



# Much Wenlock Town Council

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**Town Clerk: Trudi Barrett BA (Hons)**

Due to the current Covid-19 epidemic, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4<sup>th</sup> April 2020, permitting local authority meetings to be held remotely, including by video and telephone conferencing, until May 2021.

**NOTICE IS HEREBY GIVEN** that a meeting of the above-named Town Council will be held remotely by Zoom video-conference commencing at **7 pm** on Thursday **4<sup>th</sup> June 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

The link to the meeting is:

**<https://us02web.zoom.us/j/87034873477?pwd=UVUwM1lwQlB6bDBGVzEyMWxETzQyQT09>**

Meeting ID: 870 3487 3477

Password: 554185

Signed.....

Trudi Barrett BA (Hons)

Town Clerk

Date: 28<sup>th</sup> May 2020

# 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. Hunters Gate Petition and Drainage**

- a. To note and consider a petition received from residents of Hunters Gate and subsequent correspondence demanding action to deal with the problems of flooding experienced in that area.
- b. To note and consider information regarding the situation with regard to flooding alleviation at Hunters Gate from John Bellis, Drainage and Flood Risk Manager, at Shropshire Council.

## **8. Street Lighting and Drain Clearing in Sheinton Street**

To note that the three part-night lit street lights in Sheinton Street have been converted to dusk to dawn lighting by Shropshire Council and that the eco kerb drains have been cleared.

## **9. Reinvigoration of Much Wenlock Town Centre**

To consider measures to help reinvigorate Much Wenlock Town Centre following the Coronavirus lockdown.

## **10. Shadwell Quarry**

To note that concerns have been raised with the local policing team regarding Shadwell Quarry and to consider any further action to be taken by the Town Council.

## **11. Minutes**

To **approve** and **adopt** the minutes of the Annual Town Council meeting held on 7<sup>th</sup> May 2020.

## **12. Town Clerk's Report**

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

## **13. Committee Terms of Reference**

To review and approve the following Terms of Reference:

- a. Planning & Environment Committee
- b. Finance, Asset Management & HR Committee

## **14. Review/appointment of Working Groups and Task & Finish Groups**

- a. Friends of the Cemetery Working Group (currently Cllrs Hill, Jenkins, one vacancy)
- b. History Working Group (currently Cllrs Hill, Thomas and Walter)
- c. Communications, Markets and Tourism Working Group (currently Cllrs N Park, Themans, Thomas and White)
- d. Housing Needs Working Group (currently Cllrs Harper, Hill and Thomas)
- e. Grounds Maintenance and Property Maintenance Working Group (currently Cllrs Jenkins, Themans and White)
- f. To resolve to rename the Barclays Bank Working Group as the 10 High Street Working Group and to appoint members to this group (currently Cllrs Harper, M Park, Thomas, White and Whiteman)
- g. To consider absorbing the remit of the 10 High Street / Guildhall Consultation Working Group into the above working group.

## **15. Review/appointment of representatives on the following**

- a. Bridgnorth and Shifnal Local Area Committee of SALC (currently Cllrs Hill and Holyoak)
- b. Local Joint Committee (currently Cllr Holyoak)
- c. Much Wenlock Almshouses: to note that Trevor Childs was nominated in May 2018 for a term of four years and to review this nomination
- d. Shropshire Council Emergency Planning (currently Cllr Harper)
- e. John L Edwards Trust (currently Cllr Walter)
- f. Shropshire Hills Destination Partnership (depending on availability, currently a member of the Communications, Markets and Tourism Working Group)
- g. Connexus (affordable homes) (currently Cllrs Holyoak and Whiteman)

## **16. Review of Terms of Reference**

- a. Friends of the Cemetery Working Group
- b. History Working Group
- c. Communications, Markets and Tourism Working Group
- d. 10 High Street Working Group
- e. Housing Needs Working Group
- f. Grounds Maintenance and Property Maintenance Working Group

## **17. Review/adoption of the following:**

- a. Standing Orders
- b. Financial Regulations
- c. Complaints Procedure
- d. Publication Scheme
- e. Privacy notice
- f. Privacy notice for staff and councillors
- g. To defer consideration of the Communications and Media Policy to the next meeting.

## **18. Financial matters**

- a. 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. To consider and determine the allocation of the Neighbourhood Fund of £12,843.26 received for the financial year 2019/2020.
- c. In addition to existing earmarked reserves, to approve the allocation of the following as earmarked reserves:
  - £36,000 (Community Levy Allocation) to the Gaskell Recreation Ground
  - £14,300 to the Library
  - £ 500 to the Library (double glazing as previously agreed)
  - £ 641 to the Archives (for the new cabinet)
  - £ 500 to the Bus Shelter (for agreed repair)
- d. To retrospectively approve payment schedules from 29<sup>th</sup> January 2020 to date (to follow)
- e. To note and retrospectively approve the Clerk's action in paying £11.99 + VAT for a monthly Zoom subscription with a personal credit card due to the delay in receiving a new debit card from Barclays Bank.

## **19. Asset Register**

To review and approve the Asset Register as at 31<sup>st</sup> March 2020.

## **20. Council Email Addresses for Councillors**

To note that Council email addresses have now been set up for all Councillors and to agree the date for transfer of all Council communications to the new email addresses.

## **21. Consultation**

To consider and approve a response to any consultation received.

## **22. Correspondence**

To receive and NOTE the following:

- a. SALC information bulletin and other information – emailed to Members
- b. Ironbridge Power Station Newsletter May 2020 – emailed to Members
- c. Shropshire Council and central government information connected with the coronavirus pandemic – emailed to Members

## **23. Agenda items for next town council meeting**

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

## **24. Date of next meeting**

To NOTE that the next meeting will take place on **2<sup>nd</sup> July 2020**.