



SHIFNAL TOWN COUNCIL

A G E N D A

6th December 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 12th December 2024 at 7.00 pm at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ.

PLEASE NOTE there will be a pre-meeting with Inspector Damien Kelly, West Mercia Police at **6.30pm** at Shifnal Community Hub, Tudor Way, Shifnal, TF11 8DJ. Purpose to introduce himself personally, to hear from councillors on any policing related issues and to provide some updates as necessary. Councillor pre-submitted questions to be sent into the Administration Officer by 9th December 2024.

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.

457/24 Fire Safety Announcement

458/24 Public Session

459/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

460/24 Commencement of Business

461/24 Apologies received from Councillors

462/24 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.

463/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 21st November 2024 (attached).

464/24 Accounts

- i) To APPROVE the December Monthly Payment Schedule to 6th December 2024 (attached).

465/24 Internal Audit Committee Meeting

- i) To NOTE that the Internal Audit Committee Meeting scheduled to be held on 5th December 2024 was declared inquorate (attached).
- ii) To CONSIDER a first draft precept budget forecast for the financial year 2025/2026 report prepared by the RFO including committee indications ahead of the Internal Audit Committee Meeting on 9th January 2025 (attached).
- iii) To ACCEPT the bank reconciliation to 30th September 2024. Documents to be confirmed for accuracy by a member of the committee with signature (attached).
- iv) To ACCEPT the quarterly budget to 30th September 2024 (attached).
- v) To CONSIDER the following Grant Aid Applications:-
 - a) Ladybird Tots and Toddlers - £1,000.00 (attached)
 - b) Shifnal Old People's Welfare Committee - £960.00 (attached)
 - c) MHA Communities Shifnal & District - £2,434.46 (attached)
 - d) Shifnal and District Male Voice Choir - £220.00 (attached)
- vi) To NOTE thank you note received from Shifnal Help Food Bank for the Grant in support of the Christmas Hamper Project 2024 (attached).

466/24 Planning Committee

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on 5th December 2024 (attached).
- ii) To NOTE the planning applications report to 5th December 2024 (attached).

467/24 Estates Committee

- i) To CONSIDER the Shire Services contract for 2025/2026 with recommendations from the Estates Committee to be tabled (attached).

468/24 Mayor's Report

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

469/24 To review and update outstanding actions from previous Full Council meetings (attached)

470/24 Town Clerk Report

- i) To NOTE the Town Clerks Actions Report to 6th December 2024 (attached).
- ii) To CONSIDER communication received from Shropshire Council regarding consultation concerning proposed parking restrictions within The Grove, Shifnal with response required by 13th December 2024 (attached).
- iii) To CONSIDER the Shropshire Fire and Rescue Service Public Consultation open to to 27th December 2024 (attached).
- iv) To NOTE the Shifnal and Surrounding Area Place Based JSNA Stakeholder Event Presentation Pack from meeting held on 26th November 2024 (attached).
- v) To NOTE the Public Toilets Opening Times over the Christmas Period:-

The Public Toilets will be open over the Christmas break, apart from Christmas Day and Boxing Day when the toilets will be closed.

471/24 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.

472/24 Staff Matters

- i) 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