

# 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 12<sup>th</sup> 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 Haughton 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, Clir K. Booker.

#### 464/24 Accounts

i) Members **RESOLVED** to **APPROVE** the December Monthly Payment Schedule to 6<sup>th</sup> December 2024.

# 465/24 Internal Audit Committee Meeting

- i) Members **NOTED** that the Internal Audit Committee Meeting scheduled to be held on 5<sup>th</sup> 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 30<sup>th</sup> September 2024. Documents were confirmed for accuracy by Cllr B. Haddon.
- iv) Members **RESOLVED** to **ACCEPT** the quarterly budget to 30<sup>th</sup> September 2024. AGAINST: Clir. 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

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

Signed by Mayor (Chairman).

On behalf of Shifnal Town Council

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#### 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 6<sup>th</sup> 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 27<sup>th</sup> December 2024.
- iv) Members **NOTED** the Shifnal and Surrounding Area Place Based JSNA Stakeholder Event Presentation Pack from the meeting held on 26<sup>th</sup> November 2024.
- v) Members **NOTED** the Public Toilets Opening Times over the Christmas Period.

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### 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, 10<sup>th</sup> 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.

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Signed by Mayor (Chairman).....

On behalf of Shifnal Town Council

Hire & Maint   1632   The Flower Girl   Sympatry Howers	December Moi	кпіу Раушеш	December Montnly Payment Schedule to 5th December 2024					Values	٠	
Poid   Muscalizance   Existing   Muscalizance   Existing   Muscalizance   Existing   Existing   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Conference   Existing   Existing   Conference   Existing   Existing   Existing   Conference   Existing   Existing	Expense Type	Paid/Unpaid	Cost		Inv No.	Payee	Description			ım of Gross
Decision Spaces   Communication Systems   Communicat	Adhoc	Paid	Miscellaneous	Other expenses	1632	The Flower Girl	Sympathy flowers	£50.00	60.00	£50.00
mysist         Estates         Ubberty         55/67         Charmedia         Disprice to the process of the process			Outdoor Spaces	Machinery/Vehicle Hire & Maint	2434657	Novuna Vehicle Solutions	Vehicle RFL recharge	£45.00	00.03	£45.00
Continue to the Continue to		unpaid	Estates	Library	54767	Chartmedia	Library supplies	£67.20	£2.64	£69.84
Micro   Micr				Events	(blank)	Royal British Legion	Poppy wreath	£16.00	£0.00	£16.00
Control by Space Control Control (1984)   Control Co					84	Winston Farm	Supply, install & remove Christmas tree	£1,200.00	£240.00	£1,440.00
Milespen Comparison				Christmas Lights Infrastructure	54569	Turnock Lighting Ltd	Install Christmas lights	£8,976.50	£1,795.30	£10,771.80
Admin  Estates   Admin  Estates   155999   Midland Computers Ltd   Concludir cental access   240,00   620,00			Outdoor Spaces	Cemetery Maintenance	70813	Allsopps CTF Ltd	Gravemarker supplies	£462.00	£92.40	£554.40
Politications         Unblications         Unblications         Unblications         Unblications         Sylfmail Pueith Mingarine         Magnetine subscription         E2008			Admin	IT Systems	159399	Midland Computers Ltd	Councillor email access	£40.00	00.83	£48.00
Public   Admin/Esteres   Staffing   HAMIC   HAMIC   PAYE contribution two 24   E10,004,10   E10,004,11   E1				Publications	(blank)	Shifnal Parish Magazine	Magazine subscription	E8.00	60.00	68.00
Puid Admin/Estates         Stayffing         HMMC         Andre Countbacker No. 2         E66.02.31         E00.00         E16.22.78.13         E00.00         E16.22.78.13         E00.00         E16.22.78.13         E00.00         E16.22.78.13         E00.00         E16.22.78.23         E16.22.78.	Adhoc Total							£10,864.70	£2,138.34	£13,003.04
Salaries Nov 24   216,578.74	Recurring	Paid	Admin/Estates	Staffing	(blank)	HMRC	PAYE contributions Nov 24	£6,020.31	€0.00	£6,020.31
Estaces   Library   Communications Systems   Chanky Beacking   Current account changes of 24-Nay 24   Estaces   Library   Communications Systems   Library   Communications Systems   Library   Li						Salaries	Salaries Nov 24	£16,327.61	£0.00	£16,327.61
Administration Sales Changes						Shropshire County Pension Fund		£4,758.74	£0.00	£4,758.74
Estates   Communications Systems   141002793   Water Plan   Telephone equipment   Estates   Es			Administration	Bank Charges	(blank)	Barclays	i —	£14.63	£0.00	£14.63
Statutis   Ulbrary   Claim   Water Plus   Water Plus   Water Plus   Statutis   Statuti				Communications Systems	141008728	Grenke Leasing	Telephone equipment	£125.00	£25.00	£150.00
1157289   West Mercie Energy   Giss supply Oct 24   215.15   127.05			Estates	Library	(blank)	Water Plus	Water supply Nov 24	E0.00	£0.00	E0.00
11578219   West Mercia Energy   Electricity simply Oct 24   E25454   E1239					11575289	West Mercia Energy	Gas supply Oct 24	£151.91	£7.60	£159.51
11575821   West Mercia Energy   Glass supply Oct 24   E12736   E1273   E12736   E1273   West Mercia Energy   Glass supply Oct 24   E12736   E1273   E12736   E12736					11578849	West Mercia Energy	Electricity supply Oct 24	£146.72	£8.29	£155.01
11578014   West Mercia Energy   Clearity supply Oct 24   E0218   E02				SCH	11575815	West Mercia Energy	Gas supply Oct 24	£254.64	£12.73	£267.37
1157824   West Mercia Energy   Gas supply Oct 24   £76.62   £3.83					11578921	West Mercia Energy	Electricity supply Oct 24	£231.87	£11.59	£243.46
Secretic State   Secr				OFS	11575814	West Mercia Energy	Gas supply Oct 24	£76.62	£3.83	£80.45
Everts   E					11578924	West Mercia Energy	Electricity supply Oct 24	£47.08	£2.35	£49.43
Christmas Lights infrastructure   11554829   West Mericia Energy   Electricity standing charge Aug 24   £1130   £6.57				Events	11578920	West Mercia Energy	Electricity supply Oct 24 (feeder pillar)	£25.53	£1.28	£26.81
Christmas Lights Infrastructure   11584809   West Mercia Energy   Electricity Standing Charge, bul 24   £1130   £6557					23/03301/LP		Premises Licence	£70.00	£0.00	£70.00
1158/810   West Mercia Energy   Electricity standing charge Aug 24   E1130   E057				Christmas Lights Infrastructure	11584809	West Mercia Energy	Electricity standing charge Jul 24	£11.30	£0.57	£11.87
1588481   West Mercia Energy   Electricity standing charge Sep 24   £10.33   £0.55					11584810	West Mercia Energy	Electricty standing charge Aug 24	£11.30	£0.57	£11.87
Machineary/Periode Hire & Maint   Danis   Mest Mercia Energy   Electricity standing charge Oct 24   E11.30   E0.57					11584811	West Mercia Energy	Electricity standing charge Sep 24	£10.93	€0.55	£11.48
unpaid         Adminifestates         Machinery/Vehicle Hire & Maint         (blank)         Nowma Vehicle Solutions         Van lease rental Dec 24 - Jan 25         £31.88         £63.58           unpaid         Admin/Estates         Regeneration/Marketing         256.1         Good Screat Lead         Love Shiftinal Oct 24         £2,440.31         £13.88         £65.50         £113.08           Estates         SCA/JOSS/Ulbran/Vehic Toilets         221.44         AMG Fire Solutions tdd         F113.00         £10.40.31         £10.440.31         £10.440.31         £10.440.31         £10.440.31         £10.440.31         £10.440.31         £10.440.38         £10.440.31         £10.440.31         £10.440.31         £10.440.31         £10.440.31         £10.440.38         £10.44					11584812	West Mercia Energy	Electricity standing charge Oct 24	£11.30	£0.57	£11.87
unpaid         Admin/Estates         Regeneration/Marketing         256.1         Good/Great Ltd         Love Shifnal Oct 24         £2,440.31         £465.54           chall         Estates         SCH/OFS/Library/Public Toilets         2214         AMG Fire Solutions Ltd         Fire safety equipment servicing         £5.52.04         £13.00           chall         Outdoor Spaces         Openic Lighting Energy         7298014         Shropshire Council         Public lighting energy         £2,017.02         £403.50           doutdoor Spaces         Optidoor Space Maintenance         1996.1         Brewood Landscapes Ltd         Felicity equipment services Nov 24         £424.77         £84.95           Admin         Payroll Administration         23923         AJI Accounting Solutions Ltd         Payroll services Nov 24         £424.77         £83.95           espical Administration         23923         AJI Accounting Solutions Ltd         Payroll services Nov 24         £69.357.73         £9.357.73           espical Administration         23923         AJI Accounting Solutions Ltd         Payroll Administration         £60.186.82         £4,396.07		:	Outdoor Spaces	Machinery/Vehicle Hire & Maint	(blank)	Novuna Vehicle Solutions	Van lease rental Dec 24 - Jan 25	£317.88	£63.58	£381.46
Estates   SCH/OFS/Library/Public Toilets   2214   AMG Fire Solutions Ltd   Fire safety equipment servicing   E555.00   E113.00		unpaid	Admin/Estates	Regeneration/Marketing	2561	Good2Great Ltd	Love Shifnal Oct 24	£2,440.31	£465.54	£2,905.85
Outdoor Spaces         Open Space Maintenance         10961         Brewood Landscapes 1td         Grounds maintenance Nov 24         E5,234.2         £1,044.88           Admin         Communications Systems         396082         Enreach         Telephone services Nov 24         £2,017.50         £403.50           Admin         Payroll Administration         23923         All Accounting Solutions ttd         Payroll services Nov 24         £36.77         £43.55           All Accounting Solutions ttd         Payroll services Nov 24         £39.73         £4,335           ES0,186.82         £4,396.07           ES0,186.82         £4,396.07           ES0,186.82         £4,396.07           ES0,186.82         E4,396.07           ES0,186.82         E4,396.07			Estates	SCH/OFS/Library/Public Toilets	2214	AMG Fire Solutions Ltd	Fire safety equipment servicing	£565.00	£113.00	£678.00
Outdoor Space Maintenance         Outdoor Space Maintenance         10961         Brewood landscapes itd         Grounds maintenance Nov 24         £2,017.50         £403.50           Admin         Communications Systems         396082         Enreach         Ielephone services Nov 24         £47.77         £84.95           All Accounting Solutions Itd         Payroll services Nov 24         £36.75         £35.773           All Accounting Solutions Itd         Payroll services Nov 24         £39.52.12         £7,257.73           All Accounting Solutions Itd         Payroll services Nov 24         £39,322.12         £39,322.12           All Accounting Solutions Itd         Payroll services Nov 24         £50,186.82         £4,396.07           All Accounting Solutions Itd         Payroll services Nov 24         £50,186.82         £4,396.07           All Accounting Solutions Itd         Payroll services Nov 24         £50,186.82         £4,396.07				Public Lighting Energy	7298014	Shropshire Council	Public lighting energy Q3	£5,224.42	£1,044.88	£6,269.30
Admin         Communications Systems         396082         Eneach Eneach         Telephone services Nov 24         £424.77         £84.95           Payroll Administration         23923         All Accounting Solutions Ltd         Payroll services Nov 24         £36.75         £7.35           ES0,186,82         £39,322.12         £7.357.73         £50,186,82         £4,396.07           ES0,186,82         £4,396.07         ES0,186,82         £4,396.07           ES0,186,82         £4,396.07         ES0,186,82         £4,396.07           ES0,186,82         £4,396.07         ES0,186,82         £4,396.07			Outdoor Spaces	Open Space Maintenance	10961	Brewood Landscapes Ltd	Grounds maintenance Nov 24	£2,017.50	£403.50	£2,421.00
## All Accounting Solutions Ltd   Payroll Administration   Payroll Administration   Payroll Administration   Payroll Services Nov 24			Admin	Communications Systems	396082	Enreach	Telephone services Nov 24	£424.77	£84.95	£509.72
639,322,12       £2,557.73         650,186,82       £4,396.07         7       \$1,000         8       \$1,000         9       \$1,000         10       \$1,000				Payroll Administration	23923	All Accounting Solutions Ltd	Payroll services Nov 24	£36.75	£7.35	£44.10
E50,186.82 £4,396.07	Recurring Tota							£39,322.12	£2,257.73	£41,579.85
	Grand Total	_						£50,186.82	£4,396.07	£54,582.89
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