



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.

Signed by Mayor (Chairman).....*Ellen Moore*
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

- i) 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.

- **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.

- 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.

- i) 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.

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, Cllr 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

- 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:-

- a) 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

| Expense Type | Paid/Unpaid | Cost | Budget | Date | Inv No. | Payee | Description | Values | | |
|-----------------|-------------|-----------------------------|------------------------------|------------|------------|------------------------------|--|------------|------------|--------------|
| | | | | | | | | 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 | £2,037.50 | £403.50 | £2,421.00 |
| | | Planters/Fertilizers/Plants | | 15/05/2024 | 42338 | Shropshire Lawn Company | Early summer feed & weed | £16.67 | £3.33 | £20.00 |
| | | SCH/Cemetery | | 31/05/2024 | 1323987 | Veolia | Waste collection May 24 | £210.44 | £42.09 | £252.53 |
| | | 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 | £0.00 | £1,587.50 |
| | | | Payroll Services | 30/04/2024 | 22921 | AJI Accounting Solutions Ltd | Payroll services Apr 24 | £36.75 | £7.35 | £44.10 |
| | | | Financial Audit | 31/05/2024 | 23061 | AJI Accounting Solutions Ltd | Payroll services May 24 | £36.75 | £7.35 | £44.10 |
| | | | | 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 | £43,752.42 |
| Grand Total | | | | | | | | £56,095.59 | £5,708.00 | £61,803.59 |

CPM