



NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

MINUTES OF A MEETING

held on

Wednesday 10th May 2017

at

The Guildhall, High Street, Newport

PRESENT: Cllrs: Lyn Fowler (Town Mayor)
Nigel Borrett
Andy Bowsher
Tony Forrester
Graham Foster
Tim Nelson
Phil Norton
Ian Perry
Tim Pryce
Peter Scott

ATTENDANCE: Lee Jakeman– Town Clerk

1/17-18 ELECTION OF TOWN MAYOR

Members **RESOLVED** to elect Councillor Lyn Fowler serve as Town Mayor for the municipal year 2017/18. Councillor Fowler duly signed the declaration of acceptance of office and chaired the remainder of the meeting.

2/17-18 ELECTION OF DEPUTY TOWN MAYOR

Members **RESOLVED** elect Cllr Scott as Deputy Mayor for the municipal year 2017/18.

3/17-18 COUNCILLOR RESIGNATION

Members noted the resignation of Cllr Alan Lloyd from the Town Council and that as a result a casual vacancy has been advertised, with the 12th May being the closing date for qualified residents to call for an election.

Members thanked Cllr Lloyd for his contribution to the Council.

4/17-18 APOLOGIES FOR ABSENCE:

Cllr Carter (holiday).

5/17-18 DECLARATIONS OF INTEREST

Nil

6/17-18 PUBLIC SESSION - SUSPENSION OF MEETING

Members **RESOLVED** to suspend the meeting to take comments from the **Public**.

Name	Alan Lloyd
Subject	Outside Bodies (the Hub)
Summary	Mr Lloyd reminded the Council that due to his recent resignation that he would no longer be the Council representative on the Hub. He asked that members continue to work with the Hub on matters that he had during his tenure raised with them.

*There being no further members of the public wishing to raise comments, **Members RESOLVED to continue the meeting.***

7/17-18 MINUTES

Members **RESOLVED** that the **Minutes** of the meeting held on **Wednesday 12th April 2017** be approved as a true record and that they be duly signed by the **Town Mayor**.

8/16-17 STANDING COMMITTEE TERMS OF REFERENCE

Members **RESOLVED** to:

Move the item to the end of the meeting in order that any recommendations that might fall out of the investigation into the current complaint might be considered.

9/17-18 APPOINTMENT TO COMMITTEES

Members **RESOLVED** to appoint the following members to the following **committees**

- a. **Community Safety Committee**
Cllrs Forrester, Foster and Norton
- b. **Leisure & Environmental Services Committee**
Cllrs Borrett, Bowsher, Forrester, Perry and Pryce
- c. **Planning Committee**
All councillors are members of the planning committee
- d. **Resource & Finance Committee**
Cllrs Fowler, Nelson, Norton Perry and Pryce

10/17-18 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

Members **RESOLVED** to appoint councillors to represent the Town Council on outside bodies as detailed below:

Newport Regeneration Partnership	Cllr Carter
Newport Youth Café (The Hub)	Cllr Fowler
Cottage Care Centre	Cllr Forrester
Chamber of Commerce	Cllr Perry
Town Team	Cllr Perry
Telford & Wrekin Parishes Forum	Cllr Norton
Telford & Wrekin Bicycle User Group	Cllr Nelson
Telford & Wrekin Bus User Group	Cllr Forrester
Cosy Hall	Cllr Forrster
Wrekin Area Committee of ALC (2)	Cllr Carter
	Cllr Nelson

11/17-18 ANNOUNCEMENTS

- a. The Mayor's engagements for April were announced.

Monday	3 rd April	Mayor of Oakengates Town Council Evening of Bangladeshi food & fund raising
Tuesday	4 th April	Meeting with Rev Mitchell ref Civic Sunday arrangements
Monday	10 th April	Nationwide Building Society judging of the Easter Colouring competition in conjunction with Abacus Day Nursery
Saturday	29 th April	Meet the Mayor in the Library
Friday	21 st April	Annual Mile of Cash High Street collection for the St. George Day Celebration
Wednesday	26 th April	Thank You for support and presentation of Charity Cheque Peter Bunting and Julie Rich.

12/17-18 FINANCE REPORTS

- a. **End of Year Accounts** – Members noted receipt of the End of Year accounts for financial year 2016/17.

- b. Members **RESOLVED** to approve the April 2017 finance statement and the payments therein (Summary below):-

Revenue Fund balance b'fwd (1Apr)	<u>440,296.10</u>
Less: Payments chq No's (708897 to 708907)	9,117.44
Payments chq No's (708908 – 708916)	10,820.03
Direct Debits	18,591.27
Xfer to managed funds	
Plus:	
Receipts	10,507.49
Transfer from EM reserve	2,076.66
Revenue Balance c'fwd (30 Apr)	<u>414,351.51</u>
Ear Marked Reserves balance b'fwd (1 Apr)	<u>108,512.85</u>
Payments/ transfer to revenue	2,076.66
Ear Marked Reserves balance c'fwd (30 Apr)	<u>106,436.19</u>
Managed Funds balance b'fwd (1Apr)	<u>3,513.07</u>
Payments (chq no 708917)	506.20
Receipts	-
Managed Funds balance c'fwd (30 Apr)	<u>3,006.87</u>
Total Balance In Hand (30 Apr)	<u>523,794.57</u>

- c. Members **RESOLVED** to authorise Cllrs and Fowler to sign the cheques numbered 708918 to 708927 (total £7,010.37)

13/17-19 BANK RECONCILIATION

- a. Members were advised that Cllr Norton had undertaken a satisfactory reconciliation of the bank statements and the finance report presented at the previous meeting as well as the monthly salary payments.
- b. Cllr Borrett volunteered to undertake the reconciliation of the April's bank statement prior to the next meeting

14/17-18 DIRECT DEBITS

Members **RESOLVED** to approve the annual list of direct debits below:

A/C	Payee	Service	Payment/ Regularity	comment
4121	British Gas	Gas Guildhall	Quarterly	Variable based on Usage
4052	British Telecom	Telephone/Broadband/ Outlook365	Monthly	Variable based on Usage
4346	Campaign to Protect Rural England	Annual Membership	Annual	
4075	Francopostalia	Franking Machine Postal Charges	Monthly Top Up	£80 max per Top Up
4001/2	HMRC	Tax/NI Contributions	Monthly in Arrears	variable based on HMRC thresholds
4000	Staff	Net Salaries	Monthly	Variable due to additional hours.
4003/4	Shropshire County Pension Fund	Staff Contributions	Monthly in Arrears	Variable, dependent upon level of staff salaries and individual contributions
4304	N Power	Electricity - Cemetery Chapel	Quarterly	Variable based on Usage
4120	N Power	Electricity - Guildhall	Quarterly	Variable based on Usage
4200	N Power	Electricity 643 Street Lights	Monthly	Fixed Price based on Current Inventory
4390	N Power	Electricity - Public Toilets	Quarterly	Variable based on Usage
4551	Public Works Loans Board	Interest on Loan - Guildhall Refurb 95/96	1/2 Yearly	
4550	Public Works Loans Board	Principal Repayments-Guildhall Refurb 95/96	1/2 Yearly	
4123	Severn Trent Water	Water Charges - Guildhall	Monthly	
4370	Severn Trent Water	Water Charges - Meadow View Allotments	Annually	
4375	Severn Trent Water	Water Charges - Boughey Road Allotments	Monthly	
4303	Severn Trent Water	Water Charges - Cemetery	1/2 Yearly	
4391	Severn Trent Water	Water Charges - Public Toilets	1/2 Yearly	
4051	Siemens Financial Services Ltd	Photocopier Lease	Monthly	Variable dependent upon use. Charged by number of copies. Copier owned outright
4302	Telford & Wrekin Council	Non Domestic Rates for Cemetery	Monthly (10 payments)	
4122	Telford & Wrekin Council	Non Domestic Rates for Guildhall	Monthly (10 payments)	
4392	Telford & Wrekin Council	Non Domestic Rates for Public Toilets	Monthly (10 payments)	
4099	Barclays Bank	Charges for BACS Payments	Monthly in Arrears	
4099	Barclays Bank	Charges for Electronic Payment Handset	Monthly in Arrears	
4212	Information Commissioner's Office	Data Protection Registration Fee	Annual	circa £40

15/17-18 MEMBERS' ALLOWANCE

- a. The following Members confirmed that they would wish to receive their Annual Members Allowance (£500, subject to PAYE):

Cllr Borrett, Cllr Carter, Cllr Forrester, Cllr Foster, Cllr Fowler, Cllr Nelson, Cllr Norton, and Cllr Scott.

- b. Cllr Perry and Cllr Bowsher confirmed that they would decline the opportunity to receive the Annual Members Allowance.

(Note: Cllr Pryce not entitled to claim due to being co-opted and Cllr Carter absent from the meeting)

16/17-18 RESOURCES & FINANCE COMMITTEE MINUTES

- a. Members noted that the meeting scheduled for 19th April did not occur due to an insufficient number of members being present.

17/17-18 MEETING DATES

Members **RESOLVED** to confirm the following meeting dates for the municipal year 2017/18:

Full Council	Community Safety	Leisure & Environmental Services	Resource & Finance	Planning
10 May 17	-	-	17 May 17	24 May 17
14 Jun 17	21 Jun 17	-	-	-
12 Jul 17	-	19 Jul 17	-	-
-	-	-	30 Aug 17	-
13 Sep 17	20 Sep 17	-	-	-
11 Oct 17	-	25 Oct 17	-	-
08 Nov 17	-	-	15 Nov 17	22 Nov 17
13 Dec 17	20 Dec 17	-	-	-
10 Jan 18	-	24 Jan 18	-	-
14 Feb 18	-	-	21 Feb 18	-
14 Mar 18	21 Mar 18	-	-	-
11 Apr 18	-	18 Apr 18	-	-
9 May 18	-	-	-	-

18/17-18 LEISURE & ENVIRONMENTAL SERVICES

- a. **Minutes** - Members noted the unsigned minutes of the meeting held on 26th April 2017 and any recommendations.

- b. **Budget Amendments** – Members considered the following recommendations.
- i. To increase budget 4381 (Christmas light contractor charges) by an additional £7K to put in place the appropriate infrastructure should permission be obtained from the Diocese for the installation of ground socket to house the tree of light.
 - ii. That full Town Council increases the value of the Christmas light earmarked reserve by £15k for the outright purchase of a new set of lights in 2018. (The current value of the Earmarked reserve for Christmas Lights stands at £6,698)
 - iii. That the full Town Council create a new budget line ‘canal enhancements’ (Circa £10K) from the general reserve to fund those projects identified in phase 1.
 1. Design order and install ecological interpretation signs - £2,000
 2. Brown directional /tourist signs - £1,500
 3. Path upgrade south of Town bridge - £5,000
 4. Painting to Town lock black furniture/bollards - £100
 5. Installation of cut down lock gates to Town lock (gates Free of Charge) - £2,000.
 - iv. To recommend to the Full Town Council transfer £200 to the allotment Earmarked Reserve (due to an under spend in last year’s budget).
- c. Members were in general agreement with the recommendations however, they felt that now decision should be made without considering other potential competing demands. Members **RESOLVED to:**

Delegate to the R&F Committee the task of considering the recommendations to changes in budgets and Earmarked reserves made by the L&ES committee along with any other appropriate considerations at its next meeting.

19/17-18 NEIGHBOURHOOD DEVELOPMENT PLAN

- a. Members noted that the Neighbourhood Development Plan prepared by the Town Council has been out for consultation since Tuesday 2nd May 2017, with a closing date for comments being Friday 16th June 2017.
- b. **Pre-Planning Application Advice.** Members noted receipt of a brief on the opportunity for parish councils to be involved with providing or contributing to pre-planning application advice.

20/17-18 OUTSIDE BODIES

- a. **Cosy Hall Management Committee** - Members noted receipt of the minutes of a meeting held on 10th April 2017, previously circulated.
- b. **Wrekin Area Committee** - Members noted receipt of the minutes of a meeting held on 19th April 2017, previously circulated.

21/17-18 DEVOLVED SERVICES /PCSO OFFER

A copy of a revised Service Level Agreement was tabled. Members **RESOLVED to approve the signing of the Service Level Agreement tabled.**

22/17-18 EXCLUSION OF THE PRESS AND PUBLIC

Members **RESOLVED “that in view of the special nature of the business about to be conducted, (consideration of a report into a complaint) it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw”.**

CONFIDENTIAL SESSION

(Note: elements of the discussions in the confidential session remain confidential however, the decisions are published within the minutes for the public record)

23/17-18 COMPLAINT

Members considered a report from councillors Bowsher and Scott relating to a complaint regarding notes taken following the failure to convene properly the Community Safety Committee meeting that was scheduled for 15th March 2017. Members **RESOLVED not to uphold the complaint.**

24/17-18 STANDING COMMITTEE TERMS OF REFERENCE

Members reviewed the Terms of Reference for the standing committees and **RESOLVED to approve the Terms of Reference for the:**

- Planning Committee** (no amendments).
- Leisure & Environmental Services Committee** (no amendments).
- Community Safety Committee** (no amendments)
- Resource & Finance Committee** (no amendments)

Signed

Dated.....