



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 17th October 2024, commencing at 7.00pm**

Present: Councillors: E. Moore (Chairman)
K. Booker, B. Haddon, J. Horne, G. Kerr, J. Lake, D. Marriott,
T. Tarran, G. Tonkinson, Z. Turner, P. Williamson

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

313/24 Fire Safety Announcement

This was given by the Chairman, Mayor Ellen Moore.

314/24 Public Session

No members of the public were present.

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

Cllr K. Turley provided members with an update on the following:-

- Awaiting written confirmation from Shropshire Council concerning arrangements with Telford & Wrekin Council regarding use of Halesfield Recycling Centre.
- Cllr Turley has questioned the decision by Shropshire Council on the cessation of grass cutting for the remainder of the season due to the state of the verges in and around Shifnal and has requested that the team re-evaluate.

Cllr Williamson enquired if there had been any further indications from Shropshire Council concerning potential devolution of works to Town and Parish Councils. Cllr T. Tarran advised Members that a recent statement from SALC suggested that Shropshire Council would not be able to pursue through increase in Council Tax and the subject had been put forward for the next agenda of the Estates Committee. Cllr K. Turley to also follow up with Shropshire Council. ACTION.

316/24 Commencement of Business

317/24 Apologies received from Councillors

Cllr E. Bird - personal
Cllr J. Coulson – annual leave
Cllr R. Cox - personal
Cllr L. Jenks – prior commitment

NOTED.

318/24 Declaration of Members' Interest

None declared.

319/24 Minutes of Previous Meeting

The Minutes of the Full Council Meeting held on Thursday 19th September 2024 were **CONFIRMED** and **SIGNED** by the Mayor, Cllr E. Moore.

320/24 Accounts

- i) Members **RESOLVED** to approve the October Monthly Payment Schedule to 11th October 2024 with the additional caveat of point (ii).
- ii) Members **RESOLVED** to pay Shropshire Festivals Invoice only to the value approved by Full Council in July 2024 (£11,600.00 plus £6,010.00 = £17,610.00). The excess value on the invoice to be queried with Shropshire Festivals and an amended invoice/credit note generated.

321/24 Community Safety Committee

- i) Members **NOTED** the Draft Minutes of the Community Safety Committee Meeting held on 30th September 2024.
- ii) Members **CONSIDERED** the recommendations of the Community Safety Committee Meeting held on 30th September 2024:-
 - a) **RESOLVED** to adopt the draft CCTV Policy and Procedure document.
ACTION.
 - b) **RESOLVED** to award the annual CCTV maintenance contract from 5th November 2024 to 4th November 2025 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) Members **NOTED** the Draft Minutes of the Planning Committee Meeting held on 3rd October 2024.
- ii) Members **NOTED** the planning applications report to 3rd October 2024.

323/24 Estates Committee

- i) Members **NOTED** the Draft Minutes of the Estates Committee held on 7th October 2024.

- ii) Members **CONSIDERED** the recommendations of the Estates Committee Meeting held on 7th October 2024:-
- a) Members **RESOLVED** to approve the first phase of the pathway replacement be undertaken in April 2025 at a projected cost of £25,900.00 plus VAT subject to the contracts tender procurement process and that the phase 1 costs should be included in the 2025/2026 budget consideration for this budget line and to carry over to 2025/2026 any unspent current year St. Andrew's Earmarked Reserve. (Budget Line 36: St. Andrew's Churchyard Maintenance (LGA 1972 s. 215 (1) & (2)))
 - b) Members **RESOLVED** to accept the quotation from Benbow Brother Limited at a cost of £6,560.00 plus VAT for the tree maintenance works. Budget Line to be amended to 31: Repairs and Renewals: Outdoor Spaces (LGA 1894 s.8(1)(i)). Estates Committee Minutes for 7th October 2024 to be amended accordingly. ACTION.
 - c) Members **RESOLVED** to accept Cllr D. Marriott as an additional member of the Estates Committee. ACTION.
 - d) Members **RESOLVED** to award a contract to Fusion for the amount of £1,353.90 plus VAT for the maintenance of the solar panels for a three year period 2025 – 2028 (Budget Line 42: Community Hub (LG(MP)A 1976 s.19)).

324/24 Internal Audit Committee

- i) Members **NOTED** the conclusion of the external audit of the annual governance and accountability return for the year ended 31st March 2024.

Cllr K. Turley left the meeting at 19:31 hours.

- ii) Members **CONSIDERED** the Grant Aid Applications:-
- a) Shifnal Imperials Football Club - £507.50 to purchase equipment as listed on the report as presented.
 - b) TDS Riding Club - £750.00 to purchase a saddle.

Members **RESOLVED** to approve payment of the Grant Applications for Shifnal Imperials Football Club and TDS Riding Club. ACTION.

Town Clerk to review the 2024/2025 budget figure detailed on the Grant Application Grid. ACTION.

325/24 Regeneration and Events Committee

Members **CONSIDERED** a report on the supply of the Town Centre Christmas Tree and **RESOLVED** to place an order with Winston Farm at a cost of £1,200.00 plus VAT to include delivery, installation, removal and recycling (Budget-line 37: Events, LGA 1972 s.145).

326/24 Mayor's Report

- i) Members **NOTED** a verbal update from Mayor, Cllr E. Moore regarding recent positive feedback received from the community. To be used in website and social media communications where applicable. ACTION.

ii) **Armistice Day and School Attendance**

Members **RESOLVED** to agree the following representatives attending the local schools on Monday 11th November 2024:-

School	Council Representative
Idsall School	Mayor, Cllr E. Moore
Sheriffhales County Primary School	Cllr G. Tonkinson
Shifnal Primary School	Cllr J. Horne
St. Andrew's School	Cllr D. Marriott

327/24 To review and update outstanding actions from previous Full Council meetings

853 – to be expedited EM/RC/BH
424, 993, 1013, 1048 – move to 21/11/2024
1018 – move to 2025
845, 881, 1043, 1051, 1052 - complete
1053 – complete. Town Clerk to provide copy of attendee list to Cllr T. Tarran. ACTION

The above actions and report were **NOTED**

328/24 Town Clerk Report

- i) Members **NOTED** the Town Clerks Actions Report to 11th October 2024.
- ii) Members **NOTED** the Shropshire Council Shifnal Planning Consultation – Shifnal Walking Routes – 3-18 October 2024 and **RESOLVED** that no further action was required.
- iii) Members **CONSIDERED** the email request from Pat Collins Fair concerning Shifnal Carnival 2025 and use of a portion of Aston Street Car Park. Members **RESOLVED** to decline the request on legal and health and safety grounds. ACTION.
- iv) Members **NOTED** the Council Offices will be closed from 4 pm Friday 20/12/2024 and re-open 9 am Thursday 02/01/2025 and the Library will be closed from 5 pm 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.

APPROVED

H. Howse left the meeting at 20:03 hours.

330/24 Members CONSIDERED a verbal report on the Shifnal Civic Awards Ceremony to be held on 20th October 2024 at St. Andrew's Church.

- i) A verbal report given by the Mayor, Cllr Ellen Moore was NOTED in regard to the Shifnal Civic Awards Ceremony to be held on 20th October 2024 at St Andrew's Church.

331/24 Staff Matters

- i) Members **NOTED** the draft Minutes of the Employment Committee Meeting held on 3rd October 2024.
- ii) Members **CONSIDERED** the recommendations of the Employment Committee Meeting held on 3rd October 2024:-
 - a) Members **RESOLVED** that Cllr K. Booker be accepted as an additional member of the Employment Committee.

The Town Clerk left the meeting at 20.11 hrs and the Mayor, Cllr Ellen Moore was accepted as minute taker in her absence.

- b) Members **RESOLVED** to adopt a questionnaire to assess aspects of current working practices of Council staff as presented.

The Town Clerk returned to the meeting and the role of minute taker at 20.23 hrs.

- c) Members **RESOLVED** to accept an enhancement of the staffing arrangements in Shifnal Library as a temporary measure whilst a further development review is undertaken by the Town Clerk.
- d) Members **RESOLVED** to accept the appointment of a fixed term contract to a staffing role within the administration function of the Council with terms and conditions as presented.
- e) A verbal update by the Mayor, Cllr Ellen Moore was not required.

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

Meeting closed at 20.29 hours.

October Payment Schedule to 11th October 2024

Expense Type	Paid/Unpaid	Cost	Budget	Date	Inv No.	Payee	Description	Values	
								Sum of Net	Sum of VAT Sum of Gross
Adhoc	Paid	Administration	Office Equipment	21/08/2024	34968012	Amazon	Office equipment	£18.69	£4.99 £23.68
				20/08/2024	GB445IOFABEI	Amazon	Office equipment	£29.23	£5.85 £35.08
		Estates	Advertisements	30/09/2024	98053884	Indeed	Job advertisement	£90.00	£0.00 £90.00
			Events	03/10/2024	tbc	Event Insurance Ltd	Cancellation insurance	£593.20	£0.00 £593.20
	unpaid	Estates	Youth Services	13/09/2024	43952	BOP Print Solutions Ltd	Youth Club signs	£223.00	£44.60 £267.60
			Events	13/09/2024	5908	Shropshire Festivals Ltd	XL switch-on event - (Note: Invoice in query)	£19,536.00	£3,907.20 £23,443.20
			Public Lighting Maintenance	16/09/2024	130708	E-on	Replacement lamp, Greenfields	£169.62	£33.92 £203.54
					130713	E-on	Replacement lantern, Maple Close	£232.45	£46.49 £278.94
		Outdoor Spaces	St Andrews Churchyard	01/10/2024	6163	Kyoti Graphics	Churchyard safety signs	£170.00	£34.00 £204.00
		Admin	IT Systems	11/09/2024	157256	Midland Computers	Laptop repair	£80.00	£16.00 £96.00
					157257	Midland Computers	Laptop repair	£80.00	£16.00 £96.00
			Temporary Staff	01/10/2024	7289710	Shropshire Council	Staff cover - Library	£269.54	£53.91 £323.45
			On-Line Technology Events	03/10/2024	19174	W G Barras Ltd (Newport Engravers)	Celebrating Shifnal Awards	£242.00	£48.40 £290.40
			Audit Fees	18/09/2024	5820242367	PKF Littlejohn LLP	External audit fee	£1,365.00	£273.00 £1,638.00
Adhoc Total								£23,098.73	£4,484.36 £27,583.09
Recurring	Paid	Admin/Estates	Staffing	(blank)	(blank)	HMRC	PAYE contributions Sep 24	£3,284.19	£0.00 £3,284.19
						Salaries	Salaries Sep 24	£11,570.49	£0.00 £11,570.49
							Pension contributions Sep 24	£3,174.28	£0.00 £3,174.28
		Administration	Bank Charges	19/09/2024	(blank)	Barclays	Current account charges Aug 24 - Sep 24	£8.50	£0.00 £8.50
			Communications Systems	01/10/2024	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00 £150.00
		Estates	Library	20/09/2024	11548705	West Mercia Energy	Gas supply Aug 24	£75.67	£3.78 £79.45
					11536348	West Mercia Energy	Electricity supply Aug 24	£118.29	£6.87 £125.16
				10/10/2024	7122175	Water Plus	Water supply Sep 24	£40.71	£0.00 £40.71
			SCH	20/09/2024	11556293	West Mercia Energy	Gas supply Aug 24	£81.96	£4.10 £86.06
					11553721	West Mercia Energy	Electricity supply Aug 24	£204.03	£10.20 £214.23
			OFS	20/09/2024	11553723	West Mercia Energy	Electricity supply Aug 24	£42.63	£2.13 £44.76
					11556292	West Mercia Energy	Gas supply Aug 24	£32.48	£1.62 £34.10
			Events	18/09/2024	11547201	West Mercia Energy	Electricity supply Oct 23 - Mar 24 Feeder Pillar	£16.91	£0.85 £17.76
				20/09/2024	1155152	West Mercia Energy	Electricity supply Apr 24 - Aug 24 Feeder Pillar	£127.39	£6.38 £133.77
		Outdoor Spaces	Machinery/Vehicle Hire & Maint	01/10/2024	2357361	Novuna Vehicle Solutions	Van lease rental Oct 24-Nov 24	£317.88	£63.58 £381.46
		Admin	IT Systems	24/09/2024	38120	Edge IT Systems Ltd	Finance Software annual fee	£1,309.90	£261.98 £1,571.88
unpaid		Estates	SCH/Library/OFS/Public Toilets	09/10/2024	7292100	Shropshire Council	Cleaning services Sep 24	£2,581.00	£516.20 £3,097.20
		Outdoor Spaces	Open Space Maintenance	30/09/2024	10825	Brewood Landscapes Ltd	Grounds maintenance Sep 24	£2,017.50	£403.50 £2,421.00
			Repairs & Renewals	15/09/2024	1215	Eden Arboriculture Ltd	Annual tree survey	£1,800.00	£360.00 £2,160.00
			Planters/Fertilizers/Plants	16/09/2024	43464	The Shropshire Lawn Company	Autumn feed & weed	£16.67	£3.33 £20.00
		Estates/Outdoor Spa	SCH/Cemetery Refuse	30/09/2024	1332377	Veolia UK Ltd	Waste collection Sep 24	£315.92	£263.27 £579.19
		Admin	Communications Systems	30/09/2024	388901	Enreach Ltd	Telephone services Sep 24	£420.53	£84.11 £504.64
			Photocopier	08/10/2024	8072951354	Sharp Business Systems Ltd	Copy charges	£102.94	£20.59 £123.53
			Payroll Administration	30/09/2024	23629	AJI Accounting Solutions Ltd	Payroll Sep 24	£36.75	£7.35 £44.10
		Estates/Admin	Regen/Marketing	01/10/2024	2550	Good 2 Great Ltd	Love Shifnal Sep 24	£2,315.97	£460.19 £2,776.16
Recurring Total								£30,137.59	£2,505.03 £32,642.62
Grand Total								£53,236.32	£6,989.39 £60,225.71

E Moxell