



NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

Ref: SFA/LT 2019/TC

8th March 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 March 2019** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

Electronically signed

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 welcome representative from Telford & Wrekin Council and Idverde, the new Grounds Maintenance Contractor, commencing from 1st April, to explain the new contract and other opportunities available to Town Council.
4. **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).
5. To receive announcements and note the Town Mayor's engagements - **to be tabled.**
6. **To confirm the minutes of the meeting held on 13th February 2019 - copy attached**
7. To receive the Minutes from the Annual Town Meeting held on 4th March- **to follow**
8. **FINANCE**
 - a. **Finance Report** - To ratify the finance report for February 2019 and approve any payments - **copy attached.**

- i. To retrospectively approve the list of cheques raised since the last meeting (£1,101.04)
 - 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** - To confirm that the balances presented in the January 2019 finance statement have been reconciled against the bank statements by a councillor prior to the meeting and identify a councillor to undertake the reconciliation for February 2019 to include the validation of salary payments.
- d. Newport Town Council - Telford @ 50 Community Buildings and Facilities Legacy Fund – Large Grant (The Guildhall and Newport Hub) –** To receive Notification that an extension for the outstanding two elements of our grant application and amendment to the formal grant conditions has been agreed, that our Grant Period for the renovations of The Guildhall now ends on 30 June 2019 and the Hub to be completed and achieved by 30 September 2019.
- e. Grant application** – to consider a grant application from NOVA FM to pay for a plc music licence for the St Georges day event. Application **attached for councillors.**

9. NAVAL CLUB WORKING GROUP

To receive any update from the working group following their meeting 07/03/19

10. RESOURCE & FINANCE

- a. Minutes** - To note the unsigned minutes of a meeting held on 20th February 2019 **copy attached**, and confirm the following RESOLUTIONS under the referenced Minute numbers:

R&F/50/18-19 Banking – RESOLVED to continue with the current banking process by paying invoices received, via cheque and implement a view only online banking system.

Cheque signing procedure - RESOLVED that wherever possible all cheque lists should be taken to the next available meeting of the Council including committee meetings, to be signed in public.

R&F/52/18-19 Standing Orders & Financial Regulations

RESOLVED the following changes to be implemented and that the Standing Orders and Financial Regulations to be reviewed at the Town Council annual Meeting in May.

Standing Orders - no recommendations for amendments

Financial Regulations - Banking Arrangements - Payment of Accounts:

- **6.7 Credit Cards** - Two staff to hold credit cards to a maximum value of £500 to include the **Clerk** but not include **RFO** or **Finance Officer**. (Clerks Note: *The RFO's Council Credit Card has been destroyed following the meeting, as requested*)
- **9.8 Income - VAT return** - VAT records being kept digitally, for return periods starting on or after 1 April 2019.
- **16 Charities** - Following the Town Council becoming Sole Trustees of the Hub Charity – the details to be shown in the Financial Regulations.

R&F/ 53/18-19 Risk Management Review - RESOLVED a satisfactory review of the risk management schedule had been undertaken.

R&F 54/18-19 National Salary Award – RESOLVED to approve the increases to the staff salaries WEF 1 April 2019 in line with NALC employment briefing E02-18

R&F/ 56/18-19 Staff Update - RESOLVED for the Clerk and the RFO to proceed with proposals for the staffing structure and that two posts be explored for a 30 hours & 18 hours per week

- 11. Internal Audit** – To consider correspondence from the Internal Auditor (JDH Business Services) a copy of the second Audit Interim Internal Audit report for 2018/19 is **attached**.
- 12. Defibrillators** - to consider a request from Cllr Fowler that the balance of funds allocated in the budget be used to purchase another defibrillator for the Town. Cllr Forester has approached shops in the town regarding signage for defibrillator locations around the town. Members are asked to consider purchasing 20 signs at circa £4.00 each plus delivery.

LEISURE AND ENVIRONMENTAL SERVICES

- 13. Declare a Climate Emergency** - Following the lead of other Unitary and Town Councils across the country, Members are requested to consider a resolution posed by Cllr Nelson that: *'Newport Town Council recognises that we face a climate emergency, and that this council will take steps to raise awareness in Newport, and will mitigate its own environmental impact'*.

Cllr Nelson to brief with regard to putting together a plan with specific actions needed for NTC to be carbon neutral by 2030. Steps include:

- The signal this resolution makes,
- For the council to become carbon aware,
- For the council to become carbon neutral within an agreed timescale,
- That the council is mindful of its own carbon footprint for its own Activities, Events, and Council Contracts.

TOWN PLANNING & ECONOMIC DEVELOPMENT

- a) To note a list of recent Planning Applications, provide a general view, offer comment and observations to provide the Clerk with a reasonable understanding when determining the Town Council's views on any applications - **attached**.
- b) **Planning Permission/Refusal/Withdraw** - To note any correspondence from Telford & Wrekin Council regarding the granting or refusal of planning applications previously notified - copy **to be tabled**.
- c) To receive correspondence from Mark Pritchard MP regarding available governmental funding for "Future High Street" and "Stronger Towns" with a request to formally support the Newport & District Civic Society and make strong representation to Telford and Wrekin to take action and get behind this important funding bid for Newport. – copy **attached**.

14. THE HUB – To receive an update on proposed plans for refurbishment for the Hub and to receive a summary of last year's income and expenditure financial accounts. Plans and correspondence **attached**.

COMMUNITY SAFETY

15.a. Local Policing – ICM Meetings – To receive a copy of the action/task sheet and a report from the Clerk. Members may wish to take this opportunity to report any incidents requiring action or attention for reporting.

b. ICM Service Level Agreement – to consider signing the ICM Service Level Agreement from 1st April 2019.

16. OUTSIDE BODIES (Where the Town Council has official representation).
To note previous distributed Minutes and Reports from outside bodies where the Town Council has official representation:

Outside Body Report	Date distributed
Cottage Care	18/02/19
Bus User Group Agenda	18/02/19
Bus User Group Minutes 22 nd Oct	18/02/19
NALC Funding Bulletin 15 th Feb	19/02/19
SALC Info Bulletin 2 nd Feb	19/02/19
SALC WAC Minutes 16 th Jan	19/02/19
Cosy Hall Minutes 28 th Feb	04/03/19
Quiz Hosting Accounts Feb	04/03/19
Bus User Group Minutes 25 th Feb	08/03/19

Distribution to: Action

All Newport Town Councillors
For Information to:
Newport Library
Town Council Web site
Town Council Notice Boards
Newport Advertiser