



## SHIFNAL TOWN COUNCIL

**Minutes of the Estates Committee Meeting of the Town Council held on  
Monday 9<sup>th</sup> December 2024, Commencing at 5:30pm at the Shifnal Community  
Hub, Tudor Way, Shifnal, TF11 8DJ.**

**Present:** Councillors: T. Tarran (Chair), K. Booker, J. Horne, D. Marriott,  
P. Williamson

**In Attendance:** D. Gough (Community Projects Officer)

**ES441/24 Fire Safety Announcement**  
This was given by the Chair Cllr. T. Tarran

**ES442/24 Public Session**  
None Present

**ES443/24 Apologies received from Councillors**  
Cllr. R. Cox – Personal – NOTED  
Cllr. E. Bird – illness – NOTED

Late Arrival – Cllr. Z. Turner - NOTED

**ES444/24 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.*

Cllr. T. Tarran – ES448/24 (Allotments) - Pecuniary

**ES445/24 To CONFIRM and sign the Minutes of the Estates Committee Meeting of  
the Town Council held on Monday 11<sup>th</sup> November**

The Minutes of the Estates Committee meeting held on Monday 11<sup>th</sup> November 2024 were CONFIRMED and signed by the Chair Cllr. T. Tarran

Signed by Chairman.....

**ES446/24**

**Greenspace Maintenance & Works**

- i) Members NOTED that Brewood Landscapes have completed the works on the town centre and town entrance planters.
- ii) Members NOTED that the 6 monthly fire inspection took place in November 2024. The Town Clerk approved the sum of £340.00 (+VAT) for remedial works under financial regulations 4.1 (Budget Line: Old Fire Station & Community Hub (LGA 1894 s.8(1)(i))).

**ES447/24**

**Shifnal Community Hub, Old Fire Station Hub, Public Toilets & Library**

- i) Members NOTED that the CPO has contacted Shropshire Council Health and Safety Team to set a meeting for Wednesday 11<sup>th</sup> December concerning the Legionella Risk Assessment and also is scheduled to hold meetings with Contractors about remedial works in the STC estate.
- ii) Members CONSIDERED a report on Shire Services cleaning charges for 2024/2025.
  - a) Members RESOLVED to propose to Full Council 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
  - b) Members RESOLVED to propose to Full Council 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.
  - c) Members RESOLVED to review the cleaning contract for financial year 2026/2027 in September 2025 – ACTION.
  - d) Members RESOLVED to request the Town Clerk to gain clarification and advice on TUPE requirements with Worknest, SALC & NALC – ACTION.

**ES448/24**

**Shifnal Town Council Rates & Charges.**

Members CONSIDERED a report on STC rates and Charges.

Cllr. T. Tarran left the meeting

Cllr P. Williamson assumed the Chair

- i) Members RESOLVED to recommend that Full Council approve the increase of 3.4% in fees for all allotments.

Cllr. T. Tarran re-joined the meeting

Cllr. T. Tarran assumed the Chair

- ii) Members RESOLVED to recommend that Full Council approve the increase of 3.4% in fees for all community hub bookings.
- iii) Members RESOLVED to recommend that Full Council approve the increase of 3.4% in charges for Priorslee Road Cemetery.

Signed by Chairman.....

- ES449/24      2025 / 2026 Precept**  
Members CONSIDERED the budget line: IT Systems.  
  
Members RESOLVED to accept the budget of £10,000.00 for IT Systems.
- ES450/24      Shifnal Parish Magazine**  
Members CONSIDERED a report on advertising in Shifnal Parish Magazine in 2025.  
  
Members RESOLVED that an order be placed with the Shifnal Parish Magazine for advertisements for the Community Hubs throughout 2025 at a cost of £90.00 (Budget Line: Advertisements (LGA1972 s.144) – ACTION.
- ES451/24      Shropshire Council Devolved Services**  
Members NOTED that the CPO has emailed the two Shropshire Councillors requesting assistance on the town centre street scene maintenance. There has been a meeting set with Shropshire Council, the CPO and Town Clerk for the 9<sup>th</sup> December 2024.  
  
Members NOTED a verbal update from the CPO.
- ES452/24      CPRE Hedging Project**  
Members NOTED that the CPRE have confirmed the hedge planting project will now take place in February 2025.
- ES453/24      King's Yard Lease**  
Members NOTED that the Town Clerk has held a Teams meeting with Shropshire Council about the lease on King's Yard Car Park. Shropshire Council are investigating the annual RPI maintenance charge and also the terms of maintenance. The Town Clerk is awaiting a reply.
- ES454/24      To Review Actions from Previous Committee Meetings**  
1083,1084, 1087, 1088, 1089, 1091 & 1092 to be removed as completed – ACTION.  
593 & 1090 to be moved to January 2025  
1085 to be moved to February 2025  
725 to be moved to September 2025
- ES456/24      Next Estates Committee Meeting**  
Monday 13<sup>th</sup> January 2025 – 5:30pm – Shifnal Community Hub.

The Meeting Closed at 17:40 hrs.

