



Much Wenlock Town Council

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Town Clerk: Trudi Barrett BA (Hons)

Meeting arrangements


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

<https://us02web.zoom.us/j/81873824625?pwd=eHJBVDZjd1draHdubm41MnQzNFp5UT09>

Meeting ID: 818 7382 4625

Passcode: 786147

NOTICE IS HEREBY GIVEN that the **re-convened ANNUAL TOWN COUNCIL** meeting of the above-named Town Council will be held at the **Guildhall**, Much Wenlock commencing at **7 pm** on Thursday **11th May 2023** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed 
Trudi Barrett BA (Hons)
Town Clerk

Date: 4th May 2023

AGENDA

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 1998

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may: film, photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. Chairman's welcome

2. Apologies

To receive apologies for absence.

3. Disclosure of pecuniary interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

4. Dispensations

Requests for dispensation should be in writing, addressed to the Town Clerk and received prior to the meeting.

5. Public session

At the discretion of the Chairman, members of the public who have given prior written notice to the Town Clerk, may ask questions of the Council concerning matters on the agenda.

6. Shropshire Council report

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

7. Police Report

To receive a report from the local policing team.

8. Commemorative Coronation Plaque

To note that the commemorative Coronation Plaque, made by The British Ironwork Centre and provided for the town by the Lord Lieutenant of Shropshire, has been installed on the front of the Corn Exchange and was unveiled by the Mayor on 7th May 2023.

9. Minutes

- a. To approve and adopt the minutes of a Town Council meeting held on 6th April 2023.
- b. To adopt the minutes of a Planning & Environment Committee meeting held on 28th February 2023.
- c. To adopt the minutes of a Planning & Environment Committee meeting held on 4th April 2023.
- d. To adopt the minutes of a HR Committee meeting held on 7th February 2023.

10. Town Clerk's report

- a. To receive a written report from the Town Clerk.
- b. To note a request from the Town Clerk that Councillors make appointments with officers for discussions requiring more than a brief visit to the office.

11. Finance & Asset Management Committee

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

12. Planning & Environment Committee

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

13. HR Committee

- a. To review and approve the Terms of Reference for the HR Committee.
- b. To appoint members to the HR Committee, in accordance with the Terms of Reference.

14. Discipline & Grievance Panel

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

15. Schedule of future meetings

To consider and approve meeting dates for the Council year 2023-24.

16. Working Groups

To consider retention of the following working groups and, if agreed, to review the terms of reference for each working group and appoint members:

- a. Friends of the Cemetery Working Group (three Members plus community volunteers)
- b. History Working Group (three Members plus volunteer archivist)
- c. Communications, Markets and Tourism Working Group (five Members)
- d. Transport Working Group (currently three Members, plus invited members of the community)
- e. Property Working Group (at least five Members)
- f. Shropshire Local Plan Review Working Group (currently all Members of the Planning & Environment Committee plus invited members of the community)
- g. Strategic Flood Working Group (currently two Members plus external experts and a representative of the Flood Action Group)
- h. Strategic Plan Working Group (currently four Members and the Town Clerk)

17. Review/appointment of Representatives on Outside Bodies

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

18. Review and Approval of the Following Policies and Procedures

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

19. Approval of Direct Debits and Electronic Bank Payments

- a. To approve the use of variable direct debits for the payment of utility bills and non-domestic rates in accordance with the Town Council's Financial Regulation 6.7.
- b. To approve payment for items by means of electronic bank payments, including BACS and CHAPS, in accordance with the Town Council's Financial Regulation 6.9.

20. Approval of Transfer of Funds

To approve the transfer of £60,000 of Council funds to the Public Sector Deposit Fund, £30,000 from Barclays Bank and £30,000 from Unity Trust Bank, as agreed by the Finance & Asset Management Committee on 23rd March 2023.

21. Correspondence

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

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. Friendly Bus Newsletter May 2023
- f. Zero Carbon Shropshire May 2023 Green News
- g. VCSA Shropshire newsletters
- h. South Shropshire Climate Action Group May Newsletter
- i. The Rural Services Network Rural Funding Digest May 2023

22. Agenda items for next town council meeting

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

23. Date of next meeting

To note the date of the next meeting will be Thursday, 8th June, subject to confirmation at agenda item 14 above.