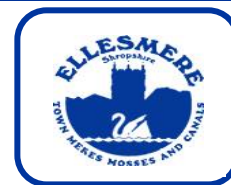


ELLESMERE TOWN COUNCIL

Mrs Mandy Evans
Town Clerk & RFO
1-3 Willow Street
Ellesmere
Shropshire
SY12 0AL



Tel: 01691 622689
Email: clerk.ellesmeretc@btinternet.com

Date: 29th May, 2018

To: All Town Council Members
The Public
The Press

You are summoned to attend a Meeting of Ellesmere Town Council to be held **on Monday, 4th June, 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. To receive apologies and reason for absence.
2. 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.

3. Grant Dispensations. In pursuance of the Localism Act 1972, s31(4) to report on any dispensations requested/granted.
4. Public Participation Session.
5. Police Matters. To receive monthly report.
6. Shropshire Council Report. To receive a report from Shropshire Cllr Mrs A Hartley.
7. Minutes. To read and confirm the minutes of the Annual Town Council Meeting held on Wednesday, 9th May, 2018. (Attached).
8. Town Mayor's Report.
(a) Clerks Report. (Attached).
9. Conflict of Interest. To receive a report.
10. Cemetery Working Group.
(a) Cemetery Lodge, Swan Hill, Ellesmere SY12 0LZ. Agency Agreement & Tenancy Agreement received from Bowen, Son & Watson.
(b) Draft Agreement between the Town and Rural Parish Councils.
11. Correspondence.
Beech Grove Recreation Area. To receive a report.
Elson Road Speeding Issues. To receive a report.
Seafarers UK. Merchant Navy Day, 3rd September, 2018. To fly the Red Ensign Flag which is the official flag of the British Merchant Navy.
NABMA Service Level Agreement. To receive a report.
Ellesmere Town Scout Group. Thank you letter.
Invitation Future Fit Briefing to SALC Executive. Monday 4th June, 2018 at the Wroxeter Hotel. (7pm). (Circulated).
Working together to make a difference conference. 6th June, 2018, Oakengates Theatre. (Circulated).
CCTV Grant Application Forms, Shropshire Council.
Big River Clean Up. Shropshire Wildlife Trust.
Crane Quality Counselling. Grant request.
Queens Award for Voluntary Service. Nominees to be received by midnight 14th September, 2018.
Youth Commissioning Grant Funding. Ellesmere "Fit and Fed" Youth Holiday. (Circulated).
NALC L05-18 Data Protection Fees. (Circulated).

(b) Other Correspondence received after the Agenda being sent out.
12. Planning:
(a) Planning Applications for consideration:

18/01027/OUT – Old Railway Station, Brownlow Road, Ellesmere SY12 0AP. Hybrid application for residential development of 65 dwellings; comprising Outline application for the erection of up to 58 dwellings with all matters reserved and Full planning application for the conversion of “Old Railway Station” building into 7 apartments with car parking, access road, public open space and associated works. Extension granted for comments to be submitted.

18/02007/FUL – 28 Stanham Drive, Ellesmere SY12 0NU. Erection of two storey and single storey extensions.

18/02026/FUL – 25-29 Cross Street, Ellesmere SY12 0AW. Erection of canopy over walkway of 2 no. AC units, 1 no. condenser and 2 no. compressors to rear of store on new concrete base and decoration of shop front frames and doors.

18/02274/ADV – Land at Plantation Wood, Sandy Lane, Ellesmere. Erect and display 2 No. notice boards.

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

13. Newsletter/Briefing Working Group. (Protocol attached).
14. Tuesday Market Workshop Group. (Notes circulated).
15. Road Safety Policy. Only 1 issue was raised and reported to Shropshire Council. Issue: Travelling up Swanhill should be made into a give way to traffic coming up Swanhill by narrow part similar to Trimpey Street.
16. Town & Parish Council Forums. To nominate members.
17. Annual Governance and Accountability Return (AGAR) for the year ended 31st March, 2018, Part 3.

Yearend figures on restated AGAR include 60% for the Cemetery Working Group for the last 3 years.

 - (a) Section 1 Annual Governance Statement 2017/18. Town Council to answer questions 1-9. (Tabled).
 - (b) Section 2 Accounting Statements 2017/18. To approve.
 - (c) To note that the Internal Audit was completed on Thursday, 24th May, 2018 and note contents of year-end report. Section “Annual Internal Audit Report 2017/18” completed by the Internal Auditor.
 - (d) The Mayor and Clerk sign and date the AGAR and Supporting Statement for submission with the relevant papers to PKF Littlejohn. (External Auditor).
 - (e) Balance sheet and supporting statement as at 31st March, 2018 to be signed by the Town Mayor and Clerk.
 - (f) Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ended 31st March, 2018. Monday 4th June, 2018 – Friday 13th July, 2018.
 - (g) To table a copy of a Three Year Forecast for all members.
 - (h) To table a copy of the Cost of running local services.
 - (i) To confirm the following Earmarked Reserves from the General Reserve Account for the forthcoming year: Town Hall Roof/New Entrance Foyer - £40,000.00. Main Hall Ventilation/sound proofing/heating/water system - £25,000.00. Bench S106 Project - £3,000.00. Main Hall Floor Re-vanishing - £3,000.00 to be taken out for 2018/19. Ring fenced £1,375.00 income from the Cottage, Mereside towards any maintenance costs.

18. General Data Protection Regulations – 25th May, 2018.
 To adopt the following under new regulations which came into force on the 25th May, 2018. Documents to follow.
 Clerk Report.
 Variation to terms and conditions.
 The role of Data Protection Officers.
 (a) Privacy Policy
 (b) Privacy Notice – Employment, Staff, councillors & role holders
 (c) Privacy Notice – General
 (d) Privacy Notice – Job Application
 (e) Privacy Notice – Contractors
 (f) Website Privacy Policy
 (g) Data Protection Policy
 (h) Information Security Policy
 (i) Retention of Documents and Records Management Policy
 (j) Subject Access Policy/Subject Access Request Form/Replying to a Subject Access Request providing part of the personal data remainder, exempt/Replying to a Subject Access Request providing the requested data.
 (k) Communications Policy
 (l) Consent Form
 (m) Policy on Your Rights in Relation to your Data
 (o) Data Breach Notifications Policy
 (p) Information Security Policy
- (q) GDPR Report, Data Protection Officer. To receive a report.
 (r) Personal Data Inventory. To receive a report.
19. To Review:
- (a) Review the Council's complaints procedure. 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
20. Stoma Friendly Toilets. Agenda request received from Cllr Mrs A Wignall.
21. Finance:
 (a) Payments for April, 2018 to be approved and confirmed. (To follow).
22. Fire Risk Assessment – Town Hall. To receive a report.
23. Armed Forces Day - Saturday, 30th June, 2018. 9.50am – Ellesmere Town Hall.
24. Date of next meeting – Monday, 2nd July, 2018.
25. 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.

26. Planning Policy Team, Shropshire Council Meeting. To receive a report.
27. Town Hall Roof. To receive a report.