



SHIFNAL TOWN COUNCIL

A G E N D A

17th January 2025

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 23rd January 2025 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.

527/24 To NOTE in the absence of the Mayor, the Deputy Mayor will be acting Chairman for this meeting

528/24 Fire Safety Announcement

529/24 Public Session

530/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

531/24 Commencement of Business

532/24 Apologies received from Councillors

533/24 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.

534/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Extraordinary Full Council Meeting held on Thursday 14th November 2024 (attached).

- ii) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 12th December 2024 (attached).

535/24 Accounts

- i) To APPROVE the January Monthly Payment Schedule to 17th January 2024 (attached).

536/24 Internal Audit Committee Meeting

- i) To NOTE the Draft Minutes of the Internal Audit Committee Meeting held on 9th January 2025 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee Meeting held on 9th January 2025:-

a) **To CONSIDER 2nd draft report on the Precept Budget setting**

Members at the meeting considered the 2nd draft report as presented by the Town Clerk/RFO. Following a line by line consideration of the proposed budget the following recommended amendments were agreed:-

- To insert a £10,000 budget for the Neighbourhood/Local Plan (28), fully funded by the existing earmarked reserves for this purpose and release all other associated earmarked reserves to General Reserves.
- To reduce the proposed budget for the St Andrew's Churchyard Maintenance (36) to £15,000 and extend the refurbishment period for the rectification works on the pathways.

The Town Clerk/RFO must note this would be against her recommendation due to significant Health & Safety concerns and the inflation of costs associated with accepting this change to the programme of works already approved by Council.

- To reduce the proposed budget for Planters/Fertilisers/Plants (39) to £13,000 and consider not supplying any displays for the winter season.
- To reduce the proposed budget for the Events (37) to £27,000 and consider not providing a May event.
- To ask Council to consider the Marketing, Publicity & Consultation (20) budget and the Online Technology Events (72) budget, to look for further savings in these budget lines.
- Following these amendments the members agree for the Town Clerk/RFO to produce an amended budget for precept document to include all of the other recommendations on budget expenditure and use of unspent or earmarked reserves for consideration by Council.

Members RESOLVED to make the above recommendations on the consideration of the budget for precept for the financial year 2025/26 which would indicate a final budget of £565,036.43 and attract an increase of £6.5% or £9.55 annually per band D property.

Further to the recommendations of the Internal Audit Committee, the Town Clerk/RFO has submitted a revised report which considers information received following the committee meeting.

The Town Clerk/RFO would ask members to consider the merit of both sets of figures as noted and propose a suitable resolution accordingly.

When CONSIDERING the Precept Budget setting, Members should also refer to the following agenda items:-

- 538/24 (ii) (a) – Regeneration and Events
- 541/24 (i) – Town Clerk Report
- 541/24 (ii) – CPO Report

- iii) To CONSIDER the continuation of the contract for the provision of payroll services (£600 plus VAT pa) and additional tax fee protection service by AJI Accounting Services (£95 plus VAT pa) as per the previously stated contract terms.

537/24 Planning Committee

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on 9th January 2025 (attached).
- ii) To NOTE the planning applications report to 9th January 2025 (attached).

538/24 Regeneration and Events Committee

- i) To NOTE the Draft Minutes of the Regeneration and Events Committee Meeting held on Monday 13th January 2024 (attached).
- ii) To CONSIDER the recommendations of the Regeneration and Events Committee Meeting held on Monday 13th January 2024:-

- a) **Good 2 Great**

RECOMMEND to Full Council the renewal of the Good 2 Great contract for 2025/2026 at a cost of £24,600.00 plus VAT (Budget Line: Town Regeneration (Localism Act 2011 ss1-5)).

539/24 Estates Committee

- i) To NOTE the Ratified Minutes of the Estates Committee Meeting held on Monday 9th December 2024 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 9th December 2024:-
 - a) RECOMMEND to Full Council to approve the increase of 3.4% in fees for all Allotments.
 - b) RECOMMEND to Full Council to approve the increase of 3.4% in fees for community hub bookings (SCH & OFS).
 - c) RECOMMEND to Full Council to approve the increase of 3.4% in charges for Priorslee Road Cemetery.
- iii) To NOTE the Ratified Minutes of the Estates Committee Meeting held on Monday 13th January 2025 (attached).
- iv) To CONSIDER the recommendations of the Estates Committee Meeting held on 13th January 2025:-
 - a) RECOMMEND to Full Council that an order be placed with EON for replacement of concrete lamp posts at a cost of £49,576.62 plus VAT from the following budget lines (LGA 1892 s.8(1)(I)):-

	Budget Line	£
1	Street Light Replacement Programme Earmarked Reserves	£41,998.33
2	Repairs & Renewals	£3,500.00
3	Contingencies	£4,078.29
		£49,576.62

540/24 To review and update outstanding actions from previous Full Council meetings (attached)

541/24 Town Clerk Report

- i) To CONSIDER the Town Clerk Report (attached).
- ii) To CONSIDER the CPO Report (attached).
- iii) To NOTE STC Committee Actions Report to 17th January 2025 (attached).
- iv) To NOTE National Highways email notification of proposed M54 weekend closures commencing 28 February 2025 for 8 weeks (attached).
- v) To CONSIDER the public consultation on Shropshire Council Budget 2025-2026 open to 26th January 2025 (attached).
- vi) To CONSIDER the open consultation on Strengthening the Standards and Conduct Framework for Local Authorities for England open to 26th February 2025 (attached).
- vii) **Shifnal Millennium Sensory Garden Rose Bed Project** (attached)
 - a) To CONSIDER the design and give permission for the works to be carried out.
 - b) To CONSIDER Shifnal Town Council funding the cost of purchasing the materials up to a value of £200.00.

542/24 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.

543/24 To CONSIDER nomination request regarding HM Lord-Lieutenant's Shropshire Garden Party to be held on 4th June 2025. Nomination deadline 31st January 2025 (attached).

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