



# NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

## MINUTES OF A MEETING

held on

Wednesday 9<sup>th</sup> October 2019

at

The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Peter Scott– Town Mayor  
Susan Bailey  
Lyn Fowler  
Jeremy Good  
Thomas Janke  
Tom King  
Alan Lloyd  
Tim Nelson  
Ian Perry  
Sarah Syrda

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

### TC/97/19-20 APOLOGIES FOR ABSENCE:

Cllr Nick Garvey – unwell  
Cllr Bill Harper– work commitment

**TC/98/19-20 DECLARATIONS OF INTEREST** – Cllr King, articulated he would prefer not to take part or vote in the discussion to held in confidential session regarding the 3A lease agreement.

**TC/99/19-20 PUBLIC SESSION** – There were no members of the public wishing to make representation, Members continued the meeting.

### TC/100/19-20 MINUTES

The Minutes of the meeting held on Wednesday 11<sup>th</sup> September were approved as a true record, and were duly signed by Cllr Scott.

### TC/101/19-20 ANNOUNCEMENTS

Members received the following announcements:

- a. The Town Mayor & Deputy Mayor carried out the following engagements in September:

ENGAGEMENT	DATE: September	In attendance Cllr:
Telford Diversity and Unity Event	7 <sup>th</sup>	Peter Scott – Town Mayor
Town Mayor and Clerks Meeting	10 <sup>th</sup>	Peter Scott – Town Mayor
Harper Adams Graduation Ceremony	20 <sup>th</sup>	Lyn Fowler – Deputy Mayor
Food Frenzy Opening	21 <sup>st</sup>	Lyn Fowler – Deputy Mayor

Judge at Barbers' 'Bake Off'	27 <sup>th</sup>	Peter Scott – Town Mayor
Opened St Peter and Pauls' Late Summer Fayre	28 <sup>th</sup>	Peter Scott – Town Mayor
Newport Town Council's Civic Sunday & Parade held in St Nicholas Church	29 <sup>th</sup>	The Town Mayor thanked members for their attendance and support on a successful event.

- b. Cllr Scott informed members that his charity Quiz had raised £500. He continued to inform members of other planned funding event expressing that the next Italian evening was now fully booked and that preparation was underway to hold an event featuring Wolverhampton FC, details to follow.
- c. Members noted an invitation from The Royal British Legion to the Remembrance Day Parade and Service at St. Nicholas Church on Sunday 10<sup>th</sup> November 2019. Members also noted that the Town Council will also hold the annual Armistice Service and wreath laying at the War Graves in Newport General Cemetery on Monday 11<sup>th</sup> November.
- d. Members noted an invitation from Newport & District Funeral Service to an open day on Monday 14<sup>th</sup> October 2019 following a major refurbishment.
- e. **Assess of Community Value (AVC)** - Correspondence has been received from T&W Council that The Royal Naval Association Club, Bellman's Yard Newport, has been successful in their submission to be included on the List of Assets of Community Value for a period of five years.

Information and the procedural guidance regarding this status can be accessed on the T&W Web site, including data on "The Community Right to Bid (the "Right")" which is derived from the Localism Act 2012 with the stated aim of devolving power to local communities.

- f. **SALC AGM and celebration evening 15<sup>th</sup> November** – Members are reminded of the event to celebrate and commemorated 70 years of the Association. Further corresponded has been sent to Cllrs. The Association wants to make the event an opportunity to "give something back" and is running a raffle to raise funds for the Severn Hospice. The tickets are £1, each and the Town Council has been sent 4 books, more books can be requested.
- g. Member may wish to be aware the **T& W Parish Remuneration Panel** meeting has confirmed that they will meet on the afternoon of 5<sup>th</sup> November.
- h. The installation of the **Christmas Light** infrastructure and **lighting displays** is scheduled to commence W/C 14<sup>th</sup> October.

Signed .....

Dated.....

**FINANCE**

**TC/102/19-20 FINANCIAL REPORTS - Members RESOLVED to approve the September finance statement and the payments therein: -**

Revenue Fund balance b'fwd (30 Sep)	<b><u>353,805.98</u></b>
Less: Payments chq No's (55 to 73)	34,569.63
Payments chq No's (74 to 80)	£7,913.28
Direct Debits	14,433.73
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	229,250.58
Revenue Balance c'fwd (30 Sept)	<b><u>526,139.92</u></b>
Ear Marked Reserves balance b'fwd (30 Sep )	<b><u>135,389.19</u></b>
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (30 Sep)	<b><u>135,389.19</u></b>
Managed Funds balance b'fwd (1 Sep)	<b><u>3,006.87</u></b>
Payments	-
Receipts	-
Managed Funds balance c'fwd (30 Sep)	<b><u>3,006.87</u></b>
Total Balance In Hand (30 Sep)	<b><u>664,535.98</u></b>

<b>Investments held as asset:</b> CCLA Property Fund	<b><u>£50,000.00</u></b>
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**TC/103/19-20 Bank Reconciliation**

a. Members confirmed that the balances presented in the August 2019 finance statement have been reconciled against the bank statements and the salary payments verified by Councillor Harper prior to the meeting.

b. Members nominated Councillor Nelson to undertake a reconciliation of the September finance statement and salary payments.

**TC/104/19-20 Cheque Signing - Members RESOLVED to authorise a list of cheques for payment numbered 81 to 107 (total £94,423.78) to be signed by Cllrs Good & Nelson.** The cheques will form part of the revenue payments in the September financial statement to be presented next month.

**TC/105/19-20 Half Yearly Budget Review -** Members received a report from the finance officer including an explanation of significant variances.

**TC/106/19-20 Budget 2020-21** Members were asked to make comment, identify and provide guidance, on priorities and consider individual line entries and **Levels of Fees**. Councillors were also asked to consider levels of taxation that the R&F committee should focus on at its next meeting (20<sup>th</sup> November).

Signed .....

Dated.....

Members **RESOLVED** to recommend to the Resource & Finance committee the following:

**Individual line entries**

- a. Cllr Lloyd – N/L 4055 electronic ways of working – increase budget line, to replace 2 laptops and New N:/ Drive as advised by NTC’s IT contractor and upgrade to website to comply with new accessibility legislation
- b. Cllr Janke – N/L 4215 parking enforcement - increase budget line to £30k to fund a parking warden in line with T&W taking on CPE powers.
- c. Cllr Scott – N/L 4510 – 4520 grants general inc. CAB - increase budget lines to an overall budget of £45k
- d. Cllr Fowler – new budget line for £10k within grants for Newport x-ray machine
- e. Cllr Nelson – N/L 4388 cycle race nocturne - increase budget line to £15k
- f. Cllr Nelson – N/L 4355 canal enhancements – Carry forward underspend to FY 20/21.
- g. Other items which will need consideration for increase and or inclusion for new projects where discussed, and includes:
  - A floral competition recognition for the warden controlled residential schemes, i.e. Cornmell Lea to be run by NTC.
  - Future Christmas Lights development
  - Grounds maintenance in and around the cemetery and for the additional allotment land
  - Grants to commercial community events

**Recommendations**

**Fees**

- Allotment fees – Increase by 2%**
- Cemetery fees – increase by 3%** *(new legislation regarding the re-charges of fees and the ability to reclaim, in relation to children’s’ burials has been issued and will be considered at the next R&F cmt. mtg.)*
- Ceremonies (room hire) – Increase standard fees by 10% - No change to concessionary fee**
- Guildhall room hire – No change.**

Signed .....

Dated.....

- h. Members considered the levels of increase in taxation that the R&F committee should focus on, and aim towards for budgetary setting purposes, that is to recommended an increase of in the region of 1.5% - 2% maximum.**

**TC/107/19-20 Insurance** – Members noted the renewal of insurance and considered entering into a Long-Term Agreement (LTA) expiring 28 September 2022. Members **RESOLVED to enter into a LTA with the current contractor – WPS, thereby giving stability that the amount will not increase if no changes are made to the key features and liabilities within the policy for the next 3 years.** The RFO will appraise member of the R&F committee if there will be any expected variation with the implementation of the proposed gateway signs and the permanent SID's which will increase our assets.

**TC/108/19-20 Telford @ 50 Grant funding** – Members received updates on progression of work at the HUB and the under spend of Telford @50 funding for the Guildhall refurbishment, included on-going negotiations for consideration to transfer the funding to the Hub Project. Members **RESOLVED that the budgeted match funding of 25% from the Telford @ 50 funding N/L 4180 be assigned to the Hub project.**

**TC/109/19-20 Hand Rails to 3A entrance** – Members noted the Listed Building Consent notification TWC/2019/0652 for hand rails to be installed to the front entrance of 3A and **RESOLVED to approve expenditure circa £800 + vat to purchase and install two rails funded from N/L 4130 Guildhall maintenance.**

**TC/110/19-20 Grant Funding** – Members were disappointed to yet again receive applications from societies that appear to hold considerable funding and do not fit into our own prescribed criteria for seed or crisis funding, or give the impression to be new or novel. Members **RECOMMEND that the process for assessment and consideration of worthiness is reintroduced, that being, in the first instance the Mayor and Clerk carry out a validation of all applications prior to consideration by full council.**

Members considered the following ad hoc grant funding applications from organisations and societies:

- a. Telford and Wrekin Arthritis Support Group** - Members **RESOLVED not to award any grant funding, as, having considered the account balances identified within the balance sheet provided, they felt this application did not meet any seed or crisis criteria**
- b. Newport Shropshire Chinese New Year** – Members discussed the cultural event which is in its infancy. Cllrs felt that the event which is held in the winter months is adding a further element by providing a more diverse community engagement offering and promoting Newport as a visitor and leisure destination all year round.

They are conscious that this is a substantial amount requested and that last year a sum of equally large of sponsorship was provided from NTC. The application form was considered to be poorly constructed with little detail, however, Members are very supportive of the event and **RESOLVED to grant £2,500 subject to receipt of more detailed information as to how the money will be spent, and a definitive element of costings for spend, for example the staging. Members also requested a break-down of last years event, and identified expenditure.**

- c. **Home Start Telford and Wrekin – Members RESOLVED not to award any grant funding, as having considered the account balances identified within the balance sheet provided, they felt this application did not meet any seed or crisis criteria.**

## **COMMUNITY SAFETY**

**TC/111/19-20 Parking Strategy Working Group and Community Safety Committee Meeting Notes and Minutes –** Members were informed that the notes and minutes of meetings held on Wednesday 18<sup>th</sup> September, have not yet been published.

**TC/112/19-20 Integrated Community Management (ICM) –** Members received a copy of the notes of a meeting held on Tuesday 1<sup>st</sup> October. Members discussed the ICM program in depth with regards to performance and the cost of £15k per year for the service. Members all expressed it essential that representatives from Telford & Wrekin and West Mercia Police attend the next town council meeting to give members an overview on CPE & ICM to give members an opportunity to ask questions and gain detailed knowledge.

**TC/113/19-20 Neighbourhood Enforcement –** Members noted the Telford and Wrekin Council advertisement for the position of Neighbourhood Enforcement Officer(s) to tackle environmental crime and unlawful parking across Telford and Wrekin.

## **TOWN PLANNING & ECONOMIC DEVELOPMENT**

**TC/114/19-20 Planning Applications –** Members considered a list of planning applications received to date and considered none to be contentious or requiring a meeting. Members delegated response to the Clerk, and with the Chairman of the Planning & Economic Development to formulate detailed response and comments for submission to the LPA in regard to application TWC/2019/0796 (*and TWC/2019/0795 Listed Building Application*) Change of use from part of market hall (Use Class Sui-Generis) to bar (Use Class A4).

**TC/115/19-20 Planning Permissions Granted –** Members noted a list of planning applications granted by the LPA **attached at Appendix A.**

**TC/116/19-20** Members noted the final reminder for the all-day event, scheduled for 4th November 2019. *“HOW TO NEGOTIATE A MAJOR PLANNING APPLICATION* This is a whole day special seminar available to officers of TWC Parish/Town Clerks, Officers and Councillors at a cost of £30 per person. Cllrs Nelson, Good & Bailey and the clerk have been registered to attend.

**LEISURE & ENVIRONMENTAL SERVICES**

**TC/117/19-20 Heritage Open Day** – Members received a report and update on Heritage Open Day held on 21<sup>st</sup> September 2019.

**TC/118/19-20 Grounds Maintenance Tenders** – Members Considered and agreed draft tender documents for the ground maintenance commencing April 2020 for the Cemetery, Allotments, Amenity areas and St Nicholas Churchyard in preparation for 2020/21 budget setting. Cllr Scott agreed to be in attendance for the opening of tender documents on Monday 11<sup>th</sup> November.

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

**TC/119/19-20** Members acknowledged receipt of the following **Minutes and Reports** that had been distributed during early October.

<b>Outside Body</b>	<b>Date Distributed</b>
Cosy Hall Management Committee Minutes	16/09/19
Rural Forum Agenda 01/10/19	30/10/19
Rural Forum Minutes 16/07/19	30/10/19
Rural Form Minutes 19/06/19	30/10/19
NRP AGM Minutes 10/09/19	01/10/19
NRP Minutes 10/09/19	01/10/19
Newport District Civic Society Newsletter September	07/10/19
Rural Forum Minutes 01/10/19	07/10/19
Wrekin Area Committee AGM Minutes	07/10/19

**TC/120/19-20 EXCLUSION OF PRESS AND PUBLIC**

Members **RESOLVED** that ‘in view of the special nature of the business about to be conducted, (*that is, tenancy agreement & staffing matters*) it is advisable in the public interest that the press and public be temporarily excluded and were 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/121/19-20 3A Lease** – members received an update on 3A Lease Agreement and made recommendations for the Clerk and RFO to action.

Signed .....

Dated.....

**TC/122/19-20 Staffing Matters** – Members received a verbal update on the current staffing structure, and were informed that the process for the Clerk’s appraisal was in train.

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**Appendix ‘A’  
Town Council Meeting  
held 9 October 2019**

**TWC/2019/0629  
CONSENT TO DISPLAY ADVERTISEMENT(S)**

<b>Proposal:</b>	Installation of 2no fascia signs with external lighting and 1no. double sided non-illuminated hanging sign ***Amended plans received***
<b>Location:</b>	Former NatWest Bank, 19 High Street, Newport, TF10 7NE

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Signed .....

Dated.....