

MUCH WENLOCK TOWN COUNCIL

Minutes of the re-convened
ANNUAL TOWN COUNCIL MEETING
 held at The Guildhall, Much Wenlock
 7 pm on Thursday 15 May 2014

PRESENT:

Cllr. Mary Hill (Chairman), Cllr. Robin Bennett, Cllr. Kevin Hadley, Cllr. Bert Harper, Cllr. Yvonne Holyoak, and Cllr. Milner Whiteman OBE.

TOWN CLERK:

Sharon Clayton

IN ATTENDANCE:

Cllr. David Turner – Shropshire Council
 1 Member of the public

1) CHAIRMAN'S WELCOME

The Mayor welcomed everyone to the meeting.

2) APOLOGIES FOR ABSENCE

COUNCILLOR	REASON
Richard Kitchen	Holiday
Dafydd Jenkins	Work commitments
Joffrey Watson	Family problems

These apologies were **ACCEPTED**.

Apologies were also received from Cllr. Milner Whiteman who would be late.

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.

Cllr. Milner Whiteman declared an interest as a Director of William Brookes School.

4) DISPENSATIONS

None requested.

5) REPORT FROM SHROPSHIRE COUNCIL

Cllr. David Turner congratulated Cllr. Mary Hill on her appointment as Mayor, thanked the Council for inviting him to the meeting, and presented a verbal report as follows:

- He hoped that the Town Council would agree to accept Shropshire Council's offer of the Youth Club building.
- In 2013, the Arms Length Management Organisation (ALMO), Shropshire Towns and Rural Housing Ltd., took responsibility for the management of all 4,200 Shropshire Council owned homes in the Oswestry & Bridgnorth areas. The ALMO carries out an annual estate walkabout and one would take place in Much Wenlock on 29 May 2014 and residents and town councillors were welcome to join in.
- Following the closure of the B4373 to enable gas pipeline works Shropshire Council has fined Balfour Beattie £100,000 for not completing the work on time. The money was to be spent on highway upgrades, the largest part of which was to be spent on Merrywell Lane.

- The A4169 at Sheinton Street has to be closed in order that Severn Trent Water can carry out sewer repairs at the narrowest point of the road. The work has to be done before July and a meeting to discuss this would take place at the Corn Exchange on 21 May 2014.
- Cllr. Turner had asked to speak at the Hearing of Landowner Fertiliser Factory on 3 June 2014. He wanted to express concern about the safety of local residents and the wider implications of non-compliance with the Anti-Pollution Works Notice.
- The result of the Neighbourhood Plan referendum would be known on 23 May 2014 as would the result for Strumpshaw and Woburn Sands. The fourteen that have already taken place across England have all received a "Yes" vote with the levels of approval varying between 74% and 96%.
- Cllr. Turner and Philip Dunne MP had conducted a survey in March and April and the majority of those who responded had indicated that they were in favour of the principle of a locally prepared Neighbourhood Plan to determine where and how much development should take place in the area. The survey also revealed that the majority of respondents disapproved of large wind turbines and that broadband speeds were slow and mobile phone reception was poor. There was also a strong consensus in favour of the Shropshire Council Tax freeze and Shropshire Council spending cuts focused on reducing administration costs.
- Cllr. Turner's next advice surgery would take place at Brockton C of E Primary School on 24 May.

It was **RESOLVED** that the report be **NOTED**.

6) PUBLIC PARTICIPATION

There were no requests to speak.

7) MINUTES

- a) The minutes of a Town Council meeting held on 3 April 2014 were **APPROVED**.
It was RESOLVED that the minutes be signed and ADOPTED as a true record.
- b) The minutes of a Planning & Environment Committee meeting held on 4 March 2014 were **NOTED** and **ADOPTED**.
- c) The minutes of a Finance & Resources Committee meeting held on 11 March 2014 were **NOTED** and **ADOPTED**.
- d) The minutes of a Personnel Committee meeting held on 22 August 2013 were **NOTED** and **ADOPTED**.

8) TOWN CLERK'S REPORT

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

The Town Clerk informed Members that:

- The Casual Vacancy following the resignation of Sally Chapman had been advertised and a valid request for an election had been received by Shropshire Council. If contested a bi-election would be held on Thursday 26 June 2014. The publication of the notice of election would not be displayed until 21 May and, once the notice was displayed Shropshire Council would issue nomination packs. Shropshire Council had not presently received any requests from prospective candidates. The calling of a by-election would be confirmed following the deadline for nominations/withdrawals at 4 pm on 30 May 2014.
- Phil Hipkiss had also resigned although this casual vacancy could not be filled at the same time of the election called following the resignation of Sally Chapman since the notice of this vacancy was outside the time frame for the election period already published.
- The planned visit of Nick Boles MP on 19 June 2014 had been cancelled and was to be re-scheduled to take place when the Minister was next in the area.
- A public meeting was to take place at the Priory Hall on Wednesday 21 May 2014 between 7.30 and 8.30 pm at which Shropshire Council's Flood and Water Manager would be present to answer questions on the proposed schemes to build two attenuation area above the town to reduce flood risk.

It was **RESOLVED** that the Town Clerk's report be **NOTED**.

- b) Members received the minutes from a Market Town Clerk's meeting held on 7 April 2014.
It was RESOLVED that the report be NOTED.

9) APPOINTMENT OF COMMITTEES/WORKING GROUPS

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following be appointed:

COMMITTEE/ WORKING GROUPS	REMIT	NUMBER OF MEMBERS	MEMBERSHIP
Planning & Environment	To respond to planning and environmental matters	6	Councillors: Kevin Hadley, Bert Harper, Mary Hill, Yvonne Holyoak, Dafydd Jenkins, Milner Whiteman
Finance & Resources	To deal with financial matters and responsibility for maintenance of the Town Council's property	5	Councillors: Robin Bennett, Mary Hill, Yvonne Holyoak, Richard Kitchen, Milner Whiteman
Personnel	To appoint staff (other than the Town Clerk) with responsibility for all employment issues, and the Town Clerk's appraisal	4	Councillors: Kevin Hadley, Bert Harper, Mary Hill, Milner Whiteman
Discipline & Grievance	To deal with disciplinary matters	3	Councillors: Mary Hill, Kevin Hadley, Yvonne Holyoak
Appeals	To deal with appeals following an appeal against a disciplinary and grievance matter	3	Councillors: Robin Bennett, Bert Harper, Richard Kitchen
WW1 Working Group	To work with partners to commemorate the Great War	2	Councillors: Mary Hill, Richard Kitchen
Gaskell Recreation Ground Operational Working Group	To deal with the day-to-day management of the Gaskell Recreation Ground	4	Councillors Bert Harper, Yvonne Holyoak Plus two representatives from Wenlock Estates to be confirmed by the Gaskell Recreation Ground Board of Management.

10) REVIEW OF COMMITTEE TERMS OF REFERENCE

Members considered for approval the draft Terms of Reference for the following:

COMMITTEE/WORKING GROUP	GENERAL TERMS OF REFERENCE
Planning & Environment	Delegated authority to respond to planning and environmental matters and to monitor and review the Neighbourhood Plan.
Finance & Resources	<ul style="list-style-type: none"> ☞ Delegated authority to deal with financial matters and responsibility for maintenance of the Town Council's property. ☞ To meet monthly on a Tuesday. ☞ To vire funds between budget headings except from reserves which must have approval from the Town Council. ☞ To award contracts up to £10,000.
Personnel	Delegated authority to appoint staff (other than the Town Clerk) and responsibility for all employment issues, and the Town Clerk's appraisal.
Discipline & Grievance	Delegated authority to deal with disciplinary matters.
Appeals	Delegated authority to decide on appeals following an appeal against a disciplinary and grievance matter.
Gaskell Recreation Ground Operational Working Group	Delegated authority for the day-to-day management of the Gaskell Recreation Ground.

It was **PROPOSED**, **SECONDED** and **RESOLVED** that, following agreed amendments:

- i. **The Terms of Reference be APPROVED.**
- ii. **The draft Terms of Reference for the Gaskell Recreation Ground Board of Management Operational Working Group be recommended by the Town Council for approval and adoption by the Gaskell Recreation Ground Board of Management.**
- iii. **That no councillor should be appointed as Chairman unless they have received appropriate Town Councillor training.**

11) REVIEW OF THE COUNCIL'S POLICIES AND PROCEDURES

The Town Clerk informed Members that the Financial Regulations, as reviewed and recommended by NALC, were still being reviewed by the Town Clerk and would be presented for approval at a future Town Council meeting.

Members considered for approval the following:

- a) Standing Orders
- b) Code of Practice
- c) Data Protection Policy
- d) Communications Policy
- e) Publication Scheme

It was **PROPOSED**, **SECONDED** and **RESOLVED** that, following the agreed amendments, the Town Council's adopted policies and procedures be **APPROVED**:

Cllr. Milner Whiteman arrived at this point in the meeting.

12) GASKELL RECREATION GROUND

- a) Members considered for approval a draft Constitution for the Gaskell Recreation Ground Board of Management for recommendation to the Board. A review was necessary due to the change in management responsibilities and termination of the Joint Use Agreement.

It was **RESOLVED** that, following agreed amendments, the draft Constitution should be recommended to the Gaskell Recreation Ground Board of Management for approval and adoption.

- b) Members considered for approval a draft Management Agreement between the Gaskell Recreation Ground Board of Management and the Town Council.

It was **RESOLVED** that the draft Management Agreement be referred to the Gaskell Recreation Ground Operational Working Group for consideration.

13) APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND ORGANISATIONS

It was **PROPOSED**, **SECONDED** and **RESOLVED** that representatives be appointed as follows:

ORGANISATION	REPRESENTATIVE(S)
Bridgnorth Area Tourism Action Group	Cllr. Richard Kitchen
Bridgnorth & Shifnal Area Committee of parish and town councils	Cllr. Mary Hill and Cllr. Milner Whiteman
Community Flood Action Group	Cllr. Bert Harper and Cllr. Kevin Hadley
John L Edwards Trust	Cllr. Joffrey Watson
Local Joint Committee	Cllr. Mary Hill and Cllr. Yvonne Holyoak
Much Wenlock Almshouses	Cllr. Kevin Hadley
Much Wenlock Leisure Centre User Group	Cllr. Yvonne Holyoak
PACT	Cllr. Robin Bennett
Priory Hall Management Committee	Cllr. Yvonne Holyoak
Shropshire Council Emergency Planning	Cllr. Bert Harper
Local Joint Committee	Cllr. Mary Hill and Cllr. Yvonne Holyoak

14) DATES FOR FUTURE MEETINGS

It was **PROPOSED**, **SECONDED** and **RESOLVED** that the following dates for future meetings be **APPROVED**:

FINANCE	PLANNING & ENVIRONMENT	TOWN COUNCIL	OTHER
Tuesday commencing at 5.30 pm	Tuesday commencing at 6 pm	Thursday commencing at 7 pm	
27 May 2014	3 June 2014	5 June 2014	Gaskell Recreation Ground Board of Management 19 June 2014
24 June 2014	1 July 2014	3 July 2014	
29 July 2014	5 August 2014	No meeting in August 2014	

FINANCE Tuesday commencing at 5.30 pm	PLANNING & ENVIRONMENT Tuesday commencing at 6 pm	TOWN COUNCIL Thursday commencing at 7 pm	OTHER
No meeting in August 2014	2 September 2014	4 September 2014	
23 September 2014	30 September 2014	2 October 2014	
28 October 2014	4 November 2014	6 November 2014	
25 November 2014	2 December 2014	4 December 2014	
16 December 2014	6 January 2015	15 January 2015	
27 January 2015	3 February 2015	5 February 2015	
24 February 2015	3 March 2015	5 March 2015	
			Thursday 12 March 2015 Annual Town Meeting
24 March 2015	31 March 2015	2 April 2015	
28 April 2015	5 May 2015	7 May 2015*	*Annual Town Council Meeting
		10 May 2015	Sunday Civic Service
		14 May 2015*	*Re-convened Annual Town Council Meeting

15) REVIEW OF ASSETS

Members considered an inventory of the Council's land and assets.

It was RESOLVED that the inventory of the Council's land and assets be NOTED.

16) REVIEW OF SUBSCRIPTIONS

Members considered for approval the renewal of the following annual subscriptions:

- a) LCR – the official magazine of the National Association of Local Councils (NALC).

It was RESOLVED that the annual subscription of £17 be APPROVED.

- b) SALC - a support organisation and representative body for parish and town councils across Shropshire and Telford & Wrekin.

It was RESOLVED that the annual subscription of £855.21 be APPROVED.

17) APPROVAL OF MAYOR'S ALLOWANCE

Members considered for approval that, in pursuance of LGA 1972 Section 15(5), the Mayor should receive an allowance of £900 for the ensuing Mayoral year.

It was RESOLVED that the Mayor's allowance of £900 for the 2014/2015 fiscal year be APPROVED.

18) FINANCE

Members considered the following for approval:

- a) Income of £19,233.97 and expenditure of £29,190.15 for April 2014.

It was RESOLVED that the income and expenditure for April 2014 be APPROVED.

- b) The year-end accounts for external audit.

It was RESOLVED that the accounts for the financial year from 1 April 2013 to 31 March 2014 contained within the Annual Return, Sections 1 and 2, be APPROVED.

19) FLOOD REPORT

Members received information concerning the flood alert and monitoring system recently installed at the Pound. The equipment was installed with grant funding from the LJC and will provide useful data about the way the river responds to rain events. This information will be used to help reduce flood risk in the town.

It was RESOLVED that the information be NOTED.

20) MUCH WENLOCK LEISURE CENTRE

Members received a written report from the manager of Much Wenlock Leisure Centre which outlined the activities and usage of the facility.

It was RESOLVED that the report be NOTED.

21) INTERNAL AUDIT REPORT

Members considered for approval the following recommendations following the Internal Audit carried out in February 2014:

- a) Virements should not allow for funds to be withdrawn from the budget for staff costs.
It was RESOLVED that funds should not be withdrawn from the budget for staff costs.
- b) The Finance & Resource Committee's delegated power to transfer funds from reserves should be limited to an agreed amount before requiring approval from the Town Council.
It was RESOLVED that funds should not be taken from reserves without approval from the Town Council.
- c) The Town Council should consider whether the Finance & Resources Committee should have the power to renew contracts.
It was RESOLVED that the Committee should not award contracts above £10,000.
- d) To note the Internal Auditor's comments concerning the Cooke Clock, the markets, The Corn Exchange, the Gaskell Recreation Ground, and the cemetery.
It was RESOLVED to NOTE the Internal Auditor's comments.
- e) To consider the provision of a map of grave spaces being given to the grave digger.
It was RESOLVED that this be discussed further at the next meeting.
- f) The Finance & Resource Committee should check the receipt book for burial plot and memorial purchases and internal costs.
It was RESOLVED that the Finance & Resource Committee should be responsible for checking income from burials and memorials.
- g) The Council should consider the purchase of software for the administration of the cemetery.
It was RESOLVED that this should be considered at a future meeting.
- h) The Council should consider whether some visual security system is needed to protect its assets and staff at the Guildhall because the Council is exposed to high risk when the building is occupied without supervision.
It was RESOLVED to NOTE the Internal Auditor's comments.
- i) The Council should consider introducing a 'preferred contractor' scheme.
It was RESOLVED to NOTE the Internal Auditor's comment.

22) GUILDHALL

Members considered for approval closing the Guildhall to visitors whilst the Wenlock Festival held a meeting during Guildhall opening hours.

It was PROPOSED, SECONDED and RESOLVED that the Guildhall be closed for the meeting and that the Guildhall staff be paid their normal working hours.

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

23) BUNTING FOR THE WENLOCK FESTIVAL

Cllr. Yvonne Holyoak proposed that permission be granted for bunting to be hung in the Square and the Corn Exchange for the Wenlock Festival.

It was PROPOSED, SECONDED and RESOLVED that permission be granted.

24) OBSTRUCTIVE PARKING NEAR QUEEN STREET BUS STOP

Cllr. Milner Whiteman proposed that the Town Council should ask Shropshire Council to install double yellow lines to prevent obstructive parking at Queen Street bus stop which made it difficult for buses to manoeuvre.

It was PROPOSED, SECONDED and RESOLVED that Shropshire Council be asked to install double yellow lines at strategic places near Queen Street bus stop.

25) PUBLIC DEFIBRILLATOR

Cllr. Robin Bennett gave a verbal report on the siting of a public defibrillator. Nearly £4,000 had been raised to buy another kit and defibrillator as well as a public defibrillator to be installed in the town. It was thought that the Fire Station would be the best place for it to be situated.

It was RESOLVED that the report be NOTED.

26) MOBILE PHONE COVERAGE

Cllr. Robin Bennett gave a verbal update on mobile phone coverage and broadband. He had contacted all of the networks to ask if they would like to install a telephone mast but no-one was interested. Broseley Town Council had suggested that the Town Council should join forces to get a project off the ground.

It was RESOLVED that the report be NOTED.

27) PLANNING

There were no planning matters referred by the Planning and Environment Committee for consideration by the Town Council.

28) CORRESPONDENCE

The following correspondence was received:

- a) SALC information bulletin and other information – emailed to Members.
- b) Letter and information booklet from Much Wenlock Tree Forum.
- c) Update from the Environment Agency concerning the Notice served on Landowner Liquid Fertilisers/Quality Liquid Feeds.

It was **RESOLVED** that the correspondence be **NOTED**.

29) CONSULTATION

There was no consultation received for consideration.

30) NEIGHBOURHOOD PLAN REFERENDUM

Members were invited to attend the Neighbourhood Plan Referendum Count as Counting Observers on Friday 23 May 2014.

It was **RESOLVED** that Cllr. Milner Whiteman, Cllr. Kevin Hadley and Cllr. Mary Hill would attend.

31) AGENDA ITEMS FOR NEXT TOWN COUNCIL MEETING

It was **AGREED** that the following items should be included on the next agenda:

- The cemetery

32) DATE OF NEXT MEETING

It was **NOTED** that the next meeting would take place on Thursday 5 June 2014 commencing 7 p.m. at the Guildhall.

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.

33) GUILDHALL LEAFLETS

Members considered a quote for professionally printed Guildhall leaflets.

It was **PROPOSED, SECONDED and RESOLVED** that the leaflets be printed at a cost of £199.99 for 2,500.

34) YOUTH CLUB BUILDING AND THE GASKELL RECREATION GROUND

- a) Members received a written report on a recent meeting with Shropshire Council and William Brookes School followed by a verbal update.

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

- b) Members considered for approval that the Town Council accepts Shropshire Council's offer.

It was **PROPOSED, SECONDED and RESOLVED** that the decision should be made in open session.

The meeting continued in open session.

It was **PROPOSED, SECONDED and RESOLVED** that:

- i. The vote be recorded.
- ii. With four votes in favour and two votes against (Cllr. Bert Harper and Cllr. Yvonne Holyoak) the Town Council should offer a letter of intent, as per the conditions set out in Shropshire Council's letter, subject to an independent building and drainage survey being carried out at cost to Shropshire Council.

The meeting closed at 22.06.

Signed.....
Town Mayor

Date.....