

Much Wenlock Town Council

Town Council Meeting

12th May 2022

Supporting Papers

Broseley and Much Wenlock Safer Neighbourhood Team (SNT)**Update to Much Wenlock Town Council: From 06/04/2022 – 04/05/2022**

Update on Police and SNT activity in the area. In addition to the Officers in the Safer Neighbourhood Team, there is a team of Response Officers based in Bridgnorth Police Station who attend incidents in the area. It should be noted that the Police Constable for the team arrived in March and the team is now at full strength. We have a new Police Community Support Officer, Heath Aimes.

Neighbourhood Matters. Neighbourhood Matters is a new online messaging service operated by West Mercia Police. SNT Officers are sending Crime Alerts and other locally relevant information out to all those who join the service. Please encourage everyone to check out what is available by following the link - <https://www.neighbourhoodmatters.co.uk/>

West Mercia Police has signed up to the Local Policing Community Charter. The Council has outlined its three main Policing Priorities as:

Theft (from outbuildings). SNT Officers continue to actively patrol the area when on duty, both the urban and rural areas. A Landrover was stolen from Ditton Priors (off area), it was later recovered.

Drugs. SNT continue to patrol areas where there have been previous reports of activity possibly linked to drug related activity and submit reports when necessary.

Speeding. Interest in setting up a Community Speedwatch has continued. SNT have been monitoring the speed of traffic entering town on the A4169 and on the A548 Bridgnorth Road.

Burglary/Theft. A Landrover was stolen from Ditton Priors (neighbouring SNT area) and later recovered in the Much Wenlock area around Presthope. There was an attempted burglary at a commercial premises, an alarm company alerted the Police and the owner and the offender had fled by before Police arrived. There was a report of a driver making off without payment for fuel.

Anti-social behaviour (ASB). Patrols have been conducted in a number of locations where there have been previous reports of anti-social behaviour. There were two reports of motorcycles being ridden in the quarry by Presthope and a report of ASB at William Brookes School.

Road Traffic Issues. There have been a number of incidents regarding incidents on the roads, including:

One report of a child in car without an appropriate child restraint.

One report of a deer being struck.

One report of loose bull on a footpath.

Two reports of vehicles being abandoned.

999 Calls made in error. There were two incidents in which members of the public accidentally rang 999, both were "pocket dialling" errors.

There were five reports in which people reported suspicious activity, if Officers were available they were deployed to the area and checks were conducted.

There was one report of a dispute between neighbours, efforts are underway to resolve these by involving our partner agencies.

Safeguarding. There have been five reports to the Police regarding concerns for the safety of people within our communities. Each has been dealt with in an appropriate manner and most involved working with our partner agencies, such as the Ambulance Service or the Local Council.

Criminal Damage. There was a report of criminal damage at a commercial premises.

MUCH WENLOCK TOWN COUNCIL

Minutes of the
TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
at 7 pm on Thursday, 7th April 2022

Present: Cllr David Fenwick, Cllr Mike Grace, Cllr Wilfred Grainger, Cllr Marcus Themans, Cllr Daniel Thomas (in the chair), Cllr Christian Toon, Cllr Chris Tyler, Cllr Linda West, Cllr Duncan White

Town Clerk: Trudi Barrett

In attendance: Eight members of the public, PCSO Steven Breese, Shropshire Councillor Lezley Picton

1. Chairman's Welcome

The Mayor welcomed everyone to the meeting and presented the following report:

Good evening all, and welcome to tonight's Town Council meeting and a special welcome to the Leader of Shropshire Council, Lezley Picton, whom I'd like to thank for taking time out of her busy schedule to attend and take questions from Councillors.

Just two days ago our Member of Parliament, Philip Dunne, met with the Town Council to discuss the issues close to residents' hearts. It was a very productive meeting as Philip left understanding our concerns about flooding, the impact of development around us and the financial challenges we have as a Council.

Since our last meeting, we have had the Annual Town meeting, which was well attended and is always an excellent platform to engage with our community. Thank you to the staff for arranging the meeting to all Councillors for their help and attendance; as a Council, we've taken all public comments on board, and they will be considered within the relevant committees or working groups.

The Town Council takes its civic role in the community very seriously, and I'm delighted to say that we have planted ten trees in the old cemetery as part of the Queen's Green Canopy to mark the Platinum Jubilee. Thanks must go to the Friends of the Cemetery, the Tree Forum, community volunteers and Councillors for planting the trees: they're on the official map, ready to be presented to the Queen in June.

Recently I had an invitation to go to William Brookes School as part of the JL Edwards Trust and listen to pupils bid for funding for projects, trips and other activities. As a successful bidder in 2003 when an 11-year-old, it was great for me to see a range of impressive students come forward with exciting projects. Good luck to them all.

The first 'Made in Shropshire' market in Much Wenlock takes place on Saturday 16th April. We've received valuable comments from traders that we've taken on board and we are looking forward to the event.

Tickets for the Much Wenlock Festival are now on sale from Penny Farthing and other places; it looks like a fantastic offering this year. On behalf of the Town Council, I thank the committee, made up of volunteers, for pulling this together after the pandemic's disruption.

The next Council surgery will be held this coming Saturday, 9th April between 10.30am and 12 noon at the museum – no appointment necessary.

Finally, a reminder that the Mayor's Special Church service is at 6.30 pm on Sunday, 1st May.

Tonight is my last meeting as Chair of the Council, and I would like to thank you all for making my chairmanship a special time and one I will remember fondly.

2. Apologies for Absence

It was RESOLVED to accept the following apologies: Councillor William Benbow – holiday, Councillor John O'Dowd – unwell.

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.

4. Dispensations

None requested.

5. Public Session

- a. With regard to agenda item 18, a member of the public requested the Town Council's support for a community speed watch scheme for Bourton Road, where there was currently no vehicle speed monitoring. Residents were concerned about vehicle speeds on this road, which was particularly dangerous on the narrow bend. There had been recent encouragement from West Mercia Police to set up speed watch schemes and 10 people had come forward to volunteer to take an active part in a speed watch scheme for Bourton Road. With Town Council support, the residents could approach the police and move forward with the initiative.

Members responded positively.

- b. A resident spoke regarding traffic at the Gaskell junction and the recent impact of temporary traffic lights at that junction, which had caused chaos. Traffic lights were obviously not a solution for the junction. The proposed developments at Buildwas, Tasley and Cressage would all bring more traffic through the junction. A long-term solution was needed and the only workable one, in his opinion, was a bypass for the town. What action did the Council intend to take?

The resident was advised that the Town Council had a Transport Working Group which was liaising with the Shropshire Councillor and Shropshire Council highways engineers regarding transport matters. There was also some extra funding associated with the Buildwas application for a feasibility study on the Gaskell corner.

6. Police Report

Members noted the written report provided. PCSO Steven Breese advised that PC Andrew Boardman was now in post and provided an overview of recent incidents. There was no definite information yet regarding the fire at the Sytche. Policing priorities would now be requested from the Town Council every six months, rather than every three months. PCSO Breese was thanked for his report.

7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

The Ironbridge Power Station liaison group will be having its initial meeting on 29th April, on site at the power station. Currently, the group includes me, Councillor Claire Wild, whose division it sits on, a Buildwas Parish Councillor, a Leighton Parish Councillor and a representative from Telford & Wrekin Council to go along with Shropshire and Harworth officers. I'll be pushing for another seat for a Councillor here to join me and will update shortly. The group will take forward residents' concerns regarding road safety on the Buildwas bridge, but essentially, the effect on other areas such as the Gaskell Corner and rat-running.

I'm increasingly aware that there is still activity at Farley Quarry, despite the planning permission being refused. Shropshire Council has invested in the Planning Enforcement department recently and they are getting to grips with the situation.

I made the point when meeting with Philip Dunne that, as a Council, we're dismayed at a failed bid for the Bus Back Better funding; Councillors and officers worked together to produce an excellent bid that we were proud of, so it was disheartening to lose out.

Shropshire Council continues its efforts to support Ukrainian refugees; we now have access to the Government's Foundry system, which provides us with all the 'matched' hosts and Ukrainian families. As of last week, we have 147 matches within the Shropshire area. The Feedback and Insight Team are working on this data to extract what is needed to start undertaking DBS and property checks and to allow us to map the households for schooling, GP, and support purposes. I know of a few Much Wenlock residents who have registered under the scheme, so we could well see refugees from Ukraine here soon.

The cut-off date to receive a new recycling bin from 1st May has passed, but online orders are re-opening for bins to be delivered later in the year. The new bins are being made by Craemer in Telford using recycled plastic, and the rollout starts in South Shropshire.

Regarding the Local Plan Examination in Public, we have today received confirmation of the timeline for the examination, which will commence on 5th July 2022. Further information will be available early next week. The next Council surgery will be held on Saturday, 9th April.

8. Councillor Lezley Picton, Leader of Shropshire Council

The Mayor welcomed Councillor Lezley Picton, Leader of Shropshire Council.

Councillor Picton thanked Councillor Thomas and referenced his youth and enthusiasm as a new Shropshire Councillor. She gave an update on the figures for Ukrainian refugees, advising that 189 properties were now registered in Shropshire and five Ukrainian families had already arrived.

Councillor Picton gave an overview of her role and activities at Shropshire Council. She was elected Leader of the Council in May 2021, the first female leader, having been a cabinet member for four years. She came into post knowing there were significant challenges, not least the budget. She was trying to bring together the north and south of the county, as it had always been felt that there was a division. She also believed that the Council needed to improve on the basics, such as communicating and listening to the public and she had been working on this, for example, ensuring that the Shropshire Plan was a document that people understood and read. Three promises had been made in 2021: a third wheelie bin for recycling, which was already underway; £40m over the next four years for highways - a budget of £60m had been agreed in February; to increase the number of communications going out from the Council, which had been done.

Councillor Picton was delighted that Shropshire Council had received a 'good' OFSTED rating for looked after children as well as several industry awards for adult social care and looked after children.

A low point had been not receiving any Bus Back Better funding recently. However, a significant number of councils had received nothing and Shropshire Council would submit a further application in the second round of bidding.

Most of Councillor Picton's time was spent working on finance, working with MPs and lobbying ministers at Westminster. There was no doubt that Shropshire Council was in an extremely precarious position with regard to its budget. A balanced budget had been achieved this year by using all of the Council's reserves, so the situation next year would be very serious. Other councils were in a similar position. She was concerned about government changes to the adult social care system, which would make matters worse for Shropshire Council.

Councillor Picton was well aware of some of the issues in Much Wenlock, particularly those related to planning.

Councillor Picton, then took questions.

Question 1

Cllr Toon: What were the short to medium term plans to tackle Shropshire Council's challenges and what were the priorities?

Cllr Picton: The biggest challenge was funding. Of the net budget for Shropshire Council (after the funding for education had come in and gone out), 80% was spent on social care, whereas the average around England was 60 - 68%. Currently 85% of people requesting adult social care did not have an assessment, but were helped in other ways by preventative action. Now the government had announced that everyone was entitled to an assessment, which would mean that many more people would require support.

There were also problems with professionals in the care sector arising from the impact of Covid and competition for staff with other sectors. The maximum increase that Shropshire Council could offer was 6% and the Council's social care partners had advised that they needed 30 – 60% to survive. This was coupled with problems within the health service: if care packages could not be put in place, then people could not come out of hospital, leading to bed blocking. On average the bill for adult social care was going up by £12m every year.

Around £60m was needed for next year's budget deficit. There were many really good projects going on across the Council but to make a meaningful difference, more funding was needed.

Other priorities were the north-west relief, the redevelopment of Shrewsbury town centre and the Local Plan.

Question 2

Cllr Grace: A recent survey of residents carried out by the Town Council endorsed the view that Shropshire Council should drop the development plans for Much Wenlock and that the Town Council should determine development in the town through a review of the Neighbourhood Plan with community engagement. However, it seemed that this approach was fine for other towns but not for Much Wenlock. Could Cllr Picton agree to the request to drop the proposals and let the town determine the options for the future?

Cllr Picton: Cllr Picton advised that she was not a planner. The draft Local Plan would go before the Inspectors, who were aware of Much Wenlock's objections to the preferred site in the town. Shropshire Council's planners maintained that the proposal was a sound option. If the Inspectors found that the proposal was not sound, then Shropshire Council would have to remove or modify it, but that would depend on the Inspectors. Shropshire Council Members could not change the Plan now, as it was with the Inspectors.

Cllr Grace: Shropshire Council had the option to accede to the request from the Town Council to make the modification during the enquiry, before the Inspectors made their report.

Cllr Picton: Shropshire Council would not do that.

Cllr Grace: Why would Shropshire Council treat Much Wenlock differently to other towns?

Cllr Picton requested clarification on the situation with regard to the Much Wenlock Neighbourhood Plan.

Cllr Grace: The previous Town Council would not refresh the Neighbourhood Plan on the understanding that the Local Plan would determine everything for the town and the Neighbourhood Plan would be refreshed thereafter. In May/June last year the new Town Council had asked Shropshire Council to change the Local Plan and was refused, in contrast to Bishops Castle and Cleobury Mortimer.

Cllr Picton: Those towns had applied under emerging Neighbourhood Plan status, with Plans that would run until 2038. The planning officers and portfolio holder had agreed the process followed for Much Wenlock.

Question 3

Cllr Tyler: During the visit of Philip Dunne MP the road network had been discussed, especially the Gaskell corner. In the Local Plan there was talk of a proposal for a strategic growth corridor from the West Midlands and M54, linking up with the A458 at Bridgnorth. This implied that there would be further development. What effect would that have on the Conservation Area of Much Wenlock, the Shropshire Hills AONB and the tourism led economy?

Cllr Picton: For Cllr Picton, a strategic growth corridor meant the M54 link specifically and she believed that Shropshire Council should be very mindful of the AONB and areas of historic and natural beauty. There was no doubt that Shropshire needed to increase its economic prosperity and increase jobs. Many start-up companies were coming in, which would not even be noticed but were all providing economic prosperity. The road network through Much Wenlock was certainly not suitable for extensive growth. It was about finding the right type of growth for the smaller market towns, which did not have to be industrial and commercial companies involving big wagons. In her view, Local Enterprise Partnerships did not take enough notice of small/medium businesses and tourism.

Cllr Tyler: Development would put huge additional pressure on Much Wenlock – how could the town be protected?

Cllr Picton: The issue of the five-year land supply and the implications of not having that in place were greatly concerning. She had expected the Local Plan to be adopted this year, but the timescale had slipped and her fear was that if the Plan did not go through, Shropshire would be prone to unregulated development.

Question 4

Cllr Fenwick: Shropshire Council had ambitions for positive and purposeful relationships with key centres such as Much Wenlock. What did Shropshire Council intend to do differently to work with Much Wenlock in improving the lot of communities and their places. Was there a real understanding about the democratic role of town councils to ensure there was a status that could not be bypassed in the planning process? What was the purpose of a Neighbourhood Plan if it was just going to be ignored?

Cllr Picton: The Local Plan was very much a high-level document and there would also be service plans, including one about communities. Cllr Picton did not think that Shropshire Council made enough of its relationships with town and parish councils. All of her communities would say that the planners didn't take any notice of them. It was very difficult for Shropshire Councillors in the planning process as they were always under pressure with regard to appeals. A Neighbourhood Plan carried weight and Cllr Picton would be disappointed if Town Councillors really felt that their Neighbourhood Plan had not been listened to. A Neighbourhood Plan did not stop development but determined what the community wanted in terms of development. She would be happy to arrange a meeting with Shropshire Councillor Ed Potter, Portfolio Holder for Economic Growth, Regeneration and Planning.

Cllr Fenwick: Town Councillors would be pleased if Cllr Picton could go to the Shropshire Council planners and ask them to listen to what Much Wenlock had to say as Councillors genuinely felt that the town's assets were at risk.

Question 4

Cllr Themans: Given the budgetary problems of Shropshire Council, why was the Council still carrying on with the enormously expensive and dubiously beneficial northern relief road and the development of Shrewsbury town centre? There was also pressure on schemes that had a great impact on small towns, such as increased parking charges, which would push shoppers away, but not bring significant revenue to Shropshire Council.

Cllr Picton: Cllr Picton disagreed completely – these projects were based on capital sums, not revenue, and Shropshire Council's problems were with the revenue budget. The north-west relief road was almost entirely funded by government. However, this project was not a foregone conclusion, as planning permission and the business case were still to be resolved. She would also argue the economic benefit of the road, which would address the misery of rat running. If traffic was to be reduced through Shrewsbury, it needed to be given another way of moving.

With regard to the centre of Shrewsbury, there had been talk since 1998 about redevelopment. The approach into the town from Frankwell car park through the 1960s buildings was unappealing and did not encourage tourists. The only way to resolve that was to buy the shopping centre and take the leap to shape the place. Now developers were now keen to become involved.

With regard to car parking charges, people didn't come to Much Wenlock for shopping, but because it was an interesting, beautiful town.

Cllr Grace: It was important to connect planning and tourism. The previous Local Plan inspector turned down plans for Hunters Gate as he thought the spread of development out of town would affect the attractiveness of the town for tourism. There was no joined up thinking. The Neighbourhood Plan provided in the round thinking, yet it had been set aside.

Cllr Picton: When Shropshire Council was recruiting a new Head of Economic Growth they had looked for somebody with experience of joining up issues and had appointed Tracy Darke who had experience of economic growth and planning.

Question 5

Cllr Tyler: Flooding was a major issue for the town and would never go away, but the situation was not improving and the town had suffered from significant flooding as recently as 2020. The Town Council had set up a Strategic Flood Working Group, with input from external experts, and was looking at various initiatives including 'slow the flow'. Why had a scheme not been put forward to look at this issue, particularly when Much Wenlock was in the highest response category?

Cllr Picton: Was anyone from the Town Council involved in the River Severn partnership? (no) Cllr Picton would come back to Councillors on this issue.

The Mayor noted that the Town Council had been working quite well with John Bellis, Drainage and Flood Risk Manager at Shropshire Council.

The Mayor thanked Councillor Picton for her attendance and contribution.

9. Minutes

- a. **It was PROPOSED, SECONDED and RESOLVED to approve and adopt the minutes of the Town Council meeting held on 3rd March 2022.**
- b. **It was PROPOSED, SECONDED and RESOLVED to adopt the minutes of the Planning & Environment Committee meeting held on 1st February 2022.**
- c. **It was PROPOSED, SECONDED and RESOLVED to adopt the minutes of Finance & Asset Management Committee meeting held on 20th January 2022.**

10. Town Clerk's Report

Members **NOTED** the written report from the Town Clerk on outstanding matters and action taken since the last Council meeting.

11. Responsible Financial Officer - CiLCA Qualification

Members were pleased to note that the RFO had successfully completed the Certificate in Local Council Administration and expressed their congratulations.

12. Mayor Making

Members noted arrangements for Mayor Making on 5th May 2022.

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

Members noted a report from the recent meeting with members of the community who had submitted Regulation 19 objections to the Draft Local Plan. A number of common areas had been developed to help prepare a case for the Examination in Public around water resources, consultation, the strategic development corridor and quality of place. A further meeting was planned.

Results of the recent residents' survey had now been analysed and compiled into a report by the Council's Administrative Assistant.

It was RESOLVED to endorse the survey report and to express thanks to the Administrative Assistant.

The report could now be put into the public domain.

14. Community Infrastructure Levy (CIL) Briefing

Members noted information from a CIL briefing given by Shropshire Council's Planning Policy and Strategy Manager, which had been attended by Councillor Tyler and the Clerk. A copy of the presentation had been circulated to Members.

Councillor Thomas was asked to check whether there was still a discrepancy between north and south Shropshire with regard to CIL funding.

15. Shropshire Council Consultation on Proposals for Car Parking Charges

Members considered proposals for increases to car parking charges in Much Wenlock. They noted the current situation with regard to residents' permits and season tickets in the town's car parks, and the very low take-up in Much Wenlock of 9 residents' permits out of 51 available. Promotion and signage of the car parks was poor. Members noted information submitted by a member of the public regarding the proposed increases in charges and concurred with the views expressed regarding parking problems in Much Wenlock and the negative impact of the proposals.

It was RESOLVED to object to all increases, and to respond to the consultation as follows:

- a. Residents' parking permit charges should be kept at the current level or reduced.
- b. Residents' parking permits should be vigorously promoted through local publicity – posters, flyers, retailers, the hospitality sector, local websites, parish magazines, social media, town and parish councils.
- c. There should be no increase in hourly parking charges.
- d. Signage indicating pedestrian routes from the shopping area to the car parks should be introduced.
- e. There should be repeated promotion of the various methods of payment to park hourly, especially the MiPermit app.
- f. 'Pop and shop' should be promoted, as suggested in b. above, especially in those locations where vehicles were frequently parked inconsiderately or in contravention of regulations.
- g. Directional signage at the entrance to car parks should be regularly checked to ensure that it was not obscured by foliage.

16. 'Climate Champion' for the Town Council

It was RESOLVED to appoint Councillor Toon as the Council's Climate Champion, to be reviewed in May 2023.

17. Policing Priorities

Members reviewed the town's policing priorities for the period April to September 2022. Members noted activities undertaken by the local policing team in relation to the current priorities. It had been observed that drug taking appeared to have moved to different areas, including the railway bridges and Pinefields.

It was RESOLVED to retain the current policing priorities of theft (outbuildings), drugs and speeding for the next six months.

18. Community Speed Watch

Members considered a request from a member of the public for Town Council support for a Community Speed Watch scheme in Bourton Road, Much Wenlock.

It was RESOLVED to support the initiative and to pass the request on to the local policing team.

19. Ambulance Emergency in South Shropshire

Members considered correspondence from a member of the public in Ludlow regarding cuts to the emergency ambulance service in South Shropshire and the excessively long waiting times. Members had personal experience of unacceptable delays in ambulance arrival times and the lack of local knowledge.

It was RESOLVED to support the petition asking the West Midlands Ambulance Service to re-open the ambulance hubs which had been closed across South Shropshire and to return the rapid response vehicles.

20. NALC Smaller Councils

Members considered correspondence from NALC Smaller Councils Committee regarding services for members.

It was RESOLVED to suggest that NALC address the following issues:

Focus on shortcuts to operational good practice

Technology standardisation – what are other councils doing – hardware, usage, configuration, recommendations.

21. Correspondence

Members noted the following items, which had been distributed via email between meetings:

- 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. Single Use Plastic: how do bans differ across the UK and EU
- f. Friendly Bus Newsletter April 2022
- g. Details of various conferences and workshops

22. Agenda items for next Town Council meeting

Members requested that the Shropshire Local Plan be included on the May agenda and the following items be included on the agenda of the June full Council meeting:

- ‘20’s Plenty’ – speed limits
- Review of website

23. Date of next meeting

Members noted that the Annual Town Council Meeting (Mayor Making) would be held on 5th May 2022 at the Guildhall and that business deferred from that meeting would be considered at the meeting to be held on 12th May 2022 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.

It was RESOLVED to suspend standing orders to allow the meeting to continue beyond 9pm.

24. Legal Matter

Members considered recent correspondence and determined a response.

The meeting closed at 9.10 pm

Signed Date

Town Mayor

01/22

MUCH WENLOCK TOWN COUNCIL

Minutes of the
ANNUAL TOWN COUNCIL MEETING
 held at The Guildhall, Much Wenlock
 at 7 pm on Thursday, 5th May 2022

PRESENT: Cllr William Benbow, Cllr David Fenwick, Cllr Mike Grace, Cllr Wilfred Grainger, Cllr Marcus Themans, Cllr Daniel Thomas, Cllr Chris Tyler, Cllr Linda West, Cllr Duncan White

TOWN CLERK:

Trudi Barrett

IN ATTENDANCE:

Rev'd Matthew Stafford
 Mace Bearer, Mr Eric Humphries
 Deputy Lieutenant Claire Brentnall
 Invited guests

The Mayor, Cllr. Daniel Thomas, invited the Rev'd Matthew Stafford to say prayers prior to the commencement of the meeting.

After prayers, the Mayor declared the meeting open.

1) ELECTION OF MAYOR

In pursuance of LGA 1972 s15(1)(2) it was PROPOSED by Cllr. David Fenwick and SECONDED by Cllr. Marcus Themans that Cllr. Duncan White be elected as Town Mayor for the ensuing year.

There being no other nominations it was unanimously RESOLVED that Cllr. Duncan White be elected as Town Mayor of Much Wenlock for the ensuing year.

2) DECLARATION OF ACCEPTANCE OF OFFICE

The newly appointed Mayor, Cllr. Duncan White, signed his Declaration of Acceptance of Office, witnessed by the Town Clerk.

The Mayor gave his address of thanks for his election.

The Mayor **PROPOSED** and Cllr. Marcus Themans **SECONDED** that a 'Vote of Thanks' be accorded to the ex-Mayor, Cllr. Daniel Thomas, which was unanimously **APPROVED**.

Cllr. Daniel Thomas addressed the Council in reply to the 'Vote of Thanks'.

3) ELECTION OF DEPUTY MAYOR

In pursuance of LGA 1972 s15(6) it was PROPOSED by Cllr. Duncan White and SECONDED by Cllr. Mike Grace that Cllr. David Fenwick be elected as Deputy Mayor for the ensuing year.

There being no other nominations it was unanimously RESOLVED that Cllr. David Fenwick be elected as Deputy Mayor of Much Wenlock for the ensuing year.

4) APOLOGIES FOR ABSENCE

Apologies were received from Cllr. John O'Dowd and Cllr. Christian Toon. **These apologies were ACCEPTED and AGREED as APPROVED absence.**

5) APPOINTMENT OF MAYOR'S CHAPLAIN

The Mayor announced his appointment of the Rev'd Matthew Stafford as his Chaplain and handed signed confirmation to the Town Clerk.

6) NEXT MEETING

It was PROPOSED by Cllr. Marcus Themans and SECONDED by Cllr. David Fenwick that the remaining business of the Annual Town Council Meeting be deferred for consideration on Thursday, 12th May 2022.

It was RESOLVED that the remaining business of the Annual Town Council Meeting be resumed on Thursday, 12th May 2022 commencing at 7 p.m. at the Guildhall, Much Wenlock.

The meeting closed at 7.25pm.

Signed.....
Town Mayor

Date.....

DRAFT

43/21

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 1st March 2022 at the Guildhall, Much Wenlock

Present: Councillors Mike Grace, Wilfred Grainger, Chris Tyler, Duncan White (in the chair)

In attendance: Trudi Barrett – Town Clerk, one member of the public

1. Apologies

It was **RESOLVED** to accept the following apology: **Councillor David Fenwick - holiday**

2. 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.

3. Dispensations

None requested.

4. Public Session

There had been no requests to speak.

5. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 1st February 2022 be **APPROVED** and signed as a true record.

6. Planning Applications

The following planning applications were considered:

22/00348/FUL Havelock Cottage, 3 Shrewsbury Road, Much Wenlock	Erection of utility room to side. It was RESOLVED no objection.
22/00071/FUL Proposed holiday let accommodation SW of Westwood House, Stretton Westwood, Much Wenlock	Erection of 2No holiday lets partially dug into ground, with subterranean courtyards, new pond, associated landscaping and habitat creation, 3No EV charging points, new E-Bike storage, and 18.4 Kw Solar Array, with ground source heat pump. It was RESOLVED to support the application.

7. Planning Decisions

It was **RESOLVED** to note the following planning decisions:

21/05944/FUL Glen Cottage, The Glen, Homer, Much Wenlock	Erection of a two storey rear extension. Decision: Grant Permission
21/04033/FUL Wenlock Edge Inn, Easthope, Much Wenlock	Stationing of 3no holiday letting units, supporting infrastructure and installation of package treatment plant and associated works (amended description) This application had been considered at the Southern Planning Committee on 8 th February 2022 where Cllr White had presented the Town Council's objections. Despite objections, permission had been granted at the meeting - the decision notice was still awaited.
21/05875/TCA 33 Sheinton Street, Much Wenlock	Reduce Apple tree by 20% and remove crossing branches within Much Wenlock Conservation Area. Decision: Consent by Right – Trees
21/05838/TCA 10 The Paddock, Much Wenlock	Reduce by 20% 1no mature Hazel tree within Much Wenlock Conservation Area Decision: Consent by Right – Trees

44/21

21/05836/TCA Queens Court House, Queen Street, Much Wenlock	Reduce 1no. Robinia (to previous reduction of 20%) within Much Wenlock Conservation Area Decision: Consent by Right - Trees
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8. Draft Shropshire Local Plan Review 2016 - 2038

Members noted that the date for the Examination in Public (EIP) was still awaited.

A paper version of the residents' survey had been distributed with the Wenlock Herald and an online version was available on the Town Council's website, both with a closing date for return of 12th March.

Members agreed that the Clerk should make initial contact with those residents and organisations known to have submitted formal, duly made objections to the Draft Local Plan in response to the Regulation 19 consultation.

Working Group members would then follow up the contacts to discuss a joint representation to the EIP. The Clerk was asked to check with the Flood Group whether they had submitted a formal objection.

9. Wheatland Garage Application 21/04254/OUT

Members considered a request from the applicant for the above application for a meeting on site with Town Councillors. **It was RESOLVED to agree to the request and suggest a date of 12th March at 11am.** With the agreement of the applicant, the Town Council's transport advisor would also attend. The Clerk was asked to re-circulate the Town Council's comments on the application submitted to Shropshire Council.

10. Shadwell Quarry: application 21/04526/CPL and flooding concerns

Members considered correspondence from Shropshire Council and the Environment Agency regarding the application for additional development at Shadwell Quarry and flooding issues. It was noted that the Environment Agency had advised that Shropshire Council was the relevant Risk Management Authority with regard to groundwater flooding. The Clerk had already contacted Shropshire Council's Drainage and Flood Risk Manager and a response was awaited.

11. Flooding issues

- a. Members noted a written update from the Flood Group. With regard to the Strategic Flood Group meeting, it had been made clear at both Planning and full Council meetings that the meeting held on 25th January had, in fact, been an informal meeting to gather advice from specialists. A member of the Flood Group would be invited to forthcoming meetings of the Strategic Flood Group at which, it was hoped, the Flood Group would be able to bring its wider thinking for discussion with Councillors.
- b. Members noted a report from the Strategic Flood Working Group. Information had been obtained on grants available to landowners for woodland creation and Councillor Tyler had approached two local landowners who had indicated their interest. A fact finding meeting between Councillors and one of the landowners was to be arranged to discuss this further. It was agreed to invite Shropshire Council's Drainage & Flood Risk Manager and a representative from the Environment Agency to any subsequent discussion.
- c. Members considered the make-up of the Strategic Flood Working Group. **It was RESOLVED to agree the following current membership: two invited members of the public with relevant knowledge, a member of the Flood Group, Dr Nick Covarr from Harper Adams University, Mr Luke Neal from Shropshire Wildlife Trust, Councillors Chris Tyler and Will Benbow.**
- d. **It was RESOLVED to contact the National Flood Forum (NFF) to seek clarity on the Terms of Reference for the NFF and local groups.**

12. Transport Working Group

- a. Members considered a report from the Transport Working Group. It was noted that meetings had been held with Shropshire Council highways engineers and the draft parking proposals would now go out for public consultation. There had been problems with the temporary traffic lights installed for the Cadent gasworks at the Gaskell corner at the weekend which had not been removed in a timely fashion and had caused significant traffic problems.
It was RESOLVED to suspend standing orders to allow a member of the public to speak.
Advice was given that the traffic signals installed for the gas works were for roadworks only. If traffic signals were to be installed as part of a traffic scheme for the Gaskell corner these would operate in a different way.
It was RESOLVED to reinvoke standing orders.
Thanks were expressed to the member of the public.
- b. Members reviewed membership of the Transport Working Group. It was noted that the way the working group operated had changed and it was now a small group of Councillors with an expert advisor. The views and opinions of residents would be requested at appropriate times. The Clerk was asked to advise previous members of the group accordingly.

45/21

- c. Members reviewed the draft application to the Police & Crime Commissioner's Local Policing and Community Ambassadors Fund for Safer Roads for improved advance signage for the pedestrian crossing on the A458. **It was RESOLVED to approve and submit the application.**

13. Climate Change and Ecological/Nature Emergencies*

The Clerk was asked to enquire whether former Councillor Mike Atherton was still in a position to act as the Council's Green Champion.

14. Waste and Recycling Wheelie Bins - Storage

Members considered concerns about the storage of residential wheelie bins and bins on the pavement. It was noted that dwellings sometimes had no storage capacity for bins and some bins were permanently left out on the pavement and could block access. The bins were also unsightly, particularly in the Conservation Area. **It was RESOLVED to write to Shropshire Council outlining the concerns about wheelie bins outside of residential properties and seeking advice on options for dealing with the matter.**

It was RESOLVED to suspend standing orders to allow the meeting to continue past 9.00pm.

15. Consultation*

Members noted information regarding the Government's response to the Independent Landscapes Review carried out in 2019 (the Glover Review) and proposals for support for Areas of Outstanding Natural Beauty and a report from Councillor Grace.

It was RESOLVED to:

- a. **Note the information regarding the Government's response to the Independent Landscapes Review carried out in 2019 (the Glover Review).**
- b. **Approve the suggested responses in paragraphs 1 to 6 of the report prepared by Councillor Grace, dated 24th February 2022.**
- c. **Send a copy of the response to the Shropshire Hills AONB Partnership.**

16. Street Lighting*

Members considered concerns raised by residents about new LED lighting installed in the town. Orange, sodium lights were being replaced with white, LED lights. Residents had complained to Shropshire Council about the new LED light in Barrow Street (a Shropshire Council owned light). It was noted that the Town Council was also part-way through a three year scheme to replace its current lights with LED. If necessary, it was possible to take measures such as fitting shades on LED lights to reduce the impact on residents.

It was RESOLVED to contact the Shropshire Council Conservation Officer to check the situation with regard to LED lighting in the Conservation Area.

Councillors were advised of delays in the installation of replacement lamp posts at Swan Meadow and the junction of Queen Street/Back Lane due to staffing issues being experienced by the contractor.

17. Street naming *

18. Footpath/Bridleway Creation Orders*

Members considered correspondence and maps received from a consultant acting on behalf of Shropshire Council relating to an application to upgrade Public Footpath 67 in the parishes of Barrow and Much Wenlock to bridleway status. **It was RESOLVED to support the change in principle.**

19. Footpath Diversion Orders*

20. Road closures*

Members noted the following road closures:

- a. Location: Barrow Street, Much Wenlock
Date/Time: 5th – 6th March 2022, 24 hours
Agency: Cadent
Purpose: New gas connection
- b. Location: High Street, Much Wenlock
Date/Time: 15th April 2022, 06:30 – 16:00
Agency: Much Wenlock Town Council
Purpose: Made in Shropshire Market

46/21

- c. Location: A4169 Smithfield Road, Much Wenlock
 Date/Time: 3rd – 6th May 2022, 09:30 – 14:30
 Agency: Kier on behalf of Shropshire Council
 Purpose: Drainage repairs
- d. Location: B4376, St Mary’s Street junction to B4375 junction
 Date/Time: 11th to 15th July 2022, 09:30 – 14:30
 Agency: Multevo on behalf of Shropshire Council
 Purpose: Carriageway repairs

Members queried the locations and diversion routes associated with c. and d. above and requested that the Clerk circulate further information.

21. Highways matters *

There was nothing further to report on highways matters.

22. Amendment to Shropshire Council Off-Street Parking Places Order

Members noted an amendment to the Shropshire Council (Off-Street Parking Places) Order 2011 and the allocation of resident and season parking permits for Much Wenlock. The Clerk was asked to share this information with the Council’s transport advisor.

23. Tree Preservation Orders (TPOs)*

24. Stopping Up Orders*

25. Speed Limit Orders*

26. Prohibition Orders*

27. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 5th April 2022 at 7.00pm at the Guildhall, Much Wenlock.

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 was RESOLVED that the public and press should not be present.

28. Planning Enforcement

Members noted enforcement issue 22/08555/ENF and an update on activity at Farley Quarry.

The meeting closed at 9.25 pm.

Signed.....(Chairman)

Date.....

47/21

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 5th April 2022 at the Guildhall, Much Wenlock

Present: Councillors David Fenwick, Mike Grace, Wilfred Grainger, Chris Tyler, Duncan White (in the chair)

In attendance: Trudi Barrett – Town Clerk, two members of the public

1. Apologies

None, all Members were present.

2. 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.

3. Dispensations

None requested.

4. Public Session

There had been no requests to speak.

5. Minutes

It was RESOLVED that the minutes of the Planning & Environment Committee meeting held on 1st March 2022 be APPROVED and signed as a true record.

6. Planning Applications

The following planning applications were considered:

22/00942/FUL Cuan Wildlife Rescue Centre, The Signals, Stretton Road, Much Wenlock	Erection of a building for a wildlife rescue charity with residential first floor flat above. It was RESOLVED no objections to the development, but Members would request a condition that residential use is for the upper storey only, not for the whole building.
22/00968/FUL 15 Stretton Road, Much Wenlock	Erection of timber carport to front. It was RESOLVED no objections. Due to the prominent position adjacent to the road, Councillors would request the use of high quality materials for the structure.
22/01456/FUL The Oaks, Callaughton, Much Wenlock	Erection of single storey double garage to side of existing residential property. It was RESOLVED no objections.

7. Planning Decisions

It was RESOLVED to note the following planning decisions:

21/05797/FUL The Old Chapel, Stretton Westwood, Much Wenlock	Erection of two storey home office, with garage and workshop storage and associated works following demolition of existing storage. Decision: Grant Permission
21/03873/FUL Withies Campsite, Stretton Road, Much Wenlock	Proposed siting of 5 Glamping Pods and 2 Log Cabins and installation grass grid access track at existing caravan and camping site. Decision: Refuse Members noted thanks from neighbours for the Town Council's support.

8. Draft Shropshire Local Plan Review 2016 - 2038

It was noted that a meeting had been held with other objectors to the Draft Local Plan on 28th March and a report from the meeting would be given to full Council on 7th April.

Responses to the Residents' Survey had been collated into a draft report and thanks were expressed to the Council's Administrative Assistant for the speed of completion and the excellent presentation. The report would be considered by full Council at the forthcoming meeting and, following approval, it was suggested that a copy could be provided to Philip Dunne MP, Shropshire Cllr Lezley Picton and the library. Slight amendments were agreed to the draft.

9. Wheatland Garage Application 21/04254/OUT

Members noted a report from the meeting held with the applicant for the above application on 12th March and documents provided by the applicant. Councillors remained concerned about the application, in particular, conversion of the end terrace house to a café. Councillors noted the link between provision of four electric vehicle charging points and the café, and that cafés were already available in the town, within walking distance.

It was RESOLVED to send a copy of the report to Shropshire Council's Planning department, with a copy to Shropshire Councillor Daniel Thomas, and to request an update on progress.

10. Approval of Applications for Work to Trees

Members noted information from Shropshire Council's Tree Officer regarding the meaning of 'Consent by Right' and 'No Objection' with regard to applications for work to trees in the Conservation Area: Consent by Right meant that the person submitting a conservation area notice had the legal right to carry out the work notified at the end of the six week period after submission. Tree Officers could check applications and allow those of a minor nature to simply reach the six week deadline with no further attention. A decision of 'No Objection' indicated that a Tree Officer had assessed the application more closely and issued a formal decision.

11. Flooding issues

- a. Due to pressure of other matters, the Flood Group had been unable to submit a written report.
- b. It was noted that the Much Wenlock Flood Group had appointed a representative to join the Town Council's Strategic Flood Working Group and a meeting of the Strategic Flood Working Group was being arranged.
- c. No response had been received from the National Flood Forum (NFF) with regard to terms of reference for the NFF and local groups.
- d. Members noted information from Shropshire Council regarding the development of long-term flooding measures and the request for information from those affected by flooding. This was primarily aimed at those affected by flooding from the River Severn, but included references to both 2020 and 2021 flooding. **It was RESOLVED that the Strategic Flood Group should draft a response to the questionnaire.**
- e. No response had been received from Shropshire Council's Drainage and Flood Risk Manager regarding concerns about flooding associated with Shadwell Quarry or the request for a date for a meeting with Councillors. The Clerk would seek support from Shropshire Councillor Daniel Thomas in following this up.
- f. It was noted that two completely blocked gullies next to the Talbot and in St Mary's Road were scheduled for clearing. Councillor White had established that the developer was responsible for clearing drains which had been blocked for years in Mendips Way and this work was in hand.

12. Transport Working Group

- a. Members noted difficulties encountered by members of the Transport Working Group and the Clerk in obtaining information from Shropshire Council on funding for highway improvements in Much Wenlock.
- b. **It was RESOLVED to agree to Councillor Daniel Thomas joining the Transport Working Group.**
- c. Members noted the situation with regard to the application to the Police & Crime Commissioner's (PCC) Community Fund – Safer Roads for improved advance signage for the pedestrian crossing on the A458 and information received from Shropshire Council. There was lack of clarity on the project proposed, whether this was eligible for PCC funding support, whether the project could be funded entirely from CIL monies and the mechanism for accessing the CIL Local Fund. Consequently, it had not been possible to submit the application to the PCC.
The Clerk was asked to contact Shropshire Councillor Daniel Thomas to seek support in obtaining the information requested from Shropshire Council.

13. Climate Change and Ecological/Nature Emergencies*

Members noted an email from the local organiser for Surfers against Sewage and the request that Councillors undertake an assessment of their individual carbon footprints.

14. Consultation*

15. Street Lighting*

Members considered information received from the Shropshire Council Conservation Officer regarding street lighting in Conservation Areas and the previous lack of effective communication between the Historic Environment Team and the Street Lighting Team at Shropshire Council and the lack of a consistent approach.

It was RESOLVED to write to the Conservation Officer to offer the Town Council's support for his endeavours with the Street Lighting Team, highlighting the Town Council's concerns about the disturbance to bats and night birds

caused by LED lighting, as well as appropriate lighting regimes in the historic environment and the visual impact in the conservation area. The Conservation Officer should also be asked to consider Shropshire Council's shortlist of historic light fittings and suggest which he thought most appropriate for Much Wenlock.

16. Street naming *

17. Footpath/Bridleway Creation Orders*

18. Footpath Diversion Orders*

19. Road closures*

Members noted the following road closure:

- | | |
|--------------|---|
| a. Location: | High Street, Much Wenlock |
| Date/Time: | 19 th – 20 th May 2022, 09:30 – 16:00 |
| Agency: | Kier on behalf of Shropshire Council |
| Purpose: | Drainage repair |

The Clerk was asked to request that road signage be removed as soon as the job had been completed.

20. Highways matters *

- a. Members noted information from the local policing team regarding enforcement of weight/size limits on town centre roads. Problems should be reported to the Safer Neighbourhood Team who would clarify the issue with the Town Council and then request support from the Roads Policing Team.
- b. Members considered an article and email received from a member of the public regarding the provision of electric vehicle charging points. **It was RESOLVED to thank the correspondent and advise him of the Shropshire Council plans to install four charging points in Falcon's Court car park.**
- c. Members noted information received from the Green Lane Association regarding off-roading.
- d. Members considered an update on highways matters.
 - Wheelie bins on the pavement: Shropshire Council Waste Management had provided information about action that could be taken. The Clerk was asked to highlight the options in the Wenlock Herald and to ask Shropshire Council whether any explanatory leaflets were available that could be distributed as necessary. It was noted that specific, persistent incidences of wheelie bins blocking footpaths could be reported to Shropshire Council.
 - In response to the Town Council's letter regarding litter and anti-social behaviour on the English Heritage Priory car park, the Head of Historic Properties had advised that she would be willing to arrange a meeting with the local policing team and the Town Council to consider options. A meeting date was awaited.
 - It was noted that, despite repeated requests, updates were still awaited from Shropshire Council regarding the crumbling high walkway in Victoria Road and HGVs mounting the pavement at the junction of Back Lane and Queen Street.

21. Tree Preservation Orders (TPOs)*

22. Stopping Up Orders*

23. Speed Limit Orders*

24. Prohibition Orders*

25. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 3rd May 2022 at 7.00pm at the Guildhall, Much Wenlock.

26. Planning Enforcement

There were no planning enforcement matters to hand.

The meeting closed at 8.45 pm.

Signed.....(Chairman)

Date.....

50/21

MUCH WENLOCK TOWN COUNCIL

Minutes of an **extraordinary Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 26th April 2022 at the Guildhall, Much Wenlock

Present: Councillors David Fenwick, Mike Grace, Wilfred Grainger, Chris Tyler, Duncan White (in the chair)

In attendance: Trudi Barrett – Town Clerk, one member of the public

1. Apologies

None, all Members were present.

2. 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.

3. Dispensations

None requested.

4. Draft Shropshire Local Plan Review 2016 – 2038 – Examination in Public (EIP)

- a. Members noted the draft timetable for the Stage 1 hearing sessions of the Examination in Public of the Shropshire Local Plan 2016 – 2038, commencing 5th July 2022. The deadline for registering to speak at the hearing was 2nd May 2022 and for the submission of written statements, 1st June 2022.
- b. Members considered guidance and other information provided by the Programme Officer on the Stage 1 hearing sessions, which would cover legal and strategic issues.
- c. Members noted that the Town Council's Shropshire Local Plan Review Working Group had held meetings with other objectors from the community. It was noted that the Local Plan Inspectors had requested that those submitting similar statements should collaborate.

Eight matters would be considered at the EIP, each containing several questions posed by the Inspectors. Six of the eight matters were pertinent to Much Wenlock, matters 1, 2, 3, 4, 7 and 8, and the Council would need to respond to the relevant questions posed by the Inspectors. It was noted that statements should not repeat information already submitted as part of the Regulation 19 consultation and should not create new objections, but should focus on any new or additional information supporting the original objections. Each statement on each matter could be no longer than 3,000 words and must address the questions posed by the Inspectors. Different members of the working group were drafting responses to the various elements.

It was RESOLVED to:

1.
 - a. **Submit a statement to the Examination in Public saying that the Council wishes to be represented in person at the EIP to speak about matters 1, 2, 3, 4, 7 and 8, and that**
 - b. **The Council is working collectively with other objectors in the community to make shared submissions as far as possible and list the members of the EIP group it is working with.**
 - c. **Request other objectors in the group to agree to make this statement as well.**
2. **It was RESOLVED that members of the Planning & Environment Committee should work with other objectors from the community to prepare and submit the statements in support of the Council's stated objection made in June 2021.**
3. It was noted that now the EIP was open, Shropshire Council could make modifications to the Draft Local Plan. **It was RESOLVED to invite the Leader of Shropshire Council, Councillor Lezley Picton, to make the changes to the Draft Local Plan previously requested by the Town Council.**
4. It was noted that due to the very tight timescale for the EIP, there would be no opportunity to formally present the final statements to the Planning & Environment Committee or full Council before submission to the EIP. **It was RESOLVED to update full Council on progress at the meeting on 12th May.**

The meeting closed at 7.50 pm.

Signed.....(Chairman)

Date.....

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
May 2021	22	Defer consideration of the Council's policies relating to data protection to a future meeting.	In progress	Privacy notice on agenda for 12 th May meeting.
July 2021	10	Arrange a workshop of all Councillors to brainstorm ideas and start the process of developing a strategic plan before the summer break.	Pending	Date and arrangements to be agreed.
	14	Finance & Asset Management Committee to consider the practicalities of flying the Union flag at the Guildhall.	In progress	Advice obtained from Holy Trinity Church team. New flag to be purchased.
Sept 2021	10	Approve the Document Retention Policy, subject to the production of and agreement to operational guidelines.	In progress	Input provided by Cllr Toon. Further discussion required before presentation to Council.
	15	Invite community activists to an introductory workshop in order to explore a Council and community-wide approach to climate change.	Pending	
Dec 2021	20	Resolved to approve recommendations from the Property Working Group: a.iii. To engage a professional fund raiser to obtain funding for the renovation of the Guildhall. a.iv. To check the Council's VAT position. c. To commission a condition report for the Cemetery Chapel.	In progress Pending In progress	Meetings held with three potential fund raisers, proposals received – awaiting consideration and response. Advice obtained from NALC – clarity on proposals for Guildhall needed to determine VAT implications. Consideration of quotations on agenda for May meeting.
March 2022	13b	Review the Town Council's complaints procedure.	Yes	On agenda for 12 th May meeting
	17	Clarify with Shropshire Council the rationale for the Place Plan boundaries.	Yes	Response received from Tracy Johnson.
April 2022	13	The residents' survey report could now be put into the public domain.	Yes	
	15	Object to all increases to SC car parking charges for Much Wenlock.	Yes	Comments sent and acknowledged
	17	Retain the current policing priorities for the next six months	Yes	Police notified
	18	Support the community speed watch initiative for Bourton Road	Yes	Police notified
	19	Support the petition asking the West Midlands Ambulance Service to re-open closed hubs across South Shropshire and return rapid response vehicles	Yes	
	20	Forward suggestions to NALC for services for smaller councils	Yes	

Other Activities

- Town Council news for May Wenlock Herald written and submitted – NB. Summarised by Herald editor and edited version published
- Attended meeting in old cemetery with Friends re environmental initiatives
- Arranged for check of hearing loop in Council Chamber – all in order and working

FINANCE AND ASSET MANAGEMENT COMMITTEE TERMS OF REFERENCE	
Membership	SIX Members of the Town Council
Quorum	FOUR Members of the Committee
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet bi-monthly.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers.</p> <p>Notice of meetings will be posted in accordance with all meetings of the Council.</p>
Restrictions	Only Members of the Committee may vote on agenda items.

Finance & Asset Management Responsibilities		Powers
1	To consider the annual draft budget and recommend the draft precept to full Council.	No delegated powers.
2	To monitor and authorise all income and expenditure and report findings to full Council on a quarterly basis.	Delegated authority to: <ul style="list-style-type: none"> ● Monitor income and expenditure. ● Authorise all payments.
3	To check the receipt book for burial plot and memorial purchases, and internal costs. To review and approve cemetery fees on an annual basis.	Delegated authority to oversee set fees for the purchase of burial plots and memorials and resolve any cemetery issues that officers are unable to deal with.
4	To vire funds between budget headings within the approved budget, except from staff costs, and bring forward funds from reserves as necessary.	Delegated authority to vire funds between budget headings EXCEPT from the budget for staff costs. Funds vired from reserves must not exceed £25,000 without the approval of the Town Council.
5	To consider contracts for work.	Delegated authority to award contracts up to £10,000.
6	To review the Council's Asset Register and insurance on an annual basis and ensure that the Council's property is adequately insured	Delegated authority to oversee insurance of the Council's property.
7	To consider the Internal Audit report, and report findings and recommendations to full Council.	Delegated authority to review the Internal Audit.
8	To consider all grant applications received.	Delegated authority to award grants in accordance with the Council's 'Grants Policy'.
9	To ensure that PAYE and NI payments are appropriately deducted from employees' salaries and paid to HMRC as required by law.	Delegated authority to ensure that the Council complies with HMRC requirements.
10	To monitor financial risk and ensure that adequate financial risk management is in place.	Delegated authority to ensure adequate financial risk management is in place.
11	To determine and keep under regular review the bank mandate for all Council bank accounts	Delegated authority to review the Council's banking arrangements and make recommendations to full Council.
12	To monitor risk management and ensure that health and safety requirements are met.	Delegated authority to manage risk, health and safety.
13	To oversee the management of all of the Council's property, assets and archives.	Delegated authority to ensure that the Council's property is properly managed.

The Committee may not approve:

- setting the final budget or the precept
- borrowing
- writing off bad debts
- declaring the eligibility for the general power of competence
- the Council's banking arrangements and investments
- addressing recommendations in any report from the internal or external auditors
- the Annual Governance and Accountability Return.
- procurement or award of a public supply contract or public service contract valued at over £25,000.

These shall be determined by full Council only.

MUCH WENLOCK TOWN COUNCIL

PLANNING & ENVIRONMENT COMMITTEE TERMS OF REFERENCE	
Membership:	FIVE Members of the Town Council
Quorum:	Three Members of the Committee
Authority:	Local Government Act 1972, Sections 101 and 102 In an area that has a parish council, the Town & Country Planning Act 1990 provides for the parish council to take the lead role in neighbourhood planning. In pursuance of the Localism Act 2011 Schedule 38A (9) and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 Shropshire Council made (adopted) the Neighbourhood Plan for Much Wenlock on 17 July 2014.
Conditions:	The Council's Standing Orders will apply to all meetings of the Committee. The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council. The Committee will meet monthly on the Tuesday preceding full Council meetings unless otherwise determined. Once approved the minutes will be presented to the next meeting of the Town Council, for noting only. Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items. All Members of the Committee will receive an agenda and supporting papers. All Members of the Council will receive an agenda only, sent via email. Notice of meetings will be posted in accordance with all meetings of the Council.
Restrictions:	Only Members of the Committee may vote on agenda items. Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman. Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct. Non-Members of the Committee have no more rights at Committee meetings than members of the public.

	Responsibilities	Powers
1)	To consider and formulate responses to applications made to Shropshire Council for planning permission relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Conservation Area issues, Advertisement Consent and Street Naming.	Delegated authority to respond to all planning matters. Contentious and significant applications will be referred to full Council for consideration and approval.
2)	Consider and formulate responses to applications made to Shropshire Council for permission of an environmental nature relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. tree felling, tree maintenance.	Delegated authority to respond to applications.
3)	Consider and formulate responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.	Delegated authority to respond.
4)	Consider responses to the Government's Planning Inspectorate and other appropriate bodies either in support or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate, authorise the attendance of Members and or Officers and the engagement of professional representation at Local Inquiries or Hearings into such appeals.	Committee to have the power to resolve unless otherwise directed by the Council.
5)	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish.	Delegated authority to respond.
6)	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices.	Delegated authority to respond.
7)	Consider and recommend responses to any proposals by Shropshire Council with respect to street naming within the parish.	Delegated authority to respond.
8)	Consider and respond to minor correspondence.	Delegated authority to respond.
9)	Consider and formulate responses to proposals by the Highway Authority with respect to highway and traffic regulation issues and orders.	Committee to have the power to resolve unless otherwise directed by the Council.
10)	Make representations to any outside agency as deemed necessary in order to promote and encourage sustainable development within the Parish.	Committee to have the power to resolve unless otherwise directed by the Council.
11)	To monitor the Neighbourhood Plan and advise the Town Council on whether the Plan is meeting its objectives with the ultimate aim of informing the three-year review of the Plan.	Committee to report findings to the Town Council.
12)	To work with Shropshire Council to encourage appropriate development and ensure that the Neighbourhood Plan's objectives are being met.	Committee to report findings to the Town Council.
13)	To work with Shropshire Council to monitor housing development numbers during the Plan period to provide evidence to feed into any formal review of the Plan.	Committee to report findings to the Town Council.
14)	To respond to matters relevant to Much Wenlock's designation as a Rapid Response Flood Catchment, undertake a review of contingent arrangements in relation to possible flood events, and raise awareness within the local community of flood related issues.	Committee to review contingent arrangements and work with the community to raise awareness of flood related issues in Much Wenlock.
15)	To delegate areas of responsibility to either a sub-committee or to an officer.	Committee to have the power to delegate.

	HR COMMITTEE TERMS OF REFERENCE
Membership	THREE/ FOUR Members of the Town Council
Quorum	THREE Members of the Committee
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council’s Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairman.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet as required.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Due to the confidential nature of the business to be transacted it may be necessary to hold meetings in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council’s Standing Orders.</p> <p>Notice of meetings will be posted in accordance with the Council’s Standing Orders.</p>
Restrictions	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Committee Members are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p>

	Responsibilities	Powers
1	To appoint staff as required to carry out the decisions and functions of the Town Council.	Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council.
2	To deal with all employee issues except those referred to the Disciplinary & Grievance Panel and the Appeals Panel.	Committee to have the power to resolve employee issues except those referred to the Discipline & Grievance Panel and the Appeals Panel.
	To investigate complaints about council administration and procedures.	Committee to have the power to resolve the outcome of a complaint concerning administrative procedures.. Committee to have the power to refer a Complaint to the Town Council if necessary.
3	To investigate complaints about Council employees if referred by the Town Council.	Committee to have the power to resolve the outcome of a complaint about Council employees.
4	To consider and approve the Town Clerk's Performance Review.	Committee to have the power to approve the Town Clerk's annual performance.
5	To review Contracts of Employment.	Committee to have the power to approve.
6	To review employment policies.	Committee to have the power to approve.
7	To review job specifications.	Committee to have the power to approve.
8	To review employee rates of pay.	Committee to have the power to approve.
9	To review overtime payments and holiday entitlement issues in accordance with the Town Council's 'Employee Management Policy.	Committee to have the power to approve.
10	To delegate areas of responsibility to either a sub-committee, a working group or an officer.	Committee to have the power to delegate.

The Committee **may not** consider:

- Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
- Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on ~~1 July 2012~~ ^{3rd March 2022} and, if a complaint against a councillor is received by the Council, it will be referred to ~~Shropshire Council's Standards Committee.~~ [the Monitoring Officer at Shropshire Council.](#)

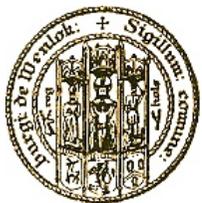
DISCIPLINE & GRIEVANCE PANEL TERMS OF REFERENCE	
Membership	THREE Members of the Town Council
Quorum	THREE Members of the Panel
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders that refer to personnel matters will apply to all meetings of the Panel.</p> <p>The Panel shall be appointed annually. The first order of business of the first meeting of the Panel after its annual appointment will be to elect a Chairman.</p> <p>The Panel will meet as required.</p> <p>Due to the confidential nature of the business that will be transacted all meetings will be held in private in pursuance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Panel will work to a set agenda with the necessary supporting information.</p> <p>The Panel will act in accordance with the Town Council's Discipline and Grievance Procedure.</p>
Restrictions	Due to the nature of the business to be transacted other Members of the Town Council will not be invited to attend meetings unless their presence is required.

	Responsibilities	Powers
1	<p>To deal with staff disciplinary and grievance matters by:</p> <ul style="list-style-type: none"> Considering complaints referred to the Panel by an employee Advising the employee of the outcome of the complaint in writing 	<p>Delegated authority to deal with all disciplinary and grievance matters.</p> <p>Delegated authority to suspend an employee (on full pay) whilst an investigation into serious misconduct is investigated.</p>
2	If action is being taken against the Town Clerk the Chairman of the Panel will inform the Town Clerk of the Panel's decision.	Chairman to inform the Town Clerk of the outcome on behalf of the Panel.

Schedule of meetings 2022-2023

	MAY 2022	JUNE 2022	JULY 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APRIL 2023	MAY 2023
TOWN COUNCIL <i>Thursday</i> <i>Thursday – re-convened</i> Commencing 7 pm	ATCM 5 12	9	7		8	6	3	1	5	2	2	6	ATCM 4 11
PLANNING & ENVIRONMENT COMMITTEE <i>Tuesday</i> Commencing 7 pm	3	7	5	2	6	4	1 29		3 31	28		4	2
FINANCE, ASSET MANAGEMENT & HR COMMITTEE <i>Tuesday</i> Commencing 7 pm	24		26		20	18	22		24		21		23
HR COMMITTEE <i>Tuesday</i> Commencing 7pm		14				11				7			
GASKELL RECREATION GROUND (charity) <i>Thursday</i>		16						8 AGM					
ANNUAL TOWN MEETING <i>Thursday</i>											9		

Full Council meetings are usually held in the Guildhall. Council meetings are open to members of the public who may speak about items included on the agenda, at the discretion of the Chairman, during the time set aside for public participation. Agendas for meetings are posted on the Council’s notice board at the Corn Exchange and can also be viewed on the Council’s website.



Much Wenlock Town Council

Corn Exchange, Much Wenlock, Shropshire TF13 6AE

01952 727509

www.muchwenlock-tc.gov.uk

TERMS OF REFERENCE	
Membership	Three members of the Town Council and community volunteers
Authority	The Friends of the Cemetery group was established by the Town Council on 9 August 2012 (minute no: 18) by the Local Government Act 1972, Sections 101 – 106
Conditions	The group is accountable to the Town Council via the Town Clerk. Volunteers will be covered by the Town Council’s insurance.
Restrictions	The ‘Friends’ must not carry out any work which has not previously been approved by the Town Clerk. Any member of the group who carries out unauthorised work will not be covered by the Town Council’s insurance.

Responsibilities	
1	To improve the natural environment in the cemetery.
2	To weed and tidy the cemetery, including light pruning of shrubs and trees.
3	To help develop a cemetery map.
4	To work with and take advice from “Caring for God’s Acre”.
5	To report any hazards to the Town Clerk as soon as is practicable.
6	To report progress to the Town Clerk.

Much Wenlock Town Council
HISTORY WORKING GROUP

TERMS OF REFERENCE	
Membership	3 members of the Town Council Volunteer archivist
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To examine the town archives and produce a list of same.	No delegated authority
2	To make recommendations to the Town Council about the future safe-keeping of the archives.	
3	To take advice from experts as necessary.	
4	To identify and pursue funding sources where possible.	
5	To delegate areas of responsibility to the Town Clerk.	
6	To add relevant material to the archives reflecting significant events in Much Wenlock.	

Much Wenlock Town Council

COMMUNICATIONS, MARKETS AND TOURISM WORKING GROUP

TERMS OF REFERENCE	
Membership	FIVE members of the Town Council Interested members of the community
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council at regular intervals.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To develop strategies for recommendation to, and adoption by, the Town Council. The Group will give guidance on: <ul style="list-style-type: none"> • How the activities of the Town Council and other relevant information will be disseminated. • How Much Wenlock can be promoted to create a positive brand, leading to sustainable and increased retail, commerce and tourism growth. • Identifying priorities and responsibilities for delivery of the strategic aims. 	Group to have the power to delegate to the Town Clerk.
2	To develop a protocol for the use of social media.	
3	To delegate areas of responsibility to the Town Clerk.	

Much Wenlock Town Council

TRANSPORT WORKING GROUP

TERMS OF REFERENCE	
Membership	Members of the Town Council Selected members of the public with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>Day to day operations of the working group will be overseen by the Planning & Environment Committee but any significant or strategic decisions must be approved by the full Town Council.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review the layout and operation of the current road network and other local transport issues within and surrounding Much Wenlock town centre.	Group to have the power to delegate to the Town Clerk.
2	With the agreement of the Town Council, to liaise with organisations (eg Shropshire Council, Police, developers) or individuals with knowledge or expertise relevant to the activities of the working group on behalf of the Town Council.	
3	To undertake tasks which may include consultation, data collection or scheme assessment on behalf of the Town Council.	
4	To report regularly to the Town Council on progress and matters arising.	
5	To provide information to the Town Council and to suggest options for changes to the road network to improve provision and operation for vehicles and pedestrians.	

	Costs
	The Town Council will pay the reasonable, pre-authorised costs of the working group. Time and local travel costs will be donated free of charge by members of the working group.

**Much Wenlock Town Council
PROPERTY WORKING GROUP**

TERMS OF REFERENCE	
Membership	FIVE members of the Town Council and suitably qualified or skilled members of the public
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The Working Group is appointed by the Finance & Asset Management Committee and will function within the conditions outlined in these Terms of Reference.</p> <p>The Working Group will set its own meeting dates and report to the Finance & Asset Management Committee at regular intervals.</p>
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review the Town Council’s property portfolio including condition and maintenance.	Group to have the power to delegate to the Town Clerk.
2	To consider options and identify priorities for the future management and maintenance of the Town Council’s property holdings.	
3	To seek advice from relevant sources where appropriate.	
4	To explore funding opportunities for building renovation and enhancement.	
5	To report progress to the Finance & Asset Management Committee.	
6	To make recommendations for consideration by the Finance & Asset Management Committee or Town Council, as appropriate, on the future use, management and maintenance of the Council’s property holdings.	

Town Council Property	
The Corn Exchange and car park The Guildhall 10 High Street 2 Burgage Way Cemetery and Chapel Allotments The Square and the Cooke Clock Linden Lodge The Pound	Public toilets at Queen Street and St Mary’s Lane Bus shelters at Queen Street and Victoria Road The Museum / Memorial Hall (currently leased to SC) The Library (currently leased to SC) NB. The Gaskell Recreation Ground is excluded from the remit of this working group

SHROPSHIRE LOCAL PLAN REVIEW WORKING GROUP

TERMS OF REFERENCE	
Membership	Members of the Planning & Environment Committee Invited members of the community with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>Day to day operations of the working group will be overseen by the Planning & Environment Committee but any significant or strategic decisions must be approved by the full Town Council.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To plan and undertake community consultation to inform preparation of the Town Council's case for the Examination in Public of the Draft Shropshire Local Plan (2016 – 2038).	Group to have the power to delegate to the Town Clerk.
2	To liaise with organisations or individuals with knowledge or expertise relevant to the activities of the working group.	
4	To prepare a case for presentation to the Examination in Public which will be brought to the Town Council for consideration.	
3	To report regularly to the Town Council on progress and matters arising.	
4	Via the Town Clerk, to incur minor administrative costs such as room hire, refreshments and printing.	

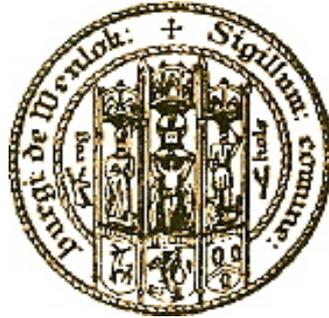
STRATEGIC FLOOD WORKING GROUP

TERMS OF REFERENCE	
Membership	Members of the Town Council Selected outside agencies and individuals with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>Day to day operations of the working group will be overseen by the Planning & Environment Committee but any significant or strategic decisions must be approved by the full Town Council.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To consider short and long term implications for a land use and development strategy going beyond 2038.	Group to have the power to delegate to the Town Clerk.
2	To collate information to inform the case for Examination in Public of the Shropshire Council Draft Local Plan 2016 – 38.	
3	To liaise with organisations or individuals with knowledge or expertise relevant to the activities of the working group on behalf of the Town Council.	
4	To review published reports and information on flooding affecting Much Wenlock.	
5	To undertake tasks which may include consultation, data collection or scheme assessment on behalf of the Town Council.	
6	To propose options for flood alleviation in and around Much Wenlock.	
7	To consider issues of water supply and sewage management in the town.	
8	To report regularly to the Town Council on progress and matters arising.	

	Costs
	The Town Council will pay the reasonable, pre-authorised costs of the working group. Time and local travel costs will be donated free of charge by members of the working group.

Much Wenlock Town Council



Standing Orders

Reviewed and adopted April 2021

For Review 12th May 2022

Additions shown in blue

1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS	5
3. MEETINGS GENERALLY	6
4. COMMITTEES AND SUB-COMMITTEES.....	8
5. ORDINARY COUNCIL MEETINGS.....	9
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES	11
7. PREVIOUS RESOLUTIONS	11
8. VOTING ON APPOINTMENTS	12
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	12
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE....	13
11. MANAGEMENT OF INFORMATION.....	13
12. DRAFT MINUTES.....	14
13. CODE OF CONDUCT AND DISPENSATIONS	15
14. CODE OF CONDUCT COMPLAINTS	16
15. PROPER OFFICER	16
16. RESPONSIBLE FINANCIAL OFFICER	18
17. ACCOUNTS AND ACCOUNTING STATEMENTS	18
18. FINANCIAL CONTROLS AND PROCUREMENT.....	19
19. HANDLING STAFF MATTERS	20
20. RESPONSIBILITIES TO PROVIDE INFORMATION	21
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	21
22. RELATIONS WITH THE PRESS/MEDIA	22
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	22
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	22
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	23
26. STANDING ORDERS GENERALLY	23

1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his/her decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i. A person shall raise his/her hand when requesting to speak.

- j. A person who speaks at a meeting shall direct his/her comments to the chairman of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Deputy Chairman of the Council.**
- p. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Deputy Chairman of the Council, if present, shall preside. If both the Chairman and the Deputy Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.

- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.**

- v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w. **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x. A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

- d. The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - ~~vi. shall after it has appointed the members of a standing committee, appoint the chairman of the standing committee;~~
 shall permit a standing committee to appoint its own chairman at the first meeting of the committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Deputy Chairman of the Council.**
- f. **The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.**
- g. **The Deputy Chairman of the Council, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chairman of the Council and Deputy Chairman of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;

- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of the Council's complaints procedure;
- xiv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xv. Review of the Council's policy for dealing with the press/media;
- xvi. Review of the Council's policies and strategies for investments
- xvii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the [council/committee] held on [date] in respect of [minute number] were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a. All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b. Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c. Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's Code of Conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by Shropshire Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by Shropshire Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a. The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his/her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer ([if there is one](#));
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Chairman or in his/her absence Deputy Chairman of the Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Environment Committee;
- xv. manage access to information about the Council via the publication scheme;
and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council ([receipts and payments](#), or income and expenditure) for the year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 5 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. ~~**A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**~~
A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- ~~f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £633,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.~~
- ~~g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.~~
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Finance, Asset Management & HR Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he/she is not available, the Deputy Chairman of the Council of absence occasioned by illness or

other reason and that person shall report such absence to the ~~Finance, Asset Management &~~ HR Committee at its next meeting.

- c. The Chairman of the ~~Finance, Asset Management &~~ HR Committee or in his/her absence, the Deputy Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the ~~Finance, Asset Management &~~ HR Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact a member of the Discipline and Grievance Panel) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Discipline & Grievance Panel.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Deputy Chairman of the Council OR the Discipline & Grievance Panel this shall be communicated to another member of the Discipline & Grievance Panel which shall be reported back and progressed by resolution of the Discipline & Grievance Panel.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- a. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]*
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a. ~~The Council shall acknowledge its duty to comply with the GDPR and the appointment of a suitable DPO.~~

The Council may appoint a Data Protection Officer.

- b. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.
- c. The Council shall have a written policy in place for responding to and managing a personal data breach.
- d. The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e. The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f. The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH SHROPSHIRE COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Shropshire Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to Shropshire Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



MUCH WENLOCK TOWN COUNCIL

FINANCIAL REGULATIONS

April 2021

For Review May 2022

Additions / changes shown in blue

INDEX

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS.....	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7.	PAYMENT OF SALARIES	11
8.	LOANS AND INVESTMENTS.....	12
9.	INCOME	13
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	13
11.	CONTRACTS	14
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	16
13.	STORES AND EQUIPMENT	16
14.	ASSETS, PROPERTIES AND ESTATES.....	16
15.	INSURANCE.....	17
16.	CHARITIES	17
17.	RISK MANAGEMENT	18
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	18

These Financial Regulations were adopted by the Town Council at its meeting held on 3rd July 2014 and were last reviewed and revised at the meeting held on [12th May 2022](#).

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's Standing Orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee could result in disciplinary action.
- 1.7. Members of the Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;

- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
 - approving accounting statements;
 - approving an annual governance statement;

- borrowing;
 - writing off bad debts;
 - declaring eligibility for the general power of competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the Committee responsible for personnel in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils– a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & Asset Management Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall

submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Where applicable each committee shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all income and expenditure, including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & Asset Management Committee of the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £10,000;
 - a duly delegated committee of the council for items up to £10,000; or
 - the Town Clerk or RFO, in conjunction with the Chairman of the Council or Chairman of the appropriate committee, for any items below £1,000

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Town Clerk or RFO, and where necessary also by the appropriate Chairman.

[The Town Clerk or RFO may approve the purchase of sundry items as may be needed from time to time for the efficient operation of the Town Council office.](#)

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council [or the Finance & Asset Management Committee](#) having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October / November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the RFO and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Town Clerk or RFO may authorise revenue expenditure on behalf of the council which in the Town Clerk's or RFO's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Town Clerk or RFO shall report such action to the Chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at the end of each month and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council [or the Finance & Asset Management Committee](#) as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a retrospective schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and ~~together with the relevant invoices~~ present the schedule to the Finance & Asset Management Committee. The Finance & Asset Management Committee shall review the schedule for compliance and, having satisfied itself shall retrospectively authorise payment by a resolution of the committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made

in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO/Town Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance & Asset Management Committee meeting.
- 5.5. The Town Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Town Clerk or RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Asset Management Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Asset Management Committee or;
 - c) fund transfers within the council's banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Asset Management Committee.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, salaries, PAYE and NI, superannuation fund and regular maintenance contracts and the like for which the Finance & Asset Management Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Asset Management Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants the Finance & Asset Management Committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment

is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Finance & Asset Management Committee, or the Town Clerk/RFO, shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or electronic transfer in accordance with a resolution of the Finance & Asset Management Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Finance & Asset Management Committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and/or payment list.
- 6.6. Cheques or orders for payment shall be approved by the Finance & Asset Management Committee on a bi-monthly basis.
- 6.7. Utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to the Finance & Asset Management Committee as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. Salaries may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to the Finance & Asset Management Committee as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. Payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank

signatories, are retained and any payments are reported to the Finance & Asset Management Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. Payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be kept by the Town Clerk in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Town Clerk and RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by the Finance & Asset Management Committee before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the Finance & Asset Management Committee and authority for topping-up shall be at the discretion of the Committee.
- 6.20. Any corporate trade card account opened by the council will be specifically restricted to use by the Town Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO shall maintain a petty cash float of £50 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - a) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - b) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or the Committee responsible for personnel.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Committee responsible for personnel.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be kept confidential and are not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;

- b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management (appraisal) shall be maintained for all employees.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year-end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services over £500 unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.

- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1. h. below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the order can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Deputy Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/ or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Town Clerk or RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk or RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk or RFO in the presence of at least one member of the council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 18(d) and shall refer to the terms of the Bribery Act 2010.
- h) When it is intended to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £200 the Town Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3. above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

² Thresholds currently applicable are:

- a) For public supply and public service contracts ~~£189,330~~ £213,477
- b) For public works contracts ~~£4,733,252~~ £5,336,937

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract, or addition to, or omission from, a contract must be approved by the council and Town Clerk or RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Town Clerk and RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case including an adequate level of consultation with the electorate if felt appropriate.
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case including an adequate level of consultation with the electorate if felt appropriate.
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall ensure that all new risks, properties, vehicles or alterations affecting existing insurance are insured.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Finance & Asset Management Committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and

legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Town Clerk and RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Town Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Town Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council, duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *

Last reviewed 12th May 2022



MUCH WENLOCK TOWN COUNCIL

~~**CODE OF PRACTICE
FOR HANDLING COMPLAINTS**~~

COMPLAINTS PROCEDURE

The following procedure should be followed by anyone wishing to make a complaint about Much Wenlock Town Council.

If you have a complaint about a Town Councillor [under the Code of Conduct](#), you should contact the Monitoring Officer [at Shropshire Council](#), who is the responsible person for dealing with complaints about [the behaviour of Councillors](#):

The Monitoring Officer
Legal and Democratic Services
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Or via the Shropshire Council website: www.shropshire.gov.uk

If you have a complaint about the Town Clerk, you should contact the Town Mayor:

The Town Mayor
[Much Wenlock Town Council](#)
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

If you have any other complaint, you should contact the Town Clerk:

The Town Clerk
[Much Wenlock Town Council](#)
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

Email: townclerk@muchwenlock-tc.gov.uk
Tel: 01952 727509

In order for your complaint to be dealt with, the following ~~Code of Practice~~ [procedure](#) has been adopted so you can be assured your ~~grievance~~ [complaint](#) will be properly and fully considered. It is hoped that by following this transparent process, [your concerns will be resolved as efficiently and effectively as possible](#). ~~the good reputation of the Town Council will be maintained.~~

This procedure will be followed where complaints cannot be resolved informally by the Town Clerk or the Mayor.

1. Much Wenlock Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
 - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council on ~~1 July 2012~~ **3rd March 2022** and, if a complaint against a Councillor is received by the Council, it will be referred to the Monitoring Officer of Shropshire Council. Further information on the process of dealing with complaints against Councillors can be found on the Shropshire Council website: www.shropshire.gov.uk
 - 3.3 **Alleged criminal activity. This should be reported to the police.**
4. ~~The appropriate time for influencing Council decision making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.~~
5. You ~~may~~ **should** make your complaint about the Council's procedures or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Town Clerk. **Contact details are given above. All formal complaints must be communicated in writing. Complaints will be treated as confidential.**
6. Wherever possible, the Town Clerk will try to resolve your complaint **informally and** immediately. If this is not possible, the Town Clerk will normally ~~try to~~ acknowledge your complaint within five working days **and advise who will be dealing with your complaint.**
7. If you do not wish to report your complaint to the Town Clerk, you may make your complaint directly to the Mayor, who will **try to resolve your complaint or** report your complaint to the appropriate Committee of the Council.
8. ~~The Town Clerk or the appropriate Committee of the Council will investigate~~ **each complaint will be investigated**, with ~~obtaining~~ further information **being obtained** as necessary from you and/or from staff or members of the Council. **Please provide as much information as possible about the cause of your complaint, including relevant events, dates, etc., as well as your contact details. You may be invited to make verbal representations to the person or committee investigating your complaint.**
9. The Town Clerk or the Mayor will ~~strive to~~ notify you within 12 weeks of the outcome of your complaint and of what action (if any) the Council proposes to take ~~as a result of~~ **in relation to** your complaint. **If, for any reason, this timescale cannot be met, the Town Clerk or Mayor will advise you of this before expiry of the 12 weeks.**
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council. ~~and (usually within eight weeks)~~ You will be notified in writing of the outcome of the review of your original complaint **within eight weeks. This concludes the complaint process.**

CODE OF PRACTICE PROCEDURE FOR DEALING WITH UNREASONABLE AND PERSISTENT COMPLAINANTS

~~From time to time the Town Council receives complaints from members of the public. Some complaints are received by telephone or in writing and some by a visit to the Town Clerk's office.~~

In order to deal with complaints **which may be made about Council administration, operations and services** efficiently and effectively the Town Council has a Complaints ~~Policy.~~ **Procedure.**

~~The Town Council's administration is overseen by the Town Clerk.~~

~~In the event that a complainant begins to~~ **However, sometimes complainants may** make frequent contact with the Town Clerk's office ~~and to the extent that such contact~~ hinders the normal day to day running of the Town Council **operations.** ~~In this event, with approval from the Council,~~ the Town Clerk will implement ~~a policy~~ **the procedure** for dealing with frequent or vexatious complainants, since such complaints can be time consuming and ~~could~~ lead to unnecessary additional cost to the council tax payer.

The Town Council's ~~policy~~ **procedure** for dealing with unreasonable and persistent complainants will become operative if the complainant is deemed to be unreasonably persistent either by written or oral communication or excessive visits to the Town Clerk's office.

PROCEDURE

A vexatious complainant will be notified that the Council's ~~Policy~~-**procedure** for dealing with unreasonable and persistent complaints is to be enforced, together with the reason why. The complainant will then be asked to adopt one or all of ~~the following procedures:~~ **the following methods of contact:**

- ~~request to~~ contact with the Town Council in a particular form, for example, letters only;
- ~~request to~~ contact ~~to take place with~~ **only** a **specific**, named officer;
- to restrict telephone calls to specified days and times; and/or
- ~~be asked to~~ enter into an agreement about future contact with the Town Council.

~~The Council will decide how long it will spend on any one complaint and whether it feels the complaint has been sufficiently dealt with.~~

In all cases where a complainant is deemed to be unreasonable and persistent, the Council will write to the complainant to justify its course of action and explain for how long **it** **the measures** will be operative.

The complainant may challenge the Council's decision, although proof that the complaint has not been sufficiently dealt with will be required. ~~However,~~ if deemed to be a fair challenge, the Council will conduct a review of the complaint and will re-consider whether the complaint should still be treated as unreasonable and/or vexatious.

If a complainant persists in communicating with the Council once their case has been closed, the Council reserves the right to terminate all further communication. The case will only be re-visited if the complainant can provide fresh evidence that may affect the Council's previous decision concerning the original complaint. If the Council feels that re-opening the complaint cannot be justified, the complainant will be notified in writing that the case has been closed and there will be no further communication.

New complaints received from complainants previously deemed to be unreasonable and or vexatious will be treated on their merits.

Complaints will be kept on file for no more than five years.



Much Wenlock Town Council PUBLICATION SCHEME

Information published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Much Wenlock Town Council was founded in 1974 following the Local Government Act 1972. Its function is to serve local residents who live in the parish of Much Wenlock. The population is circa 2,877 with 1,276 households (2011 census) and there are 2,351 electors (2021).</p> <p>The Town Council has eleven councillors who work as a corporate body and make decisions for the benefit of the local community. The Council's Town Clerk provides independent, objective and professional advice, information and administrative support to councillors. Under the direction of the Town Clerk, the Council's decisions are implemented by the Council's staff who work as a team to serve the local community.</p>	<p>Website: www.muchwenlock-tc.gov.uk</p>	Free
Who's who on the Council and its Committees	<p>Website and notice board</p> <p>Hard copy</p>	Free 10p per side A4
Contact details for Town Clerk and Council members	<p>Website, Facebook and notice board</p> <p>Hard copy</p>	Free 10p per side A4
Location of main Council office and accessibility details	<p>Website and notice board</p> <p>Hard copy</p>	Free 10p per side A4
Staffing structure	<p>Website</p> <p>Hard copy</p>	Free 10p per side A4
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	Free
	Hard copy	10p per side A4
Current budget/precept	Website	Free
	Hard copy	10p per side A4
Expenditure over £500	Website	Free
	Hard copy	10p per side A4
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per side A4

Grants given and received – recorded in the minutes of the meeting at which they are approved	Website	Free
	Hard copy	10p per side A4
List of current contracts awarded and value of contract	Contact Town Clerk	
Members’ allowances and expenses	Contact Town Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum) Neighbourhood Plan	Website	Free
	Hard copy	10p per side A4
Annual Report Town Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	10p per side A4
Quality status	The Council does not have Quality Status	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, committee/sub-committee meetings and Annual Town Meeting)	Website, notice board	Free
	Hard copy	10p per side A4
Agendas of meetings	Website, Facebook, notice board	Free
	Hard copy	10p per side A4
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per side A4
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p b/w or 20p colour per side A4
Responses to consultation papers	Hard copy	10p per side A4
Responses to planning applications	Shropshire Council’s website	Free
Bye-laws	Not currently applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ● Procedural standing orders ● Committee and sub-committee terms of reference ● Delegated authority in respect of officers ● Code of Conduct ● Policy statements 	Website	Free
		Hard copy

Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ● Internal policies relating to the delivery of services ● Equality and diversity policy ● Health and safety policy ● Recruitment policies (including current vacancies) ● Policies and procedures for handling requests for information ● Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	Free
	Hard copy	10p per side A4
Information security policy	Currently under review	
Records management policies (records retention, destruction and archive)	Contact Town Clerk	
Data protection policies	Website	Free
	Hard copy	10p per side A4
Class 6 – Lists and Registers		
Currently maintained lists and registers available by inspection only		
Assets Register	Hard copy	10p per side A4
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by the Town Council)	Contact Town Clerk	
Register of members' interests	Website	Free
Register of gifts and hospitality	Contact Town Clerk	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Available by inspection only		
Current information only		
Burial grounds and closed churchyards	Website	Free
	Hard copy	10p per side A4
Gaskell Recreation Ground	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Street lights and Christmas lights	Contact Town Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information		
Please contact the Town Clerk for information that is not included above		

Contact details:

Town Clerk
Much Wenlock Town Council
Corn Exchange
High Street
Much Wenlock
Shropshire
TF13 6AE
Tel: 01952 727509
Email: townclerk@muchwenlock-tc.gov.uk
Website: www.muchwenlock-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Based on actual cost
	Photocopying @ 20p per sheet (colour)	Based on actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Information sent by email will be free of charge.



Much Wenlock Town Council

COMMUNICATIONS AND MEDIA POLICY

INTRODUCTION

Much Wenlock Town Council (“the Council”) is accountable to members of the public and is committed to the provision of accurate information about its governance, decisions and activities. To this end, all communication will be conveyed in an open and straightforward manner, using various media.

LEGAL REQUIREMENTS AND RESTRICTIONS

This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 2018, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available on the Council’s website or via the Council’s Publication Scheme.

The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council’s Publication Scheme and available to download from the Council’s website.

GENERAL COMMUNICATION

The Town Clerk is the Proper Officer of the Town Council and is responsible for formal communication between the Council, the press and other media, and members of the public. However, this does not prevent individual councillors from communicating with the press and public, but they must ensure that there is clarity in their communication so there is a clear distinction between **individual opinions** and those approved by the Town Council. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

COMMUNITY ENGAGEMENT

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council’s decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of committees and sub-committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press and public, either orally, or via their own personal email or social media accounts, should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media, they should not seek to undermine the Town Council if their views are different to the Council’s corporate position. If Councillors wish to take this course, it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

The Town Council’s Standing Order no: 22(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff, shall be handled in accordance with the Council’s policy in respect of dealing with the press and/or other media (this policy). The Council will co-operate with the media and others seeking information on the Council’s activities or ambitions.

The Town Clerk is responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council’s website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk or other officer. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

METHOD OF COMMUNICATION

The Council will use any of the following to communicate with members of the public and the press. Communication may be undertaken by other members of staff under the supervision of the Town Clerk. The message must be consistent across all channels of communication used.

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Newsletter	Wenlock Herald (monthly)	Town Clerk
	Website	Town Clerk
Approved and draft minutes	Website	Town Clerk
Agendas	Website/notice board/social media	Town Clerk
Supporting information for meetings (non-confidential)	Website	Town Clerk
Council policies/procedures	Website	Town Clerk
Annual Town Meeting	Using themes approved by the Town Council, the Chairman will be responsible for presenting the Annual Report at the Annual Town Meeting	Town Clerk/Mayor
Press releases	Website/notice board/social media	Town Clerk
Annual external audit	Website/notice board	RFO (following adoption by the Town Council)
Adopted Annual Accounts	Website/notice board/social media	RFO
Councillor vacancies	Website/notice board/social media	Town Clerk
Financial statements and other financial information	Website	RFO

Other information will be provided in accordance with the Council's adopted Publication Scheme.

WEBSITE / NOTICE BOARD

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

SOCIAL MEDIA

Social media channels such as Facebook and Twitter will be used to supplement the information provided on the Council's website, to share news and to promote activities and events. These media will help to build social capital so that there is a two-way channel between the Town Council and members of the public.

Social media accounts can currently only be created using a personal account. This requires extra care and awareness of who has been given responsibilities and access to the log in details; a memorandum etc should be agreed that sets out procedures for relinquishing participation in that account.

An official account on any social media website may only be set up with consent from the Council. Only authorised staff may use these accounts to post online and access to the account is strictly limited. The Council's social media accounts are managed and monitored by staff under the supervision of the Town Clerk. All information published on the internet must comply with the Council's confidentiality policy and data protection legislation.

The Council's Facebook and Twitter accounts are monitored during working hours and, if appropriate, staff will endeavour to respond as quickly as possible to questions received via social networking sites. However, an immediate response to posts from members of the public cannot always be provided. All formal requests, comments, enquiries or complaints should be emailed directly to the council office or submitted using the contact form on the website.

Social Media Moderation Policy

Whilst the Council supports open discussion, inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. The Council Facebook page is reactively moderated. The Council cannot accept responsibility for the content of any comment.

The Council reserves the right to remove comments on Facebook that:

- Contain abusive, obscene, indecent or offensive language, or link to obscene or offensive material
- Contain swear words or other sorts of profanity
- Are completely removed from the topic of conversation or are not relevant to the item posted
- Contain abusive language towards an individual involved in the thread, other organisations or the page administrator
- Constitute spam or promote or advertise products, except where it is for an event, publication or similar item that has direct relevance to the subject of discussion.
- Are designed to cause nuisance to the page administrator or other users.

For serious and/or persistent breaches of the moderation policy, the Council reserves the right to prevent users from posting further comments.

If a genuine complaint is posted, the complainant will be directed to the Council's Complaints Procedure, which can be viewed on the Council's website or is available from the Town Clerk. Comments and enquiries will only be responded to during normal office hours. **Personal information should not be conveyed through social media.**

Use of Photos and Video

Only the Clerk or other staff have permission to upload photos and videos. The appropriate permissions must be obtained for all imagery.

Personal Accounts on Social Media

Staff need to use social networking in a way that does not conflict with the terms of their contract of employment. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgement and take the most prudent action possible. If the Council is referred to in a way that is deemed defamatory or confidential information is disclosed, it reserves the right to report the comment and request that it be removed.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libelous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

COMMUNICATION BY EMAIL, INTERNET, TELEPHONE AND SOCIAL MEDIA

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation;
- spreading of viruses, including Trojans which can steal data;
- breach of confidentiality;
- accepting files from sources in online chat rooms which could bypass firewalls or email filters;
- breach of contract;
- breach of copyright;
- breach of data protection legislation;
- breach of privacy and unlawful discrimination;
- the reputation of the Council.

COMMUNICATION BY EMAIL

When conducting Council business, employees and Town Councillors should use their official Council email accounts. Council email accounts should not be used for private business. All employees and Town Councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council.

- all messages must use appropriate business language;
- a waiver clause will be included and employees must include a waiver clause at the end of each email message;

- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited;
- confidential material should not be disclosed;
- only attachments from a trusted source may be downloaded on Council IT equipment;
- ensure that the address of the recipient is correct before sending emails;
- ensure that a 'reply to all' is appropriate;
- ensure that personal email addresses are not passed on without permission;
- in bulk emails, ensure that the recipient email addresses are hidden;
- ensure that essential files are saved before deleting the message in which they were received.

COMMUNICATION BY TELEPHONE

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council;
- be polite at all times;
- do not be rude or abrupt to callers;
- do not use offensive language;
- check the telephone frequently for messages from callers and respond in a timely manner.

MEETINGS

1. Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas and supporting papers will be issued as hard copies **or by email if the Councillor has given agreement**, and will be ~~posted or hand-delivered~~ **issued** so that agendas are received by councillors at least 3 clear days before all meetings of the Council. All councillors will also receive agendas by email ~~and those councillors who have specifically asked will receive supporting information by email instead of a hard copy.~~
2. Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Draft minutes for all Council meetings will be published on the Council's website as soon as they have been prepared, with the proviso that they cannot be considered accurate until approved.
3. Meetings of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly behaviour obstructs the business of the meeting.
4. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
5. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enables a person not at the meeting to see, hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
6. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
7. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted if this interferes with the conduct or business of the meeting.
8. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
9. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Confidentiality and Meetings

There are few cases where there is good reason to exclude the public and press from Council meetings or to impose secrecy upon Members. However, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102 the following are examples of business which should not be discussed when members of the public are present:

- a) Engagement, terms of service, conduct and dismissal of employees (all staffing matters);
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts;
- c) Preparation of cases in legal proceedings; and
- d) The early stages of any dispute.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order no. 20, requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

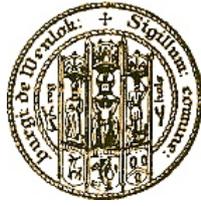
In accordance with Standing Order no. 11, neither the Town Clerk, nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will seek to improve its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available.

PURDAH

In the six-week run up to an election – local or general – councils have to be very careful not to do or say anything that could be viewed in any way to support any political party or candidate. This period is known as purdah. The Council will continue to publish important service announcements but will monitor and potentially have to remove responses on social media if they are overtly party political.

Approved 15th April 2021



Much Wenlock Town Council

PRIVACY NOTICE

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Much Wenlock Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, in compliance with our document retention policy, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we hold on you. You can do this by contacting the Town Clerk at the Town Council office.

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk at the Town Council office to request this.

Information Deletion

If you wish Much Wenlock Town Council to delete the information we hold about you please contact the Town Clerk at the Town Council office to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Much Wenlock Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass on your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We regularly review our Privacy Policy to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Much Wenlock Town Council and the Information Commissioner's Office (contact details below).

Contact Details

Please contact us at the following address if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

Town Clerk / Data Controller
Much Wenlock Town Council
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

Tele: 01952 727509

Email: townclerk@muchwenlock-tc.gov.uk

You can contact the Information Commissioner's Office on 0303 123 1113 or via email at:

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

<p>DM PAYROLL SERVICES LTD</p> <p>INTERIM INTERNAL AUDIT REPORT</p> <p>MUCH WENLOCK TOWN COUNCIL</p>

Date of Report: 18 January 2022

I have undertaken an interim internal audit review for Much Wenlock Town Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used RBS Omega software to record the accounting transactions, the accounts are kept up to date and there is evidence they are balanced monthly.

B. Financial Regulations

There is an audit trail of payment samples picked, payments were supported by receipts or invoices and payment schedules were reported to meetings.

Financial regulations were reviewed in April 2021. There is evidence of quotations being sought for purchases in excess of £3,000 as per the financial regulations.

VAT was accounted for in the accounting records and quarterly VAT reclaims submitted.

C. Risk Assessments

The risk assessment is due to be reviewed and this will be examined by me after the year end.

The council's insurance policy includes building insurance for the buildings owned by the Town Council. The re-instatement value insured for the memorial hall is less than the valuation in the Balfours valuation report, the insurance value needs to be increased in line.

Insurance value - £291,000

Balfours re-instatement value - £598,096

D. Precept

The council had not yet agreed the budget and precept requirements for the 2022/23 financial year, this will be reviewed at the end of the year.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to the Finance & Asset Management Committee at each meeting.

E. Income

Sample testing took place of income received and all receipts could be traced back into the bank. There was no unusual income received during the year.

F. Petty Cash

Petty cash is used appropriately, all samples tested were supported by receipts and are included in the accounts.

G. PAYE

PAYE is carried out using HMRC Basic Tools. There were little to no expenses paid to employees, only occasional mileage reclaims.

H. Asset Register

I will review the asset register at the year end.

I. Bank reconciliations

Bank reconciliations are carried out monthly and are regularly presented to the Finance & Asset Management Committee for review. I have agreed the bank reconciliation statements to the cashbook and bank statements as at 30 November 2021.

J. Accounting Statements

This will be reviewed at the year end.

K. Exemption

The council did not declare itself exempt from limited assurance audit during 2020/21.

L. Transparency Code

The council's turnover exceeds £25,000 and therefore this was not tested.

M. Public Rights

The notice for the public rights for the 2020/21 year was correctly displayed.

N. Publication Requirements

The council has complied with the publication requirements for the 2020/21 AGAR, these documents can be found on the council website.

Reserves

Reserves will be reviewed at year end.

General

In general, the accounting records are well kept and organised. I would like to thank your clerk, Trudi Barrett, and RFO, Diane Barlow, for their assistance in the internal audit review.

Yours sincerely

Diane Malley

Diane Malley M.A.A.T.