



# SHIFNAL TOWN COUNCIL

## A G E N D A

14<sup>th</sup> April 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 24<sup>th</sup> April 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](mailto: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.**

### **748/24 Fire Safety Announcement**

### **749/24 Public Session**

### **750/24 Shropshire Councillors' Question Time – Cllr Bird and Cllr Turley**

Note: No pre-submitted questions.

### **751/24 Commencement of Business**

### **752/24 Apologies received from Councillors**

### **753/24 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.

### **754/24 Minutes of Previous Meeting**

- i) To CONFIRM and SIGN the Draft Minutes of the Full Council Meeting held on Thursday 20<sup>th</sup> March 2025 (attached).

## **755/24 Accounts**

- i) To CONSIDER payment of the Daniel Elcock Machinery Limited invoice for ground rent and storage for 2024/2025 financial year at a cost of £7,402.40 (+ VAT) with payment of the variance to budget of £3,902.40 from budget line to be identified.
- ii) To NOTE The Health and Safety Service Limited contract invoice value of £3,268.80 (+ VAT) versus £3,240.00 (+ VAT) approved by the Estates Committee on 10th February 2025. An additional £28.80 to include mileage for the year.
- iii) To APPROVE the April Monthly Payment Schedule to 14<sup>th</sup> April 2025 (attached).

## **756/24 Internal Audit Committee Meeting**

- i) To NOTE the Draft Minutes of the Internal Audit Committee Meeting held on Thursday 3<sup>rd</sup> April 2025 (attached).
- ii) To CONSIDER the recommendations of the Internal Audit Committee Meeting held on Thursday 3<sup>rd</sup> April 2025:-
  - a) RECOMMEND to Full Council the acceptance of the 3<sup>rd</sup> Quarter Budget Report to 31<sup>st</sup> December 2024 (attached).
  - b) **Grant Aid Applications** (attached):-
    - 1) **Shifnal Millennium Sensory Garden**  
  
RECOMMEND to Full Council the award of £851.00 as per the application (Budget Grant Funding 2025/26, LGA 1972 s.215).
    - 2) **Shifnal Carnival**  
  
RECOMMEND to Full Council the award of £6,679.12 as per the application. Funds to be released to the value of the award on evidence of expenditure (Budget Grant Funding 2025/26, LGA 1972 s.145).
  - c) **Shifnal Cricket Club Neighbourhood Fund Application** (attached)  
  
RECOMMEND to Full Council the award of £15,700 as per the application and in line with the requirements of Community Infrastructure Levy legislation and Council policy (Earmarked Reserves CIL Neighbourhood Fund, LG (MP) A 1976 s.19 (3)) (attached).

## **757/24 Planning Committee**

- i) To NOTE the Draft Minutes of the Planning Committee Meeting held on Thursday 3<sup>rd</sup> April 2025 (attached)
- ii) To NOTE the planning applications report to Thursday 3<sup>rd</sup> April 2025.

## **758/24 Estates Committee**

- i) To NOTE the Draft Minutes of the Estates Committee Meeting held on Monday 7<sup>th</sup> April 2025 (attached).

- ii) To CONSIDER the recommendations of the Estates Committee Meeting held on Monday 7<sup>th</sup> April 2025:-
- a) RECOMMEND to Full Council that the following charges be made for photocopying in Shifnal Library:-

| Photocopying       | Current Charges | Proposed New Charges |
|--------------------|-----------------|----------------------|
| A4 Black and White | £0.18           | £0.20                |
| A4 Colour          | £0.40           | £0.45                |
| A3 Black and White | £0.25           | £0.30                |
| A3 Colour          | £0.65           | £0.70                |

Please note that printing and photocopying which is benefits related is free

- iii) To CONSIDER renewal quotation for ground rent and storage from Daniel Elcock Machinery Ltd at a cost of £5,000.00 (+ VAT) for 2025/2026 – Budget Line: Hire of Store Room (£3,500.00) plus £1,500.00 with budget line to be identified. LGA 1972 s.134 (4). Under Financial Regulations 5.13 (iii) works, goods or services that constitute an extension of an existing contract.

**759/24 To review and update outstanding actions from previous Full Council meetings (attached)**

**760/24 Town Clerk Report**

- i) To NOTE STC Committee Actions Report to 14<sup>th</sup> April 2025 (attached).
- ii) To CONSIDER the Street Lighting Joint Energy Agreement 2025/2026 (attached).
- iii) To NOTE WME capped contract prices for 2025/2026 for energy (attached).
- iv) To CONSIDER the report on the First Phase of the St. Andrew's Pathway Project Tender process (attached).
- v) To CONSIDER the fourth draft of the Strategic Plan (attached).
- vi) To NOTE the letter received from Shifnal & District Male Voice Choir in relation to their grant award (attached).
- vii) To NOTE the STC Offices and Library will be closed on Monday 5th May, Monday 26th May and Monday 25th August 2025 for the May Day, Spring Bank and August Bank Holidays.
- viii) To NOTE there will be no committees or working group meetings taking place between 1st May and 21st May 2025 due to the election period. The Full Council on 22nd May 2025 will decide membership for all the committees and working groups, together with the meeting schedule for the next twelve months.

**761/24 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.

**762/24 Staff Matters**

- i) To NOTE the Draft Minutes of the Extraordinary Employment Committee Meeting held on Wednesday 9<sup>th</sup> April 2025 (attached).
- ii) To CONSIDER the recommendations from the Extraordinary Employment Committee held on Wednesday 9<sup>th</sup> April 2025:-
  - a) To RECOMMEND to Full Council an alternative award of a three-year contract for HR Services at a cost of £2,981 (+ VAT) due to a significant change in the quotation terms and costings indicated. (HR Advisory Services & Advisory Services, LGA 1972 s.111) (attached).
  - b) To RECOMMEND to Full Council actions in relation to employers' responsibilities and staff members terms and conditions.
- iii) To CONSIDER verbal update on Staffing Review.

**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