



# NEWPORT (Shropshire) TOWN COUNCIL

*DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING*

**MINUTES OF A MEETING OF  
THE LEISURE & ENVIRONMENTAL SERVICES COMMITTEE  
held on  
Wednesday 24<sup>th</sup> January 2018  
at  
The Guildhall, High Street, Newport**

**PRESENT:** Cllrs: Pryce - Chairman  
Borrett  
Forrester  
Nelson  
Perry  
Mr Elkes  
Mr Thomas  
Mrs Jane Stiles

**IN ATTENDANCE:** Cllr Fowler (Town Mayor)  
Cllr Scott (Deputy Mayor)  
Lee Jakeman Town Clerk  
Louise Tunks –Cemetery & Amenities Officer  
Sophie Alford – Allotment Officer

**ABSENT:** Mr Cooper

## **L&ES/36/17-18 APOLOGIES FOR ABSENCE**

Nil

## **L&ES/37/17-18 DECLARATIONS OF INTEREST**

Nil

**L&ES/38/17-18 PUBLIC SESSION** - There being no members of the public present wishing to raise questions, the meeting continued.

**L&ES/39/17-18 MINUTES** - Members **RESOLVED** that the minutes of the meeting held on Wednesday 25<sup>th</sup> October 2017 be approved as a true record.

**L&ES/40/17-18 Telford & Wrekin Council (TWC) grounds maintenance & Cleaning Contract** – Members were reminded that at the September meeting of the Full Town Council senior representatives from TWC had discussed the tendering process for TWC's grounds maintenance and cleaning contract. The Full Council had asked that the representatives liaise with the L&ES committee regarding how Newport Town Council might influence specific elements (that directly affect Newport) of the proposed tender and new contract. Members received an update on TWC plans to gain feedback from the Town Council. Members **RESOLVED to Monitor the situation and call an extraordinary meeting of the L&ES**

**Committee to review TWC information pack for the service specification for Newport and give feedback on the supplied questionnaire on all areas of Newport that require less or additional maintenance.**

**L&ES/41/17-18 FINANCE** - Members noted a copy of the L&ES income & expenditure report.

**L&ES/42/17-18 CANAL TRUST** - Members received a report from the Shrewsbury & Newport Canal Trust **(extract at Appendix 1)**

**L&ES/43/17-18 NEWPORT IN BLOOM** - Members received a report from the Newport in Bloom Committee **(extract at Appendix 2)**.

**L&ES/44/17-18 Daffodil Bulbs** – Members considered a request from Telford & Wrekin Council to part fund the planting of daffodils, Members **RESOLVED not to approve the contribution funding of £100 to TWC to plant daffodils.**

**L&ES/45/17-18 TELFORD & WREKIN COUNCIL ROUNDABOUT PLANTING** – Members considered providing funding to Telford & Wrekin Council for FY 2018-19 to plant on roundabouts to the entrances of the town. Members **RESOLVED to approve expenditure of up to £ 800 for wild flower planting (spring 2018) on roundabouts to the entrances to Newport from nominal ledger 4343 (Floral Displays).**

**L&ES/46/17-18 ALLOTMENTS** - Members noted a report from the allotment officer **(extract at Appendix 3)** and received a report from the Newport & District Allotment Society **(extract at Appendix 4)**.

#### **L&ES/47/17-18 CEMETERY & AMENITIES OFFICER REPORTS**

- a) Members noted a report on the cemetery and considered the recommendation **(extract at Appendix 5)** members **RESOLVED that;**

**£766.00 be vired from N/L 4310 to N/L 4302 and £200 be vired from N/L 4310 to N/L 4306 to cover the costs of the unbudgeted increase in Cemetery rates and to decorate the cemetery chapel.**

- b) Members noted a report on St Nicholas Churchyard

- c) Members noted a report on Amenity Areas **(extract at Appendix 6)**

- d) Members noted a report on the Canal boundary and considered a recommendation **(extract at Appendix 7)** members **RESOLVED to;**

**Approve £3080 to gravel additional length of the canal towpath and information/ history board from the Current £4,900 available in Nominal ledger 4355 Canal Enhancements**

#### **L&ES/48/17-18 CHRISTMAS LIGHTS OFFICER REPORTS**

- a) Members noted a report on the Christmas Lighting Contract 2017 and noted the location and costs to store the current lights until the new contract is awarded **(extract at Appendix 8)** members **RESOLVED to Continue to Store the current Christmas**

**Lights with Turnock's at a cost of £200/month, or part thereof until the new contract is awarded in March.**

**b) Members noted a report on Christmas Light Switch on Event and recommendations for Switch on 2018 (extract at Appendix 9) members RESOLVED that;**

**i. The date for 2018 Christmas Light Switch On will be Friday 30<sup>th</sup> November**

**ii. The committee formed a working group, to take ownership of the shape for the planning of Christmas events 2018 comprising Cllrs Pryce, Nelson, Fowler and Perry.**

**L&ES/49/17-18 EXCLUSION OF THE PRESS AND PUBLIC**

Members **RESOLVED;**

**“that in view of the special nature of the business about to be conducted (Christmas Lighting 2018 contract), it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.**

(Clerk's Note: While the detail of much of the discussion is considered to be confidential any decisions made are recorded for the public record)

**L&ES/50/17-18 CHRISTMAS LIGHTING CONTRACT 2018-2023**

Members considered a report on the Christmas lighting contract 2018 which included the process and recommendations Members **RESOLVED that;**

**Members of the L&ES Committee form a working group to shortlist contractors from the quotes received and recommend that the Town Council choose a preferred contractor and design from the short list by end February at the latest comprising Cllrs Pryce, Nelson, Fowler and Perry.**

**And**

**The Clerk/ officer to have delegated powers to manage the project provided they remain consistent with the ideas of the project recommended by the working group.**

Signed.....

Date .....

\_\_\_\_\_end\_\_\_\_\_

