



NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

✉ enquiries@newportsaloptowncouncil.co.uk

9th May 2019

Dear Sir/Madam

I hereby give you notice that the **ANNUAL MEETING** of the **TOWN COUNCIL** will be held at **7.00 p.m.** on **WEDNESDAY 15 MAY 2019** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

S. Atkinson
Town Clerk

A G E N D A

1. To receive apologies for absence.
2. To receive any Declarations of Interest.
3. To receive a welcome and a formal opening of the meeting from the incumbent Mayor, Councillor Peter Scott.
4. To elect the Town Mayor to serve for the municipal year 2019/2020.

Notes on voting:

- a. **Standing Order No. 2 s.** *Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.*
- b. **Standing Order No. 7 a.** *Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.*
5. The duly elected Town Mayor will make a Declaration of Acceptance of this particular Office and chair the remainder of the meeting.
6. To elect the Deputy Town Mayor to serve for the Municipal Year 2019/2020 (see notes on voting at Item 4).
7. **GENERAL POWER OF COMPETENCE**

To consider whether or not this Town Council wishes to adopt the “General Power of Competence” - A briefing note is – **attached.**

The 'general power of competence' came to 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, 2/3rd of its members elected and have a qualified clerk. Localism Act 2011 s8 refers.

The council must resolve at a meeting that it meets the criteria relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting, however, a further resolution must be passed at every subsequent "relevant annual meeting" that being, the meeting held following an ordinary election held every four years.

8. 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.

9. To confirm the Minutes of the meeting held on 10 April 2019 - copy **attached**.

10. REPRESENTATION ON STANDING COMMITTEES AND OUTSIDE BODIES

To review, Terms of Reference, Delegation Arrangements and Nominations to committees. *Copies of current committees' terms of reference attached.*

Members will consider nominations and then appoint members.

- Community Safety (3+)
- Resource & Finance Committee (up to 5)
- Planning Committee (all members of Town Council)
- Leisure & Environmental Services (3+)
- The Youth Café Project (The Hub) (4+)

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.

11. ANNUAL APPOINTMENTS

Members will need to confirm the Town Council's representation on the outside bodies and Trusteeships' listed below:

Outside Body	No of councillors	Current Incumbent	Notes
Bougey Trust	X 1	Cllr Norton	4 year term of office in line with ordinary election
Chamber of Commerce	x 1	Cllr Perry	
Cosy Hall Management Committee	x 1	Cllr Forrester	
Newport Action Alliance (<i>Dementia Friends</i>)	x 1	Cllrs: Fowler, Scott & King	

Newport Cottage Care Centre Management Committee	x 1	Cllr Forrester	
Newport Regeneration Partnership	x 2 1 with voting rights	Cllr Carter	
Newport Town's Almshouses	X 2	Mr John Evans	
Newport Youth Café Project (The Hub)	x 4 minimum	Cllr Fowler	NTC are the sole Trustees of the Hub.
Sustainable Newport (new appointment)	x 2		<i>Cllrs King & Nelson have attended the most recent meetings</i>
Telford & Wrekin Bicycle Users Group	x 1	Cllr Nelson	
Telford & Wrekin Bus Users Group	x 1	Cllr Forrester	
Telford & Wrekin Parishes Forum	x 1	Cllr Norton	
Town Team	x 1	Cllr Perry	
Wrekin Area Committee of SALC	x 2	Cllr Nelson Cllr Carter	

12. To receive and review policy documentation as required at the annual meeting in an election year:

- a. Standing orders (distributed in Cllr information pack)**
- b. Financial regulations (distributed in Cllr information pack)**
- c. Risk Management**
- d. Asset register**
- e. Council subscriptions:**
SLCC Staff membership x 2, ALC affiliation fee, LRC annual fee.
- f. Complaints & Grievance procedure copy attached**
- g. Freedom of Information/ data protection**
- h. Social media policy**

13. ANNOUNCEMENTS

- a. To receive any announcements.
- b. A copy of the Mayor's engagements for April 2019 copy **to be tabled**.

14. FINANCE

- a. Finance Report** - To consider and ratify the Finance Report for April 2019 and approve the payments therein - copy **attached**.

- i) To retrospectively approve the list of cheques raised since the last meeting.
- 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. Income & Expenditure 2019/20 - To note a summary I & E report as at 9 May 2019, copy **attached**.

d. 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 June and 1 November in line with receipt of the precept payment.

d. Direct Debits - To authorise the payment of Direct Debits as detailed, **to be tabled**.

15. GRANT APPLICATION

To consider an application from the Cornmell Lea residents under the Council's Seed & Crisis Criteria for grant funding –application form **attached**.

16. LEISURE AND ENVIRONMENTAL SERVICES

To note the unsigned minutes of a meeting held on Wed 17 Apr. copy **attached**.

17. RESOURCES & ADMINISTRATION

a. **Approval of the Annual Governance & Accountability Return** - To receive a copy of the Annual Return and supporting documentation that will accompany the Annual Return. Members will be asked to approve the following recommendations that:

b. That the Annual Governance & Accountability Return 2018/19 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.

18. COUNCILLOR TRAINING

To note training sessions available to all councillors- **copy attached**. 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 are covered at 45p per mile and booking are secured through the clerk.

19. OUTSIDE BODIES

To note report from **Newport Cottage Care Centre** outside bodies. copy **attached**.

20. MEETING DATES

- a. To confirm the upcoming meeting dates for municipal year 2019/20. copy **attached**

21. EXCLUSION OF THE PRESS AND PUBLIC

- a) 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**".

Distribution to: _____

All Newport Town Councillors
Telford & Wrekin Borough Councillors (Carter, Stanton), Mark Pritchard MP,
The Library, The Newport Advertiser, The Shropshire Star.