



NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

Ref LJ/2018/TC

26th April 2018

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 2nd MAY 2018** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

S F Atkinson
Deputy Town Clerk

A G E N D A

1. To elect the Town Mayor to serve for the municipal year 2018/2019.

Notes on voting:

- a. *Standing Order No. 3 r. provides that voting on a question shall be by a show of hands.*
 - b. *Standing Order No. 8 provides that 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.*
2. The duly elected Town Mayor will make a declaration of acceptance of office and chair the remainder of the meeting (*Note: at the previous meeting Councillor Scott had been the only individual nominated, that does not preclude other members from putting their names forward*).
 3. To elect the Deputy Town Mayor to serve for the Municipal Year 2016/2017 (see *notes on voting at Item 1*) (*Note: at the previous meeting councillors Nelson and Norton had been nominated, that does not preclude other members from putting their names forward*)

4. To receive apologies for absence.

5. To receive any declarations of interest.

6. PUBLIC SESSION

- a. To vote to suspend the meeting for up to 15 minutes to permit members of the public to make representations. 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 3 minutes. Standing order 3 d. e. g. refers.

7. PREVIOUS MINUTES

- a. To confirm the minutes of the meeting held on 11th April 2018 - copy **attached**.

8. REPRESENTATION ON STANDING COMMITTEES AND OUTSIDE BODIES

- a. To review Terms of Reference, delegation arrangements and nominations to committees.
- b. Members are recommended to adopt the Terms of reference for the Community Safety Committee, Leisure & Environmental Services Committee, Planning and Economic Development Committee, Resource & Finance Committee
(Copies of current committees' terms of reference attached).
- c. Appointment to committees. Members will consider nominations and then appoint members to the following committees:
 - i. Community Safety (3+)
 - ii. Leisure & Environmental Services (3+)
 - iii. Planning & Economic Development Committee (entire council)
 - iv. Resource & Finance Committee (3+)

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

9. ANNUAL APPOINTMENTS

- a. Members will need to confirm/reappoint the Town Council's representation on the outside bodies listed below:

Outside Body	No of reps	Current Incumbent(s)
Newport Regeneration Partnership	x 1	Cllr Carter
The Hub <i>formally Newport Youth Café</i>	x 1	Cllr Fowler
Newport Cottage Care Centre Management Committee.	x 1	Cllr Forrester
Chamber of Commerce	x 1	Cllr Perry
Newport Town Team	x 1	Cllr Perry
Telford & Wrekin Parishes Forum	x 1	Cllr Norton
Telford & Wrekin Bus Users Group	x 1	Cllr Forrester
Telford & Wrekin Bicycle Users Group	x 1	Cllr Nelson
Cosy Hall Management Committee	x 1	Cllr Forrester
Wrekin Area Committee	x 2	Cllr Carter Cllr Nelson

10. ANNOUNCEMENTS

- a. To receive any announcements. A copy of the Mayor's engagements for April 2018 will be tabled.
- b. Telford and Wrekin towns & parishes conference. To note an invitation to attend a towns & parishes conference on Wednesday, 6th June 2018 – Oakengates Theatre @ The Place, **agenda attached**. There is a fee of £10 per delegate and members should advise the Deputy Clerk if they will be attending in order that a formal booking can be made.

11. FINANCE

- a. **Bank Reconciliation** To confirm that the balances presented in the March 2018 finance statement have been reconciled against the bank statements and the salary payments verified by a councillor prior to the meeting and identify a councillor to undertake the reconciliation for April 2018 to include the validation of salary payments.
- b. **Finance Reports.** – (*Clerk's note: The change of date of the meeting, having been brought forward from the 2nd Wednesday in the month, means that the end of April 2018 accounts, bank reconciliation, list of direct debits, copy of the cash book payments and receipts are unable to be prepared in time for the meeting*).
- c. **Cheque Signing** - To consider a list of cheque payments for approval (at meeting) and nominate 2 councillors to sign them– **to be tabled**.

- d. **Direct Debits** - To authorise the attached list of payments by direct debit for FY 2018/19.
- e. **Members Allowances** - Elected Members are required to confirm in public their intention to claim the Annual Allowance. The Town Council budgeted £500 for each elected member (excludes co-opted members).

(Notes: 1- Members who are unable to attend the May meeting should write to the Clerk in advance in order that the request is made in full view of the public if they wish to receive payment on the next standard pay run. 2 - The allowance is subject to PAYE.)

12. RESOURCES & ADMINISTRATION

- a. **Meeting Dates** To consider and confirm the meeting dates for the municipal year 2018/19 – **copy attached**, previously proposed in February.
- b. **Sports Grant Funding** - To consider a report- **copy attached** and recommendations for grant funding to be awarded in response to applications for the Town Council's Sports Event Grant Fund.
- c. **Social Media Policy** - To note a report, **copy attached**, and consider the aspirations of a Newport Town Council policy with regard to social media.
- d. **General Data Protection Regulation** – To receive a copy of the proposed GDPR policy, **attached**, for Newport Town Council. Members will be asked to approve the policy and delegate the approval of any supporting documentation and internal process to the Resource & Finance Committee.
- e. **Additional Annual Reviews** - To consider a recommendation that those items listed in Standing order 5(j) and not included as a matter of business at this annual meeting, be delegated to the Resource & Finance Committee.

13. LEISURE & ENVIRONMENTAL SERVICES

- a. **Minutes** - To note the unsigned minutes of a meeting held on 18th April 2018 copy **attached** and consider any recommendations.
- b. **Additional Street Signage** – To consider a proposal from Cllr Forrester to have additional street signage, in the form of a finger post in the vicinity of Cosy Hall Car Park, **report attached**.

14. TOWN PLANNING & ECONOMIC DEVELOPMENT

- a. To consider matters that were scheduled to be transacted at the Planning & Economic Development Committee meeting on 23rd April (which had insufficient members present).

- i. To note a list of current planning application.
- ii. To note planning applications granted.
- iii. To receive any update on the Neighbourhood Development Plan.

b. Cllrs Nelson and Borrett propose:

That the Town Council considers planning application TWC/2018/0138.

*(Land to the North of Audley Avenue, Newport, Shropshire **Reserved matters** application for the erection of 109no. dwellings including details for layout, scale, appearance and landscaping pursuant to outline application TWC/2011/082)*

15. OUTSIDE BODIES

- a. **Cosy Hall Management Committee** - To note receipt of the minutes of a meeting held on 9th April 2018, **previously circulated.**
- b. **Wrekin Area Committee** (of Shropshire Association of Local Councils) - To note receipt of the minutes of a meeting held on 18th April 2018, **previously circulated.**

16. GRANT FUNDING POLICY – Members of the Sport Grant Fund working group propose: that:

That the council reviews its rules on grant funding to include any local application that can prove a need for funding over and above seed or crisis.
(Copy of current in year Grants Policy **attached** for information)

Distribution to: _____

All Newport Town Councillors, Unitary Authority Councillors for Newport, Newport Library, Newport Advertiser, Town Council Notice Boards and Web site.