



# NEWPORT (Shropshire) TOWN COUNCIL

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

Tel: 01952 814338

9<sup>th</sup> October 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 14<sup>th</sup> October 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

## A G E N D A

- 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. - a copy of the Code of Conduct and a Declaration of Interest form etc. is attached.*

### PUBLIC SESSION

- 3) 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 26<sup>th</sup> August 2020 - copy **attached**.

### 5) ANNOUNCEMENTS - To receive any announcements:

- a. copy of the Mayor's engagements for September **attached**.
- b. To note the change of format for the British Legion Remembrance Day Service.

**c. Funding for High Street Animation** “Update” to note and consider correspondence regarding an opportunity for funding to promote the Town and Borough – copy **attached**

**d. Presentation to SALC members about the Shropshire Climate Action Partnership**

To receive an offer from SALC *Vice Chairman, Cllr Allan Wilson* to attend any Town or Parish Councils’ virtual meetings and give a short presentation with regards to the ambitions of the Shropshire Carbon Action Partnership and field any questions that members may have about engaging with the partnership.

**6) FINANCE**

**a. Finance Report – September 2020**

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

- i. To retrospectively approve the **list of cheques out of meeting** raised since the last meeting (£27,638.88)
- 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**

**1.** To confirm that the balances presented in the April, May, June, July, August 2020 finance statement (s) have been reconciled against the bank statements and the salary payments verified by a councillor prior to this meeting.

**2.** To nominate a councillor to undertake a reconciliation of the September finance statement and salary payments.

**d.** To consider a proposal to create A5 leaflets with Cllrs contact details for delivery to each household within the 4 wards of Newport – Cllr Scott to brief.

**e. Half Yearly Budget Review** - To receive a report from the finance officer, including an explanation of any significant variances. **to follow**

**f. Budget 2021/22** –copy of FY 2020/21 draft budget prepared by the R & F Committee, **attached** for consideration.

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 (18<sup>th</sup> November).

**7) COMMUNITY SAFETY COMMITTEE**

**a. Minutes** - To note the minutes of a meeting held on Wednesday 23 September and consider any recommendations – **to follow**.

- b. To receive any update on the Victoria Park Lighting Columns.
- c. To receive any updates on the CCTV upgrade
- d. To receive any updates from the ICM.

## 8) LEISURE & ENVIRONMENTAL SERVICES COMMITTEE

**Minutes** - To note the minutes of a meeting held on Wednesday 30<sup>th</sup> September and consider any recommendations – **copy attached**.

- a) Minute L&ES/08/20-21 Cemetery (d)
- b) Minute L&ES/11/20-21 Budget
- c) Minute L&ES/13/20-21 Christmas Lighting Contract
- d) Minute L&ES/14/20-21 Grounds maintenance Contracts
- e) Minute L&ES/15/20-21 Grave Digging Contract

## 9) RESOURCE & FINANCE COMMITTEE

**Minutes** - To note the minutes of a meeting held on Wednesday 18<sup>th</sup> September and consider any recommendations – **copy attached**.

- a) Minute R&F/08/20-21 Financial Virements refers
- b) Minute R&F/09/20-21 Budget 2021/22 refers
- c) Minute R&F/10/20-21 Appointment of Internal Auditor
- d) Minute R&F/11/20-21 Financial regulation (Copy attached)
- e) Minute R&F/13/20-21 National Salary Award

## 10) 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 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 – **to follow**.

### **c. Strategic Housing and Economic Land Availability Assessment (SHELAA)**

To note that Telford & Wrekin Council are extending the deadline for the “Call for Sites” to 8<sup>th</sup> January 2021 – information **attached**.

## 11) GRANT FUNDING - To consider the following ad hoc Grant Funding application (s) from: -

**a. Royal Naval Association** -- From the onset of the current health crisis, NTC councilors have been supporting the food Share Project and the Newport Food Bank with food distribution.

The distribution required a building for meeting, coordination and packing food parcels which is accessible and available. The Navy Club on Bellman’s Yard stepped up to the plate and opened during lock-down in excess of 30 times. Members are requested to consider paying a contribution toward the rental of the building during the lock-down period.

– 30 x 3hrs = 90 @ £10.00 = £900.00 in Total

**b. Royal British Legion woman’s’ section** to purchase a camera to enable live streaming of the Remembrance Service in St. Nicholas Church on Sunday 8<sup>th</sup> November and on the 11<sup>th</sup> November at the War Graves in the cemetery. Approximately £500.00.

**12) OUTSIDE BODIES** (*Where the Town Council has official representation*).

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

<b>Outside Body</b>	<b>Date Distributed</b>
SCAP – Shropshire Climate Action Partnership	29.09.2020
Newport SNT - Newsletter	02.10.2020

**b. Boughey Trust nominated Trustee** to confirm with regret that Cllr Nick Garvey has come to the conclusion that he needs to step down as the Newport Town Council Trustee of the Boughey Trust. Members may wish to nominate another Councillor. The term of office for this position is four years, in line with the elections.

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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 web-site:

<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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