

MUCH WENLOCK TOWN COUNCIL

Minutes of the re-convened
ANNUAL TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
7 pm on Thursday 17 May 2018

Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Adam Davy, Cllr. Herbert Harper, Cllr. Mary Hill, Cllr. Yvonne Holyoak, Cllr. Dafydd Jenkins, Cllr. Kate Southan, Cllr. Marcus Themans, Cllr. Daniel Thomas, Cllr. Allan Walter and Cllr. Milner Whiteman OBE.

Town Clerk:

Sharon Clayton

In attendance:

Cllr. David Turner – Shropshire Council
The Mayoress
6 members of the public

1) Chairman's welcome

The Chairman welcomed everyone to the meeting and gave a special welcome to the two newly elected Members, Kate Southan and Daniel Thomas. He invited both to give a short introduction about themselves.

The Chairman proposed that, on behalf of the people of Much Wenlock, the Town Council should send best wishes to Prince Henry and Megan Markle to congratulate them on their forthcoming wedding on Saturday 19 May 2018. After being seconded it was unanimously agreed that a letter of congratulations should be sent to Prince Henry and Megan Markle.

The Chairman invited Cllr. Milner Whiteman to pay respects to the late John Simpson, a former Mayor and Town Councillor for five years who had recently died. During his time John had helped to revive the Wenlock Olympian Society of which he had been a long-standing committee member. He also carried the Olympic torch through Much Wenlock in 2012. Cllr. Whiteman asked that the Council's condolences be recorded and conveyed to John Simpson's family.

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 declared.

4) Dispensations

None requested.

5) Shropshire Council Report

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

- As part of the Local Plan Review Shropshire Council had released a summary document entitled "Consultation on Preferred Scale and Distribution of Development". Cllr. Turner would be attending a meeting to discuss the sites that had been put forward.
- All homes at Callaughton Ash had been allocated and would be occupied in the next few weeks. Cllr. Turner suggested that the Town Council should consider working with Conexus to help deliver affordable homes for local people.
- The new superfast broadband service was available in more rural areas.
- The EU Leader grant funding of up to £60,000 was available for works to the Gaskell Recreation Ground and Cllr. Turner urged the Town Council to submit quotes as soon as possible since the availability of the funding was time-limited.

- Cllr. Turner had organised an energy advice event for people to find out whether they were on the right tariff.
- Shropshire Council had had an interesting conversation about snow wardens and how members of the public could help clear public footways and other public areas.
- There was a further consultation on Shropshire Council's proposed parking charges.
- People across Shropshire, Telford & Wrekin and mid Wales were to be asked for their views on NHS services in the area and a Future Fit consultation was to be launched at the end of May 2018. Shropshire's LJs would be facilitating these meetings to allow local people to have their say.
- Cllr. Turner's next advice surgery would take place on 9 June 2018.

NOTED

6) Public session

There were no requests to speak.

7) Minutes

- a) The minutes of a Town Council meeting held on 5 April 2018 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.
- b) The minutes of a Planning & Environment Committee meeting held on 3 April 2018 were **NOTED** and **ADOPTED**.
- c) The minutes of Finance & Resources Management Committee meetings held on 23 January 2018 and 22 February 2018 were **NOTED** and **ADOPTED**.
- d) The minutes of the Annual General Meeting of the Thomas Cooke Clock held on 7 December 2017 were **APPROVED** and **ADOPTED**.
- e) The minutes of a meeting of the Annual Town Council meeting held on 3 May 2018 were considered for approval.
It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.

8) 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 AGREED that:

- a) **The Town Clerk's report be NOTED.**
- b) **Action should be taken to remove the rats that had been reported near to the disused toilet block on the Gaskell Recreation Ground.**

9) Review/appointment of committees

- a) Planning & Environment Committee with delegated authority to respond to planning and environmental matters.
It was PROPOSED, SECONDED and AGREED that the following members be appointed:
Cllrs. Herbert Harper, Milner Whiteman, Mary Hill, Dafydd Jenkins, Marcus Themans and Daniel Thomas.
- b) Finance & Asset Management Committee with delegated authority to deal with financial matters and management of the Council's assets.
It was PROPOSED, SECONDED and AGREED that the following members be appointed:
Cllrs. Graham Edgumbe Venning, Yvonne Holyoak, Kate Southan, Adam Davy, Marcus Themans and Allan Walter.
- c) HR Committee with responsibility for personnel matters.
It was PROPOSED, SECONDED and AGREED that the following members be appointed:
Cllrs. Graham Edgumbe Venning, Daniel Thomas and Allan Walter.

10) Review/appointment of panels

- a) Discipline & Grievance Panel
It was PROPOSED, SECONDED and AGREED that the following members be appointed:
Cllrs. Herbert Harper, Mary Hill and Kate Southan.
- b) Appeals Panel
It was PROPOSED, SECONDED and AGREED that this Panel need not be appointed unless there was a discipline and grievance matter to deal with.

11) Review/appointment of Working Groups and Task & Finish Groups

- a) Friends of the Cemetery Working Group

**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllrs. Mary Hill, Kate Southan and Dafydd Jenkins.**

- b) The 'Battle's Over' Task & Finish Group
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllrs. Herbert Harper, Mary Hill, Allan Walter and Daniel Thomas.**
- c) The Charter Celebrations Task Finish Group
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllrs. Milner Whiteman, Mary Hill and Allan Walter.**
- d) The History Working Group
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllr. Mary Hill, Allan Walter and Daniel Thomas.**
- e) Media, Marketing and Tourism
**It was PROPOSED, SECONDED and AGREED that the following Members be appointed:
Cllrs. Graham Edgcumbe Venning, Kate Southan and Adam Davy.**

12) Review/appointment of representatives on the following:

- a) Bridgnorth and Shifnal Local Area Committee
It was PROPOSED, SECONDED and AGREED that Cllr. Mary Hill and Cllr. Yvonne Holyoak represent the Town Council.
- b) Local Joint Committee
It was PROPOSED, SECONDED and AGREED that Cllr. Yvonne Holyoak represent the Town Council.
- c) Much Wenlock Almshouses
It was PROPOSED, SECONDED and AGREED that Trevor Childs be nominated for a term of 4 years.
- d) Shropshire Council Emergency Planning
It was PROPOSED, SECONDED and AGREED that Cllr. Herbert Harper represent the Town Council.
- e) John L Edwards Trust
It was PROPOSED, SECONDED and AGREED that Cllr. Allan Walter represent the Town Council.
- f) Shropshire Hills Destination Partnership
It was PROPOSED, SECONDED and AGREED that Cllr. Adam Davy represent the Town Council.
- g) Connexus
It was PROPOSED, SECONDED and AGREED that Cllr. Milner Whiteman and Cllr. Yvonne Holyoak should represent the Town Council on Connexus.
- h) Priory Hall Management Committee
There were no nominations.

13) Review of Terms of Reference

- a) Friends of the Cemetery Working Group
It was PROPOSED, SECONDED and AGREED that the Terms of Reference be APPROVED.
- b) The 'Battle's Over' Task & Finish Group
It was PROPOSED, SECONDED and AGREED that the Terms of Reference be APPROVED.
- c) Charter Celebrations Task & Finish Group
It was PROPOSED, SECONDED and AGREED that the Terms of Reference be APPROVED.
- d) History Working Group
It was PROPOSED, SECONDED and AGREED that the Terms of Reference be APPROVED.

14) Review/adoption of the following

- a) Standing Orders
It was PROPOSED, SECONDED and AGREED that the revised Standing Orders be APPROVED and ADOPTED.
- b) Financial Regulations
It was PROPOSED, SECONDED and AGREED that the revised Financial Regulations be APPROVED and ADOPTED.
- c) Complaints Procedure
It was PROPOSED, SECONDED and AGREED that the Complaints Procedure be APPROVED.
- d) Publication Scheme
It was PROPOSED, SECONDED and AGREED that the revised Publication Scheme be APPROVED.
- e) Media Policy
It was PROPOSED, SECONDED and AGREED that the Media Policy be APPROVED and ADOPTED.
- f) Draft General Privacy Notice
It was PROPOSED, SECONDED and AGREED that Privacy Notice be APPROVED and ADOPTED.
- g) Draft Privacy Notice for Staff and Councillors
It was PROPOSED, SECONDED and AGREED that the Privacy Notice for Staff and Councillors be APPROVED and ADOPTED.
- h) Draft Terms and Conditions for the Town Council's website
It was PROPOSED, SECONDED and AGREED that, with the addition of further agreed terms, the Terms and Conditions for the Town Council's website be APPROVED and ADOPTED.

15) Schedule of future meetings

Members considered for approval the schedule of meetings for the ensuing council year.

It was PROPOSED, SECONDED and AGREED that the schedule of meeting for the ensuing council year be APPROVED.

16) Financial matters

- a) Members received income and expenditure from 1 April 2017 to 31 March 2018.
It was PROPOSED, SECONDED and AGREED that the income and expenditure from 1 April 2017 to 31 March 2018 be NOTED.
- b) Members received the charity accounts from 1 April 2017 to 31 March 2018.
It was PROPOSED, SECONDED and AGREED that the charity accounts from 1 April 2017 to 31 March 2018 be NOTED.
- c) Members considered for approval the use of variable direct debits and BACS payments.
It was PROPOSED, SECONDED and AGREED that the use of variable direct debits and BACS payments should continue and monitored by the Finance & Asset Management Committee.
- d) Members considered for approval the allocation of the Neighbourhood Fund received in the financial year of 2018-2019 which was a total of £975.13.
It was PROPOSED, SECONDED and AGREED that £975.13 should be allocated towards the cost of drainage works on the Gaskell Recreation Ground.

17) Annual Governance and Accountability Return 2017/2018

- a) Members considered for approval the annual internal audit report for the financial year 1 April 2017 to 31 March 2018 as required by the external auditor.
It was PROPOSED, SECONDED and AGREED that the annual internal audit report for the 2017/2018 financial year be APPROVED.
- b) Members considered for approval the Annual Governance Statement 2017/2018.
It was PROPOSED, SECONDED and AGREED that the Town Council has a sound system of internal control, including arrangements for the preparation of the Accounting Statements and that the Annual Governance Statement for the 2017/2018 financial year be APPROVED.

- c) Members considered for approval the Accounting Statement for 2017/2018.

It was PROPOSED, SECONDED and AGREED that, for the year ended 31 March 2018, the Accounting Statements in the Annual Governance and Accountability Return presents fairly the financial position of the Town Council and its income and expenditure and that the Accounting Statements for 2017/2018 be APPROVED.

18) Tablets

Members considered for approval the purchase of tablets for councillors to use for Town Council business, especially for receiving supporting documents for Town Council meetings.

It was PROPOSED, SECONDED and AGREED that the financial implications for purchasing tablets be investigated and considered at the next town council meeting.

19) Charter celebrations

Members received an update from the charter Celebration Task and Finish Group on their progress with plans to celebrate the 550th anniversary of the granting of the Borough of Wenlock Charter. Catherine, Lady Forester had agreed to be the Patron and to attend the celebration event that was to be held at the Priory Hall on Saturday 17 November 2018. An Honorary Research Fellow from the Department of History at the University of Birmingham had also agreed to attend the celebration event along with Mary McKenzie from Shropshire Archives. Other activities were planned for the day including street music and Members were asked to approve a budget of £1,250.

It was PROPOSED, SECONDED and AGREED that a budget of £1,250 be APPROVED and that the Town Clerk should seek grant funding to help fund celebratory activities.

20) Loan agreement

Members considered for approval that items on loan to Shropshire Museum should remain in its keeping for the time being.

It was PROPOSED, SECONDED and AGREED that the items on loan should remain with Shropshire Museum.

21) Youth provision

Members received a verbal report from Cllr. Marcus Themans who expressed concern about young people in the town misbehaving and causing a nuisance and upsetting local residents. He suggested that grant funding should be sought that could be used to provide alternative activities for young people and that the Town Council should, in principle, buy-in to preparing a bid for grant funding for youth provision.

It was PROPOSED, SECONDED and AGREED that:

- a) **The Town Council should work with other agencies to seek grant funding to develop a programme for youth provision.**
- b) **The Town Clerk should arrange a meeting with Kerry Rogers to assist in finding funding.**
- c) **An application for funding should be sought from the LJC.**

22) Gaskell Recreation Ground

- a) Members considered for approval the erection of advertising hoardings on the Gaskell Recreation Ground as part of planned works to the ground.

It was PROPOSED, SECONDED and AGREED to grant permission for advertising hoardings to be erected on the Gaskell Recreation Ground as part of planned works to the ground.

- b) Members considered a proposal to use land adjacent to the Gaskell Recreation Ground as a works site and conversion to a car park for users of the ground.

It was PROPOSED, SECONDED and AGREED that this be referred to the charity for consideration.

23) Consultation

Shropshire Council's consultation on proposed charges for off-street car parks.

It was PROPOSED, SECONDED and AGREED that:

- a) **The Town Council should express its disappointment at the proposed short time limit and request that parking for the first 15 minutes should be free of charge.**
- b) **Falcon's Court parking charges should be reduced to encourage more use of this car park.**
- c) **Residents parking permits should be contemporary as with other towns.**
- d) **Further comments might be submitted at a later date.**

24) Correspondence

The following correspondence was received and **NOTED**:

- a) SALC information bulletin and other information sent to Members via email.
- b) EMG Cabinet Report and maintenance briefing report from Shropshire Council.
- c) Notes from a meeting of the Market Town Clerks held on 27 March 2018.

NOTED.

25) Agenda items for the next town council meeting

It was **AGREED** that Members should inform the Town Clerk of any items for inclusion on the next agenda.

26) Date of next meeting

It was **NOTED** that the next meeting would take place on Thursday 7 June 2018

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.

27) Historic buildings

Members considered for approval a quote for a feasibility study of the Council's historic buildings.

It was **PROPOSED, SECONDED and AGREED** that a feasibility study should be carried out at a cost of £4,000.

The meeting closed at 20:54.

Signed.....

Town Mayor

Date.....