

ELLESMERE TOWN COUNCIL

Minutes of the Annual Town Council Meeting held in Ellesmere Town Hall on Wednesday 9th
May, 2018 at 7.15pm.

<u>PRESENT:</u>	Town Mayor (Chair):	Cllr R Hartley
	Deputy Mayor:	Cllr Mrs J Williams
	Councillors:	Cllrs Mrs J Clayton, G Elner, J Frost, P Goulbourne, D Lunn, Mrs E Peers, B Reincke, I Ward and Mrs A Wignall
	Clerk and RFO:	Mandy Evans
	Assistant Clerk:	Phil Smith
	Unitary Councillor:	1
	Members of the Public:	0
	Press:	0
	Police:	0
	Guests:	0

Public Question Time No questions were put to the Council.

1/18 **Election of Town Mayor for 2018/19**

It was moved by Cllr Mrs J Williams, seconded by Cllr G Elner, and

RESOLVED - that Cllr R Hartley be re-elected Town Mayor for the 2018/19 municipal year.

Cllr Hartley signed his declaration of acceptance of office in the presence of the Town Clerk.

2/18 **Election of Deputy Town Mayor for 2018/19**

Two nominations for Deputy Town Mayor were received:

Cllr P Goulbourne - moved by Cllr Mrs A Wignall, seconded by Cllr Mrs E Peers.
Cllr Mrs J Williams – moved by Cllr Mrs J Clayton, seconded by Cllr G Elner

Upon being put to the vote, there was an equality of votes (with one abstention).
The Town Mayor exercised his casting vote in favour of Cllr Mrs J Williams, and
it was

RESOLVED - that Cllr Mrs J Williams be re-elected Deputy Town Mayor for
the 2018/19 municipal year.

Cllr Mrs Williams came forward to sign her declaration of acceptance of office in
the presence of the Town Clerk.

3/18

Apologies for Absence

RESOLVED – that an apology received from Cllr Mrs M Lagoyianni – family commitment – be approved.

4/18

Disclosure of Personal and Prejudicial Interests in Items on the Agenda

Cllr R Hartley declared a personal interest – as a member of Ellesmere Bowling Club - in relation to an item of correspondence from the Club at agenda item 29.

5/18

Grant Dispensations

None received.

6/18

Response to Public Questions

No questions had been received.

7/18

Police Matters

No report was available for April 2018.

The Town Clerk read out an e-mail received from Inspector Tracy Ryan (North Shropshire Safer Neighbourhood Team) in response to the concerns raised by the Council about the current level of police resources in Ellesmere. She stated that, while a reduction in cover by a third while one of the PCSOs was on maternity leave might appear alarming, the team that covered Ellesmere and Rural was supported by colleagues from the wider North Shropshire Safer Neighbourhood Team, as well as personnel in patrol, roads policing and OPU. The local officers were fully up to speed with issues in their area, and were working flexibly to provide as much cover as possible. It was hoped that this provided some reassurance, and in addition it was hoped to have a regular visit to Ellesmere from the mobile police station.

The response was noted.

8/18

Shropshire Council Report

Shropshire Cllr Mrs A Hartley reported on the following matters:

- The Shropshire Council AGM was taking place on 17 May 2018, and Councillors Peter Nutting and Steve Charmley were being put forward for re-election as Leader and Deputy Leader respectively.
- A corporate peer review of the Council had recently been carried out by the Local Government Association. Their report would be available on the Council website in due course.
- A review of Children's Centres in the county was currently taking place, and the Ellesmere Centre could be under threat. She would find out more information and pass on to the Town Clerk, but she felt that the Town Council needed to be aware of the situation.

Concern was expressed that Cllr Nutting was, subject to election/appointment, likely to be both Leader of Shropshire Council and Mayor of Shrewsbury Town

Council in 2018/19 – and whether there might be a conflict of interest between the two roles when the allocation of resources/services for the county were being discussed/decided.

AGREED – to defer to the next meeting, to give time for the situation regarding the potential dual roles of Cllr Nutting to be explored, and reassurances sought if needed.

9/18

Minutes

It was moved by Cllr P Goulbourne, seconded by Cllr B Reincke and

RESOLVED - that the minutes of the Town Council meeting on 5 April 2018 be approved and signed by the Town Mayor as a true record.

10/18

Finance, Asset & Resources Committee

The draft minutes of the meeting of the Committee held on 1 May 2018 were attached to the agenda for information. There were three recommendations for consideration by the Council, although one of these relating to revised Standing Orders was subject of a separate agenda item.

With regard to the recommendation for a loan to part-fund the cost of the new Town Hall entrance, the Town Clerk had circulated information regarding the interest charges payable on such a loan from the Public Works Loan Board. Concerns were expressed that the funding allocated for the project from Shropshire Council's Section 106 Public Realm Fund was £10k less than that originally expected. In response to questions, the Town Clerk stated that no explanation for the reduced amount had been provided, and that it was believed that all other local applicants had received the full amount applied for.

It was moved by Cllr I Ward, seconded by Cllr G Elner and

RESOLVED –

(a) that Shropshire Council be asked to provide an explanation in writing as to why only £20k had been allocated to the Town Hall Entrance project, and whether there was any money still left in the Section 106 Public Realm Fund;

(b) that, subject to a satisfactory response to (a) above, an application for a loan of £25,000 over a 25 year term for the part-funding of the new Town Hall entrance be approved;

(c) that the Hire Charges for the Town Hall be amended to exclude charges for the shed for storage and for exclusive use of the kitchen.

11/18

Clerk's Report

The Clerk's report on matters arising from previous meetings, correspondence circulated since the last meeting, and planning matters had been circulated with the Agenda.

Cllr Mrs E Peers suggested that as well as the Clerk's report, the monthly Council agenda could also include a Mayor's report in order to allow the Mayor and his/her Deputy to provide information on engagements/meetings etc that they had attended over the past month.

AGREED – that future Town Council agendas include 'Mayor's Report' as a standing item.

The Clerk's report was noted.

12/18

Cemetery Working Group

In relation to the transfer of the management of the Cemetery to the Town Council, the Town Clerk reported that a new staff file had been set-up for the Cemetery Co-ordinator, all relevant files of the former Joint Burial Committee had been delivered to the Town Hall, and a list of keyholders for the Chapel and Lodge had been received. An agency agreement for the Cemetery Lodge would be signed with Bowen, Son and Watson.

The Town Clerk added that the draft Agreement between the Town and Rural Parish Councils was still being worked on by the solicitors. Some amendments had been made to the draft, which had been circulated to Members. Cllr I Ward expressed concern at some of the wording in the draft, and felt that it needed further review before it was returned to the solicitors.

AGREED – that the Mayor, Cllr I Ward and the Town Clerk meet to review the draft Agreement.

13/18

Appointment of Committees and Review of Terms of Reference

The Town Clerk reported that it was proposed that the new committee structure agreed last year be continued, and that there were no proposed changes to the terms of reference for those committees. Membership of the Committees also needed to be agreed for the 2018/19 municipal year.

RESOLVED -

(a) that the Finance, Asset & Resources Committee (including Staffing & Governance Sub-Committee) and the Planning & Infrastructure Committee be re-appointed, and that the existing Terms of Reference, as shown in Appendix A attached to the Agenda, be approved.

(b) that the membership of Committees for the 2018/19 municipal year be agreed as follows:

Finance, Asset & Resources Committee:

Mayor, Deputy Mayor, Cllrs G Elner, J Frost, P Goulbourne, D Lunn, Mrs E Peers, I Ward and Mrs A Wignall

Planning & Infrastructure Committee:

Mayor, Deputy Mayor, Cllrs Mrs J Clayton, G Elner, J Frost, P Goulbourne, D Lunn, I Ward and Mrs A Wignall

14/18

Confirmation and Appointment of Task and Finish Groups

Members reviewed the existing portfolio of Task and Finish Groups, and it was suggested that the Centenary of WW1 Group was no longer required, that the Asset Group be incorporated with the Heritage at Risk/Public Realm Group, and that the Town Hall Roof Group be re-named as the Town Hall Maintenance Group.

RESOLVED - that the following Task and Finish Groups be appointed for the 2018/19 municipal year, and that the membership of the Groups be agreed as shown below:

Land at Rear of Berwyn View – Cllrs Mrs J Clayton, G Elner, J Frost, R Hartley and Mrs J Williams;

CCTV – Cllrs G Elner, J Frost, R Hartley and I Ward

The Mere – Cllrs J Frost, P Goulbourne, R Hartley, I Ward and Mrs J Williams;

Heritage at Risk/Public Realm/Asset Group – Cllrs Mrs J Clayton, J Frost, P Goulbourne, I Ward and Mrs J Williams;

Town Hall Maintenance – Cllrs G Elner, J Frost, P Goulbourne, R Hartley and I Ward;

General Data Protection Regulations – Cllrs P Goulbourne and R Hartley

New 3 Year Christmas Lighting Scheme – Cllrs P Goulbourne, R Hartley, B Reincke and Mrs J Williams

15/18

Review of Standing Orders and Financial Regulations

The Town Clerk reported that the Council's Standing Orders and Financial Regulations were required to be reviewed annually. The model Standing Orders prepared by NALC for use by town and parish councils had been updated/revised, and the Finance, Asset & Resources Committee had recommended that they be approved with the addition of a clause that a Town Council meeting shall not exceed 2.5 hours. There were no proposed changes to the Financial Regulations.

It was noted that the Personal Identification Number and other passwords for access to the Council's records (in the absence of the Town Clerk) were retained by the re-elected Mayor in a sealed, dated envelope, along with the keys to the Cabinets in the Clerk's office.

It was moved by Cllr G Elner, seconded by Cllr J Frost and

RESOLVED -

(a) that the revised Standing Orders (as circulated to Members), including a clause that a meeting shall not exceed 2.5 hours, be approved;

(b) that the Financial Regulations be confirmed for the 2018/19 municipal year.

16/18 **Review of Arrangements with Other Local Authorities and Membership of Local Authority Associations**

(i) Shropshire Association of Local Councils

The Town Clerk reported that the total affiliation fee for 2018/19 was £1377.47, including NALC affiliation fee, Area Committee fee and an administration fee.

The report was noted.

17/18 **Review of Inventory of Land and Assets**

A copy of the Council's updated Inventory of Land and Assets, including buildings and office equipment, had been circulated. The Town Clerk reported that the document now included the land and assets relating to the Cemetery. These needed to be divided equally between the Town and Rural Parish Councils to reflect the agreed 50:50 split of the assets, and the Internal Auditor needed to agree these figures.

The updated Inventory was noted, subject to the figures relating to the Cemetery being checked/agreed by the Internal Auditor.

18/18 **Review of Insurance Cover**

The Town Clerk reported that the Council's cover in respect of all insured risks had been updated to include the Council's share of the Cemetery assets and a couple of new items at the Town Hall.

The report was noted.

19/18 **Membership of Outside Bodies/Working Groups 2018/19**

The current list of outside bodies/working groups that the Council was represented on was reviewed, and it was agreed to delete the Ellesmere Festival Committee and the Neighbourhood Plan Working Group, and to add Ellesmere Chamber of Commerce and the Newsletter/Briefings Working Group.

RESOLVED - that the Council's representatives on Outside Bodies/Working Groups for 2018/19 be appointed as follows:

Local Joint Committee – Town Mayor (Substitute – Deputy Mayor);

The Mere at Ellesmere Advisory Board Committee – Cllrs J Frost, R Hartley and I Ward;

SALC North Shropshire Area Committee – Town Mayor (substitute - Deputy Mayor), Cllr P Goulbourne (voting member);

Ellesmere In Bloom Committee – Cllr J Frost and Mrs A Wignall;

Chester – Shrewsbury Rail Users' Association – Cllr I Ward;

Joint Emergency Planning Group – Cllrs J Frost and P Goulbourne;

All Together Ellesmere – Cllr Mrs M Lagoyianni;

Shropshire Helicopter Liaison Group – Cllr J Frost;

Flood Forum – Cllr J Frost + one vacancy;

Meres & Mosses Landscape Partnership – Cllrs P Goulbourne and I Ward;

Oswestry Area Committee – Town Mayor and Deputy Mayor;

Boathouse Contract Group – Town Mayor (or Deputy Mayor) and I Ward.

Ellesmere Chamber of Commerce – Cllr B Reincke

‘Our Space’ Stakeholders’ Group – Town Mayor (or Deputy Mayor) + Town Clerk (or Assistant Clerks)

Accident Reporting/Safety Working Group – Cllrs Mrs J Clayton, P Goulbourne and Mrs J Williams

Newsletter/Briefings Working Group – Cllrs Mrs J Clayton, M Lagoyianni, B Reincke and Mrs A Wignall

Working Groups with Ellesmere Rural Parish Council:

Cemetery Working Group – Cllrs Mrs J Clayton, G Elner, J Frost, P Goulbourne, Mrs A Wignall and Mrs J Williams;

Community Infrastructure Levy – Cllrs G Elner, P Goulbourne and R Hartley

20/18

Review of Policies and Procedures

The Town Clerk reported that the annual review of the Council’s Complaints Procedure and Procedure for Handling Requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 needed to be deferred to allow for checks to be made to ensure that they were compliant with the new Data Protection regulations.

In relation to the Press/Media Relations Policy, a copy of which had been circulated with the Agenda, the Town Clerk reported that there might be a need for a formal Communications Policy at which point the Press/Media Relations Policy might have to be revisited.

RESOLVED - that the Press/Media Relations Policy be approved.

21/18

Programme of Meetings 2018/19

RESOLVED - that the Programme of Meetings for the 2018/19 municipal year, as shown below, be approved:

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

22/18

Bank Account – Authorised Signatories

(i) Council Bank Accounts

It was noted that transfers over £10,000 must be signed by one of the authorised Councillors and the Town Clerk.

RESOLVED - that Cllrs G Elner, J Frost, P Goulbourne and R Hartley be authorised as signatories for the Council's Bank Accounts.

(ii) Monthly Bank Reconciliations

RESOLVED - that Cllrs R Hartley and Mrs J Williams be authorised as signatories for the monthly bank reconciliations.

(iii) Internal Checker

RESOLVED - that Cllr Mrs E Peers be appointed as Internal Checker for 2018/19;

(iv) Cemetery Working Group

The Town Clerk advised that the cheque signatories for the account set up for the running of the Cemetery needed to be members of the Working Group.

RESOLVED - that Cllrs G Elner, J Frost, P Goulbourne and Mrs J Williams be authorised as signatories for the Cemetery Working Group Account.

23/18

Audit and Risk Management

The Town Clerk reported that the Annual Risk Assessment & Management documents and Annual Review of the Effectiveness of Internal Audit had been carried out and had been noted at the 5 February 2018 meeting. The list of approved contractors had been updated and circulated with changes highlighted in red.

RESOLVED – that the following documents be approved:

Internal Audit Plan

List of Approved Contractors

24/18

Council Aims and Objectives

A report had been circulated with the Agenda outlining the Council's aims and objectives relating to the development of the town, Council services and assets.

Members went through the document and made a number of changes to take out some aims/objectives had now been achieved, to amend the wording of some headings, and to add a couple of new aims/objectives.

RESOLVED – that the Council’s Aims and Objectives, as amended at the meeting and appended to these minutes, be approved.

25/18

Correspondence

(i) Items for consideration

Road Closure, 5 Cross Street, Ellesmere - Sunday 29th July, 2018. Amey STW – to complete remedial works. Noted.

Unauthorised Developments and Encampments Consultation - copy had been circulated. Response deadline 25th May, 2018 (5pm). Noted

Events Licence Application Form & Associated Documents– application for a Canal Mission Fun Day on Saturday 4th August, 2018 at New Wharf Square. Noted and agreed.

Grant Applications - thank you letters had been received from recipients of grants recently made to local community groups. The Town Clerk reported that a grant application had been submitted by Ellesmere Summer Festival which had got misfiled and was therefore not considered with the other applications at the budget meeting on 29 January 2018. It was moved by Cllr I Ward, seconded by Cllr P Goulbourne and

RESOLVED – that a grant of £250 be awarded to the Ellesmere Summer Festival.

Shropshire Council’s Rural Youth Activity Fund – notification that applications for the first round of funding can be made from the 23rd April until 30th May, 2018. Noted.

Ecological Survey – Birch Road Pond – request for access to the pond for an ecological survey to be carried out by Shropshire Council’s consultants. Noted and agreed.

Cherish Your Churchyard Week 10th – 16th June, 2018 – information on events taking place at St Mary’s Parish Church and Churchyard. Noted.

Peninsula Employee Assistance Programme – Noted.

Ellesmere Bowling Club – request for assistance in maintaining the Motte and Bailey Castle site occupied by the Bowling Club. Members acknowledged the heritage value of the site, but felt that more information was needed.

AGREED – that the Town Mayor make enquiries with the Bowling Club regarding what support they are seeking from the Town Council, and whether there could be more access to the site for the public.

NHS Future Fit 12 Week Public Consultation – information about the latest consultation on the proposals for changes to hospital services in Shropshire and Telford & Wrekin. Noted.

Shropshire Council Local Plan Review Report – as presented to SC Cabinet on 2 May 2018. Noted.

Shropshire Council – Integrated Transport Scheme – the Town Clerk reported that funding for 20mph speed limits was no longer included in the Integrated Transport Scheme.

AGREED – that Shropshire Council be asked if money from the Community Infrastructure Levy could be used to fund 20mph zones in Ellesmere.

The Mere at Ellesmere Park Visitor Survey – request from Shropshire Council to publicise their survey to seek views on development ideas for the country park. Noted and agreed.

Le Doodoowatch – noted.

Retaining Wall, St. Mary's Churchyard – the Town Clerk reported that Shropshire Council's Tree Officer had been to look at the roots from a yew tree that the contractors repairing the wall had indicated would require cutting through in order to remove a section of the earth bank. The Tree Officer's report was awaited. In addition, some urgent remedial work was required on a broken branch of a Wellingtonia tree in the Churchyard. Shropshire Council had confirmed that no special permissions were required, and it was proposed to only seek one quote for the works due to their urgent nature on safety grounds. Noted and agreed.

(ii) Other Correspondence received after the Agenda being sent out

Shropshire Council Property Services Group – information on their services. Noted.

Beech Grove Recreation Area – the Town Clerk reported that the fence along the pathway between Cherry Drive and the Recreation Area had been vandalised. The fence posts had rotted, and so it was proposed to seek quotes for the replacement of the fence and the posts. Damage had also been sustained to a separate fence panel by the brook. Noted and agreed.

Plantation Wood – notification that the Wood had been formally transferred to the Plantation Wood trustees on behalf of the local community.

AGREED – that a letter of congratulations be sent to the Plantation Wood Trustees.

Shropshire Council Great Outdoors Strategy 2018-28 – consultation until 31 July 2018. Noted and for individuals to respond.

26/18

Planning

(i) Planning Applications For Consideration

18/01224/ADV – Land adjacent to the Tow Path, Ellesmere Canal, Wharf Road, Ellesmere – erect and display a freestanding notice board.

It was moved by Cllr G Elner, seconded by Cllr Mrs J Williams and

RESOLVED – that the application be supported with no comments.

27/18

Newsletter/Briefings Working Group

Cllr Mrs A Wignall reported that the Working Group had met on 16 April 2018 to discuss protocols for the approval process and the frequency of the newsletter. A discussion paper was currently being prepared and would be presented to the next meeting. In the meantime, the Group would like to issue a press release relating to this and the preceding Town Meeting.

AGREED – that the Working Group draft a press release and send to the Town Clerk to circulate to Members for comments/approval.

28/18

Mere Boathouse and Kiosk Contract Meeting

The notes of the six monthly contract meeting between Shropshire Council and the Town Council (as landlords) and the tenant/lessee held on 25 April 2018 were attached to the Agenda for information. Noted.

29/18

Future Vision for Ellesmere Town

The Town Mayor reported that consideration was being given to whether there should be an overarching vision for the future of the town/council, which would encompass all the assets owned/managed by the Council.

Cllr B Reincke reported that he had agreed to produce an outline document that would aim to create a compelling vision for Ellesmere for the future in partnership with local organisations/groups/stakeholders. It would then be a case of putting a structure around it linked to the Council's aims and objectives. A draft document would be brought to a future Town Council meeting, and it was suggested that Members could then conduct a Town Walk to look at some of the things in the document.

Members were supportive of the initiative and thanked Cllr Reincke for his work on this.

AGREED – that the approach outlined for developing a vision for the Town be endorsed.

30/18

Road Safety Policy

The Town Clerk reported that any new road/traffic safety issues needed to be submitted to Shropshire Council by the end of May 2018. Members were asked to forward any issues to the Assistant Town Clerk who would collate them for submission to Shropshire Council.

AGREED – that any new highways safety issues for reporting be notified to the Assistant Town Clerk by Friday 18 May 2018.

31/18

Finance

(i) Payments for March 2018

The payments made during March 2018 had been circulated with the Agenda. It was moved by Cllr Mrs A Wignall, seconded by Cllr P Goulbourne and

RESOLVED - that the payments for March 2018 be approved, confirmed and signed as a true copy.

(ii) Receipts/Payments/Income & Expenditure Reports for Final Quarter 2017/18

The documents for the fourth quarter of the 2017/18 financial year had been circulated with the agenda. It was moved by Cllr I Ward, seconded by Cllr J Frost and

RESOLVED - that the receipts, payments and income & expenditure reports for the final quarter 2017/18 be approved and confirmed.

(iii) Write Off of Old Debts

The Town Clerk reported that there were no outstanding debts for writing off.

(iv) Cemetery Working Group – Year End Report

The Town Clerk reported that the Cemetery accounts had now been incorporated into the Town Council's accounts, and a separate cashbook had been set-up within the accounts system.

ADD OTHER DETAILS HERE

32/18 **Joint Annual Dinner**

The Town Clerk reminded Members that the joint Annual Dinner with Ellesmere Rural Parish Council was being held on Friday 11 May 2018 at the Boathouse, Ellesmere.

33/18 **Date of Next Meeting**

Monday, 4th June, 2018

34/18 **Exclusion of Press and Public**

It was moved by Cllr G Elner, seconded by Cllr Mrs J Williams and

RESOLVED - that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in the Acts.

35/18 **Exempt Minutes**

The exempt minutes of the meeting held on 5 April 2018 were circulated.

It was moved by Cllr Mrs A Wignall, seconded by Cllr Mrs J Clayton and

RESOLVED - that the exempt minutes of the meeting held on 5 April 2018 be approved and signed by the Town Mayor as a true record.

The meeting closed at 9.26pm

Mayor:

Date: