



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 20th February 2025, commencing at 7.00pm**

Present: Councillors: E. Moore (Chair))
E. Bird, K. Booker, R. Cox, G. Kerr, J Lake, D. Marriott, T.
Tarran, G. Tonkinson, P. Williamson

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

622/24 Fire Safety Announcement

This was given by the Chairman, Mayor, Cllr Ellen Moore.

623/24 Public Session

None present.

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

Highways Maintenance Challenge Fund – Flood Risk – Shifnal Project: Cllr T. Tarran raised a query concerning this item noted within the Shropshire Council Draft Revenue and Capital Budget document that had been published ahead of the Shropshire Council meeting on 27th February. Cllr Tarran asked for details of the project. Cllr K. Turley to report back to council next month. ACTION.

S106 schemes: Cllr R. Cox raised concerns over lack of updates with regard to the S106 works. Cllr K. Turley confirmed that the next meeting with Shropshire Council was scheduled for March to include the Town Clerk and Cllr T. Tarran.

Further development and adoption of existing developments: Cllr R. Cox enquired whether there was a possibility that Shropshire Council could impose restrictions on developers where further development planning applications are proposed, subject to adoption agreements in place for existing unadopted developments. Cllr K. Turley advised that there was no such governance at this time.

625/24 Commencement of Business

626/24 Apologies received from Councillors

Cllr J. Coulson - Personal
Cllr B. Haddon –
Cllr J. Horne – Health
Cllr Z. Turner – Prior Commitment

NOTED.

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

627/24 Declaration of Members' Interest

Cllr G. Kerr – 630/24 (f) (3) – non-pecuniary
Cllr T. Tarran – 632/24 (ii) (c) – pecuniary

628/24 Minutes of Previous Meeting

- i) The Minutes of the Full Council Meeting held on Thursday 23rd January 2025 were **CONFIRMED** and **SIGNED** by the Mayor, Cllr E. Moore.
- ii) The Minutes of the Extraordinary Full Council Meeting held on Thursday 6th February 2025 were **CONFIRMED** and **SIGNED** by the Mayor, Cllr E. Moore.

629/24 Accounts

- i) Members **RESOLVED** to **APPROVE** the February Monthly Payment Schedule to 14th February 2025.

630/24 Internal Audit Committee Meeting

- i) Members **RESOLVED** to **NOTE** the Draft Minutes of the Extraordinary Internal Audit Committee Meeting held on 6th February 2025.
- ii) Members **CONSIDERED** the recommendations of the Extraordinary Internal Audit Committee Meeting held on 6th February 2025:-

a) Neighbourhood Fund Policy

Members **RESOLVED** to **ACCEPT** the adoption of the Neighbourhood Fund Policy as presented 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

Members **RESOLVED** to **ACCEPT** the adoption of the Financial Regulations document as presented with the following 2 amendments:-

5.12 (iv): amended to read '*goods or services that are available from only one supplier or are sold at a fixed price*'.

5.15 bullet point 4: removed.

c) Advisory Committee Terms of Reference

Members **RESOLVED** to **ACCEPT** the adoption of the Advisory Committee Terms of Reference as presented.

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

1. Members **RESOLVED** to defer acceptance of the 3rd quarter budget review to 31st December 2024 to the March Full Council meeting.

Town Clerk to clarify the difference between the Grants/Donations figures as shown on the 3rd quarter budget review to 31st December 2024 document and the Grant Aid Applications report as at February 2025. ACTION.

Town Clerk to confirm at year end the underspend amount from 2024/2025 to go back into General Reserves. ACTION.

2. Members **RESOLVED** to **ACCEPT** the 3rd quarter bank reconciliation to 31st December 2024. Documents were confirmed for accuracy by Cllr P. Williamson.

e) **Grant Aid Applications**

- **Ladybirds Tots and Toddlers**

Members **RESOLVED** to **APPROVE** the Grant Aid Application for the sum of £670.00 to Ladybirds Tots and Toddlers. ACTION.

- **MHA Communities Shifnal and District**

Members **RESOLVED** to **REJECT** the Grant Aid 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. ACTION.

f) **Standards in Local Council**

- Members **RESOLVED** to **ACCEPT** the adoption of the unchanged Dignity at Work Policy as presented.
- Members **RESOLVED** to **SIGN UP** to the Civility and Respect Pledge.

Cllr G. Kerr left the meeting at 19:31 hours

- Members **RESOLVED** to **SUBMIT** the responses as indicated to the consultation on Strengthening the Standards and Conduct Framework for Local Authorities for England open to 26th February 2025. ACTION.

Cllr G. Kerr returned to the meeting at 19:35 hours

631/24 Planning Committee

- i) Members **NOTED** the Draft Minutes of the Planning Committee Meeting held on 6th February 2025.
- ii) Members **NOTED** the planning applications report to 6th February 2025.

632/24 Estates Committee

- i) Members **NOTED** the Draft Minutes of the Estates Committee Meeting held on Monday 10th February 2025.

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

ii) Members **CONSIDERED** the recommendations of the Estates Committee Meeting held on 10th February 2025:-

- a) Members **RESOLVED** 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)). ACTION.
- b) Members **RESOLVED** that the Phase 1 – New Teenage Area at Wheatfield Park Public Consultation proceeds without a project budget. In consultation with SALC the Town Clerk confirmed that the New Teenage Area at Wheatfield Park Public Consultation could proceed during the pre-election period. ACTION.

Cllr K. Turley and Cllr T. Tarran left the meeting at 19:40 hours

- c) Members **RESOLVED** to **APPROVE** an increase of 8.83% in fees for all allotments. ACTION.

Cllr T. Tarran returned to the meeting at 19:41 hours

- d) Members **RESOLVED** to **APPROVE** an increase of 3.4% in fees for all community hub room hire bookings. ACTION.
- e) Members **RESOLVED** to **APPROVE** an increase of 3.4% in charges for Priorslee Road Cemetery. ACTION.

633/24 Community Safety Committee

- i) Members **NOTED** the Draft Minutes of the Community Safety Committee Meeting held on Wednesday 12th February 2025.
- ii) Members **CONSIDERED** the recommendations of the Community Safety Committee Meeting held on Wednesday 12th February 2025:-

- a) Members **RESOLVED** to **APPROVE** a contract with SYA to provide a junior and senior youth club from 1st April 2025 to 30th March 2026 at a cost of £19,500 plus VAT with a £2,000.00 plus VAT contingency. Budget Line: Shifnal Youth Provision (Localism Act 2011 ss 1-5)). ACTION.

Cllr P. Williamson to discuss room hire fees with the Trinity Centre and establish if there is any advantage to paying 12 months in advance. ACTION.

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

853, 1013, 1048, 1117, 1119, 1120 – Move to March 2025
1018 – Move to June 2025
1057 – Move to September 2025
1095 – Move to Internal Audit Committee March 2025
1124, 1129 - Complete

APPROVED.

635/24 Town Clerk Report

- i) Members **NOTED** the STC Committee Actions Report to 14th February 2025..
- ii) Members **CONSIDERED** a request received from the Shifnal Carnival Committee regarding a Spring Fling event and **APPROVED** the use of Wheatfield Park for the event and would also **SUPPORT** the use of the Town Centre area as an alternative.
- iii) Members **NOTED** the annual software licence renewal for Adobe Acrobat Pro at £198.96 plus VAT from 9th February 2025.
- iv) Members **NOTED** the date for the Annual Town Meeting as Tuesday 13th May 2025 at 7 pm to be held at Shifnal Village Hall with a business meeting to be held prior to the Annual Town Meeting as per last year organised by Good 2 Great. **ACTION**.

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.

APPROVED

H. Howse left the meeting at 20:14 hours.

637/24 Staff Matters

- i) Members **NOTED** the Draft Minutes of the Employment Committee Meeting held on 6th February 2025. The closing time for the meeting was **NOTED** as "20.15 hrs" to be inserted into the document prior to ratification. **ACTION**

Members **RESOLVED** to move point iii) to above ii)c) to expedite the business of the meeting.

- ii) Members **CONSIDERED** the recommendations of the Employment Committee Meeting held on 6th February 2025:-
 - a) Members **RESOLVED** to **ACCEPT** 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 required consultation with both Shropshire Libraries and the general public.
 - b) Members **RESOLVED** to **ACCEPT** an amendment to the terms and conditions for staff training to include resolutions from the Employment Committee meeting held on 6th February 2025.
- iii) Members **RESOLVED** to **APPOINT** Local Council Consultancy to undertake an HR review for the fixed price of £2,062.50. (General Reserves, LGA 1972 s.111)
The Council considerations were in line with the Financial Regulation 5.9 due to the Town Clerk striving to obtain three comparable quotations. Two were submitted, one declined to quote, and one provided a quote, but it was not in line with the specifications of the review. **ACTION**.

AGAINST – Cllr T Tarran

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Signed by Mayor (Chairman).....

On behalf of Shifnal Town Council

The Town Clerk left the meeting at 20.26 hrs

ii)

- c) Members **RESOLVED** an action in regard to a staff terms and conditions matter.

To be read in conjunction with confidential report attached.

Meeting closed at 21:05 hours.

February Monthly Payment Schedule to 14th February 2025

Expense Type				Budget		Inv No.	Payee	Description	Values		
Adhoc	Paid/Unpaid	Cost							Sum of Net	Sum of VAT	Sum of Gross
	paid		Administration	Petty Cash		n/a	Co-op	Washroom supplies	£9.90	£0.00	£9.90
			Estates	SCH		GB53NNVAB	Amazon	Catering Urn	£70.83	£14.17	£85.00
			Miscellaneous	Other expenses		304118	Booker	Catering supplies	£103.31	£5.59	£108.90
	unpaid		Estates	SCH		5002199	MEB Total	Legionella risk remedial works	£1,503.43	£300.69	£1,804.12
						14549	Wrekin Drain Services Ltd	Callout to blocked drains	£174.00	£34.80	£208.80
						14659	Wrekin Drain Services Ltd	CCTV drain survey & report	£225.00	£45.00	£270.00
						58413	Asles Tool Hire	Paper towels	£57.00	£11.40	£68.40
				OFS		5002180	MEB Total	Boiler repairs	£292.51	£58.50	£351.01
				SCH/Library/OFS		5002179	MEB Total	Boiler service	£285.00	£57.00	£342.00
				Public Lighting Maintenance		6018800759	E-ON	Light repair Cornwalls Drive	£179.08	£35.82	£214.90
						6018800762	E-ON	Light repair Beech Drive	£98.00	£19.60	£117.60
						6018800763	E-ON	Light repair Newfield Close	£179.08	£35.82	£214.90
			Outdoor Spaces	Repairs & Renewals		24103	Benbow Brothers Ltd	Light repair Park Lane	£174.77	£34.95	£209.72
						24110	Benbow Brothers Ltd	Tree works	£6,560.00	£1,312.00	£7,872.00
						62006	Holts Tree Care Ltd	Emergency tree works	£260.00	£52.00	£312.00
			Admin	Open Space Maintenance		STC079-25	Shifnal Parish Magazine	Tree works at Applebrook	£300.00	£60.00	£360.00
				Advertising		6190378645	Lyreco UK Ltd	Advertising Feb 25 - Jan 26	£90.00	£0.00	£90.00
				Stationery/Postage		5079	JDH Business Services Ltd	Stationery & postage supplies	£320.07	£39.01	£359.08
				Financial Audit Fees		79224	Worknest	Interim internal audit fee	£390.00	£78.00	£468.00
				Training/Conference				HR Course DR	£995.00	£199.00	£1,194.00
Adhoc Total									£12,266.98	£2,393.35	£14,660.33
Recurring	paid		Admin/Estates	Staffing		(blank)	HMRC	PAYE contributions Jan 25	£3,640.46	£0.00	£3,640.46
							Salaries	Salaries Jan 25	£13,473.84	£0.00	£13,473.84
			Administration	Bank Charges		(blank)	Shropshire County Pension Fund	Pension contributions Jan 25	£3,709.69	£0.00	£3,709.69
				Communications Systems		141008728	Gretnke Leasing	Current account charges Dec 24 - Jan 25	£13.05	£0.00	£13.05
				IT Systems		IEN20250076	Adobe Systems Software Ireland Ltd	Telephone equipment	£125.00	£25.00	£150.00
			Estates	Library		116035556	West Mercia Energy	Acrobat Pro Licence renewal	£198.96	£39.79	£238.75
						11607466	West Mercia Energy	Gas supply Dec 24	£218.02	£10.90	£228.92
						8286391	Water Plus	Electricity supply Dec 24	£140.95	£8.00	£148.95
						11602899	West Mercia Energy	Water supply Jan 25	£42.05	£0.00	£42.05
				SCH		11609016	West Mercia Energy	Gas supply Dec 24	£409.62	£81.92	£491.54
						11609015	West Mercia Energy	Electricity supply Dec 24	£246.37	£12.32	£258.69
				OFS		11611551	West Mercia Energy	Electricity supply Dec 24	£44.97	£2.25	£47.22
						8212169	Water Plus	Gas supply Dec 24	£102.65	£5.13	£107.78
				Public Toilets		11612591	West Mercia Energy	Water supply Jan 25	£150.35	£0.00	£150.35
				Events		11612590	West Mercia Energy	Electricity supply Nov 24 (feeder pillar)	£27.25	£1.36	£28.61
			Outdoor Spaces	Machinery/Vehicle Hire & Maint		2555608	Novuna Vehicle Solutions	Electricity supply Dec 24 (feeder pillar)	£27.61	£1.38	£28.99
			Admin	Photocopier		006/26/0002	PEAC UK Ltd	Van lease rental Feb 25 - Mar 25	£317.88	£63.58	£381.46
	unpaid		Admin/Estates	Regeneration/Marketing		2594	Good2Great Ltd	Photocopier lease Mar 25-Jun25	£184.00	£36.80	£220.80
			Estates	Library		1595	Diamond Shine	Love Shifnal Jan 25	£2,249.00	£449.80	£2,698.80
				Public Toilets		71104280	PHS Group	Library window cleaning Feb 25	£35.00	£0.00	£35.00
				SCH/Library/OFS/Public Toilets		7306359	Shropshire Council	Sanitary disposal bin Jan 25 - Aug 25	£6.25	£1.25	£7.50
						7310305	Shropshire Council	Cleaning Services Dec 24	£2,581.00	£516.20	£3,097.20
			Outdoor Spaces	Youth Services		TC240095	Trinity Centre	Cleaning Services Jan 25	£1,360.00	£0.00	£1,360.00
			Admin	Open Space Maintenance		11104	Brewwood Landscapes Ltd	Youth Club room hire Mar - Aug 25	£2,017.50	£403.50	£2,421.00
				Communications Systems		403058	Enreach Ltd	Grounds maintenance Jan 25	£434.82	£86.96	£521.78
				Photocopier		807314785	Sharp	Telephone services Jan 25	£104.55	£20.91	£125.46
				Payroll Administration		24269	All Accounting Solutions Ltd	Copy charges	£110.25	£20.78	£131.03
			Estates/Outdoor Sp	SCH/Cemetery Waste		1340758	Veolia Ltd	Payroll administration Jan 25, Mar 24, Jun 24	£230.66	£46.13	£276.79
Recurring Total								Waste collection Jan 25	£34,782.75	£2,350.16	£37,132.91
Grand Total									£47,049.73	£4,743.51	£51,793.24