

# MUCH WENLOCK TOWN COUNCIL

Minutes of the  
**TOWN COUNCIL MEETING**  
held at The Guildhall, Much Wenlock  
7 pm on Thursday, 6<sup>th</sup> June 2019

**Present:**

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

**Town Clerk:**

Trudi Barrett

Shropshire Councillor David Turner and four members of the public

**1) Chairman's Welcome**

The Chairman welcomed everyone to the meeting. He reported that he had attended the Civic Service for the new Mayor of Bridgnorth on 19<sup>th</sup> May and a service for the new Lord Lieutenant of Shropshire at Shrewsbury Abbey on 2<sup>nd</sup> June. A number of Councillors had undertaken a walking tour of the Council's property in the town at the weekend, which had been very useful. A further tour was planned for 8<sup>th</sup> June.

**2) Apologies for absence**

An apology was received from Councillor Themans, who had a family commitment.

**This apology was 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 following consultation on proposals to cut subsidies to bus services, Shropshire Council had suspended the proposals, although there might be further initiatives in due course. 120 comments had been received about the 436 service.

Consultation was under way on proposals for the introduction of no waiting restrictions on roads around Shadwell Quarry.

Councillor Turner's next advice surgery would be held at 10.30 am on 29<sup>th</sup> June at Much Wenlock Museum.

Councillor Turner raised concerns about the closure of shops in the town and referenced his offer to arrange contact with the Shropshire Council officer responsible for economic development. He asked what steps the Town Council was taking to ensure the High Street remained vibrant.

Town Councillors responded that local traders were working well together and that an action group of local businesses had been formed that week. The group would be putting forward recommendations in due course. The Town Council's Communications, Markets and Tourism working group was also developing ideas and projects. It was noted that whilst some businesses had closed for various reasons, new shops had also opened in the High Street.

Councillor Turner asked to be kept informed of any initiatives.

**NOTED**

**6) Public Session**

None.

**7) Minutes**

- a. The minutes of the reconvened Annual Town Council meeting held on 9<sup>th</sup> May 2019 were considered for approval. With reference to minute 9c, it was noted that all Town Councillors would be summoned to attend meetings of the Finance, Asset Management & HR Committee and would need to give apologies if unable to attend.  
**Following a minor amendment to the minutes to reflect the above, it was PROPOSED, SECONDED and RESOLVED that the minutes be signed and APPROVED as a true record.**
- b. The minutes of Planning & Environment Committee meetings held on 30<sup>th</sup> April 2019 were considered for adoption. **It was PROPOSED, SECONDED and RESOLVED that the minutes be ADOPTED as a true record.**
- c. The minutes of a Finance & Asset Management Committee meeting held on 23<sup>rd</sup> April 2019 were considered for adoption. **It was PROPOSED, SECONDED and RESOLVED that the minutes be ADOPTED as a true record.**
- d. The minutes of HR Committee meetings held on 11<sup>th</sup> April and 7<sup>th</sup> May 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 the name of Arrol & Snell had been changed to that of Arrol & Partners. The Clerk was asked to check progress with the drafting of an agreement for use of Shropshire Council land adjacent to the Gaskell Ground for temporary storage.

**NOTED**

**9) Future High Streets Fund**

Councillors noted and considered information from Shropshire Council regarding the Future High Streets Fund. It was noted that match funding of 50% would need to be provided to take advantage of the scheme and that Expressions of Interest should be submitted by 12<sup>th</sup> July 2019.

The Clerk was asked to obtain more information from the Place Plan officer and to submit an Expression of Interest, if feasible, as well as bringing the Fund to the attention of Arrol & Partners.

**10) Working Group Reports**

Councillors considered reports from the following working groups:

**a. Friends of the Cemetery**

Councillor Hill reported that volunteer working parties had visited recently from two groups: Caring for God's Acre and a social scheme from Shropshire Council. Caring for God's Acre was a national organisation with local bases, the nearest being Craven Arms. Membership gave unlimited advice on environmental matters pertaining to churchyards and access to other services as well as visits from two working parties each year.

**b. History**

A meeting of the group was to be arranged.

**c. Communications, Markets & Tourism**

The working group was keen to bring more markets to the town, with spring and summer events. They had initiated discussion with a professional market company to explore options. The intention would be to promote local groups and high street retailers along with the markets. Councillor Thomas would contact Councillor Turner with regard to support from Shropshire Council officers.

The town was being promoted by means of the "Love Much Wenlock" initiative. Places, businesses and events in the town were being publicised via the facebook page and promotional stickers had been printed and distributed.

Members of the working group noted the need to keep the Council fully informed of their activities and to prepare a report for the next meeting.

d. **Housing Needs**

The working group had been advertised in the Wenlock Herald and individual approaches had been made to involve residents but there had been a disappointing response from members of the public. A further attempt would be made to generate interest from the community.

Councillor Holyoak was asked to request a written update from Connexus on their activities locally.

**11) Financial Regulations**

Councillors reviewed the revised Financial Regulations.

**It was PROPOSED, SECONDED and RESOLVED to approve and adopt the revised Financial Regulations.**

**12) Finance, Asset Management & HR Committee Terms of Reference**

Councillors reviewed the draft terms of reference for the Finance, Asset Management and HR Committee.

**It was PROPOSED, SECONDED and RESOLVED to approve and adopt the Terms of Reference.**

**13) Barclays Bank Working Group Terms of Reference**

Councillors reviewed the draft terms of reference for the Barclays Bank Working Group.

**It was PROPOSED, SECONDED and RESOLVED to approve and adopt the Terms of Reference.**

**14) Year End Accounts 2018/19**

- a. **It was PROPOSED, SECONDED and RESOLVED to approve income and expenditure from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.**
- b. **It was PROPOSED, SECONDED and RESOLVED to approve amendments to the asset register as at 31<sup>st</sup> March 2019.**
- c. **It was PROPOSED, SECONDED and RESOLVED to approve the balance sheet as at 31<sup>st</sup> March 2019.**
- d. **It was PROPOSED, SECONDED and RESOLVED to approve the bank reconciliation as at 31<sup>st</sup> March 2019.**

**15) Annual Governance and Accountability Return 2018/2019**

- a. Members considered for approval the annual internal audit report for the financial year 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019, as required by the external auditor.

**It was PROPOSED, SECONDED and AGREED that the annual internal audit report for the 2018/2019 financial year be APPROVED.**

- b. Councillors considered the Annual Governance Statement 2018/2019 (Section 1). It was noted that the Council had reviewed and approved the Internal Financial Risk and Health & Safety Evaluation at the Finance & Asset Management Committee meeting held on 23<sup>rd</sup> April 2019 and the full Council meeting held on 9<sup>th</sup> May 2019.

**It was PROPOSED, SECONDED and RESOLVED 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 2018/2019 financial year be APPROVED.**

- c. To consider and approve the Accounting Statement for 2018/2019 (Section 2).  
**It was PROPOSED, SECONDED and RESOLVED that, for the year ended 31<sup>st</sup> March 2019, 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 2018/2019 be APPROVED.**
- d. Councillors noted that the period for the exercise of public rights would run from Monday, 17<sup>th</sup> June to Friday, 26<sup>th</sup> July 2019 and that the appropriate notice would be displayed on the Town Council website and notice boards.

**16) Charity Accounts**

- a. **It was PROPOSED, SECONDED and RESOLVED to approve the accounting statements from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019 for the following Charity Accounts: Cooke Clock Account, Thorn Pudsey Account, Barnados Morris Cooke Account.**
- b. **It was PROPOSED, SECONDED and RESOLVED to close the above bank accounts and transfer the funds into the Town Council's account as earmarked funds for the following purposes:**

Cooke Clock Account:	maintenance of the Cooke Clock
Thorn Pudsey Account:	upkeep of the Guildhall
Barnados Morris Cooke Account:	to assist disadvantaged young boys with their education

### 17) Gaskell Recreation Ground – Leader Funding Application

- a. Councillors noted a report on progress with the Leader Funding application for the creation of a new accessway between William Brookes School and the Gaskell Ground along with a path around the perimeter of the Ground. Match funding of £7,000 had been agreed by William Brookes School. The deadline for the allocation of Leader Funding had been extended to September. Preparation of the application was progressing and it was intended to submit the application to the Local Action Group meeting for consideration on 22<sup>nd</sup> July.
- b. **It was PROPOSED, SECONDED and RESOLVED that the application for Leader funding be submitted by the Town Council, rather than the Gaskell Recreation Ground.**
- c. It was noted that the amount of £57,944 was being sought from the Leader fund and that match funding of £7,486 was likely to be required from the Town Council for the project. **It was PROPOSED, SECONDED and RESOLVED to confirm the Council's agreement to provide up to £8,000 match funding.**

Thanks were expressed to Councillor Southan for her work on this project.

### 18) Shropshire Local Plan Review 2016-2036 – Preferred Sites

Councillors noted a verbal report from a discussion held with two local residents regarding Shropshire Council's preferred sites for housing development in the town. Town Councillors had stated that the consultation was being undertaken by Shropshire Council, not the Town Council, and that there had been no indication from Shropshire Council that the consultation period had been extended. The meeting had been positive and had provided better understanding between the parties.

### 19) Ironbridge Power Station Re-development

Three councillors had attended the public meeting held by Harworth on 22<sup>nd</sup> May when the masterplan for the site had been presented. There was an indication of 1,000 dwellings, a commercial area, park and ride and light railway but no designs for access had been provided. Councillors Harper and Hill would be attending a meeting scheduled for 18<sup>th</sup> June between Harworth and local town and parish Councils to consider highways issues, which continued to cause concern.

### 20) Flood Awareness Event

Councillors noted that a Flood Awareness Event had been organised with representatives of the Environment Agency and Shropshire Council for the evening of Wednesday, 10<sup>th</sup> July at the Priory Hall.

### 21) Coach Parking in Much Wenlock

Councillors noted the apparent reduction in visits to the town from coach parties. A town centre coach parking location could encourage more visitors and Falcon's Court car park might be suitable for this.

**It was PROPOSED, SECONDED AND RESOLVED to ask Shropshire Council to identify a suitable site for coach parking in the town centre.**

### 22) Christmas Lights Switch-on 2019

Councillors considered a proposal from the Communications, Markets & Tourism Working Group to organise a stand-alone event for the Christmas lights switch-on this year. It was noted that the Christmas Fayre would be held on 7<sup>th</sup> December, which would be rather close to Christmas to switch on the lights. A separate event could include late night opening of the shops and cafés, some stalls and music.

**It was PROPOSED, SECONDED and RESOLVED to arrange the Christmas lights switch-on for Thursday, 21<sup>st</sup> November.**

The Communications, Markets & Tourism Working Group would work on arrangements for this event.

**It was PROPOSED, SECONDED and RESOLVED to suspend standing order 3x. to allow the meeting to continue past 9.00pm.**

### 23) Consultation

There was no consultation to hand.

**24) Correspondence**

Members received and NOTED the following:

- a. SALC information bulletin and other information – emailed to Members.
- b. CCG Board Update 15<sup>th</sup> May 2019 – emailed to Members.
- c. Invitation to Rural Crime Prevention Evenings at 7.30pm on Tuesday, 25<sup>th</sup> June 2019 at Shipton Village Hall and Thursday, 27<sup>th</sup> June at Church Preen Village Hall. Councillor Holyoak indicated her intention to attend. The event would be publicised on social media.

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

Members were invited to suggest items for inclusion on the agenda for the next meeting. It was noted that proposals should be put forward using the appropriate form.

**26) Date of next meeting**

Members **NOTED** that the next meeting would take place on Thursday, **4<sup>th</sup> July** 2019 at 7.00pm at The Guildhall.

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**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) Barclays Bank**

Councillors noted an update on the Town Council’s negotiations with Barclays Bank.

**28) Recruitment of Administrative Assistant**

- a. Councillors noted the outcome of interviews for the position of part-time Administrative Assistant.
- b. It was **PROPOSED, SECONDED** and **RESOLVED** to approve the appointment of the preferred candidate, subject to satisfactory references and a 6 month probationary period.

The meeting closed at 9.20pm

Signed.....  
Town Mayor

Date.....