



Much Wenlock Town Council

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Town Clerk: Trudi Barrett BA (Hons)

Meeting arrangements

Best efforts will be made to make the meeting accessible via Zoom, audio only. Remote participation in the meeting will not be possible. Any questions from the public must be asked in person, or by submitting the question in writing to be read out at the meeting. The link to the meeting is here:

<https://us02web.zoom.us/j/84820400135?pwd=R2xSQ2tvUUNQSIOWktSQnhyajRrZz09>

Meeting ID: 848 2040 0135

Passcode: 225688

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 **12th May 2022** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed 
Trudi Barrett BA (Hons)
Town Clerk

Date: 6th May 2022

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. 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.

6. Shropshire Council report

To receive a verbal report from Shropshire Councillor Dan Thomas on Shropshire Council matters specifically relating to Much Wenlock.

7. Police Report

To receive a report from the local policing team.

8. Minutes

- a. To approve and adopt the minutes of a Town Council meeting held on 7th April 2022.
- b. To approve and adopt the minutes of the Annual Town Council meeting held on 5th May 2022.
- c. To adopt the minutes of a Planning & Environment Committee meeting held on 1st March 2022.
- d. To adopt the minutes of a Planning & Environment Committee meeting held on 5th April 2022.
- e. To adopt the minutes of a Planning & Environment Committee meeting held on 26th April 2022.

9. Town Clerk's report

To receive a written report from the Town Clerk.

10. Finance & Asset Management Committee

- a. To appoint six members to the Finance & Asset Management Committee.
- b. To review and approve the Terms of Reference for the Finance & Asset Management Committee.

11. Planning & Environment Committee

- a. To appoint five members to the Planning & Environment Committee.
- b. To review and approve the Terms of Reference for the Planning & Environment Committee.

12. HR Committee

- a. To consider the appointment of four, rather than three members to the HR Committee, and to appoint the agreed number of members.
- b. To review and approve the Terms of Reference for the HR Committee.

13. Discipline & Grievance Panel

- a. To appoint three members to the Discipline & Grievance Panel.
- b. To review and approve the Terms of Reference for the Discipline & Grievance Panel.

14. Schedule of future meetings

To consider and approve meeting dates for the Council year 2022-23.

15. Review/appointment of Working Groups

- a. Friends of the Cemetery Working Group (currently 3 Members plus community volunteers)
- b. History Working Group (currently 3 Members plus volunteer archivist)
- c. Communications, Markets and Tourism Working Group (currently 5 Members)
- d. Transport Working Group (currently 5 Members)
- e. Property Working Group (currently 6 Members)
- f. Shropshire Local Plan Review Working Group (currently 5 Members plus invited members of the community)
- g. Strategic Flood Working Group (currently 2 Members plus external experts and invited members of the community)

16. Review of Terms of Reference for Working Groups

- a. Friends of the Cemetery Working Group
- b. History Working Group
- c. Communications, Markets and Tourism Working Group
- d. Transport Working Group
- e. Property Working Group
- f. Shropshire Local Plan Review Working Group
- g. Strategic Flood Working Group

17. Review/appointment of Representatives on Outside Bodies

- a. Bridgnorth and Shifnal Local Area Committee of Shropshire Association of Local Councils (SALC) (two members – currently Cllrs Linda West and Duncan White)
- b. Much Wenlock Almshouses: to note that Cllr Duncan White was nominated to represent the Town Council in June 2020 for a term of four years.
- c. Shropshire Council Emergency Planning (currently Cllr Duncan White)
- d. John L Edwards Trust (one representative – currently Cllr Dan Thomas)
- e. Shropshire Hills Destination Partnership (currently Cllr Mike Grace)
- f. Much Wenlock Forester Charitable Trust: to note that Mr Mark Laws was nominated to represent the Town Council in April 2021 for a term of four years.
- g. Priory Hall Management Committee (currently Cllr Duncan White)

18. Review and approval of the following

- a. Standing Orders
- b. Financial Regulations
- c. Complaints Procedure and Procedure for Dealing with Unreasonable and Persistent Complainants
- d. Publication Scheme
- e. Communications and Media Policy
- f. Privacy notice

19. Internal Audit

To note that the Finance & Asset Management Committee has reviewed the internal audit report dated 18th January 2022 and that the recommendation regarding insurance cover has been implemented.

20. Shropshire Draft Local Plan (2016 - 2038) – Examination in Public

To consider a report on progress with preparations for the Examination in Public of the Draft Shropshire Local Plan.

21. Jubilee Beacon Working Group

To receive a report from the Jubilee Beacon Working Group.

22. Correspondence

To note the following items, which have been emailed to Members:

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. Friendly Bus Newsletter May 2022
- f. Information regarding Shropshire Council processing of energy rebates for households in Shropshire
- g. Invitation to Zero Carbon Shropshire AGM on 7th May
- h. Confirmation that the Council's jubilee tree planting has been added to the Queen's Green Canopy Map
- i. Shropshire Lieutenancy Town and Community Newsletter Issue 3
- j. West Midlands Community Flood Resilience Calendar of Free Training
- k. April 2022 Zero Carbon Shropshire Green News
- l. St John Ambulance 'Ask us about mental health' awareness week, 9th – 15th May training and resources

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 the date of the next meeting will be Thursday, 9th June, subject to confirmation at agenda item 14 above.

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.

25. Condition Survey of Chapel and Lychgate

To consider quotations for the provision of a building survey of the cemetery chapel and lychgate.