



SHIFNAL TOWN COUNCIL

A G E N D A

13th September 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 19th September 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 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.

243/24 Fire Safety Announcement

244/24 Public Session

245/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

246/24 Commencement of Business

247/24 Apologies received from Councillors

248/24 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.

249/24 To CONSIDER Co-option for Manor Ward Casual Vacancy (attached).

250/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 18th July 2024 (attached)

251/24 Accounts

- i) To APPROVE the August Monthly Payment Schedule to 22nd August 2024 (attached).
- ii) To APPROVE the September Monthly Payment Schedule to 13th September 2024 (attached).
- iii) To NOTE renewal of the National Allotment Society Local Authority Membership at a cost of £55.00 plus VAT.
- iv) To NOTE annual software licence renewal for Adobe Acrobat Pro at £198.96 plus VAT from 05/10/2024.

252/24 Community Safety Committee

- i) To NOTE the Draft Minutes of the Community Safety Committee Meeting held on 23rd July 2024 (attached).
- ii) To NOTE following resolution by Full Council in April 2024 to proceed with large advertising banners for the Junior and Senior Youth Club for Autumn Term that it has been subsequently decided to proceed with the smaller 1.55 m² signage due to cost and complex planning process.

253/24 Internal Audit Committee

- i) To NOTE the Ratified Minutes of the Internal Audit Committee Meeting held on 1st August 2024 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee Meeting held on 1st August 2024:-
 - a) Recommend to Full Council that completion of the Internal Auditor final report actions should rectify the findings of the Internal Auditor for 2023/24.
 - b) Recommend to Full Council to ACCEPT the bank reconciliation to June 2024 (attached).
 - c) Recommend to Full Council to APPROVE the amendments as highlighted in the draft Standing Orders (attached).
 - d) Recommend to Full Council the ADOPTION of the amended Financial Regulations as highlighted (attached).
 - e) Recommend to Full Council the ADOPTION of the draft contractor framework application document and wording for inclusion on the contracts and tenders page of the Council website (attached).
 - f) **Grant Aid Application- Shifnal Imperials Football Club**

Recommend to Full Council that a grant of £1,000.00 be awarded for the provision of equipment such as footballs, bibs, cones and first aid.
- iii) To NOTE the Draft Minutes of the Internal Audit Committee Meeting held on 5th September 2024 (attached).

- iv) To CONSIDER the recommendations of the Internal Audit Committee Meeting held on 5th September 2024:-
 - a) Recommend to Full Council to ACCEPT the Budget Review to 30th June 2024 (attached).
 - b) **Grant Aid Application – TDS Riding Club**

Recommend to Full Council the award of £750.00 to TDS Riding Club providing the club clarify they are a not for profit charitable enterprise or community club (attached).
 - c) Recommend to Full Council the adoption of the draft Neighbourhood Fund Policy as presented (attached).
 - d) Recommend to Full Council that all outstanding DBS checks be completed as soon as possible and repeat for all staff and members for the new term of office in May 2025.

254/24 Planning Committee

- i) To NOTE that the Planning Committee Meeting scheduled to be held on 1st August 2024 was declared inquorate.
- ii) To NOTE the planning applications report to 1st August 2024 (attached).
- iii) To NOTE the Draft Minutes of the Planning Committee Meeting held on 5th September 2024 (attached).
- iv) To NOTE the recommendations of the Planning Committee Meeting held on 5th September 2024:-
 - a) Recommend to Full Council approval of Bruton Knowles to participate in the Local Plan hearings subject to clarifying with Bruton Knowles the need to attend Hearing into Matter 25 as any 5 year housing supply approved under the approved Plan is likely to be superseded by Government proposed changes in housing targets.
- v) To NOTE the planning applications report to 5th September 2024 (attached).

255/24 Regeneration and Events Committee

- i) To NOTE the Draft Minutes of the Regeneration and Events Committee Meeting held on 9th September 2024 (attached).
- ii) To CONSIDER engaging the services of AV Timing to organise the Shifnal 10k running event in 2025 with a budget of up to £3,500.00 similar to 2024 to cover any organising costs if required (Budget line: Events (LG(MP)A 1976 s.19(3)).

256/24 Estates Committee

- i) To NOTE the Estates Committee Meeting scheduled to be held on 9th September 2024 was declared inquorate.
- ii) To CONSIDER a report on the Town Centre Winter Planting Programme (attached).
- iii) To CONSIDER a report on the AdvantEDGE Finance software (attached).
- iv) To CONSIDER a report on mole control at various locations (attached).

- v) To CONSIDER a report on the refurbishment of the Town Centre Memorial Poppy Bench (attached).

257/24 Mayor's Report

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

258/24 To review and update outstanding actions from previous Full Council meetings (attached)

259/24 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 13th September 2024 (attached).
- ii) To CONSIDER Full Council response to the Shropshire & Telford & Wrekin Local Nature Recovery Strategy Survey open until 1st October 2024 (attached).
- iii) To NOTE a change to the scheduled Full Council December meeting from Thursday 19th December 2024 to Thursday 12th December 2024 due to conflicts with Christmas closedown.
- iv) To CONSIDER Brooke Foundation Membership (to be tabled).
- v) To NOTE the Shropshire Council Broadband Infrastructure Briefing Communication (attached).
- vi) To NOTE thank you note from Ladybird Tots and Toddlers with regard to grant payment (attached).

260/24 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.

261/24 Honours and King's Award for Voluntary Service

- i) To CONSIDER nominations for Honours and King's Award for Voluntary Service (attached).

262/24 2024 Celebrating Shifnal Awards

- i) To CONSIDER nominations for 2024 Celebrating Shifnal Awards (attached).

263/24 Staff Matters

- i) To NOTE the draft Minutes of the Employment Committee Meeting held on 5th September 2024 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee Meeting held on 5th September 2024:-
 - a) Recommend to Full Council the virement of £6,000.00 from General Reserves to Temporary Staffing to cover the additional costs of the fixed term contract.
- iii) To CONSIDER verbal update by Mayor, Cllr E. Moore

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