



# SHIFNAL TOWN COUNCIL

## A G E N D A

11<sup>th</sup> October 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 17<sup>th</sup> October 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](mailto: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.**

### **313/24 Fire Safety Announcement**

### **314/24 Public Session**

### **315/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley**

Note: No pre-submitted questions.

### **316/24 Commencement of Business**

### **317/24 Apologies received from Councillors**

### **318/24 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.

### **319/24 Minutes of Previous Meeting**

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 19<sup>th</sup> September 2024 (attached).

### **320/24 Accounts**

- i) To APPROVE the October Monthly Payment Schedule to 11<sup>th</sup> October 2024 (attached).

### **321/24 Community Safety Committee**

- i) To NOTE the Draft Minutes of the Community Safety Committee Meeting held on 30<sup>th</sup> September 2024 (attached).
- ii) To CONSIDER the recommendations of the Community Safety Committee Meeting held on 30<sup>th</sup> September 2024:-
  - a) Recommend to Full Council the adoption of the draft CCTV Policy and Procedure document (attached).
  - b) Recommend to Full Council that the maintenance contract for the period of 12 months from 5<sup>th</sup> November 2024 – 4<sup>th</sup> November 2025 be awarded to YellowHat Security Solutions at a cost of £11,450.00 plus VAT. (Budget Line: 47 CCTV Project & CCTV Panel Donation – Earmarked Reserves (LG & RA 1997 s.31)).

### **322/24 Planning Committee**

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on 3<sup>rd</sup> October 2024 (attached).
- ii) To NOTE the planning applications report to 3<sup>rd</sup> October 2024 (attached).

### **323/24 Estates Committee**

- i) To NOTE the Draft Minutes of the Estates Committee Meeting held on 7<sup>th</sup> October 2024 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 7<sup>th</sup> October 2024:-
  - a) Members RECOMMEND to Full Council that the 1st phase of the pathway replacement be undertaken in April 2025 at a projected cost of £25,900.00 (Nett) subject to the contracts tender procurement process and that the budget line be increased by this amount for the financial year 2025 / 2026 (Budget Line 36: St. Andrew's Churchyard Maintenance (LGA 1972 s. 215 (1) & (2))).
  - b) Members RECOMMEND to Full Council that an order be placed with Benbow Brothers Ltd at a cost of £6,560.00 (Nett) for the tree maintenance works (Budget Line: 30 Repairs and Renewals: Outdoor Spaces (LGA 1894 s.8(1)(i))).
  - c) Members REQUEST Full Council for additional members for the Estates Committee.
  - d) Members RECOMMEND to Full Council that an order be placed with Fusion at a cost of £1,353.90 (Nett) for the maintenance of the solar panels for a 3 year period 2025 – 2028 (Budget Line 42: Community Hub (LG(MP)A 1976 s.19)).

#### **324/24 Internal Audit Committee**

- i) To NOTE the conclusion of the external audit of the annual governance and accountability return for the year ended 31<sup>st</sup> March 2024 (attached).
- ii) To CONSIDER Grant Aid Applications now with additional information:-
  - a) Shifnal Imperials Football Club - £507.50 to purchase equipment as listed on the attached report provided since the last meeting (attached).
  - b) TDS Riding Club - £750.00 – to purchase a saddle (attached).

#### **325/24 Regeneration and Events Committee**

- i) To CONSIDER a report on the supply of the Town Centre Christmas Tree for 2024 (attached).

#### **326/24 Mayor's Report**

- i) To CONSIDER a verbal update by Mayor, Cllr E. Moore.
- ii) To CONSIDER Armistice Day and school attendance.

#### **327/24 To review and update outstanding actions from previous Full Council meetings (attached)**

#### **328/24 Town Clerk Report**

- i) To NOTE the Town Clerks Actions Report to 11<sup>th</sup> October 2024 (attached).
- ii) To NOTE the Shropshire Council Shifnal Planning Consultation - Shifnal Walking Routes - 3-18 October 2024 (attached).
- iii) To CONSIDER request received from Pat Collins Fair concerning Shifnal Carnival 2025 (attached)
- iv) To NOTE the Council Offices will be closed from 4pm Friday 20/12/2024 and re-open at 9am Thursday 02/01/2025 and the Library will be closed from 5pm Friday 20/12/2024 and re-open at 10 am on Friday 03/01/2025.

#### **329/24 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.

#### **330/24 To CONSIDER a verbal report on the Shifnal Civic Awards Ceremony to be held on 20<sup>th</sup> October 2024 at St Andrew's Church.**

#### **331/24 Staff Matters**

- i) To NOTE the draft Minutes of the Employment Committee Meeting held on 3<sup>rd</sup> October 2024 (attached).

- ii) To CONSIDER the recommendations of the Employment Committee Meeting held on 3<sup>rd</sup> October 2024:-
  - a) Recommend to Full Council that Cllr K. Booker be accepted as an additional member of the Employment Committee.
  - b) Recommend to Full Council the adoption of a questionnaire to assess aspects of current working practices of Council staff.
  - c) Recommend to Full Council an enhancement of the staffing arrangements of one of the Council functions as a temporary measure whilst a further development review is undertaken by the Town Clerk.
- iii) To CONSIDER the appointment of a fixed term contract to a staffing role within the administration function of the Council.
- iv) 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 J. Lake, 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