



# NEWPORT (Shropshire) TOWN COUNCIL

The Guildhall, High St, Newport, Shropshire, TF10 7AR

Tel: 01952 814338

LJ/2018/TC

7<sup>th</sup> June 2018

Dear Sir/Madam

I hereby give you notice that a **MEETING** of the **TOWN COUNCIL** will be held at **7.00 p.m.** on **WEDNESDAY 13<sup>th</sup> June 2018** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

Lee Jakeman  
Town Clerk

## A G E N D A

1) To receive apologies for absence.

2) To receive any declarations of interest.

### 3) PUBLIC SESSION

- i) To vote to suspend the meeting for up to 15 minutes to permit members of the public to make representations, answer questions and give evidence in respect of any item of business included on the agenda.
- ii) (Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes. Standing order 3 d. e. g. refers).

### 4) PREVIOUS MINUTES

- i) To confirm the minutes of the meeting held on 2<sup>nd</sup> May - copy **attached**

### 5) ANNOUNCEMENTS

- i) To receive any announcements. A copy of the Mayor's engagements for May will be tabled.

## 6) FINANCE

- a) **End of Year Accounts** - To receive a copy of the End of Year Accounts FY 17/18, copy attached.
- i) **Approval of the Annual Governance & Accountability Return** - To receive a copy of the Annual Return and supporting documentation that will accompany the Annual Return. Members will be asked to approve the following recommendations that:
- (1) **That the Annual Governance & Accountability Return 2017/18 Part 3 section 1 page 4 Annual Governance Statement 2017/18 be approved (with the answers to questions 1 to 8 being YES and 9 being N/A) and signed by the Town Mayor and the Clerk.**
- (2) **That the Annual Governance & Accountability Return 2017/18 Part 3 section 2 (page 5) Accounting statements for 2017/18 be approved for signature by Town Mayor and RFO.**
- b) **Bank Reconciliation** - To confirm that the balances presented in the April 2018 finance statement have been reconciled against the bank statements and the salary payments verified by a councillor prior to the meeting, and to identify a Cllr to undertake the reconciliation for May 2018; to include the validation of salary payments.
- c) **Finance Reports**
- i) To consider and ratify the Finance Report for April 2018 and approve the payments therein - copy **attached**.
- (1) To note a summary of direct debits for April.  
(2) To note a copy of the bank reconciliation.  
(3) To note a copy of the balance sheet.  
(4) To note a list of receipts from the cash book.  
(5) To note a list of payments from the cash book.
- ii) To consider and ratify the Finance Report for May 2018 and approve the payments therein - copy **attached**
- (1) To retrospectively approve the list of cheques raised since the last meeting, £23,279  
(2) To note a summary of direct debits for May.  
(3) To note a copy of the bank reconciliation.  
(4) To note a copy of the balance sheet.  
(5) To note a list of receipts from the cash book.  
(6) To note a list of payments from the cash book
- d) **Cheque Signing** - To consider a list of cheque payments for approval (at meeting) and nominate 2 councillors to sign them– **to be tabled**.

- e) **Grant Funding** – To consider an application from the Shropshire Playing Fields Associations under the Council's Seed & Crisis Criteria – summary recommendation attached. Full application form previously circulated to councillors.

## 7) RESOURCES & FINANCE

- a) **Minutes** - To note the unsigned minutes of a Resource & Finance Committee Meeting held on 16<sup>th</sup> May, copy attached.

- b) **Recommendations from the R&F Committee.** To consider the following recommendations from the Resource & Finance Committee:

### i) Transfers from the general reserve to earmarked funds:

- (1) **Increase Cemetery Fund to £48,739** (+£8,000; much of the under spend of nominal ledger 4300.)
- (2) **Increase Allotments to £650** – (+£350; much of the under spend of cost centres 142 and 143).
- (3) **Increased Street Light New Works to £2,100** – (+£2,000, much of the underspend in cost centre 120)

(Sub total In £10,350)

### ii) Transfers from earmarked funds to the General Reserve:

- (1) Move from Property & Asset Fund £3,500 – (To fund the chamber required for the installation of a tree of light in the Church Yard).
- (2) Move from Property & Asset Fund £12,147 – (To part fund the Telford@ 50 Community Building match funding).
- (3) Move from Guildhall Maintenance £10,000 – (To part fund the Telford@ 50 Community Building match funding)
- (4) Move from Community Building £10,000 - (To part fund the Telford@ 50 Community Building match funding).
- (5) Move from Christmas Lighting the entire balance (£21,000) – (To fund the purchase of the new Christmas lighting infrastructure)

(Sub total out £56,647)

(Total net transfer to Ear Marked Funds £46,297)

### iii) Amendments to 18/19 budget nominal ledgers:

- 1) Create new Nominal Ledger (community assets) 4180 - **£37,000** (to provide the Telford @50 match funding).
- 2) Increase Nominal Ledger 4361 (St Nicholas Church Yard) **to £5,000** (to install chamber for housing a tree of light), from £1,500..
- 3) Increase Nominal Ledger 4206 (Public Lighting New Works) **to £12,500** to complete the LED upgrade project), from £3,000.
- 4) Increase Nominal ledger 4381 (Xmas light contractor charges) **to £48,000**, from £27,000.

(Total net budget increase = £71,000)

c) **Minutes** - To note the unsigned minutes of a Resource & Finance Committee Meeting held on 30<sup>th</sup> May copy **attached**.

**d) Town Council Bank Account**

- i) To note that Newport branch of Barclays Bank will close on 14<sup>th</sup> September 2018.
- ii) To consider a recommendation from the Responsible Finance Officer that the Town Council moves its primary bank account to one that does have a High Street presence in Newport.

**8) TOWN PLANNING & ECONOMIC DEVELOPMENT**

a) **Minutes** - To note the unsigned minutes of a planning & economic development committee meeting held on 23<sup>rd</sup> May, copy **attached**.

**b) Neighbourhood Development Plan**

- i) To receive a report from the Deputy Clerk, **copy attached**.
- ii) To receive a copy of the referendum version of the Neighbourhood Development Plan.
- iii) To note the Referendum date of 26<sup>th</sup> July 2018.

**9) LEISURE & ENVIRONMENTAL SERVICES**

**a) New Christmas Lights.**

- i) To note a report, copy previously circulated.
- ii) To consider a recommendation that the Christmas Lighting scheme proposed by the amenities officer (in conjunction with the Christmas Lighting Working Group) is approved, less the 5 lamp post displays, (a cost saving of £2,650) in order that the project can be delivered within the current budget

**10) TELFORD & WREKIN COUNCIL**

a) **Telford @50 Community Building Grant Funding** - To receive any updates; the Town Council has bid for funding in the region of £150k.

**b) Community Governance Review**

- i) To note the Terms of Reference for the Community Governance Review in relation the boundary of the parish of Newport, **previously circulated**.
- ii) To note that a period of initial consultation began on 1 June and will run until 10<sup>th</sup> August 2018

## 11) OUTSIDE BODIES

- a) To receive any updates from members in their representative roles on outside bodies.

## 12) EXCLUSION OF PRESS AND PUBLIC

- a) To consider a resolution that **'in view of the special nature of the business about to be conducted, (that is staffing and contract matters) it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.**
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### Distribution to:

All Newport Town Councillors, Unitary Authority Councillors for Newport, Newport Library, Newport Advertiser, Town Council Web site, Town Council Notice Boards.