

MUCH WENLOCK TOWN COUNCIL

Minutes of the re-convened
ANNUAL TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
7 pm on Thursday 18 May 2017

PRESENT:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Trevor Childs, Cllr. David Gibbon, Cllr. Herbert Harper, Cllr. Mary Hill, Cllr. Dafydd Jenkins, Cllr. Yvonne Holyoak, Cllr. Robert Toft, Cllr. Allan Walter, and Cllr. Milner Whiteman OBE.

TOWN CLERK:

Sharon Clayton

IN ATTENDANCE:

The Mayor's Chaplain, Rev'd Matthew Stafford
Shropshire Council, Cllr. David Turner
3 members of the public

1) CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting and gave a special welcome to new councillors. Many councillors had wished him happiness and that he should enjoy his time as Council Chairman. He asked Members to remember those wishes of enjoyment during this evening's meeting.

Mayoral engagements were as follows:

- Attended Bridgnorth Annual Town Council meeting on 15 May 2017.

Future engagements included:

- Shrewsbury Civic Service on Sunday 21 May 2017.
- Ludlow Mayor Making Ceremony on 24 May 2017.
- Telford & Wrekin Annual Council Meeting on 25 May 2017.

In accordance with Standing Order no: 10(a)(vi) the Chairman **PROPOSED** that the order of business be changed and, after being **SECONDED**, it was **RESOLVED** that, due to his other commitments, Cllr. David Turner's Shropshire Council report should be presented before the public session.

2) APOLOGIES FOR ABSENCE

There were no apologies since all Members were present.

3) DISCLOSURE OF PECUNIARY INTERESTS

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

None disclosed.

4) DISPENSATIONS

None requested.

5) PUBLIC PARTICIPATION

There were no requests to speak.

6) MINUTES

- The minutes of a Town Council meeting held on 6 April 2017 were considered for approval.
It was PROPOSED, SECONDED and AGREED that the minutes be signed and ADOPTED as a true record.
- The minutes of an Extraordinary Town Council meeting held on 6 April 201 were considered for approval.
It was PROPOSED, SECONDED and AGREED that the minutes be signed and ADOPTED as a true record.
- The minutes of a Planning & Environment Committee meeting held on 4 April 2017 were **NOTED** and **ADOPTED**.
- The minutes of a Finance & Resources Committee meeting held on 28 March 2017 were **NOTED** and **ADOPTED**.

7) REPORT FROM SHROPSHIRE COUNCIL

After congratulating new councillors on their election Cllr. David Turner gave the following report:

- He had attended St. Chad's Church in Shrewsbury where those who had given their lives during the war from 1914 were remembered.
- He had attended a meeting of the English Severn & Wye Regional Flood and Coastal Committee held at the Guildhall in Much Wenlock where attendees included representatives from the Environment Agency, Severn Trent and a variety of local authorities. Much Wenlock's flood history was discussed and it was hoped that Shropshire Council would hold an open day to explain proposals for a new £2m flood alleviation scheme to alleviate surface and fluvial flooding in Much Wenlock.
- The new Shropshire Council held its Annual Council meeting today and Cllr. Peter Nutting had been appointed Leader of the Council. Cllr. Turner had retained his position as Vice Chair of the Southern Planning Committee.
- There had been a good turnout for a litter pick that took place on 5 May 2017. Cllr. Turner requested that the Town Council should thank volunteers for their efforts.
- As a trustee of Priory Hall Cllr. Turner advised Members of a forthcoming fundraising event on 10 June 2017.
- His next surgery would take place on 20 May 2017.

It was **PROPOSED, SECONDED and AGREED** that the report be **NOTED**.

8) REVIEW/APPROVAL OF TERMS OF REFERENCE

Members considered for approval reviewed Terms of Reference as follows:

- a) Planning & Environment Committee.
It was PROPOSED, SECONDED and with 8 votes in favour and 2 abstentions it was AGREED that the Terms of Reference be APPROVED with the inclusion of responsibility for matters relevant to the Neighbourhood Plan for Much Wenlock, and to respond to matters relevant to Much Wenlock's designation as a Rapid Response Flood Catchment.
- b) Finance & Resource Management Committee.
It was PROPOSED, SECONDED and unanimously AGREED that the Finance & Resources Committee and Personnel Committee should be combined to form one committee with responsibility for all of the Council's resources, including personnel, and that revised Terms of Reference be APPROVED.
- c) Disciplinary & Grievance Panel/Committee.
It was PROPOSED, SECONDED and unanimously AGREED that the Terms of Reference be approved.
- d) Appeals Panel.
It was PROPOSED, SECONDED and unanimously AGREED that the Terms of Reference be APPROVED.
- e) Devolved Services Working Group.
It was PROPOSED, SECONDED and unanimously AGREED that the Terms of Reference be APPROVED.
- f) Friends of the Cemetery.
It was PROPOSED, SECONDED and unanimously AGREED that the Terms of Reference be APPROVED.
- g) Action Plan Management Working Group.
It was PROPOSED, SECONDED and unanimously AGREED that this working group should not be re-appointed and therefore the Terms of Reference were no longer needed.
- h) Minute Books Conservation Project Working Group
It was PROPOSED, SECONDED and unanimously AGREED that the Terms of Reference be APPROVED.

9) APPOINTMENT OF COMMITTEES

Members considered for approval the appointment of Members to the following:

- a) Planning & Environment Committee – with delegated authority to respond to planning and environmental matters and matters relevant to the Neighbourhood Plan for Much Wenlock, and to respond to matters relevant to Much Wenlock's designation as a Rapid Response Flood Catchment.
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllr. Trevor Childs, Cllr. Herbert Harper, Cllr. Mary Hill, Cllr. Dafydd Jenkins, and Cllr. Milner Whiteman.**
- b) Finance & Resources Management Committee – with delegated authority to deal with financial matters and the Council's resources, including personnel.
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllr. Graham Edgcombe Venning, Cllr. David Gibbon, Cllr. Trevor Childs, Cllr. Allan Walter and Cllr. Robert Toft.**

10) APPOINTMENT OF PANELS

Members considered for approval the appointment of Members to the following:

- a) Disciplinary & Grievance Panel (3 Members)
It was PROPOSED, SECONDED and AGREED that a Panel would not be appointed at this time.

- b) Appeals Panel (3 Members).
Cllr. Robert Toft put himself forward but, after consultation with the Chairman due to a possible interest, Cllr. Toft agreed to withdraw his nomination.
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllr. David Gibbon, Cllr. Mary Hill, and Cllr. Allan Walter.**

11) APPOINTMENT OF WORKING GROUPS

Members considered for approval the appointment of Members to the following:

- a) Friends of the Cemetery.
It was PROPOSED, SECONDED and AGREED that Cllr. Herbert Harper and Cllr. Mary Hill be appointed to represent the Town Council.

- b) Devolved Services.
It was PROPOSED, SECONDED and AGREED that Cllr. Graham Edgcumbe Venning, Cllr. David Gibbon and Cllr. Yvonne Holyoak be appointed to represent the Town Council.

- c) Action Plan Management.
It was PROPOSED, SECONDED and AGREED that this working group be dissolved.

- d) Minute Books Conservation Project.
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllr. Mary Hill and Cllr. Milner Whiteman.**

- e) The Hub.
It was PROPOSED, SECONDED and AGREED that this working group be dissolved.

12) GASKELL RECREATION GROUND MANAGEMENT COMMITTEE

Members considered for approval the appointment of three Members to represent the Town Council on the Gaskell Recreation Ground Management Committee.

**It was PROPOSED, SECONDED and AGREED that the following Members be appointed to represent the Town Council:
Cllr. Graham Edgcumbe Venning, Cllr. Mary Hill, and Cllr. Herbert Harper.**

13) APPOINTMENT OF REPRESENTATIVES ON THE FOLLOWING OUTSIDE BODIES AND ORGANISATIONS

Members considered for approval the appointment of Members to represent the Town Council on the following:

- a) Bridgnorth & Shifnal Area Committee.
It was PROPOSED, SECONDED and AGREED that Cllr. Mary Hill should be appointed.

- b) Local Joint Committee.
It was PROPOSED, SECONDED and AGREED that Cllr. Yvonne Holyoak be appointed.

- c) Much Wenlock Almshouses.
It was PROPOSED, SECONDED and AGREED that Cllr. Trevor Childs be appointed.

- d) Priory Hall Management Committee.
It was PROPOSED, SECONDED and AGREED that Cllr. Robert Toft be appointed.

- e) Shropshire Council Emergency Planning.
It was PROPOSED, SECONDED and AGREED that Cllr. Herbert Harper be appointed.

- f) Much Wenlock Chamber of Trade.
It was PROPOSED, SECONDED and AGREED that Cllr. Robert Toft and Cllr. Yvonne Holyoak be appointed.

- g) Community Led Housing Project Board.
It was PROPOSED, SECONDED and AGREED that this be considered later in the meeting.

- h) John L Edwards Trust.
It was PROPOSED, SECONDED and AGREED that Cllr. Alan Walter be appointed to represent the Town Council.

- i) Bridgnorth Area Tourism Action Group.
It was PROPOSED, SECONDED and AGREED that there would be no appointment at the moment.

- j) Much Wenlock Forester Charitable Trust.
It was PROPOSED, SECONDED and AGREED that Mark Laws continues to represent the Town Council.

14) REVIEW OF POLICIES AND PROCEDURES

Members reviewed the following policies:

- a) Standing Orders.
It was PROPOSED, SECONDED and AGREED that the agreed amendments be APPROVED.
- b) Financial Regulations.
It was PROPOSED, SECONDED and AGREED that these be considered at a future meeting.
- c) Asset Register.
It was PROPOSED, SECONDED and AGREED that the Council's assets be NOTED.
- d) Freedom of Information Policy – Publication Scheme
It was PROPOSED, SECONDED and AGREED that this be APPROVED.
- e) Data Protection Policy.
It was PROPOSED, SECONDED and AGREED that this be APPROVED.
- f) Communications Policy/Media Policy.
It was PROPOSED, SECONDED and AGREED that this be considered at a future meeting.

The Town Clerk advised that the Complaints Procedure would be presented for consideration at the next meeting.
NOTED.

15) GENERAL POWER OF COMPETENCE

In pursuance of the Localism Act 2011, Part 1, Chapter 1, Section 1, Members considered the Town Council's eligibility to exercise the general power of competence in accordance with the Parish Council's (General Power of Competence)(Prescribed Conditions) Order 2012. The Town Clerk assured Members that the Council met the required criteria that at least two thirds of its Members were elected, the Town Clerk possessed two of the required qualifications (CiLCA and the Certificate of Higher Education in Local Policy) and had received relevant training.

It was therefore **PROPOSED, SECONDED and unanimously AGREED that the Town Council was eligible to exercise the power of general competence.**

16) SCHEDULE OF FUTURE MEETINGS

It was **PROPOSED, SECONDED and AGREED** that the following dates be **APPROVED**:

	MAY 2017	JUNE 2017	JULY 2017	AUG 2017	SEPT 2017	OCT 2017	NOV 2017	DEC 2017	JAN 2018	FEB 2018	MAR 2018	APRIL 2018	MAY 2018
TOWN COUNCIL <i>Thursday</i> <i>Re-convened</i>	AT CM 11 18	1	6		7	5	2	7	11	1	1	5	AT CM 3 10
PLANNING & ENVIRONMENT COMMITTEE <i>Tuesday</i>	30		4	1	5	3 31		5	9 30	27		3	1
FINANCE & RESOURCES MANAGEMENT COMMITTEE <i>Tuesday</i>		27	25		26	24	28		23	20	27	24	
GASKELL RECREATION GROUND (charity) <i>Thursday</i>		15						14					
COOKE CLOCK (charity) <i>Thursday</i>								1					
ANNUAL TOWN MEETING <i>Thursday</i>											8		

In addition, the Chairman PROPOSED and, after being SECONDED, it was **AGREED** that an additional meeting be held to consider applications for co-option on Friday 26 May 2017 at 11 am. It was further PROPOSED, SECONDED and **AGREED** that the Appeals Panel would meet on Thursday 25 May 2017 at 2 pm.

17) TOWN CLERK'S REPORT

Members received a written report from the Town Clerk on outstanding matters and action taken since the last Council meeting.

It was PROPOSED, SECONDED and AGREED that the Town Clerk's report be NOTED.

The Town Clerk also reported that she had been asked whether the Town Council had any objections to the Safer Roads Partnership carrying speed checks at the following locations:

- Farley Road – entrance to the old windmill field
- Bridgnorth Road – outside 14 and 15 (near to the concrete bollards)
- Stretton Road – outside no. 25

The Town Clerk also reported that she had received 3 applications for co-option.

It was PROPOSED, SECONDED and AGREED:

- i. **That the report be NOTED.**
- ii. **No objection to the speed checks and that New Road through to the Farley Road should be included.**

18) DEVOLVED SERVICES

- a) Members were informed that there had been a delay to the library refurbishment although it was still planned to go ahead. Repointing and re-plastering was required and other work may be identified once work commenced. In addition the current electric storage heater was dangerous and another heater may need to be replaced.

It was PROPOSED, SECONDED and AGREED that:

- i. **Shropshire Council's solicitor should prepare the documents concerning the library.**
 - ii. **The cost for necessary remedial work to the library would be taken from the Council's property budget.**
 - iii. **The Town Council should reclaim the cost of £1,250 from Shropshire Council for professional fees.**
- b) Members considered an offer from Shropshire Council to take on a freehold transfer of an extra piece of the old railway line in Much Wenlock, located close to land at Havelock Crescent.
It was PROPOSED, SECONDED and AGREED that this should be discussed at the next Devolved Services Working Group meeting.
 - c) Members considered for approval a Funding Agreement between Shropshire Council and Much Wenlock Town Council.
It was PROPOSED, SECONDED and AGREED that the Funding Agreement should be discussed further at the next meeting of the Devolved Services Working Group.
 - d) Members considered for approval a draft Library Licence.
It was PROPOSED, SECONDED and AGREED that the Library Licence be APPROVED.

19) FINANCE AND INTERNAL AUDIT

- a) Members received income and expenditure from 1 April 2016 to 31 March 2017.
It was PROPOSED, SECONDED and AGREED that the income and expenditure from 1 April 2016 to 31 March 2017 be NOTED.
- b) Members considered for approval the Annual Governance Statement in Section 1 of the 2016/2017 Annual Return.
It was PROPOSED, SECONDED and unanimously AGREED that the Town Council had ensured that there is a sound system of internal control, including the preparation of the accounting statements, in accordance with Section 1 of the Annual Return.
- c) Members considered for approval the Accounting Statement 2016/2017 in Section 2 of the Annual Return for 2016/2017 and associated year-end information.
It was unanimously AGREED that the income and expenditure for the financial year from 1 April 2016 to 31 March 2017 contained within Section 2 of the Annual Return be APPROVED.

20) COMMUNITY LED AFFORDABLE HOUSING PROJECT

Members considered an invitation from the Shropshire Housing Group to nominate 2 people to represent the Town Council on the Much Wenlock Community Led Housing Project Board. The Chairman proposed that a member of the Planning & Environment Committee should attend a meeting of the Broad to report back to the Committee and the Town Council as to whether there should be any Town Council representation on the Project Board.

Cllr. Yvonne Holyoak declared an interest as a community member on the Project Board.

It was PROPOSED, SECONDED and AGREED that Cllr. Milner Whiteman would attend the next meeting of the Project Board and report back to the Planning & Environment Committee and the Town Council as to whether it was necessary for Town Council representation on the Board.

21) ON-STREET TRADERS – RESCISSION OF DECISION

In accordance with Standing Order no. 7a Members considered a proposal by Cllr. Milner Whiteman to rescind the following decision made at a Town Council meeting held on 6 April 2017: *“Any one trader can have one pitch on the Square, once per week only, and people trading in Much Wenlock (local shops any businesses) can have a stall on the Square, once per week only, free of charge”* (minute no. 20). The proposal was supported by Cllr. Herbert Harper and Cllr. Mary Hill.

Cllr. Whiteman felt that the Town Council should be encouraging market traders to come to the town, especially the cheese man, and not restricting their attendance.

It was PROPOSED, SECONDED and AGREED that the decision be rescinded.

22) CONSULTATION

There was no consultation for consideration.

NOTED.

23) CORRESPONDENCE

The following correspondence was received:

- a) Shropshire Association of Local Councils (SALC) information bulletins and other information sent to Members via email.
- b) Minutes from a meeting of The Shropshire Council and Shropshire Association of Local Councils Town & Parish Forum Held On 27 February 2017.
- c) Information concerning “Battle’s Over, a Nation’s Tribute” on 11 November 2018.

NOTED.

24) PLANNING

- a) There were no planning applications referred by the Planning & Environment Committee to the Town Council or to Shropshire Councillor David Turner.

NOTED.

- b) Cllr. Mary Hill, on behalf of the Planning & Environment Committee, informed Members that there was nothing of significance to report.

NOTED.

At this point in the meeting it was **PROPOSED, SECONDED** and unanimously **AGREED** to revoke Standing Order no: 3w and continue with the meeting.

25) SOCIAL MEDIA

Members considered for approval how future social media should be undertaken that was currently undertaken by a contractor.

It was PROPOSED, SECONDED and AGREED that this be deferred to the next meeting.

26) WHEATLAND CARE HOME

Cllr. Mary Hill informed Members that she had been approached by someone from the Wheatland Care Home who was encouraging links with the Town Council because they were trying to interact much more with the community to raise awareness of their events. The Care Home has a field to the rear of the building which could be used for allotments. The Town Council was running out of grave spaces and would probably have to recover the cemetery field currently used by the Allotments Society. Cllr. Hill had agreed to meet with the chairman of the Allotments Society to discuss the prospect of this land being used for allotments and to discuss forming links with the community.

It was PROPOSED, SECONDED and AGREED that Cllr. Mary Hill would meet with the Chairman of the Allotments Society and report back to the next Town Council meeting.

27) AGENDA ITEMS FOR THE NEXT TOWN COUNCIL MEETING

It was **AGREED** that Members should contact the Town Clerk if they wanted any items included for discussion at the next meeting.

28) DATE OF NEXT MEETING

It was **NOTED** that the next meeting would take place on Friday 26 May 2017 for the co-option of a Town Councillor followed by the ordinary Town Council meeting on Thursday 1 June 2017.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED**, **SECONDED** and **RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

29) VOLUNTEER ARCHIVIST

Members considered for approval a proposal to appoint a volunteer archivist. Members were informed that Bob May had been thanked for his work as a former volunteer archivist.

It was PROPOSED, SECONDED and AGREED that Linda West be appointed as a volunteer archivist but on condition that she does not publish any of the Council's archives.

30) STAFFING

- a) Members were informed that an appeal had been lodged against a decision of the Council's Discipline and Grievance Panel, and that a budget needed to be approved for the provision of assistance and advice to an absent member of staff in accordance with the Town Council's Duty of Care.

It was PROPOSED, SECONDED and unanimously AGREED that the appeal be heard by the Appeals Panel and that a budget of £2,000 be set aside to pay for occupational health advice.

- b) Members considered legal advice received in connection with an outstanding complaint lodged by a councillor against a member of staff who had lodged a grievance, part of which had been upheld. Legal advice stated that the Town Council is not a corporate body capable of dealing with such an allegation made by the councillor. The Council was advised that to reprimand the member of staff would have serious employment consequences to the Town Council.

It was **PROPOSED** and **SECONDED** that the complainant be informed that following legal advice the Much Wenlock Town Council will not instigate any complaint process against the member of staff concerned in relation to this complaint and that the findings of the investigation carried out into the grievance made by the member of staff cannot support such a complaint.

After being put to the vote with five votes in favour, one against and four abstentions; **the proposal was AGREED. It was further AGREED that it should be made clear to the complainant that this matter is closed and the Town Council's decision is final on this matter.**

The meeting closed at 21:25.

Signed.....

Date.....

Cllr. Graham Edgcumbe Venning
Town Mayor