

# MUCH WENLOCK TOWN COUNCIL

Minutes of the re-convened  
**ANNUAL TOWN COUNCIL MEETING**  
held at The Guildhall, Much Wenlock  
7 pm on Tuesday, 9<sup>th</sup> May 2019

**Present:**

Cllr. Edgcumbe Venning, Cllr. Herbert Harper (in the Chair), Cllr. Mary Hill, Cllr. Yvonne Holyoak, Cllr. Daniel Thomas, Cllr. Allan Walter and Cllr. Milner Whiteman OBE.

**Town Clerk:**

Trudi Barrett

**1) Chairman's Welcome**

The Chairman welcomed everyone to the meeting.

**2) Apologies for absence**

Apologies were received from Councillor Davy, Southan and Councillor Themans, who had work commitments, and Cllr. Jenkins, who had a family commitment.

**These apologies were ACCEPTED and AGREED as APPROVED absence.**

**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.

**4) Dispensations**

None requested. It was noted that in November 2018 all Councillors who held accounts with Barclays Bank had been granted dispensations for a period of up to two years to participate in discussions concerning negotiations with Barclays Bank relating to the purchase of 10 High Street, Much Wenlock.

**5) Shropshire Council Report**

Shropshire Councillor, David Turner, gave a verbal report.

He noted that the traffic lights on Sheinton Street had been out of order for a few weeks following an accident and were awaiting repair.

Councillor Turner was asked about a forthcoming meeting concerning Shadwell Quarry. Councillor Turner would be attending a meeting between one of the landowners and the emergency services on 21<sup>st</sup> May at 9.45am at the Fire Station. Any Town Councillors wishing to attend should contact Councillor Turner.

**NOTED****6) Public Session**

None.

**7) Minutes**

- a) The minutes of a Town Council meeting held on 4<sup>th</sup> April 2019 were considered for approval. With the amendment of the date of adoption of the Neighbourhood Plan to 2014 (minute 12a), **it was PROPOSED, SECONDED and RESOLVED that the minutes be signed and APPROVED as a true record.**
- b) The minutes of an extraordinary Town Council meeting held on 16<sup>th</sup> April 2019 were considered for approval. **It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and APPROVED as a true record.**
- c) The minutes of the Annual Town Council meeting held on 2<sup>nd</sup> May 2019 were considered for approval. **It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and APPROVED as a true record.**

27/19

- d) The minutes of Planning & Environment Committee meetings held on 5<sup>th</sup> March and 2<sup>nd</sup> April 2019 were considered for adoption. **It was PROPOSED, SECONDED and RESOLVED that the minutes be ADOPTED as a true record.**

With regard to minute 13d, it was noted that air quality monitors had been requested from Shropshire Council, but the response had been that the air quality in Much Wenlock did not warrant this.

- e) The minutes of a Finance & Asset Management Committee meeting held on 26<sup>th</sup> March 2019 were considered for adoption. **It was PROPOSED, SECONDED and RESOLVED that the minutes be ADOPTED as a true record.**
- f) The minutes of a HR Committee meeting held on 14<sup>th</sup> March 2019 were considered for adoption. **It was PROPOSED, SECONDED and RESOLVED that the minutes be 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 noted that Grange Fencing had generously sponsored a new fence along the boundary of the car park at the rear of the Corn Exchange, supplying and installing the new fencing. The sponsorship would be appropriately publicised and acknowledged.

**NOTED**

#### 9) Review/appointment of committees

- a) Planning & Environment Committee with delegated authority to respond to planning and environmental matters. **It was PROPOSED, SECONDED and RESOLVED that the following members be appointed: Councillors Mary Hill, Yvonne Holyoak, Dafydd Jenkins, Daniel Thomas, Allan Walter and Milner Whiteman.**
- b) **It was PROPOSED, SECONDED and RESOLVED that the Finance & Asset Management Committee with delegated authority to deal with financial matters and the Council's resources, be merged with the HR Committee with delegated authority to deal with personnel matters.**
- c) **It was PROPOSED, SECONDED and RESOLVED that all Councillors be members of the Finance, Asset Management and HR Committee, unless any Councillor wished to opt out of membership.**

#### 10) Review/appointment of panels

- a) Discipline & Grievance Panel  
**It was PROPOSED, SECONDED and RESOLVED that the following members be appointed: Cllrs. Graham Edgcumbe Venning, Mary Hill and Kate Southan.**

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

- a) Friends of the Cemetery Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the following Members be appointed: Cllrs. Mary Hill, Dafydd Jenkins and Kate Southan.**
- b) History Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the following Members be appointed: Cllrs. Mary Hill, Daniel Thomas and Allan Walter.**
- c) Media, Marketing and Tourism Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the following Members be appointed: Cllrs. Adam Davy, Kate Southan, Marcus Themans and Daniel Thomas.**
- d) Barclays Bank Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the following Members be appointed: Cllrs. Graham Edgcumbe Venning, Herbert Harper and Milner Whiteman**
- e) Housing Needs Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the following Members be appointed: Cllrs. Herbert Harper, Mary Hill and Daniel Thomas.**

**12) Review/appointment of representatives on the following**

- a) Bridgnorth and Shifnal Local Area Committee  
**It was PROPOSED, SECONDED and RESOLVED that Cllr. Mary Hill and Cllr. Yvonne Holyoak represent the Town Council.**
- b) Local Joint Committee  
Councillors queried whether the Local Joint Committee was continuing and what form this would take.  
**It was PROPOSED, SECONDED and RESOLVED that Cllr. Yvonne Holyoak represent the Town Council if the Committee were continuing.**
- c) Much Wenlock Almshouses: It was NOTED that Trevor Childs had been nominated in May 2018 for a term of four years.
- d) Shropshire Council Emergency Planning  
**It was PROPOSED, SECONDED and RESOLVED that Cllr. Herbert Harper represent the Town Council.**
- e) John L Edwards Trust  
**It was PROPOSED, SECONDED and RESOLVED that Cllr. Allan Walter represent the Town Council.**
- f) Shropshire Hills Destination Partnership  
**It was PROPOSED, SECONDED and RESOLVED that a member of the Media, Marketing & Tourism Group, as available, represent the Town Council.**
- g) Connexus (affordable homes)  
**It was PROPOSED, SECONDED and RESOLVED that Cllr. Milner Whiteman and Cllr. Yvonne Holyoak represent the Town Council.**

**13) Review of Terms of Reference**

- a) Friends of the Cemetery Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the Terms of Reference be APPROVED and ADOPTED.**
- b) History Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the Terms of Reference be APPROVED and ADOPTED.**
- c) Media, Marketing and Tourism Working Group  
Councillors noted amendments proposed by members of the group, including increasing the membership to four Councillors. Group members noted the need for notification of meeting dates to all Councillors and regular reporting back to full Council.  
**It was PROPOSED, SECONDED and RESOLVED that the amended Terms of Reference be APPROVED and ADOPTED.**
- d) It was agreed that new terms of reference for the Barclays Bank Working Group be drawn up for consideration at the next full Council meeting.
- e) Housing Needs Working Group  
**It was PROPOSED, SECONDED and RESOLVED that the Terms of Reference be APPROVED and ADOPTED.**  
Councillors noted that there had been a disappointing response from the community to involvement in this group.

**14) Review/adoption of the following**

- a) Standing Orders  
It was agreed that references to he/him be altered to read he/she or him/her as appropriate.  
**It was PROPOSED, SECONDED and AGREED that, following the above amendment, the Standing Orders be APPROVED and ADOPTED.**

- b) Financial Regulations  
Following staffing changes, the responsibilities of the Town Clerk and RFO would need to be separated out in the Financial Regulations. The Clerk was asked to make the necessary amendments for consideration at the next meeting.
- c) Complaints Procedure and Unreasonable Complainants  
**It was PROPOSED, SECONDED and RESOLVED that the Complaints Procedure be APPROVED and ADOPTED.**
- d) Publication Scheme  
**It was PROPOSED, SECONDED and RESOLVED that the Publication Scheme be APPROVED and ADOPTED.**
- e) Communications and Media Policy  
It was noted that the RFO would be the appropriate contact for Financial Statements and other financial information.  
**It was PROPOSED, SECONDED and RESOLVED that the revised Communications and Media Policy be APPROVED and ADOPTED.**
- f) General Privacy Notice  
**It was PROPOSED, SECONDED and RESOLVED that the General Privacy Notice be APPROVED and ADOPTED.**
- g) Privacy Notice for Staff, Councillors and Role Holders  
**It was PROPOSED, SECONDED and RESOLVED that the Privacy Notice for Staff, Councillors and Role Holders be APPROVED and ADOPTED.**

#### 15) Schedule of future meetings

Councillors considered future meeting dates.

**It was PROPOSED, SECONDED and RESOLVED to hold meetings of the Finance, Asset Management & HR Committee bi-monthly.**

**It was PROPOSED, SECONDED and RESOLVED to approve the revised schedule of meetings for the Council year 2019/20.**

#### 16) Internal Financial Risk and Health & Safety Assessment

Councillors considered the revised Internal Financial Risk and Health & Safety Assessment, approved by the Finance & Asset Management Committee at their meeting on 23<sup>rd</sup> April 2019.

It was noted that there was no water supply in the Cemetery Chapel; reference was to water in the Cemetery.

**It was PROPOSED, SECONDED and RESOLVED to approve the Internal Financial Risk and Health & Safety Assessment.**

#### 17) Financial matters

- a) **It was PROPOSED, SECONDED and RESOLVED to approve the use of variable Direct Debits and BACS payments in accordance with paras. 6.7 and 6.9 of the Council's Financial Regulations.**
- b) **It was PROPOSED, SECONDED and RESOLVED to allocate the Neighbourhood Fund of £3,866.99, received for the financial year 2018/2019, towards the cost of drainage works on the Gaskell Recreation Ground.**

#### 18) Consultation

There was no consultation to hand.

Councillors noted comments submitted to Shropshire Council objecting to the reductions in local bus subsidies.

#### 19) Correspondence

Members received and NOTED the following:

- a) SALC information bulletin and other information – emailed to Members
- b) Notification of the next public consultation event for proposals for Ironbridge Power Station on Wednesday, 22<sup>nd</sup> May, 2.00 – 7.00pm. Councillors were encouraged to attend.
- c) A letter regarding the Council's response to the preferred sites consultation. The Mayor would respond on behalf of the Council.

30/19

**20) Agenda items for next town council meeting**

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

**21) Date of next meeting**

Members **NOTED** that the next meeting would take place on Thursday, **6<sup>th</sup> June** 2019 at 7.00pm 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.

**22) Library Agreement**

It was **PROPOSED, SECONDED and RESOLVED** to approve signature of the funding agreement (previously approved) for the provision of financial support for Much Wenlock Library from Much Wenlock Town Council to Shropshire Council.

**23) Barclays Bank**

Councillors noted an update on progress. It was noted that a response to queries was awaited from the vendor's solicitors.

**24) Staffing Matters**

Councillors noted arrangements for training for the RFO. The vacancy for an Administrative Assistant had been advertised with a closing date of 17<sup>th</sup> May.

Councillors noted that interviews for a casual, seasonal Guildhall Assistant Custodian had been held the previous day and the preferred candidate had been selected. **It was PROPOSED, SECONDED and RESOLVED to offer the position to the preferred candidate, subject to satisfactory references.**

The meeting closed at 8.45pm.

Signed.....  
Town Mayor

Date.....