



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 the **re-convened ANNUAL TOWN COUNCIL** meeting of the above named Town Council will be held at the **Guildhall**, Much Wenlock commencing at **7 pm** on Thursday **17 May 2018** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed.....
Sharon Clayton BA (Hons) Fellow ILCM
Town Clerk

Date: 10 May 2018

AGENDA

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 report from Shropshire Councillor David Turner (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 5 April 2018
- b) To ADOPT the minutes of a Planning & Environment Committee meeting held on 3 April 2018
- c) To ADOPT the minutes of a Finance & Resources Committee meeting held on 23 January 2018 and 22 February 2018
- d) To ADOPT the minutes of a meeting of the Thomas Cooke Clock held on 7 December 2017
- e) To APPROVE and ADOPT the draft minutes of the Annual Town Council meeting held on 3 May 2018

8. Town Clerk's report

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

9. Review/appointment of committees

- a) Planning & Environment Committee with delegated authority to respond to planning and environmental matters
- b) Finance & Resources Management Committee with delegated authority to deal with financial matters, and the Council's resources
- c) Personnel Committee with delegated authority to deal with personnel matters

10. Review/appointment of panels

- a) Discipline & Grievance Panel (3 Members)
- b) Appeals Panel (3 Members)

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

- a) Friends of the Cemetery Working Group
- b) The 'Battle's Over' Task & Finish Group
- c) Charter Celebrations Task & Finish Group
- d) History Working Group

12. Review/appointment of representatives on the following

- a) Bridgnorth and Shifnal Local Area Committee
- b) Local Joint Committee
- c) Much Wenlock Almshouses (information enclosed)
- d) Shropshire Council Emergency Planning
- e) John L Edwards Trust
- f) Shropshire Hills Destination Partnership
- g) Connexus (affordable homes) to replace the Project Board

13. Review of Terms of Reference

- a) Friends of the Cemetery Working Group
- b) The 'Battle's Over' Task & Finish Group
- c) Charter Celebrations Task & Finish Group
- d) History Working Group

14. Review/adoption of the following

- a) Standing Orders
- b) Financial Regulations
- c) Complaints Procedure
- d) Publication Scheme
- e) Media Policy
- f) Draft Privacy notice
- g) Draft Privacy notice for staff and councillors
- h) Draft Terms and Conditions for the Town Council's website (retrospective)

15. Schedule of future meetings

To consider and approve future meeting dates

16. Financial matters

- a) To receive income and expenditure from 1 April 2017 to 31 March 2018
- b) To receive the charity accounts from 1 April 2017 to 31 March 2018
- c) 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
- d) To consider and approve the allocation of the Neighbourhood Fund

17. Annual Governance and Accountability Return 2017/2018

- a) To consider and approve the internal audit report for the financial year 1 April 2017 to 31 March 2018
- b) To consider and approve the Annual Governance Statement 2017/2018
- c) To consider and approve the Accounting Statement for 2017/2018

18. Tablets

To consider and approve the purchase of tablets for each Town Councillor to use for Town Council business

19. Charter celebrations

To consider and approve expenses towards the Charter celebrations

20. Loan agreement

To consider and approve the renewal of the Town Council's loan agreement with Shropshire Museum Service

21. Youth provision

To consider and approve, in principle, working with other agencies to develop a youth programme (Cllr. Marcus Themans and Cllr. Adam Davy)

22. Gaskell Recreation Ground

- a) To consider and approve the erection of advertising hoardings on the Gaskell Recreation Ground as part of planned works to the ground
- b) To consider a proposal to use land adjacent to the Gaskell Recreation Ground as a works site and conversion to a car park

23. Consultation

To consider and approve a response to any consultation received

24. Correspondence

To receive and NOTE the following:

- a) SALC information bulletin and other information – emailed to Members
- 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

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 **7 June 2018**

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. Historic Buildings

To consider for approval a quote for a feasibility study of the Council's historic buildings