



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 2nd May 2018

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler
Nigel Borrett
Eric Carter
Tony Forrester
Graham Foster
Thomas Janke
Tim Nelson
Phil Norton
Ian Perry
Tim Pryce
Peter Scott

ATTENDANCE: Lee Jakeman – Town Clerk
Sheila Atkinson – Deputy Town Clerk

ABSENT: Cllr Eggerton

1/18-19 ELECTION OF TOWN MAYOR

- a. Members **RESOLVED** to elect Councillor Peter Scott to serve as Town Mayor for the municipal year 2018/19. Councillor Scott duly signed the declaration of acceptance of office and chaired the remainder of the meeting.
- b. Cllr Scott thanked Cllr Fowler for her previous 2 years of service to the Town as its Mayor and presented Cllr Fowler with a 'Past Mayor's' medal.

2/18-19 ELECTION OF DEPUTY TOWN MAYOR

Members **RESOLVED** elect Cllr Norton as Deputy Mayor for the municipal year 2018/19.

3/18-19 APOLOGIES FOR ABSENCE: Nil

4/18-19 DECLARATIONS OF INTEREST: Nil

5/18-19 PUBLIC SESSION - SUSPENSION OF MEETING

Members **RESOLVED** to suspend the meeting to take comments from the Public.

Name	Craig Stevens of the Larches
Subject	Laudatory Comments
Summary	Mr Stevens congratulated the newly appointed Mayor and Deputy Mayor on being elected. In addition, he thanked Councillor Fowler for her outstanding performance as Mayor over the past 2 years.

*There being no further members of the public wishing to raise comments, **Members RESOLVED to continue the meeting.***

6/18-19 MINUTES

Members **RESOLVED** that the **Minutes of the meeting held on Wednesday 11th April 2018** be approved as a true record and that they be duly signed by the Town Mayor.

7/18-19 STANDING COMMITTEE TERMS OF REFERENCE

Members reviewed the Terms of Reference for the standing committees and **RESOLVED to approve the Terms of Reference for the:**

Planning & Economic Development Committee (no amendments).
Leisure & Environmental Services Committee (no amendments).
Community Safety Committee (no amendments)
Resource & Finance Committee (no amendments)

A number of members suggested that the terms of reference for the Planning & Economic Development (P&ED) Committee be reviewed. Members agreed that the subject should be an agenda item on the P&ED Committee meeting scheduled for 23rd May. In the meantime members were asked to forward to the Clerk any comments regarding changes to the committee terms of reference.

8/18-19 APPOINTMENT TO COMMITTEES

Members **RESOLVED to appoint the following members to the following committees**

a. Community Safety Committee

Cllrs Tony Forrester
Graham Foster
Thomas Janke
Tim Nelson
Phil Norton

b. Leisure & Environmental Services Committee

Cllrs Nigel Borrett
Tony Forrester
Lyn Fowler
Thomas Janke
Tim Nelson
Tim Pryce

Planning Committee

All councillors are members of the planning committee

c. **Resource & Finance Committee**

Cllrs

Lyn Fowler
Tim Nelson
Phil Norton
Ian Perry
Tim Pryce

9/18-19 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Members **RESOLVED** to appoint councillors to represent the Town Council on outside bodies as detailed below:

Newport Regeneration Partnership	Cllr Carter
Newport Youth Café (The Hub)	Cllr Fowler
Cottage Care Centre	Cllr Forrester
Chamber of Commerce	Cllr Perry
Town Team	Cllr Perry
Telford & Wrekin Parishes Forum	Cllr Norton
Telford & Wrekin Bicycle User Group	Cllr Nelson
Telford & Wrekin Bus User Group	Cllr Forrester
Cosy Hall	Cllr Forrester
Wrekin Area Committee of ALC (2)	Cllr Carter
	Cllr Nelson

10/18-19 ANNOUNCEMENTS

a. The Mayor's engagements for April and up to the end of her tenure in office on 2nd May were announced.

Thursday	5 th April	Installation, training and commissioning of a defibrillator at Nix Service Station, on Forton Road.
Saturday	7 th April	Induction Service of Rev. David Middleton Newport Baptist Church.
Friday	13 th April	Telford & Wrekin Mayor's Charity Ball.
Friday	20 th April	Officially open the "Mile of Cash". Newport High Street by B & M for the St. George's Day celebration.
Wednesday	2 nd May	Welcome speech and Presentation of Town plaque to HRH The Princess Royal on the occasion of her visit to commemorate the 200th Anniversary of the birth of the founder of Harper Adams University.

b. Parish & Town Councils Conference. Members noted that the Parish Charter Monitoring Group were holding a Parish & Town Council Conference on Wednesday, 6th June 2018 at Oakengates Theatre. All members are invited to attend, the cost per delegate being £10 (plus VAT) and there are sufficient funds in the councillor training budget for all to attend.

c. Town Clerk Departing. Members were advised that the Town Clerk would be departing Newport Town Council on 31st July 2018. Members **RESOLVED** :

To have an additional agenda item (in confidential session) at the end of the meeting to begin discussions on the identification of a replacement for the Town Clerk.

d. Nat West Community - Cllr Nelson advised members that in light of the forthcoming closure of the Nat West bank in the High Street that the bank had appointed a 'Community Banker' who would be available to all residents in the Library on Tuesday's between 10 -12 am.

11/18-19 BANK RECONCILIATION

Members were advised that Cllr Nelson had undertaken a satisfactory reconciliation of the bank statements and the finance report presented at the previous meeting. Councillor Nelson advised that he had not been aware that he was to undertake a reconciliation of the monthly salary payments, he arranged to visit the Council offices the following day.

12/18-19 FINANCE REPORTS

Due to the timing of the meeting (*it being brought forward from the 2nd to the 1st Wednesday of the month*) the standard end of month reports (*cash book, bank reconciliation, balance sheet etc*) had not yet been completed. April's finance statements will be presented at the June meeting of the Town Council along with the finance statements for May 2018.

Members **RESOLVED**:

To authorise Cllrs Foster and Borrett to sign the cheques numbered 709196 to 709206 (total £12,789.73).

13/18-19 DIRECT DEBITS

Members **RESOLVED** to approve the annual list of direct debits below:

A/C	Payee	Service	Payment/ Regularity	comment
4121	British Gas	Gas Guildhall	Quarterly	Variable based on Usage
4052	British Telecom	Telephone/Broadband/ Outlook365	Monthly	Variable based on Usage
4346	Campaign to Protect Rural England	Annual Membership	Annual	
4075	Francopostalia	Franking Machine Postal Charges	Monthly Top Up	£80 max per Top Up
4001/2	HMRC	Tax/NI Contributions	Monthly in Arrears	variable based on HMRC thresholds
4000	Staff	Net Salaries	Monthly	Variable due to additional hours.
4003/4	Shropshire County Pension Fund	Staff Contributions	Monthly in Arrears	Variable, dependent upon level of staff salaries and individual contributions
4304	N Power	Electricity - Cemetery Chapel	Quarterly	Variable based on Usage
4120	N Power	Electricity - Guildhall	Quarterly	Variable based on Usage
4200	N Power	Electricity 643 Street Lights	Monthly	Fixed Price based on Current Inventory
4390	N Power	Electricity - Public Toilets	Quarterly	Variable based on Usage
4551	Public Works Loans Board	Interest on Loan - Guildhall Refurb 95/96	1/2 Yearly	
4550	Public Works Loans Board	Principal Repayments-Guildhall Refurb 95/96	1/2 Yearly	
4123	Severn Trent Water	Water Charges - Guildhall	Monthly	
4370	Severn Trent Water	Water Charges - Meadow View Allotments	Annually	
4375	Severn Trent Water	Water Charges - Boughey Road Allotments	Monthly	
4303	Severn Trent Water	Water Charges - Cemetery	1/2 Yearly	
4391	Severn Trent Water	Water Charges - Public Toilets	1/2 Yearly	
4051	Siemens Financial Services Ltd	Photocopier Lease	Monthly	Variable dependent upon use. Charged by number of copies. Copier owned outright
4302	Telford & Wrekin Council	Non Domestic Rates for Cemetery	Monthly (10 payments)	
4122	Telford & Wrekin Council	Non Domestic Rates for Guildhall	Monthly (10 payments)	
4392	Telford & Wrekin Council	Non Domestic Rates for Public Toilets	Monthly (10 payments)	
4099	Barclays Bank	Charges for BACS Payments	Monthly in Arrears	
4099	Barclays Bank	Charges for Electronic Payment Handset	Monthly in Arrears	
4212	Information Commissioner's Office	Data Protection Registration Fee	Annual	circa £40

14/18-19 MEMBERS' ALLOWANCE

- a. The following Members confirmed that they would wish to receive their Annual Members Allowance (£500, subject to PAYE):

Cllr Borrett
Cllr Carter
Cllr Forrester
Cllr Foster
Cllr Fowler
Cllr Janke
Cllr Nelson
Cllr Norton
Cllr Scott

- b. Cllr Perry confirmed that he would decline the opportunity to receive the Annual Members Allowance for 2018/19.

(Note: Cllr Pryce not entitled to claim due to being co-opted and Cllr Eggerton absent from the meeting)

15/18-19 MEETING DATES

Members **RESOLVED** to confirm the following meeting dates for the municipal year **2018/19**:

Full Council	Community Safety	Leisure & Environmental Services	Resource & Finance	Planning & Economic Development
02 May 18	-	-	16 May 18	23 May 18
13 Jun 18	20 Jun 18	-	-	-
11 Jul 18	-	18 Jul 18	-	-
-	-	-	22 Aug 18	-
12 Sep 18	19 Sep 18	-	-	-
10 Oct 18	-	24 Oct 18	-	-
14 Nov 18	-	-	21 Nov 18	-
12 Dec 18	19 Dec 18	-	-	-
09 Jan 19	-	23 Jan 19	-	30 Jan 19
13 Feb 19	-	-	20 Feb 19	-
13 Mar 19	20 Mar 19	-	-	-
10 Apr 19	-	17 Apr 19	-	-

16/18-19 SPORTS GRANT FUNDING

Members considered a report from the working group that considered the expressions of interest applications submitted before the deadline of 20th April and provided recommendations for grant funding to be awarded. Members **RESOLVED to award the following grants** (from Nominal ledger 4513):

- a. Newport (Salop) RUFC (It's a Knock out 23rd June 2018) - £4,500

(Clerk's Note: Cllr Borrett asked that the vote for the Rugby Club Grant be recorded: For: Cllr Forrester, Cllr Foster, Cllr Janke, Cllr Nelson,
Against: Cllr Borrett; Abstained: Cllr Carter

- b. Nova United Junior Football Club (U6s- U10s Football Festival 5th May) - nil
c. Audco Archers (Have a go weekend 16/17th June 2018) - £2,500
d. Moorfield School (Running Track) - nil
e. Burton Borough School (Trampoline) - nil
f. Park Run (Set up equipment to facilitate park runs) - nil

17/18-19 SOCIAL MEDIA POLICY

Members noted receipt of a brief and a draft social media policy. **Members RESOLVED:**

To form a working group comprising all members of the Council to consider the matter.

18/18-19 GENERAL DATA PROTECTION REGULATION

Members noted receipt of a draft Data Protection Policy and a Policy Statement for the Town Council web site. Members **RESOLVED:**

To approve the policy and delegate the approval of any supporting documentation and internal process to the Resource & Finance Committee.

19/18-19 ADDITIONAL REVIEWS

Members **RESOLVED:**

That those items listed in Standing order 5(j) and not included as a matter of business at this annual meeting, be delegated to the Resource & Finance Committee to complete during the municipal year.

20/18-19 LEISURE & ENVIRONMENTAL SERVICES

- a. **Minutes** - Members noted the unsigned minutes of the meeting held on 18th April 2018.

- b. **Additional Street Signage** - Members considered a proposal to install a finger post information sign in the vicinity of Cosy Hall and **RESOLVED**
- i. **That the Council approve the purchase and installation of a finger-post in line with that proposed by Cllr Forrester (subject to T&W permissions).**
 - ii. **That the Council approves an increase in the 'Street Furniture' budget (nominal ledger 4344) by £1,550 (to £2,500) by reducing the amount in 'New Services' (nominal ledger 4354) by the corresponding amount (to £1,950).**

21/18-19 TOWN PLANNING AND ECONOMIC DEVELOPMENT

- a. Members noted that due to there being insufficient members present at a scheduled meeting on 23rd April 2018 no business was transacted and that these were now for consideration at this meeting:
- i. Members noted a list of current planning applications.
 - ii. Members noted a list of granted planning applications.
 - iii. Members received a verbal update from the Deputy Clerk regarding the Neighbourhood development plan. The examiner's initial report has been received, distributed to members of the Process Management Group and subject to the consideration of a number of modifications has recommended that the Plan goes forward to referendum. This will need T&WC cabinet approval. The matter will appear on the agenda of the next P&ED meeting 23rd May 2018.
 - iv. Planning application TWC/2018/0138 - Members **RESOLVED**

That the consideration of planning application TWC/2018/0138 be delegated to the planning & economic development committee which is scheduled to have its next meeting on 23rd May 2018.

22/18-19 OUTSIDE BODIES

- a. **Cosy Hall Management Committee** - Members noted receipt of the minutes of a meeting held on 9th April 2018, previously circulated.
- b. **Wrekin Area Committee** - Members noted receipt of the minutes of a meeting held on 18th April 2018, previously circulated.

23/18-19 GRANT FUNDING POLICY – Members considered a proposal from Cllrs Scott and Nelson:

That the council reviews its rules on grant funding to include any local application that can prove a need for funding over and above seed or crisis.
The Motion was not carried

24/18-19 EXCLUSION OF THE PRESS AND PUBLIC

Members **RESOLVED** “that in view of the special nature of the business about to be conducted, (staffing matters) it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw”.

CONFIDENTIAL SESSION

(Note: elements of the discussions in the confidential session remain confidential however, the decisions are published within the minutes for the public record)

25/18-19 - TOWN CLERK RECRUITMENT

Members **RESOLVED** to form a working group comprising Cllrs; Borrett, Carter, Fowler, Nelson, Norton and Scott, to consider the process of recruiting a new Town Clerk.

Signed

Dated.....