



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 12th December 2024, commencing at 7.00pm**

Present: Councillors: K. Booker (Chair))
J. Coulson, R. Cox, B. Haddon, J. Horne, G. Kerr, D.
Marriott, T. Tarran, Z. Turner, P. Williamson

In attendance: D. Reynolds (Town Clerk)
H. Howse (Administration Officer)

457/24 Fire Safety Announcement

This was given by the Chair, Deputy Mayor, Cllr Kevin Booker.

458/24 Public Session

No members of the public were present.

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

The Town Clerk advised Members of apologies received from Cllr Bird.

Cllr Z. Turner raised a query relating to the grassed area at Innage Road/The Lindens.
Cllr Turley confirmed that he was liaising with the working group on this topic.

Cllr Turley reported of issues following the recent storm in the Houghton Village area
of the Town and the Environment team response.

Cllr K. Turley left the meeting at 19:05 hours.

460/24 Commencement of Business

461/24 Apologies received from Councillors

Cllr E. Bird – prior commitment
Cllr L. Jenks – health
Cllr J. Lake – work commitment
Cllr E. Moore - health
Cllr G. Tonkinson – health

NOTED.

462/24 Declaration of Members' Interest

None declared.

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

463/24 Minutes of Previous Meeting

The Minutes of the Full Council Meeting held on Thursday 21st November 2024 were **CONFIRMED** and **SIGNED** by the Chair, Cllr K. Booker.

464/24 Accounts

- i) Members **RESOLVED** to **APPROVE** the December Monthly Payment Schedule to 6th December 2024.

465/24 Internal Audit Committee Meeting

- i) Members **NOTED** that the Internal Audit Committee Meeting scheduled to be held on 5th December 2024 was declared inquorate.
- ii) Members **RESOLVED to NOTE** the 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.
- iii) Members **RESOLVED** to **ACCEPT** the bank reconciliation to 30th September 2024. Documents were confirmed for accuracy by Cllr B. Haddon.
- iv) Members **RESOLVED** to **ACCEPT** the quarterly budget to 30th September 2024. **AGAINST:** Cllr. T. Tarran.
- v) Members **CONSIDERED** the following Grant Aid Applications:-

- a) **Ladybird Tots and Toddlers**

Members **RESOLVED** to defer to the Internal Audit Committee in January 2025 and to obtain a breakdown of the proposed expenditure. **ACTION.**

- b) **Shifnal Old People's Welfare Committee**

Members **RESOLVED** to **APPROVE** the Grant Aid Application for the sum of £960.00.

- c) **MHA Communities Shifnal & District**

Members **RESOLVED** to defer to the Internal Audit Committee in January 2025. **ACTION.**

- d) **Shifnal and District Male Voice Choir**

Members **RESOLVED** to **APPROVE** the Grant Aid Application for the sum of £220.00.

- vi) Members **NOTED** the thank you note received from Shifnal Help Food Bank for the Grant in support of the Christmas Hamper Project 2024.

466/24 Planning Committee

- i) Members **NOTED** the Draft Minutes of the Planning Committee Meeting held on 5th December 2024.
- ii) Members **NOTED** the planning applications report to 5th December 2024.

467/24 Estates Committee

- i) Members **CONSIDERED** the recommendations from the Estates Committee tabled at the meeting concerning the Shire Services contract for 2025/2026.

Members **RESOLVED** that an order be placed with Shire Services for the cleaning of the STC buildings for the financial year 2025/2026 at a cost of £27,468.00 (Budget Line 41, 42, 43 & 49: Old Fire Station, Community Hub, Public Toilets & Library (LGA 1894s.8(1)(i) in line with financial regulations 18.2 to allow continuation of services and noting restrictions on suitable alternative quotations due to TUPE regulations.

Members **RESOLVED** that the option of absence cover not be accepted from Shire Services and that reassurances be gained from Shire Services on the notification of absence periods to allow STC to provide absence cover.

468/24 Mayor's Report

- i) Members **NOTED** a request by the Chair to ensure that apologies for meetings are submitted into the office via email in a timely manner in order to avoid an inquorate situation.

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

424, 993, 1075 – complete
853 – replace with action to chase meeting date with WM Rail on accessibility.
1013 – add to SC question time for January 2025 Full Council Meeting. Town Clerk to see if the Fix My Street report contains any statistics.
1048, 1057, 1068, 1094, 1095, 1096 – move to January 2025

The above actions and report were **NOTED**.

470/24 Town Clerk Report

- i) Members **NOTED** the Town Clerks Actions Report to 6th December 2024. Report to be re-named Committee Actions Report going forward. **ACTION**
- ii) Members **CONSIDERED** the communication received from Shropshire Council regarding consultation concerning proposed parking restrictions within The Grove, Shifnal. Members **RESOLVED** to not prejudice a public consultation by submitting a response in advance of the formal proceedings and offer no comment at this time.
- iii) Members **NOTED** the Shropshire Fire and Rescue Service Public Consultation open to the 27th December 2024.
- iv) Members **NOTED** the Shifnal and Surrounding Area Place Based JSNA Stakeholder Event Presentation Pack from the meeting held on 26th November 2024.
- v) Members **NOTED** the Public Toilets Opening Times over the Christmas Period.

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.

APPROVED

H. Howse left the meeting at 20:10 hours.

472/24 Staff Matters

- i) Members NOTED a verbal update provided by Cllr P. Williamson on the internal staff meeting held on Tuesday, 10th December 2024. Actions from the previous Council resolutions in regard to staffing reviews have been initiated and will continue following the festive break led by the Town Clerk and designated Councillors.

Meeting closed at 20.21 hours.

