



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE
01952 727509
townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

Town Clerk: Sharon Clayton BA (Hons) Fellow SLCC

NOTICE IS HEREBY GIVEN that a meeting of the above named Town Council will be held at the **Guildhall**, Much Wenlock commencing at **7 pm** on Thursday **6 December** 2018 and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed.....
Trudi Barrett BA (Hons)
Locum Town Clerk

Date: 29 November 2018

A G E N D A

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 1998

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may: film, photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. Chairman's Welcome

2. Apologies

To receive apologies for absence

3. Disclosure of Pecuniary Interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members should 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.

4. Dispensations

Requests for dispensation should be in writing, addressed to the Town Clerk and received prior to the meeting.

5. Shropshire Council Report

To receive a verbal report from Shropshire Councillor David Turner on Shropshire Council matters specifically relating to Much Wenlock (for information only).

6. Public Session

At the discretion of the Chairman, members of the public who have given prior written notice to the Town Clerk, may ask questions of the Council concerning matters on the agenda.

7. Minutes

- a) To APPROVE and ADOPT the minutes of a Town Council meeting held on 1 November 2018
- b) To APPROVE and ADOPT the minutes of an Extraordinary Town Council meeting held on 9 November 2018
- c) To ADOPT the minutes of a Planning & Environment Committee meeting held on 2 October 2018
- d) To ADOPT the minutes of a Finance & Asset Management Committee meeting held on 23 October 2018

8. Locum Town Clerk's Report

To receive a written report from the Locum Town Clerk on action taken from the last Town Council meeting.

9. Retirement of Town Clerk

- a) To note that the Town Clerk has given notice that she will retire on 16th December 2018.
- b) To resolve to set up a Recruitment Panel of council members to manage the recruitment process for a new Town Clerk and Responsible Financial Officer and to determine the delegated authority of that committee.

10. Communication Policy

To consider and approve an updated communication policy.

11. Installation of ATM in former Barclays Bank premises

To note that Barclays Bank have re-installed a free to use ATM in the former bank premises at the request of the Town Council.

12. Gaskell Ground Drainage

- a) To note that tenders for the Gaskell Ground drainage project have been received and reviewed by a consultant and members of the Gaskell Ground Management Committee.
- b) To approve the recommendation from the Committee that negotiations proceed with the preferred contractor.
- c) To delegate authority to the Management Committee to negotiate with the contractor to finalise a project price within the Council's allocated budget, for approval by the Town Council.

13. Internal Audit Report

To note that the internal auditor has completed an interim review and to consider recommendations arising from the review.

14. Forward Planning Documents

To note the following documents, which will be updated further by the Finance & Asset Management Committee:

- a) Critical Commitments Strategy 2018 – 2021
- b) Updated Asset Management Plan 2019 – 2021
- c) Updated Forward Plan 2019 – 2021
- d) Updated Action Plan November 2018.

15. Budget 2019/2020

- a) To consider items for inclusion in the budget 2019/2020.
- b) To note that a draft budget will be presented for approval at the January meeting.

16. Shropshire Community Fund Launch

To note a report from Cllr. Harper on the launch of the Shropshire Community Fund on 6 November 2018.

17. Shropshire Local Plan Review – Consultation on Preferred Sites

- a) To note that the consultation period for the Shropshire Local Plan Review – Consultation on Preferred Sites runs from Thursday, 29 November 2018 until Thursday, 31 January 2019.
- b) To consider a recommendation from members of the Planning & Environment Committee to hold an extraordinary full Council meeting on Thursday, 17 January 2019 to review the consultation documents.

18. Consultation

To consider and approve a response to any consultation received.

19. West Mercia Police and Crime Commissioner

- a) To note the summary report of the West Mercia Police and Crime Commissioner's Annual Town and Parish Council Survey 2018.
- b) To note the PCC Newsletter – emailed to Members.

20. Shropshire Council Community Enablement Team

To note that Shropshire Council has announced that redundancy consultation has begun for the community enablement team. It is proposed to recruit a new team of six officers focussed upon Place Plan Development.

21. Shropshire Museums Service Strategy 2018 – 2023

To note the new Shropshire Museums Service Strategy 2018 – 2023 (email copy provided, hard copy on request).

22. Appointment of new Lord Lieutenant

To note that the Queen has appointed Mrs Anna Turner DL as Her Majesty's Lord-Lieutenant of the County of Shropshire to succeed Sir Algernon Heber-Percy KCVO when he retires on 2 January 2019.

23. Christmas Closure

To note that the Council office will be closed for the period 24 December 2018 to 1 January 2019 and will re-open on Wednesday, 2 January 2019.

24. Correspondence

To receive and NOTE the following:

- a) SALC information bulletin and other information – emailed to Members
- b) Leaflet providing an overview of the Shropshire Drug & Alcohol Action Team and the Shropshire Recovery Partnership.

25. Agenda items for next town council meeting

Members are invited to suggest items for inclusion on the agenda for the next meeting

26. Date of next meeting

To NOTE that the next meeting will take place on **10 January 2019**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

27. Barclays Bank

To note an update on the Town Council's negotiations with Barclays Bank

28. Recruitment of new Town Clerk and Responsible Financial Officer (RFO)

- a) To approve the retention of the Locum Town Clerk on the current terms until the recruitment of a new Town Clerk is completed.
- b) To consider the urgent appointment of a temporary RFO until a permanent RFO is appointed and to decide how to address this.