



SHIFNAL TOWN COUNCIL

A G E N D A

14th March 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 March 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.

691/24 Fire Safety Announcement

692/24 Public Session

693/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley

Note: No pre-submitted questions.

694/24 Commencement of Business

695/24 Apologies received from Councillors

696/24 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.

697/24 Minutes of Previous Meeting

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 20th February 2025 (attached).

698/24 Accounts

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

699/24 Internal Audit Committee Meeting

- i) To NOTE the Draft Minutes of the Extraordinary Internal Audit Committee Meeting held on 6th March 2025 (attached).
- ii) To CONSIDER the recommendations of the Extraordinary Internal Audit Committee Meeting held on 6th March 2025:-
 - a) RECOMMEND to Full Council to NOTE the Internal Auditor Interim Report and actions as indicated by the RFO (attached).
 - b) RECOMMEND to Full Council that an examination of Internal Controls be carried out bi-annually based on the checklist presented by the RFO and instigated in the financial year 2025/2026 (attached).
 - c) RECOMMEND to Full Council that a trial period of budgetary reporting be instigated utilising the document as presented by the RFO and directly produced by the accounting package. To be instigated in the financial year 2025/2026 with a review prior to year end (attached).
 - d) RECOMMEND to Full Council to CONSIDER proposed projects to utilise CIL funds (attached). To Note the previous recommendation of the Community Safety Committee to use for Youth Services and Shifnal Shuttle 2025/26.

700/24 Planning Committee

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

701/24 Regeneration & Events Committee

- i) To NOTE the Ratified Minutes of the Extraordinary Regeneration and Events Committee Meeting held on Monday 17th February 2025 (attached).
- ii) To NOTE the Draft Minutes of the Regeneration and Events Committee Meeting held on Monday 10th March 2025 (attached).
- iii) To CONSIDER the recommendations of the Regeneration and Events Committee Meeting held on Monday 10th March 2025:-
 - a) RECOMMEND Full Council APPROVE the virement of £1,353.00 (plus VAT) from budget lines Allotment Maintenance to Public Lighting Maintenance to cover the cost of rectification works on 9 nos. pole sockets on Broadway.

702/24 Estates Committee

- i) To NOTE the Draft Minutes of the Estates Committee Meeting held on Monday 10th March 2025 (attached).

703/24 To review and update outstanding actions from previous Full Council meetings (attached)

704/24 Town Clerk Report

- i) To NOTE STC Committee Actions Report to 14th March 2025 (attached).
- ii) To CONSIDER VE 80 Day Celebrations as per report (attached).
- iii) To CONSIDER alteration of two street lamp posts in Bradford Street and Market Place area (attached).
- iv) To CONSIDER the first draft of the Strategic Plan (attached).

705/24 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.

706/24 Staff Matters

- i) To NOTE the Draft Minutes of the Employment Committee Meeting held on Thursday 6th March 2025 (attached).
- ii) To CONSIDER contract for HR Services (report to follow).
- iii) To CONSIDER verbal update on Staffing Review.
- iv) To CONSIDER verbal update by Mayor, Cllr E. Moore.

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