



NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

2019/TC

7th February 2019

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 13th February 2019** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

Mrs. L. Tunks
Deputy Town Clerk

Members of the public are invited to attend and view proceedings.

A G E N D A

- 1) **To receive apologies for absence.**
- 2) **To receive declarations of interest.**
- 3) **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. 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 1 d. & e. refers.
- 4) **To receive announcements** – To note the Town Mayor's engagements, **to be tabled.**
- 5) **To confirm the minutes of the meeting held on 9th January 2019 - copy attached.**
- 6) **Social Media Policy** – To consider any updates from the working group on adopting a policy as recommended by the Internal Auditor
- 7) **Hub**
 - a) To note that Newport Town Council have registered with the Charity Commission as Sole Trustees of the Hub Community building.
 - b) To consider an action plan to manage the building and trusteeship from the Hub working group, form a draft Hub committee terms of reference and consider a draft list of meeting dates for the Hub Committee.

8) FINANCE

- a) **Finance Report** - To ratify the finance report for January 2019 and approve any payments - **copy attached**. (Note: *a further list of payments for February will be tabled at the meeting.*)
 - i) To retrospectively approve the list of cheques raised since the last meeting (£9,949.24)
 - ii) To note a list of direct debits.
 - 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– **to be tabled**.
- c) **Bank Reconciliation** -
 - i) To confirm that the balances presented in the January 2019 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 January finance statement and salary payments.

- 9) **Grant Funding** - To consider a grant application from the Newport Royal Naval Association.

10) TOWN PLANNING & ECONOMIC DEVELOPMENT

- a) **Minutes** - To note the unsigned minutes of a meeting held on 30th January 2019, **to be tabled**.
- b) **Planning Permissions/Withdrawn** – To note a list of planning application decisions received **to be tabled**.
- c) **Community Governance Review** – To receive any updates relating to Newport boundary review.

11) COMMUNITY SAFETY

- a) **Minutes** – To note the minutes of a meeting held on 19th December 2018, **copy attached**.
- b) **Parking** – Members are asked to consider a proposal from Cllrs Scott & Forrester that a NTC notice, advising of the parking restrictions on the High Street be issued to all cars that overstay the current restrictions in the High Street.
- c) **Local Policing** – ICM Meetings – To receive any updates. Members may wish to take this opportunity to report any incidents requiring action or attention for reporting to the Team.
- d) **Smart Water**– To receive an update on Smart Water, Cllr Nelson to brief.

12) LEISURE & ENVIRONMENTAL SERVICES

- a) **Minutes** - To note the unsigned minutes of a meeting held on 23rd January 2019, **copy attached**.
- b) **Plastic Free Community** - The L&ES Committee supports the initiative of Sustainable Newport and recommended that the Town Council considers providing a formal resolution to support Newport becoming a "Plastic Free Community"
- c) **Christmas Light Switch on** - Minute L&ES45/18-19 refers; Members are asked to discuss and consider the Christmas Light Switch on event 2019, Road Closure and additional enterprises becoming one event.

13) **Annual Town Meeting** – To note that the Parish Rooms on New Street has been booked for the Annual Town Meeting to be held on Monday 4th March 2019, 7pm Start.

14) **Town Council Meeting Dates** – To consider 2 draft proposals (*enclosed*) of meeting dates for the forthcoming municipal year. Members will be asked to provide comment regarding the number of meetings, the frequency and the need for the current standing committees to continue in their current format with the intention of providing a final draft at the March meeting of the Town Council. Members are reminded that any dates sent will need ratification by the Council at its meeting in May.

15) OUTSIDE BODIES (Where the Town Council has official representation)

- a) **Shropshire Association of Local Councils (SALC)** - Shropshire Association of Local Councils' Area Committee Review 2019, order to complete the review, the SALC Executive agreed that the Task & Finish Group seek the views of member councils, closing date 16th March 2019 **correspondence attached**
- b) **SALC – Wrekin Area Committee** - To note the minutes of a meeting held on 16th January 2019 **copy attached**.
- c) **Newport Cottage Care** - To note the minutes of a meeting held on 14th January 2019 **copy attached**.
- d) **Cosy Hall** - To note the minutes of a meeting held on 31st January 2019 **copy attached**.

16) EXCLUSION OF THE PRESS AND PUBLIC

- a) Members **RESOLVED** that, **in view of the special nature of the business about to be conducted, (Consider recipient(s) for the Town Council's Special Recognition Award and Staffing) it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw"**.

Distribution to:

Action

All Newport Town Councillors:

(Borrett, Carter, Eggerton, Forrester, Foster, Fowler, Janke, Nelson, Norton, Perry, King, Scott)

For Information to:

Newport Library, Newport Advertiser, Town Council Web site, Town Council Notice Boards.

CONFIDENTIAL SESSION

**TOWN COUNCIL MEETING
Wednesday 13th February 2019**

- 17) **Town Awards** - To consider any nominations for Newport Town Council Special Recognition Award
- 18) **Staffing**
 - a) To receive an update on the current staffing structure
 - b) Members will be asked to consider the current staffing structure and whether it is suitable to deliver the aspirations of the Town Council. Current staffing structure and organisational chart **attached**.