



SHIFNAL TOWN COUNCIL

A G E N D A

15th November 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 21st November 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.

394/24 Fire Safety Announcement

395/24 Public Session

396/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Cllr J. Horne would like to ask when the trees in Woolpack Close, Shifnal can be cut due to the trees obscuring a streetlight, encroaching the path and onto the road as requested by a resident.

397/24 Commencement of Business

398/24 Apologies received from Councillors

399/24 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.

400/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 17th October 2024 (attached).

401/24 Accounts

- i) To APPROVE the November Monthly Payment Schedule to 15th November 2024 (attached).

402/24 Community Safety Committee

- i) To CONSIDER a report by Cllr P. Williamson on the Shifnal Youth Club and recommendations (attached) :-
 - a) Continued close monitoring of the senior group attendance.
 - b) Active follow-up with SYA to ensure promotional efforts are implemented.
 - c) Evaluation of the service fee increase and assessment of the budget.

403/24 Planning Committee

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on 7th November 2024 (attached).
- ii) To NOTE the planning applications report to 7th November 2024 (attached).
- iii) To CONSIDER verbal update from Cllr T. Tarran regarding the Local Plan.

404/24 Regeneration and Events Committee

- i) To NOTE the Draft Minutes of the Regeneration and Events Committee Meeting held on 11th November 2024 (attached).
- ii) To NOTE update on the Christmas Light Switch On and Market Event on 23rd November 2024 (attached).
- iii) To RECOMMEND to Full Council to ACCEPT the amended Regeneration and Events Terms of Reference removing budget line 33 Machinery Hire and Maintenance (attached).

405/24 Estates Committee

- i) To NOTE the Draft Minutes of the Estates Committee Meeting held on 11th November 2024 (attached).

406/24 Internal Audit Committee

- i) To CONSIDER Grant Aid Application received from Shifnal Help Food Bank due to time criticality (attached).

407/24 Mayor's Report

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

408/24 To review and update outstanding actions from previous Full Council meetings (attached)

409/24 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 15th November 2024 (attached).
- ii) To NOTE the Shifnal and Surrounding Area Place Based JSNA Stakeholder Event Teams Meeting on results of recent survey on 26th November 2024 (attached).
- iii) To NOTE communication from Shropshire Council concerning new Recycling Centres Booking System (attached).
- iv) To NOTE communication from Shropshire Council concerning Fly Tipping (attached).
- v) To CONSIDER Shropshire Council Review of Banners, Bunting and Festive Lighting Policy and Process. Survey open until 15th December 2024 (attached).
- vi) To CONSIDER Government Consultation enabling remote attendance and proxy voting at local authority meetings (attached).
- vii) To NOTE the Nature Recovery Town and Parish Council Conference to be held on 6th December 2024, Church Stretton (attached).
- viii) **Lord-Lieutenant's 'Together at Christmas' Carol Service 10th December 2024**

To NOTE that invitations to the above event are being considered by the Lord-Lieutenant's office at the end of November when all of the voluntary groups have replied due to the limited number of seats available.

410/24 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.

411/24 Staff Matters

- i) To NOTE an agreement has been reached on the NJC National Pay Award for local authority employees for the financial year commencing 1st April 2024. To ACCEPT the revised salaries will be implemented from November 2024 as per the contracted terms of all council employees and a revised budget recommendation will be forthcoming following the next appropriate meeting of the employment committee.
- ii) To CONSIDER a seasonal staff reward scheme.
- iii) To NOTE confirmation that there is no proposed compensation for the recent additional increase in Employers National Insurance contributions for Town and Parish Councils.
- iv) To NOTE the draft Minutes of the Extraordinary Employment Committee Meeting held on 4th November 2024 (attached)
- v) To NOTE the draft Minutes of the Extraordinary Employment Committee Meeting held on 14th November 2024 (attached)
- vi) To CONSIDER the recommendations of the Extraordinary Employment Committee Meeting held on 14th November 2024:-
 - a) RECOMMEND to Full Council terms and conditions of a member of staff.

To be read in conjunction with confidential report (to follow)

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