

# ELLESMERE TOWN COUNCIL

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Date: 2nd May, 2018

To: All Town Council Members  
The Public  
The Press

You are summoned to attend a Meeting of The Annual Town Council Meeting of Ellesmere Town Council to be held on **Wednesday, 9<sup>th</sup> May, 2018 at 7.15 pm** in the Town Hall, Ellesmere for the transaction of business as set out in the Agenda below.

THE FIRST 10 MINUTES OF THE MEETING WILL BE PUBLIC QUESTION TIME WHICH IS AN OPPORTUNITY FOR THE PUBLIC PRESENT TO SPEAK ON ANY ITEMS ON THE AGENDA OR ANY OTHER CONCERNS THEY WOULD LIKE TO BRING BEFORE THE TOWN COUNCIL.

Yours sincerely,

Mandy Evans  
Town Clerk & Responsible Finance Officer

## AGENDA

1. Election of Town Mayor for 2018/2019.
2. Declaration of Acceptance of Office.

3. Election of Deputy Mayor for 2018/2019.
4. Declaration of Acceptance of Office.
5. To receive apologies and reason for absence.
6. Disclosure of Personal and Prejudicial Interest. To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
7. Grant Dispensations. In pursuance of the Localism Act 1972, s31(4) to report on any dispensations requested/granted.
8. Public Participation Session.
9. Police Matters. To receive monthly report.  
(a) Email received from Inspector Tracy Ryan.
10. Shropshire Council Report. To receive a report from Shropshire Cllr Mrs A Hartley.
11. Minutes. To read and confirm the minutes of the Town Council Meeting held on Thursday 5<sup>th</sup> April, 2018. (Attached).
12. Minutes. To note the draft minutes of the Finance, Asset & Resources Committee held on Tuesday, 1<sup>st</sup> May, 2018. To Follow.  
(a) To confirm recommendations.
13. Town Mayor's Report.  
(a) Clerks Report. (Attached).
14. Cemetery Working Group.  
(a) New staff file in place for Cemetery Coordinator, David Jones as continuous service of employment.  
(b) Cemetery Lodge, Swan Hill, Ellesmere SY12 0LZ. Agency Agreement to be signed from Bowen, Son & Watson.  
(c) Draft Agreement between the Town and Rural Parish Councils.
15. Review new terms of references for committees. (Appendix A – to follow).
16. Receipt of nominations to Town Council Committees. To appoint members to committees.
17. Appointment of any new committees/task and finish committees, confirmation of the terms of reference, the number of members and receipt of nominations to them.  
**(a) Task and Finish Groups:**  
Land Rear of Berwyn View.  
Centenary of World War 1.  
CCTV.

The Mere.  
Heritage at Risk/Public Realm.  
Asset Group.  
Town Hall Roof.  
General Data Protection Regulations.  
New 3 Year Christmas Lighting Scheme.

**(b) Committees:**

Finance, Asset & Resources – Staffing & Governance Sub Committee.  
Planning & Infrastructure.

18. Ellesmere Town Council review the following:

- (a) Standing Orders. New NALC Revised. (Attached).
- (b) Financial Regulations. [www.ellesmere-tc.gov.uk](http://www.ellesmere-tc.gov.uk)
- (c) Personal Identification Number and other Passwords for access to the Council's records shall be handed to the Chairman of the Council in a sealed, dated envelope. This envelope can only be opened in the presence of 2 other Councillors. If the envelope is opened a new PIN/Password must be changed as soon as practicable.
- (d) Cabinet Keys, Clerk's Office & Cemetery Working Group Cabinet. (2).To be handed over to the incoming Town Mayor.

19. Review of arrangements with other local authorities and review of contributions made to expenditure incurred by other local authorities:

- (a) Shropshire Association of Local Councils. Affiliation fees for 2018/2019.

20. To Review of inventory of land and assets including buildings and office equipment. (Appendix B to follow).

21. Review insurance cover in respect of all insured risks.

22. Membership of Outside Bodies.

Local Joint Committee: Town Mayor or substitute Deputy Mayor.

The Mere at Ellesmere Advisory Board Committee: 3 Members.

SALC North Shropshire Area: Town Mayor & Deputy Mayor plus 1 Member.

Ellesmere in Bloom Committee: 2 Members.

Ellesmere Festival Committee: 2 Members.

Triathlon: 1 Member.

Chester and Shrewsbury Rail users Association: 1 Member.

Joint Emergency Planning Group: 2 Members.

All Together Ellesmere. Director or 1 Member.

Shropshire Helicopter Liaison Group: 1 Member.

Flood Forum: 2 Members.

Meres and Mosses Landscape Partnership: 2 Members.

Oswestry Area Committee: 2 Members.

Boathouse Contract Meeting. Mayor, Deputy Mayor & 1 Member.

Stakeholders – Our Space. Ellesmere Community Centre & Library.

SALC Area Committee. 2 Members.

Working Groups with Ellesmere Rural Parish Council:

Neighbourhood Plan. 3 Members.

ETC and ERPC Community Infrastructure Levy. 3 Members.

Cemetery Working Group. 6 Members.

Newsletter/Briefings Working Group.  
Accident Reporting/Safety Group (ETC). 3 Members.

23. To Review:

(a) Review the Council's complaints procedure. [www.ellesmere-tc.gov.uk](http://www.ellesmere-tc.gov.uk)

(b) Review the Council's procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.  
[www.ellesmere-tc.gov.uk](http://www.ellesmere-tc.gov.uk)

24. Ellesmere Town Council – Policy on Press/Media Relations. (Appendix C – to follow).

25. Dates, times and place of monthly meeting of the full Council for the year ahead:

04.06.18	7.15pm	Ellesmere Town Hall
02.07.18	7.15pm	Ellesmere Town Hall
03.09.18	7.15pm	Ellesmere Town Hall
01.10.18	7.15pm	Ellesmere Town Hall
05.11.18	7.15pm	Ellesmere Town Hall
03.12.18	7.15pm	Ellesmere Town Hall
07.01.19	7.15pm	Ellesmere Town Hall
04.02.19	7.15pm	Ellesmere Town Hall
04.03.19	7.15pm	Ellesmere Town Hall
01.04.19	7.15pm	Ellesmere Town Hall
09.05.19	7.15pm	Ellesmere Town Hall (Annual Town & Town Council.) Subject to change.

26. Bank Account – Authorised Signatures.

- (a) Signatories for the Council's Bank Accounts for which two Councillors must sign any order for payment.
- (b) BACS payments for salaries. Instructions for each payment must be signed by 2 authorised bank signatories.
- (c) Monthly Bank Reconciliations. 2 signatories required, 1 must be chair of Finance, Asset & Resources Committee.
- (d) Internal Checker for 2018/19. (Non-signatory Councillor).
- (e) Transfers over £10,000.00 must be signed by Councillor (bank signatory) and Clerk.
- (f) Bank Signatories – Cemetery Working Group.

27. To Review:

(a) Annual Risk Assessment and Management. Reviewed & Approved on Monday 5<sup>th</sup> February, 2018.

(b) Annual review of the effectiveness of Internal Audit & Internal Audit Plan. (Appendix D – to follow).

(c) List of Approved Contractors. (Appendix E – to follow).

28. Aims and Objectives. Any further input once received can Councillors please inform the Clerk prior to the meeting. (Appendix F).

29. Correspondence.

- (a) Items for consideration (information items will be circulated at the meeting).

Road Closure, Cross Street, Ellesmere. Sunday 29<sup>th</sup> July, 2018. Amey STW.  
Unauthorised Developments and Encampments Consultation. Response deadline  
25<sup>th</sup> May, 2018 (5pm). (Circulated).  
Events Licence Application Form & Associated Documents– Canal Mission Fun  
Day. Saturday 4<sup>th</sup> August, 2018. New Wharf Square.  
Grant Applications. Thank you letters.  
Shropshire Council’s Rural Youth Activity Fund. Applications for the first round  
of funding can be made from the 23<sup>rd</sup> April, 2018 until 30<sup>th</sup> May, 2018.  
Ecological Surveys, Pond, Birch Road, Ellesmere.  
Cherish Your Churchyard Week 10<sup>th</sup> – 16<sup>th</sup> June, 2018. St, Mary’s Churchyard,  
Ellesmere.  
Peninsula Employee Assistant Programme.  
Ellesmere Bowling Club.  
Future Fit 12 Week Public Consultation due to start next month. (Circulated).  
Shropshire Council Local Plan Review Report. (Circulated).  
Shropshire Council – Integrated Transport Scheme. (Circulated).  
The Mere at Ellesmere Park Visitor Survey.  
Le Doodoowatch.  
Ellesmere Retaining Wall, St. Mary’s Churchyard.

(b) Other Correspondence received after the Agenda being sent out.

30. Planning:

(a) Planning Applications for consideration:

18/01224/ADV – Land Adjacent to the Town Path, Ellesmere Canal, Wharf  
Road, Ellesmere. Erect and display a freestanding notice board.

(b) To consider any other planning applications received after the issue of  
the Agenda. (To be notified at Meeting).

31. Newsletter/Briefing Working Group. To receive a report.

32. Mere Boathouse & Kiosk Contract Meeting, Wednesday, 25<sup>th</sup> April, 2018. To  
receive a report. (Notes attached).

33. Future Vision for Ellesmere Town. To receive a report.

34. Road Safety Policy. To report any issues to Shropshire Council by the end of May,  
2017.

35. Finance:

(a) Payments for March, 2018 to be approved and confirmed. (Attached).

(b) Receipts/Payments/Income & Expenditure reports for final quarter to be  
approved and confirmed. (Attached).

(c) Write of Old Debts. Report to be tabled.

(d) Cemetery Working Group – Year End Report.

36. Joint Annual Dinner, Friday 11<sup>th</sup> May, 2018 at the Boathouse.

37. Date of next meeting – Monday, 4<sup>th</sup> June, 2018.

38. Exclusion of Press and Public. To resolve “That by the Public Bodies (Admission  
to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act  
1992, the public and press be excluded for the remainder of the meeting for the  
following items of business on the grounds they involve the likely disclosure of  
exempt information as defined in the Acts”. Exempt Minutes will be kept.

39. To approve and confirm the exempt minutes from the meetings held on:  
Thursday, 5<sup>th</sup> April, 2018. (Minutes will be tabled).