



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

Notes of a Working Group Meeting

Pandemic Crisis Management Team

held on

Wednesday 8th July 2020

PRESENT: Cllrs: Peter Scott – Town Mayor
Lyn Fowler
Ian Perry

IN ATTENDANCE: Sheila Atkinson –Town Clerk (CiLCA)

PCM/1/20-21 APOLOGIES FOR ABSENCE – Cllrs Janke & Nelson

PCM/2/20-21 Minutes

Members noted the Minutes of a virtual Meeting held on 8th May.

Financial Reports and Correspondence

PCM/3/20-21 Members noted the May and June finance statement and the payments therein:

Revenue Fund balance b'fwd (30 April)	433,990.69
<i>Out of Meeting Payments</i> - Less: Payments chq No's (267 to 281)	-15,846.19
Direct Debits	-15,405.83
Receipts	+4594.22
Revenue Balance c'fwd (31 May)	407,332.89
Ear Marked Reserves balance b'fwd (30 Apr)	159,889.19
expenditure	10,000.00
Ear Marked Reserves balance c'fwd (31 May)	149,889.19
Managed Funds balance b'fwd (30 Apr)	3,006.87
Payments	-
Receipts	-
Managed Funds balance c'fwd (31 May)	3,006.87
Total Balance in Hand (31 May)	560,228.95

Investments held as asset: CCLA Property Fund	£100,000.00
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Revenue Fund balance b'fwd (31 May)	407,332.89
Less: Payments	-
<i>Out of Meeting Payments - chq No's (282 to 306)</i>	-11,334.52
Direct Debits	-18325.53
Receipts	+13.08
Revenue Balance c'fwd (30 June)	404,343.72
Ear Marked Reserves balance b'fwd (31 Mar)	(159,889.19)
Ear Marked Reserves balance c'fwd (31 May)	149,889.19
Managed Funds balance b'fwd (1 April '20)	(3,006.87)
Payments	-
Receipts	-
Managed Funds balance c'fwd (30 June)	3,006.87
Total Balance in Hand (30 June)	557239.78

Investments held as asset: CCLA Property Fund	£100,000.00
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PCM/4/20-21 1st Quarter Expenditure Report

Members noted the quarterly expenditure report for budgets that have an expenditure of over 27.5% and a cash value exceeding £199 – copy attached at **Appendix 'A'**.

PCM/5/20-21 High Street Bunting

Members considered correspondence from Telford & Wrekin Council regarding a proposed initiative to place "Bunting" to enhance the whole of the Borough's towns and High Streets. The topic had provoked much debate albeit via e-mail discussion. On balance, it was agreed that the initiative was a positive step offered by T&W to encourage shoppers to return and to brighten the High Streets. However, as NTC had already installed Red, White & Blue bunting at some considerable cost, it would be imprudent to replace at this particular time. Members agreed that the NTC bunting remain in situ until removed during the installation of the Christmas Lights, and that St. Mary Street/Stafford Street be used for the T&W bunting, and efforts be made to incorporate the large banner in a similar way as the usual "Old Tyme" Market/Newport Show" advertisements across the street.

PCM/6/20-21 Formation of a 5-year Plan

The Mayor led the discussion providing an open forum to consider the aspirations from each of the Town Council's Standing Committees for ideas to include as projects to contribute to the formation of a 5-year plan to take this council up to 2025 and beyond.

Cllr Janke had submitted a written list – attached at **Appendix 'B'** Members reviewed and suggested that other items in relation to parking provision was added: -

- Consideration to continuation with the negotiations to provide funding to Haberdasher Adams School for a sixth form car park.
- Extending/creating additional parking spaces on Victoria Park car park.
- Looking into logistics and costing for providing a multi-storey car park.

Members were informed that Cllr Nelson would also be submitting a written statement for inclusion with these notes at a later date.

Both chairman present, were given the opportunity to provide their aspirations within the remit of their committee. All in attendance recognised the current health crisis has provided an uncertainty for the future with a realisation that there may be many calls on this council from different factions. All agreed that the council should expedite the projects currently proposed that have an allocated budget provision without delay.

Members acknowledged that due to the current covid-19 pandemic crisis it is not the ideal time to be looking to heavily commit to definitive structured plans, it is necessary to understand the results full and overall impact on the financial status in respect of the income and expenditure of this council. However, there should be ambitions and aims to enhance and protect the town for the future. Items that are considered to merit some further research and inclusion for the future plan:

- After school Clubs
- Soft Play Provision
- NTC owned multi use council/community building
- Review of the Town Plan & NDP

Signed

Dated.....

**Budgets that have an expenditure of over 25% (+10%)
i.e. 27.5% and a cash value exceeding £199**

Nominal Ledger No	% spend of budget	Comment
4033	37.50%	Councillors Allowances - paid by 2 x 6monthly payments
4070	62.50%	Subscriptions - ALC Affiliation fee £2064 (1 x annual payment)
4074	41.50%	Insurances - 6months paid in advance 19-20
4080	79.80%	Civic Events - One Off payment of £3090 for Bunting (VE Day- covid-19 response)
4122	34.70%	Rates on Guildhall - Increased charge not accounted for
4150	34.30%	3/3a Tearooms - One off payment for Cistern & WC Seats
4200	36.10%	Public Lighting - Out of Contract rates (subject to negotiation)
4201	46.90%	Public Lighting Maintenance Contract 2 x 6monthly payments
4302	32.90%	Cemetery Rates - Increased charge not accounted for
4303	30.60%	Cemetery- Water Charges - paid by 2 x 6 monthly payments
4305	95.00%	Cemetery- Subscriptions 1 x Annual payment
4370	206.00%	Allotments MVR Water Charges Back payment for 3 years (No bills were raised by Water Plus)
4382	65.10%	Xmas Lights - Electricity 1 x Annual Payment for previous year expenditure
4394	43.60%	Toilets - PHS Contract paid by 2 x 6monthly payments
4520	98.20%	CAB Grant - paid once during year

*** Internal Auditor Comment Re:** Budgetary Control - *The council should set a percentage and value threshold above which the clerk should provide an explanation of the variance in the budgetary control report.*

R&F Committee Response - *The R&F committee have asked that future budget reports should have a documented commentary where individual nominal ledger codes exceed 10% of the current in year costs where the cash value is in excess of £199.*

**Appendix 'B' to Notes
of a Meeting held on
8th July 2020**

Proposal of ideas towards a Five-Year Plan – on behalf of the Community Safety Chairman

1. Immediate Short-Term Wins

- a) One-way systems to be completed as agreed with TWC Highways
- b) Implementation of 30mph TROs
- c) Anything else outstanding from the Ni-Park S106 monies.

2. Continual review of parking in and around the town

- a) TWC to complete Long/Short Stay project on Stafford St & New St car parks – Reviewed after 6 months to assess positive/negative impacts.
- b) Look at potentially increasing parking capacity if the new long/short car parks to be not be adequate solution to long term parking capacity (I believe it will be)
- c) Consult local businesses every 6 months to gauge impact positive/negative on new car parking arrangements – Is short stay long enough? Etc
- d) Look into the smart deployment of TROs across several roads where pavement parking maybe an ongoing nuisance – allowing NEOs to use their powers to enforce.

3. Cycling Lanes & Improved Walkways

- a) I like to see Newport get its fair share of the new money made available to TWC to build cycling/walking infrastructure. Could be used for cycling lanes around the and through the town. Something we should be actively bidding/lobbying for.
- b) Improve the join up the existing pavements and make them dual use for cyclists and those on foot/in wheelchairs etc.

4. Safer/improved links to the schools

- a) Crossing on Audley Ave (in discussion with TWC already)
- b) Safer Outside School programs 'School Streets' to be explored – During allocated times, banning all motor vehicles from streets surround the schools making them fully pedestrianised for the period before school start and after school ends.

5. ICM/CPE

- a) Before we commit to buying into ICM (literally), I think it's a good idea that we see if the NEOs already being paid for through our council tax are effective enough in Newport prior to signing off on any potential deal with TWC for a "priority service". We have to bare in mind that TWC are duty bound to provide parking enforcement, should it be inadequate we have a ground for recourse and can discuss other options.
 - b) We should also consider formally requesting TWC to devolve CPE powers to NTC so we are free to explore to opportunity to employ our own NEO under direct employment/control of NTC officers. Maybe even share this asset with Wellington TC to lighten the financial burden.
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