



# NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

4<sup>th</sup> December 2020

Dear Sir / Madam

I hereby give you notice that there will be a **TOWN COUNCIL MEETING** commencing at **6.30 p.m.** on **Wednesday 9<sup>th</sup> December 2020** via Teams

*Your attendance is requested.*

**Clerks Note:** *Town Councils' are now temporarily, able to hold remote meetings due to the current pandemic Covid-19 health crisis, therefore during the current period and in line with government health guidelines, this Town Council meeting will be held via Zoom. Details and links will follow.*

*Members of the public wishing to participate should contact the Town Clerk providing their details and e-mail address. ✉ [town.clerk@newportshropshire-tc.gov.uk](mailto:town.clerk@newportshropshire-tc.gov.uk)*

Yours faithfully

*Electronically signed*

Sheila Atkinson - Town Clerk

## AGENDA

- 1) To receive apologies for absence.
- 2) To receive declarations of interest in respect of items on this agenda.  
*Please make yourself familiar with your obligations under the code of conduct, what to declare, how to declare interests and how to apply for a dispensation.*
- 3) To welcome Nicola Mewis, Census Engagement Manager for Telford & Wrekin to information to promote the census and provide support to help communities understand the importance of the census.

### 4) PUBLIC SESSION

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 orders 2 d, e, f & g refers.*

### 5) PREVIOUS MINUTES

To confirm the Minutes of the meeting held on 11<sup>th</sup> November 2020 - copy **attached**.

**6) ANNOUNCEMENTS - To receive any announcements:**

a. A copy of the Town Mayor's engagements will be tabled.

b. To note correspondence received from the Safer Neighbourhood Team that the Albrighton Hunt will not be holding any kind of organised meet in or around Newport this Boxing Day.

**7) To receive and review policy documentation as required in Standing Orders which is mandatorily carried out at an annual meeting. Members are aware that the Annual Meeting was not held this year. However, as virtual meetings have now been initiated and expected to continue until the next annual meeting, members are asked to take the opportunity to examine, review and confirm the following organisational structures.**

- a. **Standing orders**
- b. **Financial regulations**
- c. **Risk Management**
- d. **Asset register**
- e. **Council and/or Staff subscriptions**
- f. **Complaints & Grievance procedure**
- g. **Freedom of Information/ data protection**
- h. **Social media policy**

**8) FINANCE**

**a. Finance Report – November 2020**

To consider and ratify the Finance Report for November 2020 and approve the payments therein:

- i. To retrospectively approve the **list of cheques out of meeting** raised since the last meeting (£6345.60)
- 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. Approval of in-Month Payments**

To consider a list of cheque payments for the total amount of £4,755.02 for approval (at meeting) and nominate 2 councillors to sign them– **copy attached**.

**c. Bank Reconciliation**

- To confirm that the balances presented in the October 2020 finance statement have been reconciled against the bank statements and the salary payments verified by a councillor prior to this meeting.
- To nominate a councillor to undertake a reconciliation of the November finance statement and salary payments.

## RESOURCE & FINANCE

- 9) To note the Minutes of a Resource and Finance Committee meeting held on Wednesday 18th November and consider any recommendations – **copy attached**.

### 10) PRECEPT / BUDGET SETTING

At the Resource & Finance Committee meeting held on 18<sup>th</sup> November, Members recommended a final draft budget and fees be approved at the December meeting of the full Town Council.

The summary budget (by cost centre) is **attached** for approval at this meeting. The precept is the level of taxation imposed upon the residents of Newport to support the budgeted expenditure.

**Council Tax Base** – Members to note that Telford & Wrekin Council has advised the Council tax base figure (the notional number of Band D equivalent properties) has risen to 4037.3 from 3963.4 an increase of 73.9).

**Council Tax Figure** – Members to consider the council tax figure, having examined each budget line and taking into account the variations proposed and the proposed precept, in the draft budget for financial year 2021/22, of **£480,250.00** (currently £471,500) and the band D equivalent will decrease from the current £118.96 to £118.95 (a reduction of 1p).

A report on the budget for 2021/2022, prepared for the Resource & Finance Committee meeting on 18<sup>th</sup> November 2020, previously circulated for acceptance at this meeting:

The procedure detailed below should be followed when dealing with this report:

- The Town Mayor will call for a mover and seconder for each of the recommendations in turn.
- The proposition having been moved and seconded, the Town Mayor will invite any amendment and then put these and the Budget recommendations to the vote.

**Note:** The Town Mayor may deal in the following way with the recommendations as he considers appropriate:

- i. One at a time.
- ii. Taking Each Budget page separately.
- iii. Altogether at the end of the exercise.

**Members are asked to consider the following recommendation:**

1. ***That a precept be issued, requiring Telford & Wrekin Council to pay Newport Town Council £480,250.00 to meet its expenditure for the financial year 2021/22.***

**AND**

2. ***The Town Council's fees, copy attached, be approved for the financial year 2021/22.***

## 11) COMMUNITY SAFETY

- a. **Speed indicator Devices (SID's)** To receive an update on the NTC owned mobile SID's.
- b. **CCTV** to receive any update on the upgrade of the Town's CCTV system.
- c. **ICM** to receive an update and provide answers to the questions raised at the R&F Meeting.

## 12) BLACK SHED /TICKET HOUSE - WATER LANE

This item was initially considered in December 2019 - Minute TC/153/19-20 refers, whereby members agreed to escalate a proposal that Newport Town Council take over responsibility for the Black Shed and Ticket Office in order to preserve part of our town heritage.

The building is in need of some repair and it will be a long-term and project with financial obligations. The offer is over 99 years on a peppercorn rent, much as the Guildhall is now. Members are asked for their views to progress this project.

## 13) BOUNDARY REVIEW

Members are asked to consider revisiting, suggested changes to Newport parish boundary to extend the southern parish boundary of Newport to the A518 to match with the Telford & Wrekin ward boundaries. **Cllr Fowler & Nelson to brief.**

## 14) CHOOSE NEWPORT CAMPAIGN

To receive any updates and note correspondence from the Town Team following the request for feed-back from the membership of the organisation.

## 15) PLANNING & ECONOMIC DEVELOPMENT

**a. Planning Applications** To consider a list of planning Applications received to date and provide an indication for delegation to the Committee and Clerk as to any matters requiring further comments or discussion – **to follow.**

Members will be informed of any applications received following the issue of this agenda.

**b. Planning Applications, Permissions or Refusals** – To note any correspondence from Telford & Wrekin Council LPA regarding notification of any Granted or Refused Permissions **to be tabled if necessary.**

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

To note previous distributed Minutes and Reports from outside bodies where the NTC has official representation: -

Outside Body	Date Distributed
SALC - News in brief	12.11.2020
NRP - Agenda 19th November	16.11.2020
NRP - Minutes February 2020	16.11.2020
SALC - AGM Agenda Annual Report AGM Minutes November 2019	18.11.2020
NALC - Chief executive's bulletin	19.11.2020
WAC - Date for your Diary and Parish Charter Monitoring Group - email	27.11.2020
SNT - December Newsletter	01.12.2020
Cosy Hall - Minutes November 2020	03.12.2020
SALC – News in brief	03.12.2020

## EXCLUSION OF PRESS AND PUBLIC

17) To consider a resolution “*that in view of the special nature of the business about to be conducted, that is in regard to **suggested nominations to put forward to attend the High Sheriffs Garden Party in June 2021**, it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw*”.

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### Distribution to All Town Councillors:

Cllrs: Bailey, Fowler, Garvey, Good, Harper, Janke, King, Lloyd, Nelson, Perry, Scott, Syrda,

### For information:

Town Council notice boards and website:

<http://www.newportshropshire-tc.gov.uk/Core/Newport-Tc/Pages/Default.aspx>

Please follow the link for: [Meeting Dates, Agendas & Minutes](#)

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