



NEWPORT (Shropshire) TOWN COUNCIL

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

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LT - sfa/2019/TC

5th December 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 11th December 2019** 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

Electronically signed

Sheila Atkinson
Town Clerk

A G E N D A

1. To receive apologies for absence.
2. To receive declarations of interest.
3. **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).

4. ANNOUNCEMENTS

- a. A copy of the Town Mayor's engagements will be tabled.
- b. To note correspondence received that Donnington and Muxton Parish Council's Neighbourhood Development Plan is available for inspection and comment prior to submission to the Local Planning Authority (*Telford & Wrekin Council*) under Regulation 14 of The Neighbourhood Planning (General) Regulations 2012 Act.

5. **PREVIOUS MINUTES** - To confirm the minutes of the meeting held on 13th November 2019- copy **attached**.

6. FINANCE

a. Finance Report –

To consider and ratify the Finance Report for November 2019 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 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 November finance statement and salary payments.
- d. Internal Audit Report** - To receive the internal audit 2019/20, first interim report for this financial year - **copy attached.**

7. RESOURCE & FINANCE

- a. Minutes** - To note the unsigned minutes of a Resource & Finance meeting held on 20th November - **copy attached.**
- b. Grant Funding** – To consider the following annual grant applications in preparation for 2020/21 budget funding and recommend final levels of grant allocation.
1. *Newport in Bloom 2020 - £8k*
 2. *Newport Town Carnival Committee 2020 - £8k*
 3. *Newport St Georges Day 2020 - £500*
 4. *Old Tyme Market 2020 - £1k (increase in funding requested)*
- c. Town Council Fees** - To consider the table of fees, copy **attached.**
- d. Cllrs Remuneration** – Following an independent review of Cllrs allowances for Parish and Town Councillors, Members may wish to consider an increase in the budget line.
- e. Black Shed – Water Lane**
 Cllr Scott & Cllr Nelson to brief members on the suggestion that Newport Town Council take over and run the “Black Shed” located on the canal side car park on Water Lane, in order to preserve it as a historic building with some community use. It will involve and require significant financial investments, some of which may be granted to us.

Members are asked to indicate a level of interest in taking the suggestion further.

- f. **Budget Preparation 2020/21** – To consider the revised line by line draft budget for FY 20/21 (prepared by the Resource & Finance committee at its meeting on 20th November) and a report, including a budget summary sheet, **copies attached**.

Notes: The Proposed Budget: -

1. *Seeks to continue to provide those services that it currently provides.*
2. *Seeks to carry forward the underspend for current projects to FY 20-21 of £39,396*
3. *Has provision for £10k to be earmarked for Newport X-Ray appeal from general reserves.*
4. *Has provision for £20k to support the running of the Hub community facility*
5. *Will result on 1.99% increase in the Town Council element of the Council Tax, with the Band D equivalent rising from £116.64 to £ 118.96 per annum.*
6. *Proposes, for the most part, that Town Council Fees will rise from between 2% and 10%.*
7. *Retains significant levels of earmarked reserves set aside for large (generally cyclical) projects and contingency planning.*

8. TOWN PLANNING & ECONOMIC DEVELOPMENT

- a. **Minutes** - To note the unsigned minutes of a meeting held on 12th November – **copy attached**.
- b. **Planning Applications, Permissions or Refusals** - To note any correspondence from Telford & Wrekin Council LPA regarding notification of any planning applications, granted permissions or refusals **to be tabled if necessary**.
- c. To consider a request to join and be involved with helping to create the Rural/Market Towns Group – correspondence **attached**.

9. **ICM MEETINGS AND UPDATES** – To receive any updates or reports.

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

- a. To nominate a representative to the Boughey Trust for a 4-year term of office (*in line with ordinary elections*) due to Cllr Janke, (*nominated at the Annual meeting in May 2019*) being unable to fulfil his commitment to the Trust.
- b. To note previous distributed Minutes and Reports from outside bodies where the NTC has official representation: -

Outside Body	Date Distributed
Cottage Care Minutes 11/11/19	19/11/19
Regeneration Partnership Minutes 10/09/19	25/11/19
Regeneration Partnership Agenda 28/11/19	25/11/19

Distribution to:

Action: All Newport Town Councillors.

For Information to: Unitary Authority Councillors for Newport – Cllr Carter, Newport Library,

