



# NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

## MINUTES OF A MEETING

held on

Wednesday 15<sup>th</sup> May 2019

at

The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Susan Bailey  
Lyn Fowler  
Jeremy Good  
Bill Harper  
Thomas Janke  
Thomas King  
Tim Nelson  
Ian Perry  
Peter Scott  
Sarah Sydra

**ATTENDANCE:** Sheila Atkinson –Town Clerk (CiLCA)  
Louise Tunks - Deputy Clerk & RFO (CiLCA)

Newly elected and returning members received a welcome to the start of the new term of office and the meeting was formal opened by incumbent Mayor, Councillor Peter Scott.

**TC/1/19-20 APOLOGIES FOR ABSENCE:** Cllr Alan Lloyd – family bereavement.

### **TC/2/15-16 DECLARATIONS OF INTEREST**

Members were reminded that a Disclosable Pecuniary Interests form needs to be completed within 28 days of the election and that the last day for delivery of returns as to election expenses for the Parish Elections is Thursday 30<sup>th</sup> May.

### **TC/3/19-20 ELECTION OF TOWN MAYOR**

**Councillor Peter Scott was duly elected to serve as Town Mayor for the Municipal Year 2019/20. Following the signing of a Declaration of Acceptance of Office, chaired the remainder of the meeting.**

The Town Mayor thanked members for their backing, expressing his aspirations for this council to work together as a team in supporting each other, regardless of political persuasion for the benefit of the residents of Newport.

### **TC/4/19-20 ELECTION OF DEPUTY TOWN MAYOR**

**Councillor Lyn Fowler was duly elected to serve as the Deputy Town Mayor for Newport for the municipal year 2019-20.**

**TC/5/19-20** Members **RESOLVED** to bring forward agenda item 13 (*announcements*) for consideration as this point.

### **TC/6/19-20 ANNOUNCEMENTS**

Members received the following announcements:

**a. CASUAL VACANCY**

The Clerk informed Members that an e-mail had been received, from one of the elected candidates, expressing his regret but he would not be able to attend any of the meetings and feels he could not give the role the attention that it needs.

Members noted the statement, issued following the 2<sup>nd</sup> May election at which the nominated candidates had secured the position, acknowledging, as a result a casual vacancy will need to be advertised.

Members **RESOLVED to accept the resignation and to proceed with the formal process for dealing with a casual vacancy announcement.**

Cllr Fowler expressed disappointment on the resignation at such an early stage of proceedings, for a newly elected member to take and emphasised the fact that there is, and has been a very considerable cost implication associated to the Town Council's budget with the holding of the recent elections.

***Clerk's note and references following the meeting:***

***NALC LTN 8 – Elections  
Representation of the People Act 1983***

***Local Government Act (LGA)1972 section 87 (a)***

*“a casual vacancy occurs when: a councillor fails to deliver his declaration of acceptance of office at the proper time”.*

***LGA 1972 section 84 (4)*** *“on being elected to office a councillor must sign a declaration of his acceptance of office, in the presence of another councillor or the Clerk. The declaration must be delivered before or at the first meeting of the council after the after the election.....etc.....If a councillor fails to deliver the signed declaration at the due time, he thereupon vacates office and a casual vacancy arises. There is no provision allowing a declaration to be delivered retrospectively.....”*

***LGA 1972 section 87 (2) (b)*** *“in most instances of a casual vacancy arising, the local council must give public notice of it as soon as practicable .... And in accordance with section 232 of the act”.*

*The regulation for advertising the vacancy requires that formal notice(s) are issued by the Town Council as soon as is practicable. Giving due consideration to the forthcoming European Elections, (23<sup>rd</sup> May) exclusion of weekends and the Bank Holiday, the 14-day notice which gives the electorate the opportunity to call for an election, will be issued during week commencing 27<sup>th</sup> May.*

Signed .....

Dated.....

b. Members noted the Mayor's engagements for April/ May 2019: -

Monday	1 <sup>st</sup> April	Gunero Restaurant Opening	Peter Scott
Tuesday	2 <sup>nd</sup> April	Bargain Buys Opening	Peter Scott
Wednesday	1 <sup>st</sup> May	Newport Engravers Opening	Peter Scott
Monday	6 <sup>th</sup> May	Norbury Canal Festival - Judged the Most Decorative Barge	Peter Scott
Saturday	11 <sup>th</sup> May	Newport History Day	Phil Norton
Tuesday	14 <sup>th</sup> May	Wellington Festival - Drinks Reception and Performance of Atlantic Ladies at Charlton School Wellington	Peter Scott

c. Cllr Scott informed members that the Newport in Bloom hanging baskets are due to be installed on 2<sup>nd</sup> June between the hours of 8.30 a.m. – 9.30 a.m. Cllr Scott invited members to “help out” if they are able, as there is always a need for willing “volunteers”.

### TC/7/19-20 GENERAL POWER OF COMPETENCE

The ‘general power of competence’ came into being through the enactment of the Localism Act 2011 s1 (1) and provides for a parish council to ‘do anything that individuals may do’. To be eligible to use the power the council must have at least, 2/3<sup>rd</sup> of its members elected and have a qualified clerk. Localism Act 2011 s8 refers.

Members considered the adoption of the General Power of Competence. This being the “Relevant Annual Meeting” (*the first, following the recently held ordinary election*), to pass the resolution that the criteria have been fulfilled: -

Members **RESOLVED** Newport Town Council adopts the ‘general power of competence’ through the enactment of the Localism Act 2011 s1 (1).

### TC/8/19-20 PUBLIC SESSION - SUSPENSION OF MEETING

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

<b>Name:</b>	Mr Graham Foster
<b>Address:</b>	<i>Address provided – Newport</i>
<b>Subject:</b>	Boughey Trust – Representation
<b>Summary</b>	Mr Foster commenced with offering his congratulations to all councillors on their election success.  He explained that he is the current chairman of the Boughey Trust, providing an outline to the work and undertakings of the Trust in giving grants to organisations and to individuals. The Trust requires a trustee from the council which is a four-year term of office. Mr Foster wished to introduce himself and “show the face” of the trust and looked forward to welcoming the new representative.

There being no further comments, **Members RESOLVED** to continue the meeting.

Signed .....

Dated.....

**TC/9/19-20 MINUTES**

The Minutes of the meeting held on Wednesday 10<sup>th</sup> April were approved as a true record and duly signed by Cllr Scott.

**REPRESENTATION ON STANDING COMMITTEES AND OUTSIDE BODIES**

**TC/10/19-20 STANDING COMMITTEE TERMS OF REFERENCE**

Members reviewed the Terms of Reference for the standing committees and **RESOLVED to: Approve the Terms of Reference with no amendments for the following: -**

- **Planning Committee**
- **Leisure & Environmental Services Committee**
- **Community Safety Committee**
- **Resource & Finance Committee**
- **The Youth Café Project Committee**

**TC/11/19-20 APPOINTMENT TO COMMITTEES**

Members considered nominations and **RESOLVED to appoint members to the following committees:**

- **Community Safety Committee**  
Cllrs: Fowler, Janke, King, Nelson.
- **Resource & Finance Committee**  
Cllrs: Fowler, Harper, Lloyd, Nelson, Perry.
- **Planning Committee – As a virtual committee all members of Town Council are appointed.**
- **Leisure & Environmental Services**  
Cllrs: Fowler, King, Lloyd, Nelson,
- **The Youth Café Project (*The Hub*)**  
Cllrs: Fowler, Janke, King, Nelson, Perry, Syrda.

**Note:** *Where the Town Mayor and Deputy Town Mayor have not chosen or been elected to serve on a committee, they are by their appointments ex-officio (non-voting) members of all standing committees.*

**TC/12/19-20 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES for Municipal Year 2019-20**

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

<b>Outside Body</b>	<b>Posts</b>	<b>Representative</b>	<b>Notes</b>
Boughey Trust	x 1	Cllr Janke	4-year term of office in line with ordinary election
Chamber of Commerce	x 1	Cllr Perry	Annual appointment
Cosy Hall Management Committee	x 1	Mr. Tony Forrester	Annual appointment Accepted as the former TC representative, expressing a willingness continue
Newport Action Alliance ( <i>Dementia Friends</i> )	x 3	Cllrs: King, Scott & Syrda	
Newport Cottage Care Centre Management Committee	x 1	Cllr Fowler	
Newport Regeneration Partnership	x 2	Cllr Scott*	*Voting Rights One vacancy remaining
Newport Town's Alms houses	x 2	Mr John Evans* Cllr King	*Accepted as the former TC representative, expressing a willingness continue
Sustainable Newport (new appointment)	x 2	Cllr King Cllr Nelson	
Telford & Wrekin Bicycle Users Group	x 1	Cllr Nelson	
Telford & Wrekin Bus Users Group	x 1	Cllr Sydra	
Telford & Wrekin Parishes Forum	x 1	Cllr Bailey	
Town Team	x 1	Cllr King	
Wrekin Area Committee of SALC	x 2	Cllr Nelson Cllr Janke	
The Annabelle Lady Boughey Charity	x 3	Cllr Good, Cllr King Cllr Janke	4-year term of office

**TC/13/19-20 REVIEW OF POLICY DOCUMENTS**

Members were asked to review policy documentation as required at the annual meeting in an election year, much of which has been provided in an induction pack for member's retention and reference and **RESOLVED** to approve the following documents: -

Signed .....

Dated.....

- Standing orders
- Financial regulations
- Risk Management
- Asset register
- Complaints & Grievance procedure
- Freedom of Information/ data protection (GDPR)
- Social Media Protocol

Furthermore, the Town Council subscriptions for: -

- 2 members of staff to Society of Local Council Clerks (SLCC) Membership
- Affiliation fee Association of Local Council (SALC) (Shropshire Branch) based on 9099 electors:  

£0.33 per elector, up to 3500 electors -	£1,155.00	
1.5p per additional 5599 electors -		83.99
+ Admin Fee -		60.00
NALC Fee at £0.0699 per elector -	£636.02	
- Local Council Review (LCR) NALC publication annual fee.

## FINANCE

### TC/14/19-20 FINANCIAL REPORTS

- a. Members **RESOLVED** to approve the April finance statement and the payments therein - summary below: -

Revenue Fund balance b'fwd (1 April)	<b>259,149.13</b>
Less: Payments chq No's (709511 to 709524)	14,078.37
Payments chq No's (709525 to 709531)	5,558.55
Direct Debits	18,817.40
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	291,879.67
Revenue Balance c'fwd (31 Apr)	
Ear Marked Reserves balance b'fwd (31 Mar)	<b>135,389.19</b>
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (31 Apr)	<b><u>135,389.19</u></b>
Managed Funds balance b'fwd (1 Apr)	<b>3,006.87</b>
Payments	-
Receipts	-
Managed Funds balance c'fwd (31 Apr)	<b><u>3,006.87</u></b>
Total Balance In Hand (31Apr)	<b><u>650,970.54</u></b>

<b>Investments held as asset: CCLA Property Fund</b>	<b><u>£50,000.00</u></b>
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- b. Members **RESOLVED** to authorise the list of cheques for payment numbered 709532 to 709551(total £26,279.46) to be signed by

Signed .....

Dated.....

**Cllr Fowler and Cllr Nelson.** The cheques will form part of the revenue payments in the May financial statement, to be presented next month.

- c. **Income & Expenditure 2019/20** - Members noted a summary I & E report as at 9 May 2019.
- d. **Bank Reconciliation**  
The meeting was advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank and finance statements for March.
- e. **Cllr Good** volunteered to carry out at an independent bank and finance reconciliation (to include a validation of salary payments) for May, prior to the next meeting.

**TC/15/19-20 MEMBERS ALLOWANCES** - Elected Members are required to confirm publically their intention to claim the Annual Parish Basic Allowance. The Town Council budgeted £500 for each elected member to be paid an allowance. Members may choose to decline their allowance. Members should note that the allowance is subject to PAYE, and administratively will be paid in two instalments as at 1<sup>st</sup> June and 1<sup>st</sup> November in line with receipt of the precept payment.

**The following Members confirmed that they would wish to receive the Annual Members Allowance (£500)**

**Cllrs: Susan Bailey  
Lyn Fowler  
Jeremy Good  
Bill Harper  
Thomas Janke  
Alan Lloyd  
Thomas King  
Tim Nelson  
Peter Scott  
Sarah Sydra**

**Cllr Ian Perry declined the Annual Members Allowance.**

**TC/16/19-20 Direct Debits/Standing Order**

Members **RESOLVED** to approve the list of direct debits, itemised below.

However, clarification is sought regarding the Standing Order for Shropshire Playing Field Association. Members wish to understand the worth of the subscription and what benefits are received for this council in the membership to the association: -

Nominal Ledger	Payee	Service	Payment/ Regularity
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4121	British Gas	Gas Guildhall	Quarterly - Variable based on Usage
4052	British Telecom	Telephone/Broadband/Outlook365	Monthly - Variable based on Usage
4051	DMC	Photo Copier Charges	Monthly - Variable based on Usage
4346	Campaign to Protect Rural England (CPRE)	Annual Membership	Annual
4075	Francopostalia	Franking Machine Postal Charges	Monthly Top Up- £70 max per Top Up
4001/2	HMRC	Tax/NI Contributions	Monthly in Arrears
4000	Staff	Net Salaries	Monthly
4003/4	Shropshire County Pension Fund	Staff Contributions	Monthly in Arrears
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 Repymnts-Guildhall Refurb 95/96	1/2 Yearly
4123	Water Plus	Water Charges - Guildhall	Monthly
4370	Water Plus	Water Charges - Meadow View Allotments	Annually
4375	Water Plus	Water Charges - Boughey Road Allotments	Monthly
4303	Severn Trent Water	Water Charges - Cemetery	1/2 Yearly
4346	Shropshire Playing Fields Association	Annual Donation	Annual – Standing Order
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 (ICO)	Data Protection Registration Fee	Annual

**TC/17/19-20 GRANT APPLICATION**

Signed .....

Dated.....



Members considered an application from the Cornmell Lea residents association under the Council's Seed & Crisis Criteria for grant funding. Members **RESOLVED to support the application for £150.00 towards the provision of a raised bed to enable the residents to continue with planting and growing their own crops at a height with suitable accessibility.**

**18/19-20 LEISURE AND ENVIRONMENTAL SERVICES**

Members noted the unsigned minutes of a meeting held on 17<sup>th</sup> April.

**RESOURCES & ADMINISTRATION**

**19/19-20 Approval of the Annual Governance & Accountability Return**

Members familiarised themselves with the proposed annual return submission and the supporting documentation. Members **RESOLVED to make the following recommendations:**

- a. That the end of year accounts be approved.
- b. That the Annual Return Part 3 section 1 page 4 Annual Governance Statement 2018/19 be approved (*with the answers to questions 1 to 9 being YES*) and signed by the Town Mayor and the Clerk.
- c. That the Annual Governance & Accountability Return 2018/19 Part 3 section 2 (page 5) Accounting statements for 2018/19 be approved for signature by Town Mayor and RFO.

**TC/20/19-20 COUNCILLOR TRAINING**

Members noted a list of training sessions available to all councillors. Regular Training sessions are organised through SALC and Telford & Wrekin Council. Members are encouraged to attend and participate. The council budgets £1k for councillor training, travel cost is covered at 45p per mile and booking are secured through the clerk. Members were asked to contact the council staff to arrange the booking.

**TC/21/19-20 OUTSIDE BODIES – Reports**

Members noted reports from outside bodies where the Town Council has official representation from:

- Newport Cottage Care Centre – 8<sup>th</sup> April
- Cosy Hall Management Committee – 25<sup>th</sup> April
- Wrekin Area Committee (WAC) – 26<sup>th</sup> March

**TC/22/19-20 MEETING DATES**

Members **RESOLVED to confirm the following meeting dates for the municipal year 2019-20: -**

Full Council	Community Safety	Leisure & Environmental Services	Resource & Finance	Planning & Economic Development	Annual Town Meeting
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Signed .....

Dated.....

15 May 19	-	-	22 May 19	29 May19	<b>Must be between 1<sup>st</sup> March and 1<sup>st</sup> June LGA 1972 sch.12 – 14 (1)</b>
12 June 19	19 Jun 19	17 Jul 19	-	-	
10 Jul 19	-	-	-	-	
7 Aug 19	18 Sep 19	-	21 Aug 19	06 Aug 19	
11 Sep 19	-	23 Oct 19	-	-	
09 Oct 19	-	-	-	-	
13 Nov 19	18 Dec 19	-	20 Nov 19	12 Nov 19	
11 Dec 19	-	22 Jan 20	-	-	
08 Jan 20	-	-	-	-	
12 Feb 20	18 Mar 20	-	19 Feb 20	11 Feb 20	
11 Mar 20	-	15 Apr 20	-	-	
08 Apr 20	-	-	-	-	
06 May 20	-	-	-	-	

**TC/23/19-20 EXCLUSION OF THE PRESS AND PUBLIC**

Members **RESOLVED** that, in view of the special nature of the business about to be conducted, (*tender documents for refurbishment of The Hub Contract*) it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

**CONFIDENTIAL SESSION**

*(Note: elements of the discussion and any contractual details are confidential, however the nature of decisions made are for public record.)*

**TC/24/19-20 THE HUB RENOVATION (TELFORD @ 50 GRANT FUNDING)**

Members considered nominations and tenders for the contract to refurbish the Hub Building, utilising the Telford @50 grant funding.

Members **RESOLVED** to award the contract to Beaumaris Developments being the preferred contractor selected to undertake the works as recommended by our appointed surveyor Ellerdine Partnership.

Members requested that the RFO ensure that due diligence has been taken as to the sustainability, reputational integrity, trading process and Tax and Insurance liabilities of the preferred contractor.

Signed .....

Dated.....