



Much Wenlock Town Council

Town Council Meeting

5th October 2023

Supporting Papers

Broseley and Much Wenlock Safer Neighbourhood Team (SNT)

Update to Much Wenlock Town Council: From 02/09/2023 – 27/09/2023

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.

Neighbourhood Matters. Neighbourhood Matters is an 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 the service 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). There were no incidents of outbuilding burglaries this reporting period. SNT continue to conduct patrols.

Drugs. SNT continue to patrol areas where there have been previous reports of incidents linked to drug related activity & submit reports when necessary. There were no specific incidents linked to illegal drug activity.

Speeding. SNT Officers will continue to conduct speed surveys in relevant areas when other commitments allow.

Burglary/Theft. Money was stolen from a safe and a number of valuable paintings have also been stolen. Investigations into both offences continue.

Concern for Safety. There were two incidents involving people having a mental health crisis, the ambulance service dealt with one and Police located and dealt appropriately with the other.

Domestic Incident. There were four incidents reported, each was dealt with in an appropriate manner by Officers and referrals have been made to our partner agencies where necessary.

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

A driver was arrested and a car seized by Officers following a drink drive incident on St Mary's Lane, Much Wenlock.

A car reported to be being driven poorly was reported, unfortunately no officers were available to be deployed, local Officers have been informed and appropriate checks undertaken.

There was a Road Traffic Collision involving a single vehicle on the B4378 in the Bourton area, Officers were deployed.

There was a report of a car fire on the A458 in the area of Walton Grange, Fire and Police attended the scene.

A lorry was having difficulties getting up Harley Bank on the A458. Officers attended to manage traffic until the lorry was able to make it up the hill safely.

There were two calls regarding the same dog being out of control, both calls were made by the owner who has been given suitable advice. For clarity, the breed involved is not a recognised dangerous dog under the Dangerous Dogs Act, nor was it an XL Bully or similar.

A series of three Hate Crimes involving the same suspect were reported and are under investigation.

A single make off without payment from a garage was reported.

There was a single report of a possible rogue trader operating in the town. No crime was established and reassurance is to be offered by SNT.

MUCH WENLOCK TOWN COUNCIL

Minutes of the TOWN COUNCIL MEETING held at The Guildhall, Much Wenlock at 7 pm on Thursday, 7th September 2023

Present: Councillors Susan Crooke-Williams, David Fenwick (in the chair), Wilfred Grainger, Marcus Themans, Daniel Thomas, Christian Toon, Linda West, Duncan White.

In attendance: Trudi Barrett – Town Clerk, three members of the public in person and one remotely

1. Mayor's Welcome

“Welcome back everyone after our summer break, and despite us not having met for two months a surprising amount has taken place in our town.

There was another successful Wenlock Olympian Games held, as usual, on the Gaskell Ground, and my thanks go to Marcus Themans as Deputy Mayor for handing out the medals in my absence.

Subsequent to the flood in the town, there were two walk around meetings with John Bellis, as flood prevention officer from Shropshire Council, along with representatives from Severn Trent and The Environment Agency. We have had a report from John Bellis and already three drainage gullies have been fitted in Sheinton Street and Queen Street. This important issue is on the agenda for discussion later.

Our County Councillor and myself visited the Callaughtons Ash 2 site where more properties are being built for social, affordable housing. The site is scheduled for completion in March next year and allocation will be on the usual points system. There will be a range of one, two and three bedroom houses. There will also be a rainwater attenuation system in place, which seems to be functioning satisfactorily at present.

With regard to the review of the Neighbourhood Plan, the Planning & Environment Committee has selected a professional advisor to head up the team of interested members of the community to make up the steering group. We have chosen Alison Eardley, who is a sole practitioner, but with people she can call upon locally.

Personally, I attended a Zoom meeting of county chairmen and mayors, and helped at the cemetery with some clearing and general gardening in the middle of a litter picking morning.

The town's well known author, Jo Jackson, has had her latest book, 'They Speak of Night', published, so good luck to her.

Sunday, 24th September is the date for the morning Civic Service in Holy Trinity Church in Much Wenlock. Please attend if you can.

And finally, good luck also to Councillor Wilf Grainger and his brother-in-law with their very worthwhile men's mental health group.

2. Apologies for Absence

Councillors John O'Dowd and Chris Tyler – holiday, Councillor Benbow – working.

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.

Cllr Daniel Thomas declared a pecuniary interest in agenda item 17

4. Dispensations

None requested.

5. Public Session

There had been no requests to speak.

6. Policing

- a. Members noted the written report provided.
- b. Members reviewed the Council's policing priorities. **It was RESOLVED to maintain the current policing priorities: theft from outbuildings, drugs and speeding.**

7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

"Flood Works: works have taken place to restore and improve the Eco Kerb drains on Sheinton Street; these are an important line of defence against stormwater flooding, and it's taken some lobbying to get them reinstated successfully. They're also improved as they go directly into the town culvert now. Whilst this work was being undertaken, Shropshire Council replaced some manhole covers with grid drains on Queen Street, which will mean more water is taken away, improving protection for Queen Street and Sheinton Street from stormwater.

Traffic and Parking Drop-In Session: Shropshire Council's Traffic Engineer, Nick Newton and I will hold a drop-in session on Saturday, 23rd September, in the town square, where we will ask residents for their opinions on the proposed changes to double yellow lines and parking across the town. Town Cllrs will recall examining this map earlier in the year but are welcome to drop in. Times to be confirmed.

Callaughtons Ash: applications go live from end November/early December for local people with local connections. Applicants need to be registered with Homepoint.

436 Bus Service: from Monday of this week, the 436 service, operating between Shrewsbury and Bridgnorth, has been operated by Select Bus Services Ltd, a small company in Stafford. The last time Arriva lost the ability to operate the service, it was a disaster; I have made my concerns about changing the service known. However, whilst it's early days, there has been little interruption to the service so far but there may be teething problems.

Hedge Cutting: I share residents' recent concerns regarding hedge cutting in Homer, where arguably too much of the hedge was cut. I am pleased to say that a team have been out today to remedy the situation and tidy the hedge up. Over the weekend, my father and I will be cutting the hedges on the Gaskell Recreation Ground on behalf of the management committee, where we will be considerate of its foliage.

Surgery: my next advice surgery will be held this Saturday, 9th September, between 10.30 am and 12 noon at the museum. No appointment is necessary and I'll be joined by Town Cllr Wilfred Grainger and a representative from the Police. The subsequent surgery will be on 14th October."

Councillor Thomas was asked whether there were any plans for drainage in the hollow in the surface of the High Street. He replied that this had been raised during the flooding walkabout and he would request an update.

8. Minutes

- a. It was **RESOLVED** to amend page 16/23 of the draft minutes to record that Councillor Linda West left the meeting to deal with an emergency. With this amendment, it was **RESOLVED** to approve and adopt the minutes of the Town Council meeting held on 6th July 2023.
- b. It was **RESOLVED** to adopt the minutes of the Planning & Environment Committee meetings held on 6th June and 4th July 2023.
- c. It was **RESOLVED** to adopt the minutes of the Finance & Asset Management Committee meeting held on 23rd May 2023.
- d. It was **RESOLVED** to adopt the minutes of the HR Committee meeting held on 6th April 2023.

9. Town Clerk's Report

Members noted the written and verbal report from the Town Clerk.

10. Investment Strategy

It was **RESOLVED** to approve the draft Investment Strategy, as recommended by the Finance & Asset Management Committee.

11. Grants Policy

It was **RESOLVED** to approve the revised Grants Policy, as recommended by the Finance & Asset Management Committee.

12. Disposal and Destruction Procedure for Town Council Records

It was **RESOLVED** to approve an amendment to point 3.3 of the Disposal and Destruction Procedure for Town Council Records.

13. Windmill Hill Nature Reserve Agreement

- a. Members reviewed the latest version of the draft Windmill Hill Nature Reserve Agreement. It was **RESOLVED** to approve the draft Windmill Hill Nature Reserve Agreement.
- b. It was **RESOLVED** to formally consult Natural England on the designation of Windmill Hill as a Local Nature Reserve.

14. The Guildhall Project

Members noted a verbal update on the Guildhall Project. A meeting had been held with Greenwood Projects earlier in the week to review tenders, to be considered at agenda item 30.

15. Linden Lodge

Members noted that the registration of Linden Lodge to the Town Council had been completed.

16. Neighbourhood Plan Review

- a. Members noted that, following consideration by the Planning & Environment Committee, Alison Eardley had been appointed as consultant to support the review of the Neighbourhood Plan.
- b. Members noted that the Town Council had been awarded a grant of £9,600 towards the cost of reviewing the Neighbourhood Plan.
An online meeting had been held with Locality and AECOM with regard to additional design codes technical support and it had been confirmed that the Council's application would be supported.
- c. The next step would be to liaise with Alison Eardley to begin the desk-based review of the Neighbourhood Plan and check compliance with current planning policy. The consultant had already highlighted that some elements of the current plan were very light, eg. designated green spaces. The structure and development of the steering committee would also be considered. It was likely that there would be a main committee with sub-committees for specific elements of the Plan. It was noted that it would be beneficial to involve a cross-section of the community.
The Clerk was asked to add consideration of the composition of the steering group to the following month's agenda.

17. Flooding

Due to the confidential nature of the content, it was RESOLVED to consider the Flood Risk Mitigation Update from WSP in confidential session (see minute 28).

18. 'Made in Shropshire' Markets

Members received a verbal report on the artisan market held on 19th August. The market had been well attended and the market traders were content. No major issues had been raised by local shopkeepers although additional promotion for the markets had been requested.

Following the positive impact of the markets to date, **it was RESOLVED to hold an additional 'Made in Shropshire' market on Saturday, 28th October 2023.** Councillor White was asked to notify the Christmas Fayre Committee and offer a stall at the market to promote the Christmas Fayre.

It was noted that dates for next year's markets would be confirmed in due course.

19. Expansion of Regular Market Stalls

Members noted that efforts had been made to increase the regular market stalls under the Guildhall and Corn Exchange to extend the current offer. It was hoped to see an additional four or five stalls on coming Saturdays and possibly other days which could help to increase footfall in the town on a regular basis.

20. Christmas Lights Switch-on

It was RESOLVED to hold a Christmas Lights Switch-on event on the evening of Thursday, 23rd November 2023.

It was noted that in previous years it had been the responsibility of the Mayor, with a working group, to organise the event. The compère should be booked as soon as possible and other arrangements made. **It was RESOLVED that Councillors Fenwick, Themans, Thomas, West and White would form the working party, aided by interested members of the community.**

21. Civic Service

Members were notified that the Civic Service would be held at 11.00am on Sunday, 24th September at Holy Trinity Church and were encouraged to attend. Councillors were asked to meet at 10.45am at the Corn Exchange in order to process to the church. It was noted that church members would serve tea, coffee and soft drinks after the service, as usual, but that if wine were to be offered, the Council would need to provide helpers to serve and wash up.

22. 'Climate Champion' for the Town Council

Members reviewed the role of Climate Champion, currently held by Councillor Christian Toon. Councillor Toon reported that he had found it difficult to give the role sufficient time due to other commitments and that another Councillor might be able to engage more fully.

It was **RESOLVED** that Councillor Linda West should take on the role of Climate Champion for the Council, with support from the Planning & Environment Committee. Councillor Toon offered to update Councillor West on developments so far.

23. The Marches Forward Partnership

Members noted correspondence from Shropshire Councillor Lezley Picton, Leader of Shropshire Council, regarding The Marches Forward Partnership. Shropshire Council would be working with Herefordshire, Monmouthshire and Powys County Councils to share best practice and resources and aim to unlock funding for those areas. This was expected to be a positive initiative for these councils.

24. Consultation

- a. Statement of Licensing Policy 2024 – 2029. Deadline for response: 27th August 2023.

Members noted that this policy was concerned only with licensed premises and the sale of alcohol and that, therefore, no response had been made on behalf of the Town Council.

25. Correspondence

Members noted the following items, which had been emailed to Members:

- a. SALC information bulletins and other information.

It was noted that Councillor Susan Crooke-Williams had attended the SALC Bridgnorth & Shifnal Area Committee meeting on 4th September where Eddie West, Planning Policy & Strategy Manager at Shropshire Council, had spoken on the Local Plan and Place Plans. Councillor Crooke-Williams provide an overview of the meeting and advised that the presentation would be forwarded by SALC in due course. Eddie West had stated that it was still hoped that the review of the Local Plan would be completed mid 2024. The minutes of the meeting were available if other Councillors wished to see them.

- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. Information from the RSN Rural Market Town Group
- f. Police Neighbourhood Matters alerts and newsletters
- g. VCSA newsletters
- h. News from Shrewsbury and Telford Hospital NHS Trust.

Councillor Susan Crooke Williams had attended the Shrewsbury & Telford NHS Trust (SATH) AGM on 30th August. She provided an overview of the meeting: SATH was now supporting a population of 500,000 and employed 7,000 people. There were still problem areas: the CQC assessment of the Trust was 'inadequate' although improvements had been made and were continuing. Following the Ockenden investigation into maternity services, 80% of recommendations had been implemented and inspectors were content with the progress. The other significant problem was finance: there was a deficit budget in 2023/4 of £45.5m. The final decision on the Accident & Emergency departments would be made in the new year.

- i. Latest news from South Shropshire Climate Action
- j. Friendly Bus newsletter July/August
- k. Latest news from Shropshire Hills AONB Partnership
- l. Neighbourhood Planning Newsletter August 2023 from Locality
- m. Invitation to AGM of Shrewsbury & Telford Hospital NHS Trust
- n. Healthwatch Shropshire press release
- o. Details of Carbon Literacy Training 12th and 19th September.
- p. Notification of vacancies for Community Governors for William Brookes School.

26. Agenda items for next Town Council meeting

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

- update on Gaskell Recreation Ground

27. Date of next meeting

Members noted that the next meeting would be held on Thursday, 5th October 2023 at 7.00pm at the Guildhall, Much Wenlock.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it was **RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

Having declared a pecuniary interest in the following agenda item, Councillor Thomas left the meeting.

28. Flooding

Members reviewed the Flood Risk Mitigation Update from WSP. **It was RESOLVED to refer the report to the Council's Strategic Flood Working Group for consideration and report back to full Council with a suggested response.**

Councillor Thomas returned to the meeting.

29. Town Council Insurance

Members considered renewal of the Council's insurance policy.

It was RESOLVED to commission Alpha Chartered Surveyors to carry out reinstatement valuations of the Council's properties.

It was RESOLVED to amend the insured reinstatement cost of the Guildhall to £2.5m, pending the outcome of the reinstatement valuation.

It was RESOLVED to renew the Council's insurance with Zurich for 2023/24.

30. 10 High Street

- a. It was noted that the refurbishment of 10 High Street had been largely completed.
It was RESOLVED to allow the incoming tenant to select flooring within a budget to be agreed by the Finance & Asset Management Committee when indicative quotations were to hand.
- b. Members considered quotations for the letting and management of 10 High Street. **It was RESOLVED to appoint Andrew Dixon & Co to market, let and manage 10 High Street on behalf of the Council.**
- c. **It was RESOLVED to obtain an Energy Performance Certificate for 10 High Street, if required.**

31. Consultants for Guildhall Project

- a. Members noted that tenders submitted for the production of a Project Viability Appraisal for the Guildhall had been opened in accordance with the Council's Standing Orders on 5th September and assessed against a scoring matrix. Members considered the tenders and report prepared by Greenwood Projects.
It was RESOLVED to appoint Lathams to produce the Project Viability Appraisal for the Guildhall.
- b. Members noted that tenders submitted for Audience Development for the Guildhall had been opened in accordance with the Council's Standing Orders on 5th September and assessed against a scoring matrix. Members considered the tenders and report prepared by Greenwood Projects.
It was RESOLVED to appoint Focus Consultants as Audience Development Consultant for the Guildhall project.

The meeting closed at 8.40 pm.

Signed Mayor Date

10/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 1st August 2023 at the Guildhall, Much Wenlock

Present: Councillors William Benbow (from minute 8b), David Fenwick (in the chair), Wilfred Grainger, Daniel Thomas, Chris Tyler, Linda West.

In attendance: Trudi Barrett – Town Clerk, Mr P Hanafin – member of the Transport Working Group

1. Apologies

Councillor William Benbow for late arrival.

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 6th June 2023 be **APPROVED** and signed as a true record.

6. Planning Applications

Members considered a response to the following planning applications:

23/02336/FUL Bourton Hall Farmhouse, Bourton, Much Wenlock	The installation of solar panels on the stable block. It was RESOLVED no objection.
23/03091/TCA 5 King Street, Much Wenlock	Remove one trunk and reduce height by 30% of 1no Bay within Much Wenlock Conservation Area. It was RESOLVED no objection.
23/02982/FUL 5A King Street, Much Wenlock	Alterations to the principal elevation, erection of single storey infill rear extension and internal alterations. It was RESOLVED no objection.

7. Planning Decisions

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

23/00920/FUL 12 Victoria Road, Much Wenlock	Relocation of existing stone retaining wall to form new parking provision. Decision: Grant Permission
23/02599/TCA Bourton Estate, Bourton, Much Wenlock	To remove 2no. Ash (T1-2), 1no. Sycamore (T3) and 1no. group of Ash and Sycamore (G1) within Bourton Conservation Area. Decision: No objection

8. Draft Shropshire Local Plan Review 2016 - 2038

- Members noted that Shropshire Council had responded to the Planning Inspectors questions posed in ID28. The documentation stated that Stage 2 of the Examination would commence in November, with further presentation to Shropshire Council Cabinet in April, for acceptance around June 2024. It was noted that the Town Council and associates would need to undertake considerable work to prepare for Stage 2, although there might be some slippage in the timetable from November to January.

Councillor William Benbow joined the meeting.

11/23

- b. Members received correspondence from the Much Wenlock Neighbourhood Plan Refresh Group regarding designation of an Eastern Belt Strategic Corridor along the A458/A4169 in the Local Plan. They noted the concerns about increased traffic through Much Wenlock arising from housing and commercial development, both within the town and elsewhere. The Town Council had already raised concerns about the Eastern Belt Strategic Corridor with Shropshire Council, both in the Regulation 18 consultation and again in the submission for Stage 1 of the Local Plan Examination. Members noted that the Town Council's objections to housing developments at the Ironbridge Power Station and Tasley had resulted in allocations of £350,000 and £192,000 respectively from the developers for traffic management measures at the Gaskell corner.

There was some uncertainty among Councillors about whether a 'strategic corridor' would simply act as a conduit for people travelling to and from work or was intended to promote development along the route.

Members considered the need for employment land in the town and the fact that much of the 0.72 hectares on Stretton Road allocated in the Neighbourhood Plan had been used for the attenuation pond. It would therefore be necessary to find an alternative site, and this matter should be raised at Stage 2 of the Examination of the draft Local Plan.

It was RESOLVED to respond to the correspondence from the Much Wenlock Neighbourhood Plan Refresh Group with the information outlined above and to provide assurances that Councillors were very much aware of the concerns raised.

9. Neighbourhood Plan

- a. Members noted that the DLUHC had extended the full support programme for Neighbourhood Planners into 2023/24 and that funding applications for grants and technical support packages for Neighbourhood Plans were now open via Locality.
- b. Members considered the grant application process. **It was RESOLVED to apply for both the standard and technical support grants to fund the Council's review of the Neighbourhood Plan.**

10. Flooding Issues

- a. The report from the Strategic Flood Working Group was made under 10b.
- b. Members received a report on the meeting with Shropshire Council's Drainage and Flood Risk Manager regarding flooding and the town culvert held on 12th July. The primary purpose of the meeting had been to consider the introduction of grates at the top of the High Street to channel flood water into the culvert more quickly. A plan is to be prepared.
The meeting had been positive, but Councillors wished to continue to press for a 'best case' flood alleviation plan that could be used for funding applications to central government or other relevant bodies. Currently, progress was stymied by the lack of available funds. Councillors were critical of the minimal support from the Environment Agency, despite Much Wenlock's designation as a rapid response catchment area in the highest category. Funding obtained for flood alleviation by Shropshire Council from the Department for Transport would need to be shared with several other towns.

It was RESOLVED to write expressing the Council's concerns about flood alleviation to Lezley Picton, Leader of Shropshire Council, with a copy to Philip Dunne MP, the Environment Agency and Shropshire Councillor Dan Thomas.

As Chair of the Council's Strategic Flood Group, Councillor Benbow offered to draft the letter and to maintain contact with Shropshire Council's Drainage & Flood Risk Manager in relation to ongoing matters.

- c. There were no other flooding issues arising.

11. Transport and Highways Matters

- a. There was no separate report from the Transport Working Group.
- b. Members considered the detailed response from WSP regarding the Gaskell corner feasibility study and noted initial comments from members of the Transport Working Group.
Members reiterated the importance of safety for pedestrians crossing Smithfield Road and the implications for traffic management measures.
The study had shown that the numbers of vehicles regularly rat-running through St Mary's Lane and King Street were relatively low: for St Mary's Lane, four in the morning and six in the afternoon; for King Street, six in the morning and 14 in the afternoon.
Councillors considered it would be beneficial to undertake a trial of the preferred scheme for the junction before implementation, if practicable.

12/23

It was RESOLVED that Shropshire Councillor Dan Thomas should contact the relevant officer in Shropshire Council's highways department to request their views on the WSP report. The Transport Working Group would prepare a detailed response to the WSP comments for consideration at the next Planning & Environment Committee meeting.

Mr Hanafin was thanked for attending and left the meeting.

12. Climate Change and Ecological/Nature Emergencies

- a. Members considered information obtained from the Restoring Shropshire's Verges Project and the Climate and Carbon Project Officer at Shropshire Council regarding roadside verge management and suggested actions. It was noted that the current contract with Kier would end on 31st March 2025.

It was RESOLVED to write to Shropshire Council to request that a policy, proposal and contract be devised to manage roadside verges better and in a more wildlife friendly way.

- b. Councillors noted measures taken by the Council to improve biodiversity in the town, which included tree planting, managing the old cemetery to enhance biodiversity, the installation of swift boxes, a wildflower area on the Gaskell Recreation Ground and progress towards the designation of Windmill Hill as a Local Nature Reserve.

It was RESOLVED to include enhancement of biodiversity in the forthcoming review of the Neighbourhood Plan in order to make most impact and develop relevant policies.

The consultation process would help to identify what local people wished to see and would inform what could be done moving forward.

- c. Members noted information from 'Save our Shropshire' regarding carbon literacy training. Councillor Grainger agreed to check his availability on the training dates. Information on grant funding available from the organisation would be passed to the Gaskell Management Committee.

13. Consultation*

14. Street Lighting*

15. Street Naming *

16. Footpath Issues

- a. Footpath off the Bull Ring: Members noted that measurements for a new gate had been submitted to Shropshire Council's Rights of Way department along with a request for 10m of stone surfacing for the path.
- b. There was nothing to report on discussions regarding the Atterley footpath.

17. Footpath/Bridleway Creation Orders*

18. Footpath Diversion Orders*

19. Road Closures*

Members noted the following road closures:

- a. Location: A4169 from Homer junction to start Much Wenlock Road
Date/Time: 6th August 2023 / all the time
Purpose: Openreach – replace frame and cover in carriageway
Agency: Openreach
- b. Location: Barrow Street, Much Wenlock
Date/Time: 20th August 2023 / all the time
Purpose: Laying a new gas service to 40 Barrow Street 7m from the main
Agency: Cadent
- c. Location: Back Lane, Much Wenlock
Date/Time: 6th October 2023 / all the time
Purpose: Replace frame and cover in carriageway
Agency: Openreach

20. Tree Preservation Orders (TPOs)*

21. Stopping Up Orders*

22. Speed Limit Orders*

23. Prohibition Orders*

13/23

24. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 5th September 2023 at 7pm 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.

25. Consultants for Neighbourhood Plan Review

Members considered a report from the remote meetings held with three shortlisted consultants.

On the basis of costings provided and clarity of approach, it was RESOLVED to appoint Alison Eardley to support the review of the Much Wenlock Neighbourhood Plan.

The Clerk was instructed to notify the consultants accordingly and move forward with Alison Eardley.

26. Planning Enforcement

Members noted an update on current enforcement issues and that an additional matter had been submitted and logged as 23/09773/HRR.

The Clerk was asked to refer correspondence received to the Conservation Officer at Shropshire Council.

The meeting closed at 9.00pm

Signed.....(Chairperson)

Date.....

04/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
 meeting held at the Corn Exchange, Much Wenlock
 at 7.00 pm on Tuesday, 25th July 2023

Present:

Cllrs. Susan Crooke-Williams, David Fenwick, John O'Dowd, Marcus Themans, Christian Toon and Duncan White.

In attendance:

Trudi Barrett – Town Clerk, Diane Barlow – Responsible Financial Officer (RFO), two employees of the Spar store in Much Wenlock.

1. Apologies

None.

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. Minutes

It was RESOLVED that the minutes of the meeting of the Finance and Asset Management Committee held on 23rd May 2023 be APPROVED and signed as a true record.

Agenda item 13, Town Council Car Park at the Rear of the Corn Exchange, was brought forward for the convenience of the members of the public present.

5. Town Council Car Park at the Rear of the Corn Exchange

Members considered a report on unauthorised use of the Town Council's car park at the rear of the Corn Exchange.

The Spar employees present were invited to outline their position. They expressed the following views:

- they had been parking in the Town Council car park for around seven years but only recently had this been challenged and staff felt that they were being unfairly targeted
- they were concerned about damage to vehicles when parking in the chargeable public car park or on the street
- the Spar store was open from 7am until 10pm which meant that staff arrived and left in the dark during the winter and wanted to park close to the store for safety
- it was difficult to retain staff, who would be reluctant to park elsewhere at a cost
- other vehicle owners, including market stall holders, parked on the car park all day.

Councillors explained that as stallholders paid for their stall, part of the arrangement was that they could park their cars on the car park. If Council staff became aware of unauthorised parking, this was addressed with vehicle owners as it arose on an ongoing basis.

Points made by Councillors included the following:

- the need to be fair to all users of the car park
- the public parking area was intended to support the High Street with 'pop and shop' provision
- other people working in the town had to park elsewhere and the Town Council could not provide parking for all workers
- if the cost of parking in the public car parks was too high, free on-street parking was available and various locations were suggested
- a paid permit system might be an option, but this would need to be offered to others in the town and there was insufficient space in the car park
- Much Wenlock was a very low crime area and there was little risk in walking in the well-lit town centre at the times mentioned.

05/23

Amending the hours covered by the one-hour parking restriction in the car park to allow longer term parking earlier in the day might be helpful to the store staff, who could then park elsewhere and move their cars into the Town Council car park late afternoon.

It was RESOLVED to consider options for management of the Council's car park and to make a decision at the next meeting.

The Spar staff were thanked for attending and left the meeting.

6. Town Clerk's report

Members noted the Clerk's written and verbal report.

7. Finance

- a. The RFO presented a written and verbal report. She was pleased to report that nearly £880 had been received in donations in the Guildhall so far this season. Council income to 30th June was £29,336 (excluding precept and proceeds from property sales) which was 104.42% above budget for the time of year. Income in general terms had been encouraging for the year to date. The income figure also included the recent refund of £6,252.68 for street light electricity charges from SSE Swalec. Expenditure to 30th June was £73,846 which was 3.91% below budget for the time of year.

Members noted the report.

- b. Members noted the balance sheet as at 30th June 2023.
- c. Members noted the income and expenditure to 30th June 2023.
- d. Members reviewed the bank reconciliations to 30th June 2023. **It was RESOLVED to approve the bank reconciliations to 30th June 2023.**
- e. **It was RESOLVED to approve payments from 24th May 2023 to date.**
- f. **It was RESOLVED to retrospectively approve the cost of £911 for the summer planting scheme in the town by Abbey Nursery.**
It was noted that quotations should be obtained for replacement of the tall planters in the churchyard for next year.

8. Investment Strategy

Members considered a draft Investment Strategy. Following amendment to a three year strategy, 2023 – 2026, **it was RESOLVED to recommend the draft Investment Strategy for approval by full Council.**

9. Grants Policy

Members considered a revised Grants Policy. The RFO had revised the existing policy to make it clearer and more robust for both Councillors and applicants. Following a minor amendment, **it was RESOLVED to recommend the draft Grants Policy for approval by full Council.**

10. Town Council Insurance

- a. Members noted that the Council's insurance policy was due for renewal on 16th August 2023.
- b. Councillors noted questions from the Insurer regarding reinstatement values and fixed wiring inspections as well as cost indications for the provision of these items. **It was RESOLVED to request a renewal quotation based on the current position.**

11. Financial Documents for Disposal

It was RESOLVED to approve the disposal of selected financial documents, in accordance with the Council's Document Retention Policy. It was noted that an amendment was required to the Disposal and Destruction Procedure with regard to electronic records.

12. The Guildhall Project – Renovation and Future Use

It was reported that the NLHF grant offer had been accepted.

The stakeholder and public consultation surveys were ready, both hard copy and electronic versions. It was intended to issue the tender documents for the Project Viability Report and the Audience Development Consultant this week with a deadline for responses of noon on 23rd August. The tenders would be opened on 24th August and then reviewed by Greenwood Projects. Following a decision by the Town Council it was expected that the contracts would be awarded in September.

06/23

13. 10 High Street

Members noted that refurbishment work at 10 High Street was due to start on 2nd August. The Clerk was liaising with Barclays regarding the ATM and access.

It was RESOLVED to obtain fee quotations from letting agents for providing a rental value for the property, finding a tenant and rental management of 10 High Street.

14. Date of next meeting

It was noted that the next meeting of the Finance & Asset Management Committee would be held on Tuesday, 26th September 2023 at 7.00pm at The Corn Exchange.

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.

15. Part-Night Street Lighting

Members considered a report on the viability of part-night lighting for the Town Council's street-lighting. It was noted that the LED replacement programme had positively impacted on the street lighting energy costs and that general energy costs were now coming down. The Council was in the first year of a two-year plan to convert SON lights to LEDs, which would further reduce energy costs. Members noted the cost of conversion to part-night lighting and that risk assessments would need to be carried out before any implementation.

It was RESOLVED to review the viability of part-night lighting again after renewal of the street lighting energy contract in January 2024.

16. Public Toilets

Members noted that a revised quotation for alterations to the automatic public toilets in St Mary's car park had been obtained from Healthmatic but this was unclear and further explanation was required.

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

The current cleaning and maintenance contract with Healthmatic would expire at the end of September. Councillors discussed other options.

It was RESOLVED to await clarification on the quotations for alterations to the toilets in St Mary's car park.

The meeting closed at 9.15pm.

Signed.....
Chairperson

Date.....

Actions from Town Council meetings

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
June 2022	13	Continue to check the Local Plan EIP website for updates.	Ongoing	Councillors and associates also requested to check EIP website themselves, in case of delay with Clerk checking.
October 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	Pending	
Sept 2023	6b	Maintain the current policing policies	Yes	Local policing team advised
	13b	Formally consult Natural England on the designation of Windmill Hill as a Local Nature Reserve	In progress	
	16c	Add consideration of the composition of the Neighbourhood Plan steering group to the following month's agenda.	Yes	On agenda for 5 th October
	29	Commission Alpha Chartered Surveyors to carry out reinstatement valuations of the Council's properties.	Yes	Inspections scheduled for 6 th October
	29	Amend the insured reinstatement cost of the Guildhal to £2.5m, pending the outcome of the reinstatement valuation.	Yes	
	29	Renew the Council's insurance with Zurich.	Yes	
	30a	Allow the incoming tenant at 10 High Street to select flooring within a budget to be agreed by the Finance & Asset Management Committee when indicative quotations were to hand.	In progress	On agenda for 5 th October
	30b	Appoint Andrew Dixon & Co to market, let and manage 10 High Street on behalf of the Council	Yes	
	30c	Obtain an Energy Performance Certificate for 10 High Street, if required.	Yes	Not necessary as valid EPC was already in place
	31a	Appoint Lathams to produce the Project Viability Appraisal for the Guildhall.	Yes	
	31b	Appoint Focus Consultants as Audience Development Consultant for the Guildhall project.	Yes	

Other activities:

- Piece written for Wenlock Herald
- Liaison re letting of 10 High Street
- Ongoing liaison with Greenwood Projects, Lathams and Focus re Guildhall
- Press release issued re funding for Guildhall
- Liaison with consultants AECOM re Neighbourhood Plan technical support
- Attendance at Civic Service on 24th September

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Much Wenlock Town Council - SH0123**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

03/09/2023

Much Wenlock Town Council
Corn Exchange
Much Wenlock
Shropshire
TF13 6AE

Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
Shropshire SY2 6ND

Date: 27 September 2023

My Ref: 060923MWP

Dear Mrs Barrett,

Much Wenlock Leisure Centre

Many thanks for your letter dated 6th September, raising your concerns regarding Much Wenlock Leisure Centre.

Leisure Services officers and centre staff have discussed the on-going maintenance issues with Mr Neale and the new site manager. The situation is already improving, and centre staff are seeing issues addressed more quickly and effectively. There are some larger, more expensive items that will require consideration due to the cost of replacement or upgrading, however.

The Duty Manager has had several conversations with representatives of Northgate Swimming Club and they understand the situation, supportive of actions taken and look forward to improvements now that the school have a different management team in place.

The Council will continue to work closely with the school to improve standards and have a joint meeting scheduled to discuss options for improving provision further for the local community.

Yours sincerely,

R. Macey

Robert Macey
Councillor for Selattyn, Gobowen and Weston Rhyn
Portfolio Holder for Culture and Digital

Cc'd: Dan Thomas, Shropshire Councillor for Much Wenlock



SALC AGM

3 November 2023

6 pm, Wroxeter Hotel, Wroxeter, Nr Shrewsbury, SY5 6PH

AGENDA

AGENDA

17:30 Registration and Tea/Coffee

18:00 Chairman's welcome

18:05 1) Apologies

2) Declarations of interest

3) To Elect Honorary Officers

- Election of President
- Election of Vice Presidents

4) Minutes of 2022 AGM held on 11 November 2022 (*Attached*)

5) Presentations

- Long Standing Clerks
- Jan Snell Award

6) To Appoint the Auditor for 2023-24

7) To Adopt the Annual Report and Audited Accounts (*To follow*)

8) To Set Annual Subscription Fee

- Current Admin Fee No change
- Current Per Elector up to 3500 £0.425
- Current Per Elector over 3500 £0.015

2024/25 Executive Committee Recommendation:-

Admin Fee -

- Admin Fee
- Per Elector up to 3500 £
- Per Elector over 3500 £

NOTE: This does not include NALC fee of pence with a cap of £ for larger councils

9) Motions for Debate

10) President's closing remarks

19:00- Guest Speaker

19.45

20:00 Evening meal (*Menu and booking form attached*)

Please note final agenda may be subject to change.

Shropshire Association of Local Councils

AGM – 3rd November 2023 at The Wroxeter Hotel, Shrewsbury

Guest Speaker - Darren Edwards

Darren is a record-breaking Disabled Adventurer, Author, and Motivational Speaker. Before starting his career as a professional speaker and adventurer, Darren worked at Shropshire Council across a number of teams, including Shropshire HR. Experiencing the challenges of local government first-hand, Darren has a keen understanding of the pressures faced by local councils and the need for staff to build their resilience and mental strength.

Speaking Topic: Strength Through Adversity

Darren will speak about his incredible story of overcoming adversity and will share with the audience how his resilient mindset has helped him overcome the hurdles and challenges of adapting to a new life. Darren's keynote will include key takeaways about how we can all cultivate and foster a resilient mindset - no matter the adversity we face

Menu

Hog Roast - slow roasted hog, hand-pulled and served on soft flour baps

Or

a choice of three meats, roasted, sliced and served on soft flour baps

fresh sage and onion stuffing,
red onion, red cabbage and fresh carrot slaw
home-grown orchard apple sauce
homemade potato salad

Special Dietary Requirements

If you have any special dietary requirements and would like to order food, please complete the 'Allergens and Intolerances form (attached) and return to SALC with your booking to alc@shropshire.gov.uk

Cost: £10 per member delegate (this cost is subsidised by SALC)
£16.50 per guest

Sent: 27 July 2023 09:01

To: ALC <ALC@shropshire.gov.uk>

Subject: Fwd: SHROPSHIRE & D-DAY 80 - 6TH JUNE 2024



Dear All,

Further to my previous email, please find attached Guide To Taking Part in D-Day 80 - 6th June 2024, being organised throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and at the British Normandy Memorial on Gold Beach, Normandy, France, I attach the up-dated Guide To Taking Part, and confirm that the Guide includes a message from the Prime Minister encouraging local communities to take part, event logo and the Certificate of Grateful Recognition being given to those participating.

We would encourage you to become involved, especially as there may have been many within your local community involved in the D-Day landings on 6th June 1944, and WW II as a whole, this event provides them with the opportunity to pay their 'tribute' to those that gave so much to ensure we all enjoy the freedom we share today.

If you wish to get involved in this event please see details on page **33** of the attached Anniversary Guide (the Guide can also be found on the SALC website [D Day 80 6th June 2024 | SALC \(alcshropshire.co.uk\)](https://www.alcshropshire.co.uk)).

My warmest regards,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster
D-Day 80
6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk





THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

In association with

The Royal Naval Association, ABF The Soldiers Charity, RAF Benevolent Fund, The Merchant Navy Association & The Normandy Memorial Trust

U.S. troops landing on Omaha Beach.
© Time Life Pictures/National Archives/The LIFE Picture Collection/Getty Images.



10 DOWNING STREET
LONDON SW1A 2AA

THE PRIME MINISTER

I am honoured to support the 80th anniversary celebrations to commemorate D-Day.

D-Day on 6 June 1944 was the largest Naval, Air and land Operation in history, involving many hundreds of thousands of brave men who had to leave their families at home, not knowing if they would ever return home, a feat we hope will never have to take place again.

The heroism of those who landed on the shores of the Normandy beaches, represented a beacon of light for the world during a particularly dark period of war. It is therefore fitting that local communities throughout the United Kingdom, Channel Islands, Isle of Man, UK Overseas Territories and those along the shorelines of Utah, Omaha, Gold, Juno and Sword beaches in Normandy, France, should light Beacons on 6 June 2024, in 'tribute' to the light of peace that they brought out from the misery of darkness during that dreadful campaign, of which many unfortunately did not return.

I am therefore delighted to support this initiative and I urge communities across the country to support this event. I would like to pay particular tribute to Pageantmaster, Bruno Peck for his tremendous efforts in leading these historic celebrations. It also gives me great pleasure in congratulating The Royal Naval Association, The Merchant Navy Association, The Royal Airforce Benevolent Fund and ABF The Soldiers Charity for their remarkable efforts in supporting our service personnel, along with their families.

As we look forward to the future, I believe we should take strength from the shared hardship of our experience during World War II. That future is why so many of our service men gave their lives – and protecting the peace they fought for is the greatest way we can honour those who fell.

Introduction

Bruno Peek CVO OBE OPR, Pageantmaster

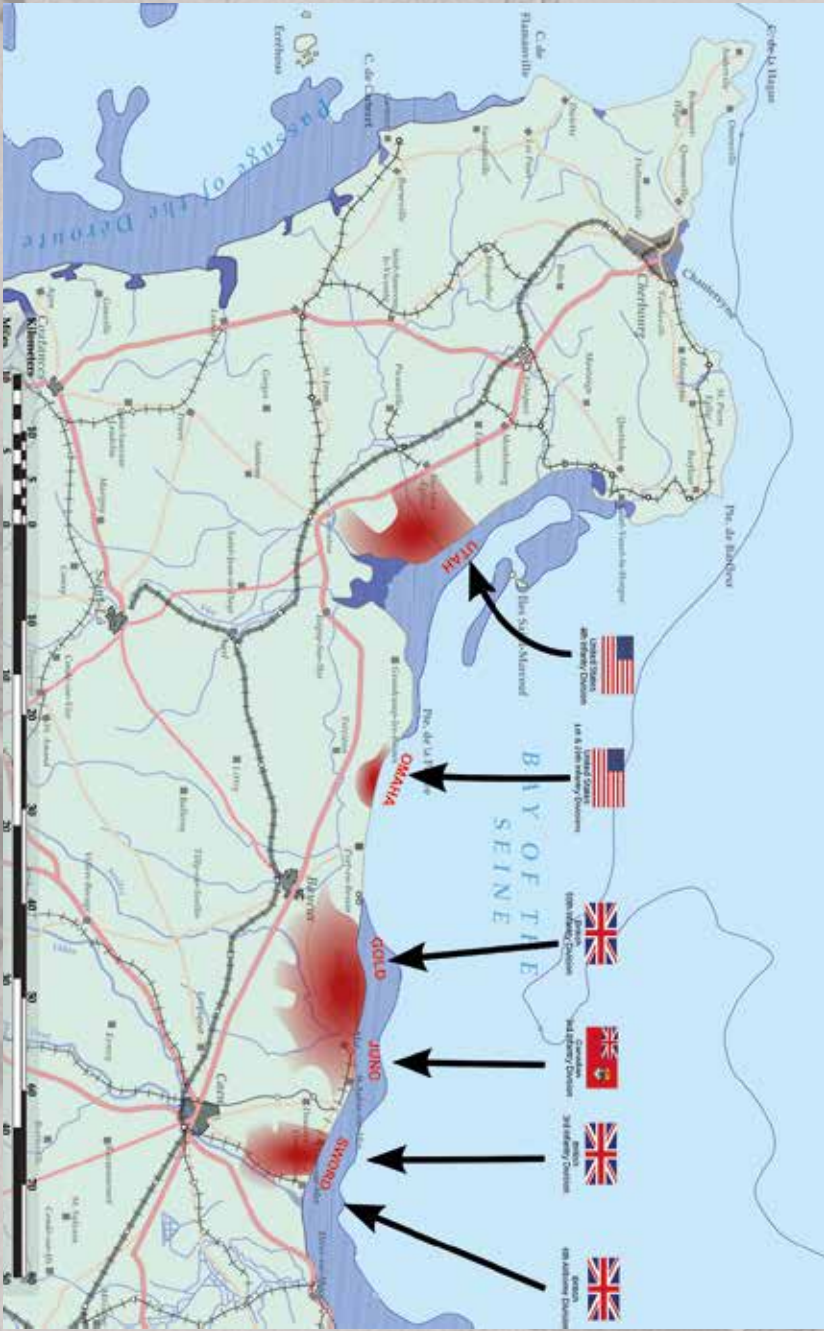


The 6th June 2024 marks the 80th anniversary of D-Day, when Allied forces mounted the largest amphibious invasion the world has ever witnessed. In 1944 Operation Overlord saw around 4,000 ships and landing craft set down about 132,500 troops on five Normandy beaches in an action that would bring about the liberation of north-west Europe from Nazi occupation.

The bravery and sacrifice of those people in securing the peace and freedom we enjoy today will be observed by the lighting of beacons around the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories. I hope your community will join us.

We are asking villages, towns, cities and organisations of all sizes to mark the 80th anniversary of D-Day by lighting a beacon at **9.15pm** on 6th June 2024, in celebration of the 'light of peace' that emerged out of the darkness of war, followed by an event to commemorate one of the most momentous achievements in living memory. Your event could be devoted to raising valuable funds for The Royal Naval Association, ABF The Soldiers' Charity, The Royal Air Force Benevolent Fund and The Merchant Navy Association. You will find details of how to participate on **pages 33 and 34** of this guide.

It is our country's opportunity to remember over 209,000 Allied casualties of Operation Overlord. This includes nearly 37,000 ground forces and 16,714 air forces killed in the invasion of Normandy's Utah, Omaha, Gold, Juno and Sword beaches, and the long and bloody campaign that followed. We plan to light beacons on all five beaches to remember those who died or came home wounded.



Plan for landings in Normandy June 1944. Background photo: British troops landing on Sword Beach. © Robert Hunt Library/Mary Evans Picture Library.

The statistics behind the successful operation, which eventually convinced the Nazi high command that their defeat was inevitable, are both shocking and awe inspiring. German defence forces were drawn away from Normandy by distraction tactics as resources were secretly built up on the English coast.

Nine million tonnes of supplies and equipment were shipped across the Atlantic and 1.4 million American servicemen arrived to

join a substantial contingent of Canadian forces. By 1944 over two million troops from 12 countries were in Britain preparing for the invasion. On D-Day, American, British and Canadian troops were augmented by personnel from Australia, Belgium, Czechoslovakia, the Netherlands, France, Greece, New Zealand, Norway, Rhodesia and Poland. Soon after midnight on 6th June, more than 180,000 Allied paratroopers were dropped into the invasion area, and Allied air crews flew 14,674 sorties to support the landings.



The International Tribute

To be undertaken at 9.15pm alongside the lighting of a Beacon - 6th June 2024



When the international 80th Anniversary D-Day Beacon will be lit at **8.15pm** (British Summer time), at the British Normandy Memorial overlooking Gold Beach, with the other Beacons located on Utah, Omaha, Juno and Sword, in Normandy, France, being lit at **8.30pm** BST, followed by the Principal United Kingdom, Channel Island and Isle of Man Beacon at Portsmouth, England at **9.15pm** BST, we would ask all communities in France and the UK to stop what they are doing and undertake **The International Tribute**, using the wording found on this page. This could be undertaken by your Lord Mayor, Mayor, High Steward, Town and Parish Clerk, Town Crier, Pub Landlord or a young person from one of your local youth organisations etc, paying tribute to those who gave so much. In doing so, we commemorate D-Day and give thanks for eighty years of peace and freedom.



The Tribute

Let us remember those who gave their lives at home and abroad during the D-Day landings, whose sacrifice enables us all to enjoy the peace and freedom we have today.

Let us remember those who came home wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women and merchant seafarers of all faiths and nationalities - from all countries - who fought, suffered and died during the D-Day landings and six years of war.

Let us all remember those in the Royal Navy, Army, Royal Air Force, Merchant Navy, and our Allies - the brave people who kept us safe on the home front and abroad and those in reserved occupations during the difficult time of war.

Let us remember the brave doctors and nurses who cared for the wounded, the men and women who toiled in the fields, the coal mines, the factories and the air raid wardens, police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who all played such a vital role in the war.



How to take part and register your involvement

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th May 2024**.

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event is open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name and Job title of contact/coordinator
Name of Council, School, Pub, Organisation etc
Name of Country - ie England, Scotland, Wales, Northern Ireland, Channel Island, Isle of Man, UK Overseas Territory
Name of County
Name of Parish, Town, Borough, District, Community, or County Council etc
Full Postal address including post code
Telephone number - Landline/Mobile
Email
Will you be having Fish & Chips as part of your Beacon lighting YES/NO
Will your School be involved in the reading of the Poem at 11am, found YES/NO
Will your School/Pub/etc/ event be involving the eating of Fish & Chips during the day YES/NO
Will your event involve the reading of the International Tribute at 9.15pm YES/NO
Public event
Private event

Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 34** before lighting your beacon. Alert the emergency services, including the Fire Brigade, undertake any

risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Beacon lighting ceremony - 6th June 2024

Please light your Beacon and undertake the Nation's Tribute using the wording found on page 20 at 9.15pm.

The Beacon lighting ceremony and Nation's Tribute should be undertaken as follows:

Step 2: Invite your Lord Lieutenant, DL, Lord Mayor, Sheriff, High Steward, Lord Provost, Chairman or leader of the Council or another of your choice from within your local community to light your Beacon and undertake the Nation's Tribute at **9.15pm**, using the wording found on **page 20**. Alternatively, you may wish to organise a competition in partnership with your local media, with the winner having the honour of lighting the beacon and the Nation's Toast.

Step 3: You might consider having professional photographs taken during your event. Immediately after, please send no more than two high quality, copyright-free photographs to brunopeek@mac.com, including the name of the photographer, the beacon location, county, country and postcode, along with the name of the council or organisation.

Step 4: If appropriate, use social media channels - Twitter, Facebook etc - to promote your event. On Facebook, post photographs of your beacon lighting ceremony.

Step 5: Publicise your event. We will provide you with a Press Release template which you can localise, providing as much information as you wish regarding your event, but including your contact details. You can send this to your local media to enable them to get in touch with you direct.



Legal Essentials and Safety (This is your responsibility)



Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance cover you may need, please visit Unity's website or telephone them on 0345 040 7702.

Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



Emergency Services

Tell your local Fire and Rescue Service and Police Force well in advance about the type of event you are planning, and get in touch with your local community police officer. Ensure that access for emergency services is maintained for your event. Write to the local fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.



Legal Essentials and Safety

This aspect of your event is your total responsibility, so please ensure you have undertaken all the necessary risk assessments and respective insurance etc, to reflect this.

