



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 19<sup>th</sup> September 2024, commencing at 7.00pm**

**Present:** Councillors: E. Moore (Chairman)  
E. Bird, K. Booker, J. Coulson, R. Cox, B. Haddon, L. Jenks,  
G. Kerr, D. Marriott, T. Tarran, G. Tonkinson

**In attendance:** D. Reynolds (Town Clerk)  
K. Turley (Shropshire Council)  
2 x Co-option Candidates

### **243/24 Fire Safety Announcement**

This was given by the Chairman, Mayor Ellen Moore.

### **244/24 Public Session**

No members of the public were present.

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

Cllr Bird advised that there had been a good uptake in the registration for garden waste bins following the introduction of annual charges. He had received feedback that the phonelines were encountering some issues due to the number of enquiries and if any members of the public were encountering issues, he would be available to assist them. Cllr Haddon enquired if there was any formal arrangement in place for Shifnal residents utilising the Telford and Wrekin recycling site. Both Cllr Bird and Turley advised that there was an informal arrangement continuing but would be monitored.

Cllr Turley advised that he was in contact with a member of the public regarding parking issues in Pickwick Court. He suggested that this Council could consider the matter for prioritisation in the Place Plan and allocate neighbourhood funds towards the costs of a traffic restriction order, as Shropshire Highways could not deliver this at this time.

Cllr Turley also advised that the walkways and traffic schemes had been given his full support along with a request to move forward to delivery as soon as possible.

### **246/24 Commencement of Business**

### **247/24 Apologies received from Councillors**

Cllr P. Williamson - annual leave  
Cllr Z. Turner - prior commitment

NOTED.

Town Clerk Note: Apologies had been received prior to the meeting from Cllr J. Horne due to a prior commitment but were unfortunately not noted at the table.

**248/24 Declaration of Members' Interest**

None declared.

**249/24 To CONSIDER Co-option for Manor Ward Casual Vacancy**

Two applicants were welcomed to the meeting by Cllr E. Moore and following a verbal presentation from them individually, they were asked to leave the room whilst members considered their applications.

Members **RESOLVED** to co-opt Miss Jessica Eve Lake to fill the vacancy in the Manor Ward of Shifnal.

Miss Lake duly signed her acceptance in the presence of the Town Clerk and was invited to join the table for the remainder of the meeting.

Mr Robert Hunt was thanked for his presentation and interest in the vacancy, and he left the meeting at this point.

**250/24 Minutes of Previous Meeting**

The Minutes of the Full Council Meeting held on Thursday 18<sup>th</sup> July 2024 were **CONFIRMED** and **SIGNED** by the Mayor, Cllr E. Moore.

**251/24 Accounts**

- i) Members **RESOLVED** to approve the August Monthly Payment Schedule to 22<sup>nd</sup> August 2024.
- ii) Members **RESOLVED** to approve the September Monthly Payment Schedule to 13<sup>th</sup> September 2024.
- iii) Members **NOTED** the renewal of the National Allotment Society Local Authority Membership at a cost of £55.00 plus VAT.
- iv) Members **NOTED** annual software licence renewal for Adobe Acrobat Pro at £198.96 plus VAT from 05/10/2024.

**252/24 Community Safety Committee**

- i) Members **NOTED** the Draft Minutes of the Community Safety Committee Meeting held on 23<sup>rd</sup> July 2024 (attached).
- ii) Members **NOTED** 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 m<sup>2</sup> signage due to cost and complex planning process.

**253/24 Internal Audit Committee**

- i) Members **NOTED** the Ratified Minutes of the Internal Audit Committee Meeting held on 1<sup>st</sup> August 2024.

ii) Members **CONSIDERED** the recommendations of the Internal Audit Committee Meeting held on 1<sup>st</sup> August 2024 and came to the following resolutions:-

- a) **RESOLVED** to ACCEPT that completion of the Internal Auditor final report actions should rectify the findings of the Internal Auditor for 2023/24 in regard to precept budget timeline and transparency regulations affecting the recording of contracts on the Council website.
- b) **RESOLVED** to ACCEPT the bank reconciliation to June 2024.
- c) **RESOLVED** to APPROVE the amendments as highlighted in the draft Standing Orders.
- d) **RESOLVED** to DEFER the adoption of the amended Financial Regulations as highlighted to allow matters to be reconsidered by the Internal Audit Committee.
- e) **RESOLVED** to REJECT the adoption of the draft contractor framework application document and wording for inclusion on the contracts and tenders page of the Council website.

f) **Grant Aid Application- Shifnal Imperials Football Club**

**RESOLVED** to DEFER consideration of a grant of £1,000.00 to be awarded for the provision of equipment such as footballs, bibs, cones and first aid to allow the Town Clerk to request an itemised breakdown of the equipment costs. ACTION

iii) Members **NOTED** the Draft Minutes of the Internal Audit Committee Meeting held on 5<sup>th</sup> September 2024.

iv) Members **CONSIDERED** the recommendations of the Internal Audit Committee Meeting held on 5<sup>th</sup> September 2024 and came to the following resolutions:-

Cllr L. Jenks left the meeting for a brief interlude at 19.46 hrs before returning at 19.48 hrs.

- a) **RESOLVED** to ACCEPT the Budget Review to 30<sup>th</sup> June 2024.

b) **Grant Aid Application – TDS Riding Club**

**RESOLVED** to DEFER the award of £750.00 to TDS Riding Club to allow the Internal Audit Committee to clarify the application details.

- c) **RESOLVED** to DEFER the adoption of the draft Neighbourhood Fund Policy as presented to allow reconsideration of the detail surrounding the following points:-

- Use of the wording in regard to critical infrastructure
- Use of the wording in regard to affordable housing
- To look for the inclusion of the Neighbourhood Plan priorities alongside the Place Plan
- To look to simplify the document

- d) **RESOLVED** 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) Members **NOTED** that the Planning Committee Meeting scheduled to be held on 1<sup>st</sup> August 2024 was declared inquorate.

Cllr K. Turley left the meeting at 20.03 hrs

- ii) Members **NOTED** the planning applications report to 1<sup>st</sup> August 2024.
- iii) Members **NOTED** the Draft Minutes of the Planning Committee Meeting held on 5<sup>th</sup> September 2024.
- iv) Members **NOTED** the recommendations of the Planning Committee Meeting held on 5<sup>th</sup> September 2024:-
- a) Members **RESOLVED** to APPROVE 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) Members **NOTED** the planning applications report to 5<sup>th</sup> September 2024.

The Town Clerk advised a member of the public had asked for his thanks to be relayed to the Council for their considered response to an application mentioned in the above report.

#### NOTED

#### 255/24 Regeneration and Events Committee

- i) Members **NOTED** the Draft Minutes of the Regeneration and Events Committee Meeting held on 9<sup>th</sup> September 2024. The Town Clerk was requested to add the budget line number 37 to 221/24 for clarity.
- ii) Members **RESOLVED** to engage 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)). **APPROVED**

It was **NOTED** that a small amount of funds had been carried over from last year's event to be utilised at the 2025 event and the expectation was that the event should be self-funding.

#### 256/24 Estates Committee

- i) Members **NOTED** the Estates Committee Meeting scheduled to be held on 9<sup>th</sup> September 2024 was declared inquorate.
- ii) Members **CONSIDERED** a report on the Town Centre Winter Planting Programme and **RESOLVED** to refer back to the Estates Committee to look for alternative and more cost-effective options. **ACTION**

- iii) Members **CONSIDERED** a report on the AdvantEDGE Finance software. Cllr Booker additionally gave a verbal update on how the software package was being further developed to incorporate improved methods of providing purchase ordering and sales invoicing systems.

Members **RESOLVED** to renew the contract for a further 5 years with Edge IT Systems Limited under the STC financial regulations section "11.1.iv for work to be executed or goods or materials to be supplied which consist of an extension of an existing contract by the council." at a cost of £1,309.90 per annum (+VAT) for year 1. (Budget Line 5: IT Systems (LGA1972 s.111))

APPROVED

- iv) Members **CONSIDERED** a report on mole control at various locations. Members furthermore **RESOLVED** to **APPROVE** an order be placed with Dead-Cert Pest Control for the control of the moles at a cost of £630.00 (nett). (Budget Line 32: Open Space Maintenance) (LGA 1894 s. 8(1)(i), LGA1972 s.214(2) & LGA1972 s. 214(6)). Under Financial Regulation 11.1 ii.
- v) Members **CONSIDERED** a report on the refurbishment of the Town Centre Memorial Poppy Bench. Members furthermore **RESOLVED** to **ACCEPT** the revised quotation of £870.00 nett from P and P Engineering to provide refurbishment of the Memorial Poppy Bench in two colours. (31: Repairs & Renewals (PCA 1957 ss. 1(1) & 7)). This repair to be carried out following the Remembrance Day event. **ACTION**

#### 257/24 Mayor's Report

- i) A verbal update by Mayor, Cllr E. Moore was provided in which she related her attendance at the following events:-
- The Mayor of Shrewsbury's Tea Party at which the Mayor engaged with a mental health provider and further discussions have confirmed Shifnal will be included in a schedule of visits from the provider's bus used for public support meetings.
  - St Mary's Summer Fete.
  - Shifnal Ale Trail which was successful, well received and had attracted positive feedback from landlords.
  - Shifnal Library Summer Reading Challenge Presentation at which the Mayor presented medals to the children who had successfully completed the challenge.

#### 258/24 To review and update outstanding actions from previous Full Council meetings

853 – The Town Clerk to take appropriate action at the earliest opportunity to move this action forward.

The Town Clerk also related the list of suggested attendees at Lord Lieutenant's Carols at St Andrew's Church was being worked on with Church representatives and would be with the Lord Lieutenant's office in line with their requirements.

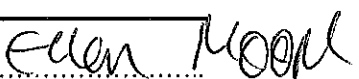
The above actions and report were **NOTED**

#### 259/24 Town Clerk Report

- i) Members **NOTED** the Town Clerks Actions Report to 13<sup>th</sup> September 2024.

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

- ii) Members **CONSIDERED** a response to the Shropshire & Telford & Wrekin Local Nature Recovery Strategy Survey open until 1<sup>st</sup> October 2024.  
  
Members **RESOLVED** to instruct the Town Clerk and Mayor to complete the survey on behalf of the Council. ACTION
- iii) Members **NOTED** a change to the scheduled Full Council December meeting from Thursday 19<sup>th</sup> December 2004 to Thursday 12<sup>th</sup> December 2024 due to conflicts with Christmas closedown. ACTION
- iv) Members **CONSIDERED** Brooke Foundation Membership and **RESOLVED** to **ACCEPT** Cllr R. Cox as the representative on behalf of Shifnal Town Council.
- v) Members **NOTED** the Shropshire Council Broadband Infrastructure Briefing Communication.
- vi) Members **NOTED** a thank you note from Ladybird Tots and Toddlers with regard to grant payment.

**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.

**APPROVED**

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

- i) Members **CONSIDERED** nominations for Honours and King's Award for Voluntary Service and **RESOLVED** to nominate a community member for their services. The nomination process to be considered and agreed at a later date. ACTION

**262/24 2024 Celebrating Shifnal Awards**

- i) Members **CONSIDERED** nominations for 2024 Celebrating Shifnal Awards and **RESOLVED** to accept the list as presented. Award ceremony to be held on 20<sup>th</sup> October 2024 at St Andrew's Church, Shifnal.

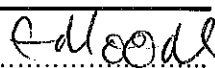
**263/24 Staff Matters**

- i) Members **NOTED** the draft Minutes of the Employment Committee Meeting held on 5<sup>th</sup> September 2024.
- ii) Members **CONSIDERED** the recommendations of the Employment Committee Meeting held on 5<sup>th</sup> September 2024:-
  - a) Members **RESOLVED** to **APPROVE** 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

Members **NOTED** a verbal update on current staffing impacts and recruitment process from the Town Clerk and requested that best wishes be sent to a member of staff.

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

Members additionally NOTED a verbal report on infrastructure matters impacting on the community hub.

The Town Clerk left the meeting at 21.02 and the Mayor, Cllr E. Moore was accepted as minute taker for the remainder of the meeting.

Members further NOTED a verbal update provided by Mayor, Cllr E. Moore.

**These minutes should be read in conjunction with confidential report attached as appendix.**

Meeting closed at 21.10 hours.





Expense Type	Paid/Unpaid Cost		Budget	Date	Inv No.	Payee	Description	Values		
	Paid	Unpaid						Sum of Net	Sum of VAT	Sum of Gross
Recurring			Estates							
			SCH	02/08/2024	6440547	Water Plus	Credit water supply Apr - July 24	-£459.57	£0.00	-£459.57
			Public Lighting Energy	06/08/2024	7281914	Shropshire Council	Public Lighting energy Q2	£5,224.42	£1,044.88	£6,269.30
			SCH/Library/OFS/Public Toilets	05/08/2024	7281744	Shropshire Council	Cleaning services July 24	£2,581.00	£516.20	£3,097.20
			OFS	17/07/2024	11522574	West Mercia Energy	Gas supply Jun 24	£39.90	£2.00	£41.90
					11526769	West Mercia Energy	Electricity supply Jun 24	£41.70	£2.09	£43.79
			Youth Services	30/06/2024	TC240017	Trinity Centre	Youth Club room hire Jun 24	£256.00	£0.00	£256.00
				31/07/2024	TC240033	Trinity Centre	Youth Club room hire July 24	£192.00	£0.00	£192.00
			Outdoor Spaces	31/07/2024	10688	Brewood Landscapes Ltd	Grounds maintenance July 24	£2,017.50	£403.50	£2,421.00
			Open Space Maintenance	01/08/2024	2255020	Novuna Vehicle Solutions	Van lease rental Aug 24-Sept 24	£317.88	£63.58	£381.46
			Machinery/Vehicle Hire & Maint		10663982	Fuelgenie	Van fuel July 24	£55.96	£11.19	£67.15
			Planters/Fertilizers/Plants	16/07/2024	42904	The Shropshire Lawn Company	Summer feed & weed	£16.67	£3.33	£20.00
			SCH/Cemetery Waste	31/07/2024	1328217	Veolia UK Ltd	Waste collection services July 24	£263.05	£52.61	£315.66
			Communications Systems	31/07/2024	382490	Enreach Ltd	Telephone services July 24	£413.00	£82.60	£495.60
			Payroll Administration	31/07/2024	23343	All Accounting Solutions Ltd	Payroll services July 24	£36.75	£7.35	£44.10
			Photocopier	09/08/2024	8072863408	Sharp Business Systems	Copy charges	£87.17	£17.43	£104.60
Recurring Total								£31,654.34	£2,671.47	£34,325.81
Grand Total								£45,898.65	£5,277.00	£51,175.65

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September Payment Schedule to 13th September 2024

Expense Type	Adhoc	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	
									Sum of Net	Sum of VAT
		Paid	Administration	IT Systems	05/10/2024	tbc	Adobe Systems Ltd	Acrobat Pro licence	£198.96	£39.79
				Stationery	19/08/2024	tbc	Amazon	Office supplies	£34.11	£6.82
			CIL	Neighbourhood Fund (Reserve)	16/07/2024	5839	Shropshire Festivals Ltd	Shifnal Ale Trail 1st payment	£2,450.00	£490.00
						5840	Shropshire Festivals Ltd	Shifnal Ale Trail 2nd payment	£4,900.00	£980.00
		unpaid	Estates	SCH	05/09/2024	13209	Wrekin Drain Services Ltd	Callout to blocked toilet	£174.00	£34.80
			Miscellaneous	Other Expenses	10/09/2024	2025137	Restore Datashed	Shredding service	£94.00	£18.80
			Outdoor Spaces	St Andrews Churchyard	08/09/2024	882	T J Morris Plant Hire Ltd	Footpath repairs	£2,950.00	£590.00
				Cemetery Maintenance	10/09/2024	16961	KRM Contractors	Creation of new burial plots	£2,702.00	£540.40
			Admin	IT Systems	06/09/2024	157016	Midland Computers	IT supplies	£87.00	£17.40
				Elections	04/09/2024	7286414	Shropshire Council	By-election costs Jun 23	£110.10	£0.00
			CIL	Neighbourhood Fund (Reserve)	16/07/2024	5841	Shropshire Festivals Ltd	Shifnal Ale Trail 3rd payment	£2,450.00	£490.00
Adhoc Total									£16,150.17	£3,208.01
Recurring	Paid	Admin/Estates	Staffing		(blank)	(blank)	HMRC	PAYE contributions Aug 24	£3,241.99	£0.00
							Salaries	Salaries Aug 24	£11,401.99	£0.00
							Shropshire County Pension Fund	Pension contributions Aug 24	£3,174.28	£0.00
							Bardays	Current account charges Jul 24 - Aug 24	£18.63	£0.00
			Administration	Bank Charges	19/08/2024	(blank)		Telephone equipment	£125.00	£25.00
				Communications Systems	01/09/2024	141008728	Grenke Leasing	Gas supply Jul 24	£77.44	£3.87
			Estates	Library	16/08/2024	11535764	West Mercia Energy	Electricity supply Jul 24	£128.69	£7.39
					21/08/2024	11537235	West Mercia Energy	Water supply Aug 24	£45.24	£0.00
				Public Toilets	10/09/2024	6837979	Water Plus	Water supply May - Aug 24	£287.50	£0.00
					05/09/2024	6762183	Water Plus	Electricity supply Jul 24	£209.64	£10.48
				SCH	21/08/2024	11537294	West Mercia Energy	Gas supply Jul 24	£77.81	£3.89
						11543608	West Mercia Energy	Electricity supply Jul 24	£40.29	£2.01
				OFS	21/08/2024	11537297	West Mercia Energy	Gas supply Jul 24	£31.88	£1.59
						11543607	Novuna Vehicle Solutions	Van lease rental Sep 24-Oct 24	£317.88	£63.58
		unpaid	Outdoor Spaces	Machinery/Vehicle Hire & Maint	02/09/2024	2305757	Key Support Services	Water management to 140824	£16.77	£3.35
			Estates	Public Toilets	27/08/2024	16472	Shropshire Council	Cleaning Services Aug 24	£2,581.00	£516.20
				SCH/Library/OFS/Public Toilets	09/09/2024	7287434	Trinity Centre	Youth Club room hire Sep 24 - Feb 25	£1,760.00	£0.00
				Youth Services	01/09/2024	TC240024	Brewood Landscapes Ltd	Grounds maintenance	£2,017.50	£403.50
			Outdoor Spaces	Open Space Maintenance	30/08/2024	10745	Veolia	Waste collection Aug 24	£216.24	£43.25
			Estates/Outdoor Spa	SCH/Cemetery Refuse	31/08/2024	1330297	Enreach	Telephone services Aug 24	£399.56	£79.91
			Admin	Communications Systems	31/08/2024	385536	Sharp Business Systems	Copier charges Aug 24	£58.96	£11.79
				Photocopier	05/09/2024	8072895388	Lyreco UK Ltd	Stationery supplies	£152.91	£30.58
				Stationery	31/08/2024	6640052446	National Allotment Society	Annual membership fee	£55.00	£11.00
				Other subscriptions	28/08/2024	522906	Alii Accounting Solutions	Payroll services	£36.75	£7.35
				Payroll Services	31/08/2024	23543	Good2Great Ltd	Love Shifnal Aug 24	£2,258.03	£451.61
			Estates/Admin	Regeneration/Marketing	09/09/2024	2540			£28,155.98	£1,676.35
Recurring Total									£44,306.15	£4,884.36
Grand Total										£49,190.51

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