



SHIFNAL TOWN COUNCIL

A G E N D A

14th February 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 20th February 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.

622/24 Fire Safety Announcement

623/24 Public Session

624/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

625/24 Commencement of Business

626/24 Apologies received from Councillors

627/24 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.

628/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 23rd January 2025 (attached).

- ii) To CONFIRM and SIGN the Draft Minutes of the Extraordinary Full Council Meeting held on Thursday 6th February 2025 (attached).

629/24 Accounts

- i) To APPROVE the February Monthly Payment Schedule to 14th February 2025 (attached).

630/24 Internal Audit Committee Meeting

- i) To NOTE the Draft Minutes of the Extraordinary Internal Audit Committee Meeting held on 6th February 2025 (attached).
- ii) To CONSIDER the recommendations of the Extraordinary Internal Audit Committee Meeting held on 6th February 2025:-

- a) **Neighbourhood Fund Policy**

RECOMMEND to Full Council the adoption of the Neighbourhood Fund Policy as presented (attached) with an amendment to bullet point 9, page 2 to read as follows:-

“The project either directly constitutes or supports the priorities of Shifnal Town Council and/or meets the vision, goals or policies of the Neighbourhood and Place Plans.”

- b) **Financial Regulations**

RECOMMEND to Full Council the adoption of the Financial Regulations document as presented (attached).

- c) **Advisory Committee Terms of Reference**

RECOMMEND to Full Council the adoption of the Advisory Committee Terms of Reference as presented (attached).

- d) **3rd Quarter Financial Review Documents**

1. RECOMMEND to Full Council the acceptance of the 3rd quarter budget review to 31st December 2024 (attached).
2. RECOMMEND to Full Council the acceptance of the 3rd quarter bank reconciliation to 31st December 2024. Member signature to confirm accuracy is required (attached).

- e) **Grant Aid Applications (attached)**

1. **Ladybirds Tots and Toddlers**

RECOMMEND to Full Council the award of £670.00 to Ladybirds Tots and Toddlers.

2. **MHA Communities Shifnal and District**

RECOMMEND to Full Council the rejection of an application from MHA Communities Shifnal and District due to non-compliance with the Council grant funding policy. Cllr G. Kerr to meet with MHA representatives to advise on alternative funding sources.

f) **Standards in Local Council**

1. RECOMMEND to Full Council the adoption of the unchanged Dignity at Work Policy as presented (attached).
2. RECOMMEND to Full Council to sign up to the Civility and Respect Pledge (attached).
3. RECOMMEND to Full Council the responses as indicated to the consultation on Strengthening the Standards and Conduct Framework for Local Authorities for England open to 26th February 2025 (attached).

631/24 Planning Committee

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on 6th February 2025 (attached)
- ii) To NOTE the planning applications report to 6th February 2025 (attached).

632/24 Estates Committee

- i) To NOTE the Draft Minutes of the Estates Committee Meeting held on Monday 10th February 2025 (attached).
- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on 10th February 2025:-
 - a) RECOMMEND to Full Council that an order be placed for supply and watering of 52 nos. hanging baskets, 17 nos. planters and 5 nos. town entrance planters with Limetree Landscapes for a 3 year contract at a cost of £13,727.00 plus VAT per annum, subject to annual inflationary increase based on the CPI September figure. Under Financial Regulation 11.1.ii Specialist Services (Budget Line: Planters/Fertilisers/Plants (LGA 1892 s.8 (1) (i))).
 - b) RECOMMEND to Full Council that the Phase 1 – New Teenage Area at Wheatfield Park Public Consultation proceeds without a project budget (attached).
 - c) RECOMMEND to Full Council to approve an increase of 8.83% in fees for all allotments (attached).
 - d) RECOMMEND to Full Council to approve an increase of 3.4% in fees for all community hub room hire bookings (attached).
 - e) RECOMMEND to Full Council to approve an increase of 3.4% in charges for Priorslee Road Cemetery (attached).

633/24 Community Safety Committee

- i) To NOTE the Draft Minutes of the Community Safety Committee held on Wednesday 12th February 2025 (attached).
- ii) To CONSIDER the recommendations of the Community Safety Committee Meeting held on 12th February 2025:-
 - a) RECOMMEND to Full Council that a contract be placed with SYA to provide a junior and senior youth club from the 1st April 2025 to 30th March 2026 at a cost of £19,500.00 plus VAT with a £2,000.00 plus VAT contingency. Budget Line: Shifnal Youth Provision (Localism Act 2011 ss 1-5)).

634/24 To review and update outstanding actions from previous Full Council meetings (attached)

635/24 Town Clerk Report

- i) To NOTE STC Committee Actions Report to 14th February 2025 (attached).
- ii) To CONSIDER a request received from the Shifnal Carnival Committee regarding a Spring Fling event (attached).
- iii) To NOTE annual software licence renewal for Adobe Acrobat Pro at £198.96 plus VAT from 09/02/2025.
- iv) To NOTE the date for the Annual Town Meeting as Tuesday 13th May 2025 at 7pm to be held at Shifnal Village Hall. A business meeting will be held prior to the Annual Town Meeting as per last year organised by Good 2 Great.

636/24 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.

637/24 Staff Matters

- i) To NOTE the Draft Minutes of the Employment Committee Meeting held on Thursday 6th February 2025 (attached).
- ii) To CONSIDER the recommendations of the Employment Committee Meeting held on 6th February 2025:-
 - a) RECOMMEND to Full Council that there should be no further changes to the opening hours or services provided in the Library unless there are indications within the staff structure review or strategic plan to follow. Any amendments would require consultation with both Shropshire Libraries and the general public.
 - b) RECOMMEND to Full Council an amendment to the terms and conditions for staff training to include resolutions from the Employment Committee meeting held on 6th February 2025.
 - c) RECOMMEND to Full Council a response to a staff terms and conditions matter.
- iii) To CONSIDER a contracted provider for the HR review to be undertaken at the earliest opportunity.

To be read in conjunction with confidential report (to follow)

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