



# NEWPORT (Shropshire) TOWN COUNCIL

DRAFT UNTIL SIGNED AT SUBSEQUENT MEETING

## MINUTES OF A MEETING

Held on

Wednesday 11<sup>th</sup> December 2019

At

The Guildhall, High Street, Newport

**PRESENT:** Cllrs: Peter Scott– Town Mayor  
Lyn Fowler  
Nick Garvey  
Jeremy Good  
Tim Nelson  
Ian Perry  
Sarah Syrda

**In ATTENDANCE:** Sheila Atkinson –Town Clerk (CiLCA)  
Louise Tunks - RFO (CiLCA)

### TC/140/19-20 APOLOGIES FOR ABSENCE:

Cllr Susan Bailey - family commitments  
Cllr Thomas Janke - family Commitments  
Cllr Tom King – holiday  
Cllr Alan Lloyd – work commitments  
Cllr Bill Harper – unable to attend delayed in traffic

**TC/141/19-20 DECLARATIONS OF INTEREST** – None.

**TC/142/19-20 PUBLIC SESSION** – There were no members of the public wishing to make representation, Members continued the meeting.

### TC/143/19-20 ANNOUNCEMENTS

Members received the following announcements:

- a. The Town Mayor carried out the following engagements in November:

ENGAGEMENT	DATE
Connecting Communities Event T&W	3 <sup>rd</sup>
Christmas Competition Judging	5 <sup>th</sup>
Jacob Chandler Sculpture Unveiling	7 <sup>th</sup>
Festival of Remembrance	10 <sup>th</sup>
Armistice Day Service	11 <sup>th</sup>
Music and Mummings Evening	16 <sup>th</sup>
Let's Talk Wolves Event	20 <sup>th</sup>
Christmas Lights Switch-On	29 <sup>th</sup>

- b. Members noted correspondence received from Donnington and Muxton Parish Council that under Regulation 14 of The Neighbourhood Planning (General) Regulations 2012 Act their draft plan is available for inspection and comment prior to submission to the Local Planning Authority (*Telford & Wrekin Council*). Copy is available online and hard copies are expected to be available at listed venues by Friday 13<sup>th</sup> December.

- c. Cllr Scott informed members that he had raised £782.00 at his Wolves Charity event and had also raised £1,318.00 by pledging that he would not make any political comments on social media until after the general election on 12<sup>th</sup> December.

## TC/144/19-20 MINUTES

The Minutes of the meeting held on Wednesday 13<sup>th</sup> November 2019 had been previously distributed and were challenged as an inaccurate record. **Minute No. TC/125/19-20 Civic Parking Enforcement, did not reflect members opinion of the meeting,**

Bullet point 4 be amended to read: -

- **Reassurance was given that where partnership deals were in place there will *definitely* be an agreed coverage of 20 hours per week.**

Bullet point 8 be amended to read: -

- **Members were *informed* that the implementation of civil parking enforcement was not to provide another revenue stream, and the introduction will be presented in way that the culture will change through ethos, education and good management.**

## FINANCE

**TC/145/19-20 FINANCIAL REPORTS - Members RESOLVED to approve the November finance statement and the payments therein: -**

Revenue Fund balance b'fwd (30 Nov)	<b>392,401.03</b>
Less: Payments chq No's (122 to 141)	29,985.46
Out of Meeting Payments - chq No's (142 to 150)	4,115.22
Direct Debits	14,787.25
Xfer to managed funds	-
Plus:	
Xfer from managed funds	-
Receipts	21,511.63
Revenue Balance c'fwd (30 Nov)	<b><u>365,024.73</u></b>
Ear Marked Reserves balance b'fwd (30 Nov )	<b>135,389.19</b>
Receipts/expenditure	-
Ear Marked Reserves balance c'fwd (30 Nov)	<b><u>135,389.19</u></b>
Managed Funds balance b'fwd (1 Nov)	<b>3,006.87</b>
Payments	-
Receipts	-
Managed Funds balance c'fwd (30 Nov)	<b><u>3,006.87</u></b>
Total Balance In Hand (30 Nov)	<b><u>503,420.79</u></b>

<b>Investments held as asset: CCLA Property Fund</b>	<b><u>£100,000.00</u></b>
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### **TC/146/19-20 Cheque Signing**

Members **RESOLVED** to authorise a list of cheques for payment numbered 151 to 182 (total £20,844.06) to be signed by Cllrs Nelson & Good. The cheques will form part of the revenue payments in the November financial statement to be presented next month.

### **TC/147/19-20 Bank Reconciliation**

a. Members confirmed that the balances presented in the October 2019 finance statement have been reconciled against the bank statements and the salary payments verified by Councillor Garvey prior to the meeting.

b. Members nominated Councillor Good to undertake a reconciliation of the November finance statement and salary payments.

c. Members instructed that with **immediate effect**, for all future Town Council meeting members are provide with the manually produced, detailed month-end summary of the Finance Statement, which includes evidence of capital projects & ear marked funds, managed funds, investments and bank balances, to ensure that there is a clear and transparent system in place for all members and more importantly, for the general public.

### **TC/148/19-20 Internal Audit Report**

Members received and noted the issues raised in the interim report by the internal auditor, JDH Business Services Ltd, following the first internal audit for this financial year 2019/20 – refer to **Appendix ‘A’**

## **RESOURCE & FINANCE**

### **TC/149/19-20 Minutes**

Members noted the unsigned minutes of a Resource & Finance meeting held on 20<sup>th</sup> November.

### **TC/150/19-20 Grant Funding**

Members **RESOLVED** to approve the annual grant funding requests below:

- a. **Newport in Bloom 2020 – £8K**
- b. **Newport Town Carnival Committee 2020 - £8K**
- c. **Newport St. Georges Day 2020 - £500**
- d. **Old Tyme Market 2020 - £1k**, Members considered that an increase in funding would benefit this particular event and enable this long-standing occasion to continue, with hopefully, a more up-to-date approach to rejuvenate and restore interest.

### **TC/151/19-20 Town Council Fees**

Members **RESOLVED** to approve the table of fees with effect from 1<sup>st</sup> April 2020 as at **Appendix ‘B’**

### **TC/152/19-20 Councillors Remuneration**

Following an independent review of Cllrs allowances for Parish and Town Councillors, Members considered an increase in the budget line, and to C/F of the underspend from this year (£1800) to take into account a recommended increase in the councillor annual allowance from £500 to £650 for each councillor. Members were provided with a copy of the latest report and justification, issued on the morning of the meeting. Following some discussion and differing views, combined with a number of Cllrs being absent, it was **RECOMMENDED that this item be deferred to January meeting to enable members to consider the report in more depth and formulate a better opinion.**

### **TC/153/19-20 Black Shed – Water Lane**

Cllr Scott & Cllr Nelson briefed members on the suggestion that Newport Town Council take over and run the former warehouse known locally as the “Black Shed” located on the canal side car park on Water Lane, with the intention to preserve it as a historic building with some community use, in a similar way to the one at Blist Hill museum, with the potential use for office space or storage depot. Members recognise there will be requirement of significant financial investments, including such as flooring, security and possibly the installing of a water supply, and are mindful that the project could become a liability, but as a plus, could also be a legacy asset. Members were asked to indicate a level of interest in taking the suggestion further, and **are content to explore the options with Telford & Wrekin Council, Cllr Scott and Nelson will take lead and report back to council with further details.**

### **TC/154/19-20 Budget Preparation 2020-21**

Members considered and revised the line by line draft budget for FY 20/21 (prepared by the Resource & Finance committee at its meeting on 20<sup>th</sup> November) a report, and a budget summary sheet, of the Proposed Budget which: -

1. Seeks to continue to provide those services that it currently provides.
2. Seeks to carry forward the underspend for current projects to FY 20-21 of £39,396
3. Has provision for £10k to be earmarked for Newport X-Ray appeal from general reserves.
4. Has provision for £20k to support the running of the Hub community facility
5. Will result on 1.99% increase in the Town Council element of the Council Tax, with the Band D equivalent rising from £116.64 to £ 118.96 per annum.
6. Proposes, for the most part, that Town Council Fees will rise from between 2% and 10%.
7. Retains significant levels of earmarked reserves set aside for large (generally cyclical) projects and contingency planning.

Members **RESOLVED to ratify the final budget recommendations and fees and set the precept demand at the January meeting.**

### **TOWN PLANNING & ECONOMIC DEVELOPMENT**

**TC/155/19-20 Minutes** – Members noted the unsigned minutes of a meeting held on 12<sup>th</sup> November, expressing a wish that the resolution at P/23/19-20 a pre-application protocol and the “shopping list”, is in place by the end of the next quarter at the latest.

Members also discussed in which direction the Town should be “going” with regard to maintaining and continuing the current enthusiastic community and volunteer engagement and annual public events such as the Newport in Bloom, Carnival, Old Tyme Market, Food Frenzy all of which this council provides substantial funding toward. Members **RESOLVED to form a working group comprising of Cllrs: Nelson, Syrda, Good, Scott, Garvey and Fowler (Cllr Nelson to lead) to Create, Distribute and Analyse a survey of events held in the High Street, to be completed by end of February, with an aim to continue with long-term aspirations to maintain the viability of the High Street and promote the town as a “tourist” destination.**

**TC/156/19-20 Planning Applications**

Members noted correspondence from Telford & Wrekin Council LPA regarding notification of planning applications. Members will provide comments to the chairman and clerk with regard to application **TWC/2019/1006** Land rear of Bridge Terrace, Erection of 1no Dwelling and detached triple garage with storage above, as this may be a potentially contentious application.

**TC/157/19-20 Permissions Granted**

Members noted the following application that have received permission: -

**TWC/2019/0926**

**CONSENT TO DISPLAY ADVERTISEMENT(S)**

<b>Proposal:</b>	Erection of 3no. externally illuminated fascia signs and 1no. externally illuminated freestanding sign
<b>Location:</b>	Unit 1, Audley Avenue, Newport, Shropshire, TF10 7DW

**TWC/2019/0888**

**FULL PLANNING PERMISSION**

<b>Proposal:</b>	Variation of condition 4 to previously approved TWC/2012/0354 to allow amendments to previously approved plans for a new show room entrance, alterations to rear entrances and additional roof light
<b>Location:</b>	Unit 7, Springfield Industrial Estate, Station Road, Newport, Shropshire, TF10 7NB

**TC/158/19-20 Rural/Market Towns Group**

Member received correspondence with a request to join and be involved with helping to establish a Rural/Market Towns Group which would give a new “voice” to countryside towns and some larger parishes. – Members were not enthusiastic to join in the first instant, but did request that the clerk contact the originator of the letter to be invited to attend a council meeting and explain in more depth the benefit Newport Town Council would derive from being a member.

**TC/159/19-20 ICM MEETING AND UPDATES**

Members noted that the next meeting of the ICM team is scheduled for 17<sup>th</sup> December.

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

**TC/160/19-20** Members **RESOLVED** and nominated Councillor Garvey as a representative to the Boughey Trust for a four-year term of office.

**TC/161/19-20 Outside bodies Minutes and Reports**

Members acknowledged receipt of the following that had been distributed during October and November

Cottage Care Minutes	18/10/19
Bus User Group Minutes	06/11/19
S&N Canal Trust Newsletter	06/11/19

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Signed .....

Dated .....

**Internal Audit 2019/20 - First Interim Report - JDH Business Services Ltd**

	<b>ISSUE</b>	<b>RECOMMENDATION</b>
1	The council is reviewing the provision of car parking for the public at a local grammar school. There is currently no options appraisal for the car parking options available and the relative value for money offered by each option.	<i>The council should review options available for the provision of car parking and the relative value for money of each option. Legal certainty would be needed for any proposed agreement including whether a parking provision is offered in perpetuity.</i>
2	Not all the payment schedules produced in between council meetings were signed as approved by the Chair, eg the June and August payments schedules for those payments to be approved between council meetings had not been signed as approved by the Chair.	<i>All payments schedules should be reviewed and signed by the Chair to evidence approval.</i>
3	Payroll testing identified the following: <ul style="list-style-type: none"> <li>- No signed data processing/sharing agreement could be located either for the payroll or the HR services provided by the principal council</li> <li>- There is no encryption of emails regarding payroll when sent from the council to the payroll agency. Data protection guidance requires that sensitive personal information should be encrypted when sent by email.</li> </ul>	<p><i>Signed data processing/sharing agreements should be in place for the payroll and HR services provided by the principal council</i></p> <p><i>Emails should be encrypted when they include sensitive personal information</i></p>
4	The October bank reconciliation includes an out of date cheque as a reconciling item.	<i>Out of date cheques should be written out of the cash book and bank reconciliation</i>

**Allotments Fees WEF 1<sup>st</sup> April 2020**

Plot Size (Approx.)	¼	½	¾	Full
Newport Residents	£10.77	£21.55	£32.33	£43.18
Concessionary Rate	£9.44	£18.86	£28.29	£37.72
Non-Newport Residents	£16.17	£32.33	£48.50	£64.67

**Guildhall Room Hire (meetings) Fees WEF 1<sup>st</sup> April 2020**

	Standard	Concession
<b>Room Hire (Meetings)</b>		
Chamber: (Per hour)	£25.50	£13.00
Ante Room: (Per hour)	£20.00	£10.00
<b>Refreshments Tea/Coffee &amp; biscuits:</b>		
For Up to and including 5 delegates	£14.00	£14.00
For 6 and up to 10 delegates	£18.00	£18.00

**Guildhall Room Hire  
(Civil Ceremonies) Fees WEF 1<sup>st</sup> April 2020**

<b><u>Use of Main Chamber</u></b>	Standard Fee	Concession Fee
Friday/ Saturday	£326.70 + vat	£291.49 + vat
Sunday/ Bank Holidays additional admin fee	£202.40 + vat	£180.25 + vat
<b><u>Use of Ante-Room</u></b>		
(in conjunction with civil ceremony)	£63.80 + vat	£56.65 + vat

Cemetery Fees – 1<sup>st</sup> April 2020

*Concession fees apply where the person to be interred was a resident within the 4 boundary wards of Newport at the time of death or immediately prior to entering under the care of a hospital, hospice or nursing home. The fee for the burial of persons who do not qualify as residents will be charged at the standard rate”.*

<u>BURIALS</u>	<i>Standard</i>	<i>Concession*</i>
Purchase of Grave Space (50 years)*	£1,363	£765
“ “ “ Children’s section*	£259	£182
“ “ “ “ Stillborn *	£149	£ No Charge
<b>Interment -</b>		
Administration fee*	£ 360	£169
Single depth*	£ 500	£250
Double depth*	£ 540	£270
Surcharge for casket shaped coffins	£ 65	£ 32
Additional out of hours charge	£945	£945

<u>CREMATED REMAINS</u>	<i>Standard</i>	<i>Concession*</i>
Purchase of Garden of Rest Plot for 50 years*	£684	£466
Interment - Administration fee*	£360	£169
- single depth*	£105	£ 51
- double depth*	£126	£ 61
Additional out of hours charge	£390	£390

<u>MEMORIAL CHARGES</u>	<i>Standard</i>	<i>Concession*</i>
Approval of design / inscription and period of Permission -- 50 years.	£240	£240
Additional inscription/ replacement	£ 56	£ 56
To add a Kerb Set - (not permitted on all lawns)	£170	£170

<u>WOODLAND BURIALS</u>	<i>Standard</i>	<i>Concession*</i>
Charge in lieu of Exclusive right*	£1363	£765
Cost of tree- (Incl contribution for future upkeep for natural life span of tree)	£ 263	£263
<b><u>ADDITIONAL CHARGES</u></b>	<b><i>Standard</i></b>	<b><i>Concession*</i></b>
Use of Chapel - per hour (min 1 hour)	£100	£100
Search of records - per hour	£ 38	£ 38
Memorial Wall Plaque (10 year lease)	£250	£250

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Notes:

- Out of hours’ fees apply other than Monday to Friday and bank holidays 10 am through to 3pm.
- Fees will be waived to parents or the family arranging a burial for a child under the age of 18 years or stillborn after 24 weeks of pregnancy which fall within the CFF criteria.

*Note EROB Charges for CFF reclaim for children’s section*

<u>BURIALS Purchase of Grave Space (50 years)*</u>	<i>Standard</i>	<i>Concession*</i>
“ “ “ Children’s section*	£ 267	£187
“ “ “ “ Stillborn *	£ 267	£187