



SHIFNAL
SHROPSHIRE

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 18th July 2024, commencing at 7.00pm**

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

In attendance: D. Reynolds (Town Clerk)
H. Howse (Administration Officer)
K. Turley (Shropshire Council)

111/24 Fire Safety Announcement

This was given by the Chairman, Mayor Ellen Moore. Welcome and thanks were extended to H. Howse for her hard work and extra support to the Town Council over the last few months.

112/24 Public Session

No members of the public were present.

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

Cllr J. Horne passed on compliments received from residents regarding the crews that carried out the resurfacing works on Haughton Road. Cllr K. Turley noted that there are a vast number of roadworks and pothole repairs being undertaken across the county. Recent data is showing that there is progress being made to speed up the backlog of these works. Cllr E. Moore asked if some statistics could be shared with the Town Council to promote. ACTION.

Cllr T. Tarran asked if the councillors could look into a downspout that has been installed as part of a new garage along the route of the footpath between Shrewsbury Road and Victoria Road. The location of the spout will mean run off onto the footpath could cause significant damage and icy conditions in winter. Cllr K. Turley noted that this has already been reported.

Cllr K. Booker wished to extend a vote of thanks to Cllr K. Turley for his assistance in getting the resurfacing of Haughton Road extended to the top of the hill.

Cllr E. Bird advised that the hedgerow leading up to St. Andrew's School had now been cut back improving access along the school route, together with a temporary footpath. It was also confirmed that Shropshire Council and the Department of Education were working on a longer term solution for the safety of children and parents once the new building works have been completed.

Cllr G. Tonkinson noted that there are concerns regarding the speed through Sheriffhales to Heath Hill, suggesting that this route needs to be reduced to 40mph.

Cllr E. Moore asked if there were any updates on addressing the tarmac patch in the Town Centre where the phone booth used to be. Cllr K. Turley will ask for updates.
ACTION.

114/24 Commencement of Business

115/24 Apologies received from Councillors

Cllr B. Haddon - Annual Leave
Cllr L. Jenks - Work commitment

NOTED.

The Town Clerk also noted that the vacancy for the Manor Ward has been advertised following the resignation of Cllr John Moore.

116/24 Declaration of Members' Interest

None declared.

Cllr K. Turley left the meeting at 19:14 hours.

117/24 Minutes of Previous Meeting

The Minutes of the Full Council Meeting held on Thursday 20th June 2024 were **CONFIRMED** and **SIGNED** with the following amendments:-

Item 060/24 - sentence now reads "maintenance due to the discrepancies in the signed agreement and to look for a resolution prior to next year's charges"

Item 062/24 – sentence now reads "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 or precept"

Item 067/24 – sentence now reads "this resolution should be read in conjunction with the confidential report attached to these minutes"

ABSTAIN: Cllr Z. Turner, Cllr K. Booker.

118/24 Accounts

- i) It was **RESOLVED** to approve the July monthly payment schedule to 12th June 2024.
- ii) Members **RESOLVED** that 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) Members **NOTED** the Draft Minutes of the Estates Committee Meeting held on 8th July 2024, with the following amendments:-

Removal of the sentence for the "Repairs and Maintenance budget be increased to £10,000" and replaced with "it was agreed that the locum clerk would clarify how much is left in the Repairs and Renewals budget for 2024/25 and which actions are outstanding that would have a financial impact on this budget".

Removal of "Al Robinson" and replaced with "P&P Engineering".

- ii) Members considered the following recommendations of the Estates Committee Meeting held on 8th July 2024:-

a) Solar Panels

Members **RESOLVED** 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 Worcestershire 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. ACTION.

- b) Members **RESOLVED** to accept 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)).

120/24 Regeneration and Events Committee

- i) Members **NOTED** the Draft Minutes of the Regeneration and Events Committee Meeting held on 9th July 2024.

- ii) Members considered the recommendations of the Regeneration and Events Committee Meeting held on 9th July 2024:-

- a) Members **RESOLVED** to accept 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.

AGAINST: Cllr J. Horne. ABSTAIN: Cllrs E Bird/T. Tarran.

- 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.

Cllr T. Tarran proposed to continue with the existing display and configuration for this year and consider re-testing for future capability and/or variation to the design at the January 2025 review.

It was **RESOLVED** that the amendment be accepted and testing considered as part of the January 2025 review.

AGAINST: Cllr D. Marriott.

121/24 Planning Committee

- i) Members NOTED the Draft Minutes of the Planning Committee Meeting held on 9th July 2024.
- ii) Members NOTED the planning applications report to 9th July 2024.

122/24 Community Safety Committee

- i) Cllr P. Williamson updated members on the youth club to include notification of increase in room hire fees for the Trinity Centre.

We were notified recently that Trinity Centre have increased rent from £16 per hour to £20 per hour and confirmed that STC do have funding within the current budget lines to absorb the increase in these fees. Cllr P. Williamson will meet with Trinity Centre to discuss future invoicing and meet with SYA to talk about a number of things relating to the contract with them, including numbers of young people accessing services.

The end of term report will be issued within the next couple of weeks.

STC need to promote the youth club for the Autumn/Winter term. Town Clerk to submit the planning application for erection of the banners around the town.
ACTION.

123/24 Committee Membership

- i) The following committee positions were filled due to the recent resignation of a councillor.
 - a) Deputy Chair, Estates Committee – Cllr T. Tarran
 - b) Chair, Planning Committee – Cllr J. Horne
 - c) Deputy Chair, Planning Committee (as a result of Cllr J. Horne becoming Chair) – Cllr P. Williamson
 - d) Member, Internal Audit Committee – Cllr G. Kerr
 - e) Member, Regeneration and Events Committee – additional members not required.

124/24 Mayor's Report

The Mayor attended the Pride event at St Andrew's Church which was attended by 130+ people. Thanks were extended to Cllrs Cox and Coulson for also attending.

24th June 2024 – Flag Raising Day. Thanks to all the Councillors and Officers for attending the event. The Town Clerk advised members that the poem written and read out on the day by Mayor, Ellen Moore can be found on STC website (News and Events/Gallery).

28th/29th June 2024 – Shifnal Carnival. Well run and very well attended.

5th/6th July 2024 – Open Garden Event.

20th July 2024 – Discovery Trail in the Town. Publicised in the media including BBC Radio.

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

Cllr T Tarran advised that an action had been omitted from the list in regard to committee terms of reference. It was explained that as the action was completed it had not been retained in the outstanding list.

The Town Clerk also advised that the Events inventory would be distributed by email following the Full Council meeting. ACTION.

The outstanding actions report was NOTED

126/24 Town Clerk Report

- i) The Town Clerks Actions Report to 12th July 2024 was NOTED.
- ii) It was **RESOLVED** to accept 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)). ACTION.

127/24 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.

H Howse left the meeting at 20:12 hours.

128/24 Staff Matters

- i) Members NOTED the Minutes of the Employment Committee Meeting held on 8th July 2024.

Members **RESOLVED** to defer agenda point ii) to the end of the meeting.

- iii) To CONSIDER temporary staffing costs (attached).

The Town Clerk gave a verbal update on the staffing team and Members **RESOLVED** a vote of thanks to Gillian Bailey and Connor Furnival for their locum services.

Members NOTED the budget review and **RESOLVED** to agree a virement of funds in the amount of £3,400 from General Contingencies budget to Temporary Staffing budget to cover the shortfall to date and anticipated spend in this area.

- iv) To CONSIDER nominations for Honours and King's Award for Voluntary Service

Members **RESOLVED** to put forward nominations for these awards to the Town Clerk following the meeting via email. The Town Clerk to collate responses for consideration with the Mayor and refer back to Council in September 2024. ACTION.

- v) To CONSIDER nominations for 2024 Celebrating Shifnal Awards

Members **RESOLVED** to put forward nominations for these awards to the Town Clerk following the meeting via email. The Town Clerk to collate responses for consideration with the Mayor and representatives of St Andrew's Church on 28th August 2024 and refer back to Council in September 2024. ACTION.

The Town Clerk left the meeting at 20.25 hrs.

Cllr E. Moore acted as minute taker.

- 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.

Members **RESOLVED** to approve a request for a change to terms and conditions for a trial period for a member of staff.

This resolution should be read in conjunction with a confidential report attached as an appendix.

Meeting closed at 21.00 hours.

July Payment Schedule to 12th July 2024

July Payment Schedule to 12th July 2024										Values	
Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Sum of Net	Sum of VAT	Sum of Gross	
Adhoc	Paid	Estates	Events	19/06/2024	434931	Booker	Flag-raising event supplies	£75.69	£9.86	£85.55	
	unpaid	Estates	Library	05/06/2024	54430	Chartmedia	Library supplies	£69.00	£3.00	£72.00	
			Events	26/06/2024	240	Blue Spot Productions	PA System for Flag-raising Day	£179.50	£0.00	£179.50	
			CCTV	02/07/2024	4100	Yellowhat Security	SIA operative for Shifnal Carnival	£450.00	£90.00	£540.00	
		Miscellaneous	Neighbourhood Plan Review	10/07/2024	24-69801	Brunton Knowles Chartered Surveyors	Shifnal Regulation 19 Consultation	£1,725.00	£345.00	£2,070.00	
		Outdoor Spaces	Planters/Fertilizers/Plants	24/06/2024	9579	Limetree Landscapes	Summer floral displays	£11,152.50	£2,230.50	£13,383.00	
			Repairs & Renewals	27/06/2024	96776	HAGS-SMP Ltd	Roundabout repairs Jubilee Park	£1,345.00	£269.00	£1,614.00	
		Admin	Staffing	11/07/2024	17110	Gail Lawrence	Staff office prescription lenses	£159.00	£0.00	£159.00	
			IT Systems	17/05/2024	153333	Midland Computers	IT support	£80.00	£16.00	£96.00	
				20/06/2024	154229	Midland Computers	IT support	£40.00	£8.00	£48.00	
			Training	01/07/2024	BK216572-1	SLCC	Staff training DR 25 Jul 24	£30.00	£6.00	£36.00	
					BK216573-1	SLCC	Staff training DR 17 Sep 24	£30.00	£6.00	£36.00	
					BK216571-1	SLCC	Staff training DR 16 Jul 24	£30.00	£6.00	£36.00	
			Temporary Staff	28/06/2024	CAF21	Acord Services	Locum Clerk services Jun 24	£425.50	£0.00	£425.50	
				02/07/2024	34	Gillian Bailey	Locum Clerk services Jun 24	£487.50	£0.00	£487.50	
					7277312	Shropshire Council	Staff cover library 22 Jun 24	£72.87	£0.00	£72.87	
Adhoc Total								£16,351.56	£2,989.36	£19,340.92	
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions Jun 24	£3,373.79	£0.00	£3,373.79	
						Salaries	Salaries Jun 24	£11,270.19	£0.00	£11,270.19	
						Shropshire County Pension Fund	Pension contributions Jun 24	£3,174.28	£0.00	£3,174.28	
		Administration	Bank Charges	19/06/2024	(blank)	Barclays	Current account charges May 24-Jun 24	£29.08	£0.00	£29.08	
			Communications Systems	01/07/2024	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00	
		Estates	Library	18/06/2024	11507737	West Mercia Energy	Gas supply May 24	£110.76	£5.54	£116.30	
				10/07/2024	6258376	Water Plus	Water supply May 24	£43.90	£1.93	£45.83	
			Old Fire Station	18/06/2024	11510576	West Mercia Energy	Gas supply May 24	£77.52	£3.88	£81.40	
			Public Toilets	26/06/2024	11500487	West Mercia Energy	Credit Electricity supply Apr 24	-£123.35	-£6.17	-£129.52	
					11519230	West Mercia Energy	Electricity supply Apr 24	£112.43	£5.62	£118.05	
					11519231	West Mercia Energy	Electricity supply May 24	£114.94	£5.75	£120.69	
			SCH	20/06/2024	11513477	West Mercia Energy	Electricity supply May 24	£177.83	£8.89	£186.72	
				18/06/2024	11511187	West Mercia Energy	Electricity supply May 24	£123.57	£6.18	£129.75	
					11511186	West Mercia Energy	Gas supply Apr 24	£274.25	£13.71	£287.96	
			OFS	20/06/2024	11513479	West Mercia Energy	Electricity supply May 24	£43.10	£2.16	£45.26	
		Outdoor Spaces	Machinery/Vehicle Hire & Maint	03/06/2024	10421203	Fuelgenie	Van fuel May 24	£58.31	£11.66	£69.97	
				01/07/2024	2201921	Novuna Vehicle Solutions	Van lease rental Jul 24-Aug 24	£317.88	£63.58	£381.46	
unpaid		Estates	Library	29/06/2024	70664404	PHS Group	Library waste disposal Aug 24	£35.28	£7.06	£42.34	
			Public Toilets	26/06/2024	16389	Key Support Services	Water management Jun 24	£36.33	£7.27	£43.60	
				29/06/2024	70664405	PHS Group	Public Toilets waste disposal Aug 24	£47.04	£9.41	£56.45	
				05/07/2024	617171	Water Plus	Water supply Jun 24	£226.35	£26.23	£252.58	
			SCH	29/06/2024	70664403	PHS Group	SCH waste disposal Aug 24	£380.84	£76.17	£457.01	
				03/07/2024	6051377	Water Plus	Water supply Jun 24	£186.82	£16.99	£203.81	
			Public Lighting Maintenance	04/07/2024	130270	E-ON	Annual maintenance contract invoice 1 of 2	£810.77	£162.15	£972.92	
			SCH/OFS/Library/Public Toilets	04/07/2024	7277374	Shropshire Council	Cleaning services Jun 24	£2,581.00	£516.20	£3,097.20	
			SCH/Public Toilets	04/07/2024	7277420	Shropshire Council	Janitorial supplies	£106.23	£21.25	£127.48	
		Outdoor Spaces	Open Space Maintenance	27/06/2024	10605	Brewood Landscapes Ltd	Grounds Maintenance Jun 24	£2,017.50	£403.50	£2,421.00	
		Estates/Outdoor Spaces	SCH/Cemetery	30/06/2024	1326111	Veolia	Waste collection Jun 24	£210.44	£42.09	£252.53	
		Admin	Communications Systems	30/06/2024	377601	Enreach Ltd	Telephone services Jun 24	£409.39	£81.88	£491.27	
			Photocopier	09/07/2024	8072819056	Sharp Business Systems	Copy charges	£47.93	£9.59	£57.52	
					8072825987	Sharp Business Systems	Copy charges	£56.54	£11.31	£67.85	
		Estates/Admin	Regeneration/Marketing	02/07/2024	2523	Good2Great Ltd	Love Shifnal Jun 24	£2,441.67	£488.33	£2,930.00	
Recurring Total								£28,897.61	£2,027.16	£30,924.77	
Grand Total								£45,249.17	£5,016.52	£50,265.69	