 28/29/30 Shifnal Town Carnival

064/24 To review and update outstanding actions from previous Full Council meetings

The Town Clerk presented the report which members had received. Due to the recent return to work she is unable to provide any specific updates at present but assured members that updates will be available in the near future and if members had any specific questions to contact her. The Town Clerk wished to extend her noted thanks to staff and councillors for their support and hard work during her leave of absence.

065/24 Town Clerk Report

i) Members noted the Town Clerks Actions Report to 7th June 2024. The Town Clerk ensured she would be looking into all Items in due course.

Cllr Horne left the room for the next two items at 20.10 hrs.

ii) It was **RESOLVED** to accept the request by West Mercia Police SNT team to use Wheatfield Park on 7th July 2024 for ASB week

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- iii) It was **RESOLVED** to accept the request by Shropshire Council Sustainable Travel Team Schools to use Wheatfield Park for 3 x Scootability Level 1 sessions at Wheatfield Park on Thursday 29th August 2024.
 - Cllr Horne returned to the meeting at 20.12 hrs.
- iv) Members NOTED the Library opening times during Shifnal Carnival weekend (Friday 28th June 10am 1pm, 2pm 4pm, Saturday 29th June Closed).

066/24 Public Bodies (Admission to Meetings) Act 1960

It was **RESOLVED** 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) Members NOTED the Minutes of the Employment Committee meeting held on 9th May 2024.
- ii) Members NOTED the Draft Minutes of the Employment Committee meeting held on 3rd
 June 2024 with the proviso that the minutes be amended, prior to ratification by the
 committee, to remove any reference to individual staff members so as not to disclose
 any personal information which may be subject to GDPR. Agreed to add confidential
 appendix to these minutes with regards to advice from HR service providers. (ACTION)
- iii) Members considered the following recommendations from the Employment Committee:-
 - Members RESOLVED to accept the amendments to the Employment Committee Meeting Terms of Reference.
 - The Town Clerk left the room at 20.19 hrs and for the remainder of the meeting.
 - b) The Mayor gave members updates on the current staffing situation and the advice sought from the HR service providers. It was agreed that the Council would not consider approving any recommendations or requests at this time, as this will be considered as a result of the review by a working group. (ACTION) This resolution should be read in conjunction with the confidential report attached to these minutes.

Meeting closed at 20:45

Type	raid/Unpaid Lost	Lost			Inv No.	Payee	Description	Sum of Net	Sum of VAT Sum of Gross	um of Gross
Adhoc	Paid	Admin	Insurance	17/05/2024	533508080	Zurich Municipal	Annual insurance premium	£4,287.96	£0.00	£4,287.96
	unpaid	Estates	Events	05/04/2024	5632	Shropshire Festivals Ltd	Shifnal History Trail 2nd payment	£3,250.00	£650.00	£3,900.00
					5633	Shropshire Festivals Ltd	Shifnal History Trail 3rd payment	£1,625.00	£325.00	£1,950,00
				21/05/2024	2721496	PPL PRS Ltd	Extension to music licence	£141.03	£28.21	£169.24
					tbc	Printzpro (Acoustafoam Ltd)	Shifnal 10K Run	£232.93	£46.59	£279 52
			Public Lighting Maintenance	21/05/2024	129963	E-ON	Light repair Corwallis Drive	£88.35	£17.67	£106.02
					129964	E-ON	Light renair Barrington Court	587.85	516 07	5101 02
			SCH/Library/OFS/Public Toilets	22/05/2024	970436385/6/7/8	Graham	Legionella Risk Assessment	£1 485 00	£297 00	£1 782 UD
		-	Car Parks	01/04/2024	7264438	Shrooshire Council	Maintenance of Kings Yard Car Park	£1 597 95	00:1031	£1 597 95
			CCTV Project	30/04/2024	3930	Yellowhat Security Solutions	CCTV footage review/retrieval Apr 24	£72 00	£14.40	£86 AD
				30/05/2024	3977	Yellowhat Security Solutions	CTV footage review/retrieval May 24	£72 DO	£14.40	F86 40
		Miscellaneous	Other Expenses	14/05/2024	(blank)	Shifnal Village Hall Committee	Room Hire - Annual Town Meeting	CO	CF.F13	00.004
		Outdoor Spaces	Renairs & Renewals	16/05/2024	1496631501	Scrawfiy	Fetate Officer cumular	£4.16	00.01	150.00
			St Andrew's Churchyard Maintenance	09/05/2024	26	Wrekin Tree Consultancy	Tree cinew	£175 00	E0.03	14.39
				21/05/2024	832	T J Morris Plant Hire Ltd	Footpath repairs at St Andrew's Church	£1,600,00	£320.00	£1 920 00
		Estates/Outdoor Spa	Library/OFS/Repairs & Renewals	16/05/2024	1496631528	Screwfix	Estates Officer supplies	£23.95	£4.78	£78.73
		Admin	i	30/04/2024	152721	Midland Computers	Set up out of office for LP	£40.00	£8.00	£48.00
				26/04/2024	152621	Midland Computers	Set up laptop for locum clerk	£80.00	£16.00	F96.00
				23/05/2024	153490	Midland Computers	IT support	£40,00	£8.00	£48.00
				24/05/2024	153534	Midland Computers	Change email address re Mayor	£40.00	£8.00	£48.00
				-	153533	Midland Computers	User email change	£40.00	£8.00	£48.00
			Chairmans Allowance	21/05/2024	(blank)	Ellen Moore	Chairman's Allowance	£1,000.00	£0.00	£1,000.00
			Reimbursed Expenses	10/06/2024	(blank)	John Moore	Printer Cartridge Expenses	£43.44	£0.00	£43.44
		CIL	Neighbourhood Fund (Reserve)	29/05/2024	30640	Amazon	Youth club TV stand	£107.24	£21.45	£128.69
Adhoc Totai		Total Photos Control C	And the second s				The second secon	£16,210.87	£1,840.30	£18,051.17
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions May 24	£3,216.79	00.03	£3,216.79
						Salaries	Salaries May 24	£11,264.80	£0.00	£11,264.80
						Shropshire County Pension Fund	Pension contributions May 24	£3,336.67	£0.00	£3,336.67
		Administration	Bank Charges	16/05/2024	(blank)	Barclays	Current account charges Apr 24-May 24	£8.50	£0.00	£8.50
			Communications Systems	01/06/2024	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00
T		Estates	Library	10/05/2024	5678961	Water Plus	Water supply Apr 24	£91.84	£7.64	£99.48
				22/05/2024	11496153	West Mercia Energy	Gas supply Apr 24	£173.98	£8.70	£182.68
				23/05/2024	11501812	West Mercia Energy	Electricity supply Apr 24	£147.94	£8.32	£156.26
			THE THE PARTY OF T	11/06/2024	5972044	Water Plus	Water supply May 24	£45.24	£1.98	£47.22
			Old Fire Station	22/05/2024	11498057	West Mercia Energy	Gas supply Apr 24	£60.70	£3.04	£63.74
			Public Toilets	23/05/2024	11500487	West Mercia Energy	Electricity supply Apr 24	£123.35	£6.17	£129.52
			SCH	17/04/2024	11484484	West Mercia Energy	Gas supply Apr 24	E0.00	£0.00	£0.00
				23/05/2024	11500486	West Mercia Energy	Electricity supply Apr 24	£189.07	£9.45	£198.52
			Regeneration	25/04/2024	11494481	West Mercia Energy	Electricity supply Mar 24 (feeder pillar)	£0.00	£0.00	£0.00
		Secondary C	OCS CONTRACTOR OF THE PROPERTY	23/05/2024	1150U488	West Mercia Energy	Electricity supply Apr 24	£41.70	12.09	£43.79
	biedan	Admin/Estates	Marketing/Peneration	02/06/2024	2103347	Novuna Venicie Solutions	Van lease rental Jun 24-Jul 24	£317.88	163.58	£381.46
	3	Ectator	libran,	74 (05/2024	1530	Dismond China	Liberary day closing	725 00	77.007	12,300.33
		r3tercs	7171 C1 }	24/03/2024	70500401	Dational States	Most dimenal May 24	133.00	EU.U0	133.00
				25/05/2024	706475461	Pris Group	Weste disposal line 24	13.07	±0.77	14.04
			Dublic Toilate	05/06/2024	15894803	Water Dire	Waste Uisposal Juffe 24 Mater crimaly May 24	£125	£0.39	25.22
				+707 loo loo	70617517	PHS Group	Waste disposal June 24	£7.73	£1.55	f9.28
			Library/Public Toilets	26/04/2024	16310	Key Support Services	Water management & waste disposal Apr 24	£76.41	£15.28	F91.69
0		\		24/05/2024	16351	Key Support Services	Water management & waste disposal May 24	£54.83	£10.97	£65.80
メ	とこれ	M	SCH	04/06/2024	5869728	Water Plus	Water supply May 24	£191.73	£17.40	£209.13
))		Public Lighting Energy	31/05/2024	7272468	Shropshire Council	Public Lighting Energy Apr-Jun 24	£5,224.42	£1,044.88	£6,269.30
			SCH/OFS/Library/Public Toilets	30/05/2024	7272370	Shropshire Council	Cleaning Services April 24	£2,581.00	£516.20	£3,097.20
				05/06/2024	7272905	Shropshire Council	Cleaning Services May 24	£2,581.00	£516.20	£3,097.20
		Miscellaneous	Health & Safety	17/05/2024	7270666	Shronshire Council	Health & Safety Service May 24 - Apr 25	51 212 75	23/12	F1.455.30

								Values	:	
Expense Type	Expense Type Paid/Unpaid Cost		Budget	Date	Inv No.	Payee	Description	Sum of Net 5	Sum of VAT	Sum of Net Sum of VAT Sum of Gross
Recurring	unpaid	Outdoor Spaces	Open Space Maintenance	31/05/2024	10532	Brewood Landscapes Ltd	Grounds maintenance May 24	£2,017.50	£403.50	£2,421.00
			Planters/Fertilizers/Plants	15/05/2024	42338	Shropshire Lawn Company	Early summer feed & weed	£16.67	£3.33	
		Estates/Outdoor Spa SCH/Cemetery	SCH/Cemetery	31/05/2024	1323987	Veolia	Waste collection May 24	£210,44	£42.09	4
		Admin	Communications Systems	31/05/2024	373763	Enreach	Telephone services May 24	£410.74	£82.15	£492.89
			Photocopier	06/06/2024	8072765331	Sharp	Copier charges May 24	£88.79	£17.76	£106.55
			IT Systems	28/05/2024	12545	Aubergine 262 Ltd	Annual subscription to website & support	£1,019.00	£203.80	£1,222.80
			Temporary Staff	04/06/2024	33	Gillian Bailey	Locum Clerk services May 24	£1,587.50	60.00	£1,587.50
			Payroll Services	30/04/2024	22921	All Accounting Solutions Ltd	Payroll services Apr 24	£36.75	£7.35	£44.10
			77.450	31/05/2024	23061	All Accounting Solutions Ltd	Payroll services May 24	£36.75	£7.35	£44.10
			Financial Audit	13/06/2024	4966	JDH Business Services	Year End Internal Audit 2023/24	£370.00	£74.00	£444.00
		CIL	Neighbourhood Fund (Reserve)	31/05/2024	TC240011	Trinity Centre	Youth Club room hire May 24	£256.00	£0.00	£256.00
Recurring Total	-							£39,884.72	£3,867.70	£4;
Grand Total								£56,095.59	£5,708.00	£61,803.59

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