



# NEWPORT (Shropshire) TOWN COUNCIL

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

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LT-sfa/2018/TC

6<sup>th</sup> December 2018

Dear Sir / Madam

I hereby give you notice that there will be a meeting of the **TOWN COUNCIL** at **7.00 p.m.** on **WEDNESDAY 12<sup>th</sup> December 2018** at **The Guildhall, High Street, Newport.**

Your attendance is requested. *Where you are unable to attend apologies should be formally made, in writing or via e-mail to the Town Clerk with a brief explanation as to the reason.*

Yours faithfully

Sheila Atkinson  
Town Clerk (*interim*)

## A G E N D A

1. **TO RECEIVE APOLOGIES FOR ABSENCE.**
2. **TO RECEIVE DECLARATIONS OF INTEREST.**
3. To welcome officers from Telford & Wrekin Council Public Protection to update members on the recent developments regarding Houses in Multi occupation (HMO's).
4. **PUBLIC SESSION** - To vote to suspend the meeting for up to 15 minutes to permit members of the public to make representations in respect of any item of business included on the agenda.

*(Note: 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).*

## 5. ANNOUNCEMENTS

- a. A copy of the Town Mayor's engagements will be tabled.
  - b. To receive information regarding funding available from the Police & Crime Commissioner on Road Safety Schemes, to promote reducing deaths on the roads across the three counties.
6. **COMMITTEE MEMBERSHIP** – To consider a request from Cllr Tom King to become a member of the Resource & Finance, Leisure & Environmental Services and Community Safety Committees.
  7. **PREVIOUS MINUTES** - To confirm the minutes of the meeting held on 14<sup>th</sup> November 2018- copy **attached**.

## 8. FINANCE

### a. Finance Report –

To consider and ratify the Finance Report for November 2018 and approve the payments therein:

- I. To retrospectively approve the list of cheques raised since the last meeting.
- II. To note a summary of direct debits for November.
- III. To note a copy of the bank reconciliation.
- IV. To note a copy of the balance sheet.
- V. To note a list of receipts from the cash book.
- VI. To note a list of payments from the cash book.

### b. Cheque Signing - To consider a list of cheque payments for approval (at meeting) and nominate 2 councillors to sign them– **copy to be tabled**

### c. Bank Reconciliation

- i. To confirm that the balances presented in the October 2018 finance statement have been reconciled against the bank statements and the salary payments verified by a councillor prior to the meeting.
- ii. To nominate a councillor to undertake a reconciliation of the November finance statement and salary payments.

### d. Internal Audit Report - To receive the internal audit 2018/19, first interim report.

## 9. RESOURCE & FINANCE

### a. Minutes - To note the unsigned minutes of a meeting held on 14<sup>th</sup> November **copy attached.**

### b. Councillor IT – To consider a proposal from Cllr Norton to purchase up to 12 Tablets for Councillor Use, Cllr Norton to Brief.

### c. Grant Funding – To consider four following applications in preparation for 2019/20 budget annual grant funding and recommend levels of grant funding.

1. Newport in Bloom 2019
2. Newport Town Carnival Committee 2019
3. Newport St Georges Day 2019
4. Old Tyme Market 2019

### d. Town Council Fees - To consider a proposed table of fees, **copy attached.**

- e. **Budget Preparation 2019/20** – To consider the revised line by line draft budget for FY 19/20 (prepared by the Resource & Finance committee at its meeting on 14<sup>th</sup> November) and a report, including a budget summary sheet, **copies attached.**

(Notes: The proposed budget:

1. Seeks to continue provide those services that it currently provides.
2. Seeks to carry forward the underspend for current projects to FY 19-20 of £100,413
3. Has provision for £20k to support the running of the Hub community facility
4. Has provision for £12.5k worth of increased spending on community safety matters (potentially speed indicator devices).
5. Has provision for defibrillator location signage
6. Has provision for £24k to support parking enforcement, Library book fund and Wrekin Ave play area.
7. Will result on 1.62% increase in the Town Council element of the Council Tax, with the Band D equivalent rising from £114.78 to £116.64 per annum.
8. Will use around £100k of its general reserve to fund a number of one-off costs.
9. Proposes, for the most part, that Town Council Fees will rise from between 2% and 5%.
10. Projects the generation of around £24.5k of additional income.
11. Retains significant levels of earmarked reserves set aside for large (generally cyclical) projects and contingency planning.

## 10. SOCIAL MEDIA POLICY

- a. To note the following previous Town Council minute:

131/18-19 Social Media Policy - Members noted a previous report and a draft policy previously considered at the meeting held on 2nd May, with regard to implementing a social media policy, as recommended by the Internal Auditor. **Members RESOLVED to form a working group comprising of Cllrs Nelson, King and Janke to compile a policy returning to the December meeting of the council with a definitive proposal.**

- b. To consider formally adopting a policy (drafted by the working group) **copy attached.**

## 11. TOWN PLANNING & ECONOMIC DEVELOPMENT

- a. **Minutes** - To note the unsigned minutes of a meeting held on 26th November **to be tabled.**
- b. **Planning Permissions/Refusals** - To note any correspondence from Telford & Wrekin Council regarding the granting or refusal of planning applications previously notified to Newport Town Council, copy **to be tabled.**
- c. **Community Governance Review** - Members are asked to provide their corporate response for submission to the latest consultation. draft recommendation provided by Cllr Scott to follow.

**12. LOCAL POLICING – ICM MEETINGS** – To receive updates and action **report attached.**

**13. HUB** - To consider proposals and implementation of suggested course of action from the Hub trustees' to expedite the procurement of the Hub:-

- Appoint NTC as Custodian Trustee
- Request Solicitors to register the property to NTC (on behalf of the Charity)
- Agree the amendments to the Charity's Constitution. The aim of the amendments is to enable a Corporate member (in this case NTC) to be a member of the Charity and to hold office. Thereby securing the future of the Charity.

The Chairman of the Hub will address the Council to explain the changes to the constitution:

**14. OUTSIDE BODIES** (where the Town Council has official representation)

**a. Newport (Shropshire) Cottage Care Centre Trust** to note minutes of a meeting of the trust held on 12th november 2018

**b. Newport Regeneration Partnership** - to note minutes of the meeting of the Newport Regeneration Partnership held on 13th November 2018

**15.** To consider a resolution "that in view of the special nature of the business about to be conducted, (***related to staffing and related budget element***). 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:**

**Action:** All Newport Town Councillors.

**For Information** to: Unitary Authority Councillors for Newport, Newport Library, Newport Advertiser, Town Council Web site, Town Council Notice Boards

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