



NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

Ref /2019/TC/ Oct

4th October 2019

Dear Sir/Madam

I hereby give you notice that a **MEETING** of the **TOWN COUNCIL** will be held at **7.00 p.m.** on **WEDNESDAY 9th October 2019** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

Sheila Atkinson
Town Clerk

AGENDA

1. To receive apologies for absence.
2. To receive any 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, 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.*

4. PREVIOUS MINUTES

To confirm the minutes of the meeting held on 11th September - copy **attached**.

5. ANNOUNCEMENTS

- a. To receive any announcements.
- b. A copy of the Mayor's engagements for September will be **tabled**.
- c. To note an invitation from The Royal British Legion to the Remembrance Day Parade and Service at St. Nicholas Church on Sunday 10th November 2019. **copy attached**. Members should also note that the Town Council will also hold the annual Armistice Service and wreath laying at the War Graves in Newport General Cemetery on Monday 11th November.
- d. To note an invitation from Newport & District Funeral Service to an open day on Monday 14th October 2019 following a major refurbishment. **copy attached**.

6. FINANCE

a. Finance Report – September 2019

To consider and ratify the Finance Report for September 2019 and approve the payments therein:

- i. To retrospectively approve the **list of cheques out of meeting** raised since the last meeting (£7,913.28)
- ii. To note a summary of **direct debits** for September.
- 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 approval (at meeting) and nominate 2 councillors to sign them– copy **to be tabled**.

c. Bank Reconciliation

- ii) To confirm that the balances presented in the August finance statements have been reconciled against the bank statements and that the salary payments verified by a councillor prior to the meeting.
- iii) To nominate a councillor to undertake a reconciliation of the September finance statement and salary payments

d. Half Yearly Budget Review - To receive a report from the finance officer, **copy attached**, including an explanation of any significant variances.

e. Budget 2020-21 –copy of FY 2019/2020 budget, **attached** for reference

Members will be asked to make comment, identify and provide guidance, on priorities and consider individual line entries and levels of fees. Councillors are asked to consider levels of taxation that the R&F committee should focus on at its next meeting (20th November).

f. Insurance - To note the renewal of insurance and consider entering into a Long-Term Agreement (LTA) expiring 28 September 2022 – RFO to brief.

g. Telford @ 50 Grant funding – To receive any updates and consider options for underspend on Guildhall works.

h. Hand Rails to 3A entrance – To note the granted listed building consent for hand rails to be installed to the front entrance of 3A and consider expenditure circa £800 + vat to purchase and install two rails funded from N/L 4130 Guildhall maintenance.

7. **Grant Funding** - To consider the following ad hoc Grant Funding applications from organisations and societies:
- a. **Telford and Wrekin Arthritis Support Group** - to promote the health and wellbeing of Arthritis sufferers and their carers through newsletters, group functions and the use of the hydro pool at Princess Royal Hospital. Request **£250.00** to fund the newsletter to keep everyone informed of planned activities. (*Application form attached for councillor information*).
 - b. **Newport Shropshire Chinese New Year** – annual cultural event allowing children and their families the chance to celebrate Chinese New Year. Request for **£3000** funding to be used for entertainment and decorations to add to the theme of the event. (*Application form attached for councillor information*).
 - c. **Home Start Telford and Wrekin** – support for families with young children who are experiencing difficulties such as isolation, mental and physical health needs. Providing support to help self-esteem, parenting, budgeting skills. Request **£500** to recruit and train volunteers and continue to support existing helpers. (*Application form attached for councillor information*).

8. COMMUNITY SAFETY

- a. **Minutes** - To note the minutes of a meeting held on Wednesday 18th September, and consider any recommendations – copy to follow.
- b. **Integrated Community Management (ICM)** To receive a copy of the notes of a meeting held on Tuesday 1st October. **copy attached**.
- c. To note 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.

9. 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 – **copy attached**. Members will be updated of any applications received following the issue of this agenda.
- b. **Planning Permissions Granted** - To note any correspondence from Telford & Wrekin Council regarding the granting or refusal of planning applications previously notified to NTC - **to be tabled**.

10. LEISURE & ENVIROMENTAL SERVICES

- a. **Heritage Open Day** – To receive a report and update on Heritage Open Day held on 21st September 2019 – **copy attached**.
- b. **Grounds Maintenance Tenders** – To Consider draft tender documents for the ground maintenance commencing April 2020 for the Cemetery, Allotments, Amenity areas and St Nicholas Churchyard.

11. OUTSIDE BODIES

Outside Body	Date Distributed
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
Civic Society Newsletter	3/10/19

12. EXCLUSION OF PRESS AND PUBLIC

To consider a resolution 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 they are instructed to withdraw**

Distribution via e-mail to: ***Members are required to notify the office if a hard copy required.***

All Town Councillors:

(Bailey, Fowler, Garvey, Good, Harper, Janke, Nelson, Perry, Scott, Syrda)

Hard copy:

Town Council website & notice boards
Newport Library