

**Minutes of the Meeting of Ellesmere Town Council held on Monday 7<sup>th</sup> April, 2014 at 7.20pm at Ellesmere Town Hall.**

PRESENT: The Town Mayor, Cllr A Clarke, The Deputy Mayor, Cllr J Frost, Cllrs Mrs L Davies, J Williams, Mrs S McMullan, Cllrs I Ward, and B Knight.

In attendance: Mandy Evans, Town Clerk  
Jo Butterworth, Assistant Clerk

Questions from the Public. RESOLVED: none received.

299/13 To receive apologies and reason for absence. Apologies received from: Cllr B Phillips – unwell, Cllr R Harrington – family commitments, Cllr R Hartley – holiday, Cllr E Edwards and Cllr G Elner – prior engagements. RESOLVED: to note.

300/13 Disclosable Pecuniary Interests. 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. RESOLVED: to note.

301/13 Grant Dispensations. RESOLVED: to note none received.

302/13 Public Participation Session. RESOLVED: to note none received.

303/13 Police Matters. Brownlow Road. PC Paul Crump attended the meeting and reported that during that last month a total of 7 crimes had been reported.

With thanks to the Town Council a speed check will be completed in the new financial year on Grange Road by Highways, Shropshire Council.

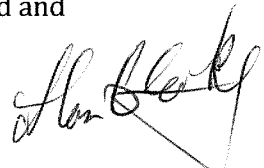
PC P Crump reported that the Clerk and he had received an email from a Trimpey Street resident who has vehicular access off Brownlow Road and is concerned about the number of vehicles who are parking dangerously on a nasty bend which is adjacent to her vehicular access during school times. The resident had originally written to Highways, Shropshire Council who responded that in accordance with the New Shropshire Councils Road & Safety Policy the resident would need to contact the Town Council. PC P Crump will take a look at any parking restrictions in this area. RESOLVED: to note.

304/13 Shropshire Council Report. Shropshire Cllr Mrs A Hartley sends her apologies as she is unable to attend the meeting but would like to report: the new Wharf Development application is imminent and the developers are just waiting for the environment report on the flooding risks.

Some remedial works are to be carried out on Hillcrest which will be completed by Shropshire Council upon receipt of monies received from Persimmon. Once these monies are received and work has been carried out the adoption of the road can be completed. Regarding the adoption of Diksmuide Drive the remedial works has been satisfactorily carried out and adoption of this road will be completed within the next few days.

The SAMDev has been passed by Cabinet and Shropshire Council in its draft form which takes out all the other housing sites within the town and is concentrating everything down in the Wharf area which includes the structure of a new road connecting the Wharf to Oswestry Road directly. RESOLVED: to note.

305/13 Minutes. To read and confirm the minutes of the Town Council meeting held on Monday, 3<sup>rd</sup> March, 2014. (Minutes attached). RESOLVED: that the minutes were approved and confirmed as a true copy.



306/13 Special Town Council Minutes. To read and confirm the minutes of the Special Town Council meeting held on Tuesday, 18<sup>th</sup> March, 2014. (Minutes attached). RESOLVED: that the minutes were approved and confirmed as a true copy.

**Minutes of the Meeting of Ellesmere Special Town Council held on Tuesday, 18<sup>th</sup> March, 2014 at 6.00pm in the Main Hall at Ellesmere Town Hall.**

PRESENT: The Town Mayor, Cllr A Clarke, The Deputy Mayor, Cllr J Frost, Cllrs Mrs L Davies, J Williams, S McMullan, Cllrs R Harrington, I Ward, G Elner, B Knight, B Phillips, and R Hartley.

In attendance: Mandy Evans, Town Clerk  
Jo Butterworth, Assistant Clerk

Questions from the Public. RESOLVED: to note none received.

To receive apologies and reason for absence. RESOLVED: to note none received.

Disclosable Pecuniary Interests. 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. RESOLVED: to note none received.

Grant Dispersations. RESOLVED: to note none received.

Public Participation Session. RESOLVED: to note.

Licence to Occupy – Bar, Ellesmere Town Hall. The Bar Licence is due to expire: 31<sup>st</sup> May, 2014. Mr M Hill has been running the bar as per the agreement since the 1<sup>st</sup> June, 2011 and wishes to continue with member's permission. Members agreed unanimously to stay with Mr Hill and to have a new signed agreement completed by our Solicitors with the same conditions. RESOLVED: to contact the Solicitor to draw up a new lease.

Planning Pre-Application Discussions Protocol – Ellesmere Town Council. (Attached). Members agreed to adopt the protocol un-amended. Terms of Reference for Planning, Economic, Development of Land Committee has been amended and were tabled to each member for their files. RESOLVED: to note.

National Planning Policy Framework and the 5 Year Land Supply. Members agreed to forward the letters on to Rt. Hon. Owen Paterson MP and Councillor Malcom Price, Cabinet Portfolio Holder for Planning, Shropshire Council to put pressure on the impact of the 5 year land supply and the Planning Authority's ability to defend a planning refusal on what we would all see as material considerations. RESOLVED: to forward these letters on behalf of Ellesmere Town Council.

13/04306/FUL – Smardale, Grange Road, Ellesmere. Email received from the Principal Planning Officer, Shropshire Council confirming the design and appearance are material considerations and are matters which need to be considered when determining any application. In the Case when determining Smardale Officers considered the design and appearance were acceptable and in accordance with the National Planning Policy Framework. Officers acknowledged materials are not brick and tile but considered the cladding acceptable. RESOLVED: to note.

**Planning.**

**(a) Planning Application Decisions (for information only)**



12/04578/FUL – Land Adjacent to: 3 Church Street, Ellesmere SY12 0HD.  
Demolition of existing industrial unit and erection of 10 dwellings with altered vehicular access and car parking.  
Decision: Grant Permission.  
RESOLVED: to note.

**(b) Planning Applications for consideration:**

14/00931/TCA – Sandycroft, Birch Road, Ellesmere SY12 0ET. Notification of works to include the removal of one Silver Birch tree and three Cyrpress trees in Ellesmere Conservation Area.

RESOLVED: Ellesmere Town Council supports this application only on the agreement that a conservation plan is put in place to introduce a planting program to replace the trees that are being removed. Ellesmere Town Councillors would like to see the planting plan implemented within 12 months of removal of these trees.

14/00822/OUT – Proposed Development Land South Of: The Hawthorns, Ellesmere. Outline application for residential development (up to 130 dwellings) to include access.

RESOLVED: Ellesmere Town Council objects this application for the following reasons:

1. The bottleneck at the top of Trimpley street although this does as the application states prove to be a traffic calming facility it already has to cope with an enormous volume of traffic and this development will increase that level of traffic dramatically.
2. Access problems were identified initially when this application was looked at which is the main reason that members looked to withdraw it from SAMDev.
3. This application would be outside the development boundary already agreed in the SAMDev which is about to be presented to the Secretary of State.
4. Members have concerns that with the SAMDev already including site ELL003 which had full Town Council support in providing 250 dwellings in on area as opposed to having housing in three separate locations. Member have concerns that an additional 130 dwellings would be over development to the town and would be beyond the capabilities of the current infrastructure.

13/04935/LBC – 6 High Street, Ellesmere SY12 0EP. Email received from Senior Conservation Officer (North), Shropshire Council who has advised the applicant on a new design for the proposed shop front door which would be more acceptable and still retaining the character of the historic building following the Town Council's concerns and objection regarding the design of the proposed shop front door.

RESOLVED: Members agreed to support the changes on the shop front door.

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

14/00912/FUL – Dinmore, Grange Road, Ellesmere SY12 9DH. Erection of a single storey extension to include garage; alterations to include partial loft conversion; installation of roof lights to front elevation and dormer windows one with balcony to rear elevation; erection of single storey extension to rear; erection of replacement porch. RESOLVED: that members support this application with no further comments.

14/0110/TCA – Ellesmere Bowling Club, St. John's Hill, Ellesmere. Removal of epicormic growth from the main stem of 1 No. Beech Tree and the pruning of smaller branches, back to suitable pruning points, to achieve a maximum clearance of 2m within Ellesmere Conservation Area. RESOLVED: that members agreed to support this application with no further comments.



Shropshire Local Sustainable Transport Fund Bid 2015/16. Shropshire Council are putting together a second bid to the Department for Transport for further Local Sustainable Transport Fund (LSTF) revenue funding for financial year 2015/16. In 2011 Shropshire Council successfully bid for £5 million from the LSTF. They are asking the Town/Parish Councils to either write a letter outlining their support or to complete and return the enclosed form to demonstrate support for the bid. Closing date is: 26<sup>th</sup> March, 2014. RESOLVED: questions on the form were answered by members who agreed to support (and forward) the submission of Shropshire Council's bid for LSTF funding for 2015/16. FURTHER RESOLVED: members agreed to forward the following points:

1. The loss of local bus services especially for the elderly.
2. Bus services require greater funding especially in rural areas.
3. Businesses in the town benefit with regular services, plus it allows social interaction.
4. Shropshire Council must be proactive in these services for more funding as part of sustainable transport.
5. To push funding for a bridge at Gobowen Station.
6. To have connections between the bus and rail wherever possible.

Site Allocations and Management of Development Plan (SAMDev) Pre-Submission Draft (Final Plan) consultation from 17<sup>th</sup> March, 2014 to 28<sup>th</sup> April, 2014. Shropshire Council has published the plan in order for representations to be made prior to its submission to the Secretary of State. The plan sets out proposals for the use of land and policies to guide future development in Shropshire up to 2026. RESOLVED: to note.

307/13 Meetings/Training Courses. Any reports from attended meetings during the last month.

- (a) End of Year Accounts Training, Stephen Christopher, Mazars. Thursday, 20<sup>th</sup> March, 2014 at Shirehall, Shrewsbury. (6.30pm-8.30pm). The Town Mayor, Clerk and Assistant Clerk attended this course.
- (b) Play Inspection Course/Exam – Friday, 28<sup>th</sup> March, 2014. Completed by the Assistant Clerk, expires in 2017.  
RESOLVED: to note.
- (c) The Deputy Mayor, Cllr J Frost reported that he attended the Annual Town and Parish Emergency Briefing on Thursday, 13<sup>th</sup> March, 2014 at Shirehall when he highlighted to members that every council should look at having an emergency committee.  
FURTHER RESOLVED: to look into this further.

308/13 The Mere at Ellesmere Advisory Board Committee.

- (a) To note the resignation of Cllr B Phillips.
- (b) To nominate (1 Vacancy).  
RESOLVED: that the Town Mayor, Cllr A Clarke be nominated onto this Committee.

309/13 Matters Arising from the Minutes.

- a) Progress Report – for consideration. RESOLVED: to note no report.

**310/13 Correspondence – items for consideration (information items will be circulated at the meeting).**

Ellesmere 10K Sunday 24<sup>th</sup> August, 2014 (11am) The Lakelands School - Oswestry Olympians. RESOLVED: to note.



Ellesmere Music Festival – 12<sup>th</sup> July, 2014. Funding request from Fizzgiggs, Ellesmere Community Arts Group. Members agreed to forward £200.00 towards the 2014 Ellesmere Music Festival. RESOLVED: to so do.

29<sup>th</sup> Annual Meeting – Shropshire Building Preservation Trust. Thursday 10<sup>th</sup> April, 2014 at the Bear Steps, St. Alkmund's Place, Shrewsbury. SY1 1UH. (6.30pm for 7.00pm).

RESOLVED: to note.

Local Support & Prevention Fund, Shropshire Council. Service which provides financial and crisis support to the people of Shropshire who are looking at new ways of working to provide support to the community. RESOLVED: to note.

Shropshire Wildlife Trust. New project following recently being awarded a grant from the Rees Jeffery Road Fund to design/ produce and install a tactile map of the Mere and the wildlife of the Mere next to the existing notice board at the Boathouse. An audio box telling the story of Mrs Ellis by the promenade and a wheelchair trail past the Cremorne Gardens. Draft designs and proposed locations will be forwarded on completion.

RESOLVED: to note.

Carne Associates. New stickers designed to combat the increasing problem of dog fouling. 50 stickers plus postage and packaging: £19.98 inc VAT/100 stickers plus postage and packaging: £32.58 inc VAT. RESOLVED: to note.

National Association of Local Councils (NALC) – Parliamentary Briefing. Deregulation Bill – House of Commons Stage. Suggestions about the General Power of Competency & Trading and selling electricity back to the national grid. Request to write to the Local Member of Parliament asking them to suggest a review of the 1988 Local Government Finance Act and the business rating of sponsorship signs on traffic roundabouts. RESOLVED: to note.

#### **Correspondence Circulated during the month:**

V&W Electrics. Quotation to repair the lights on St. John's Hill. £744.98 excluding VAT. RESOLVED: that members agreed to the quotation from our contractors to repair these lights as soon as possible.

SAIC Information Bulletins – 3<sup>rd</sup>/14<sup>th</sup>/27<sup>th</sup> March, 2014. RESOLVED: to note.

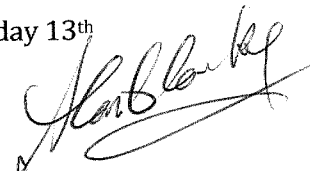
(a) Commissioning Strategy Consultation – responses by: Friday, 2<sup>nd</sup> May, 2014. (Commissioning principles circulated). RESOLVED: to forward onto Policy & Resources Committee.

(b) New Financial Regulations (National Association of Local Councils). (Draft documents attached). The Clerk went through the whole of the document with members with amendments to be made. RESOLVED: to forward onto Policy & Resources Committee. FURTHER RESOLVED: that the Policy & Resources Committee make their recommendation to full council on: Tuesday, 6<sup>th</sup> May, 2014 to adopt the financial regulations.

Oswestry Area Committee of Parish and Town Councils. Thursday 13<sup>th</sup> March, 2014 (7.00pm) Guildhall, Oswestry. The Town Mayor, Cllr A. Clarke attended this meeting on behalf of the Town Council who reported that Neil Wilcox, Local Commissioning Manager, Shropshire Council will be notifying Town/Parish Councils the benefit of commissioning to local councils as it was obvious that this could lead to more work for Town/Parish councils, members and clerks. Grass cutting could be commissioned by local parties but Health, Social Services and Planning would need professional bodies to ensure safety standards. Members felt that this was a way for Shropshire Council to save money to put into the system locally and would need continuity which would not work as there is change during election year (every 4 years). RESOLVED: to note.

Shropshire Homepoint – Software Demonstration Invitation. 26<sup>th</sup> March, 2014 (10.00 – 12.00 noon) Shirehall, Shrewsbury. RESOLVED: to note.

Welshampton & Ellesmere Walk and Cycle Weekend. Saturday 12<sup>th</sup> and Sunday 13<sup>th</sup> April, 2014. RESOLVED: to note.



Shropshire Borderlands Heritage Learning Journey. 28<sup>th</sup> March, 2014 at Whittington Castle (10.00am). The Town Mayor, Cllr A. Clarke attended this event and reported that it was interesting knowing what other Town and Parish Councils are doing and with the new Wharf complex Ellesmere is going to be a growing tourism area and how we may become a hub for North Shropshire to recommend other spots of interest within the area. RESOLVED: to note.

Our Shropshire Countryside is under threat, Campaign to Protect Rural England (CPRE) and Shropshire Wildlife Trust. Important Public Meeting – Thursday, 3<sup>rd</sup> April, 2014 (6.30pm for 7.00pm) the Regency Suite, the Lord Hill Hotel, Shrewsbury SY2 6AX. RESOLVED: to note.

Jazz Evening at the Boathouse. Saturday, 29<sup>th</sup> March, 2014. RESOLVED: to note.

Community Infrastructure Levy (CIL) Project Management Training – Presentation and accompanying draft guidance, Shropshire Council. RESOLVED: to note.

The Shropshire Council (Off Street Parking Places) Order 2011 (Amendment) Order.

New time bands and charges for: Castlefields Car Park, Ellesmere. 8am – 5.30pm every day including Bank/Public Holidays – Up to 9 hours 30 minutes: £1.50. The Moors Car Park, Ellesmere. 8am – 5.30pm every day including Bank/Public Holidays – Up to 9 hours 30 minutes: £1.50 both pay and display. RESOLVED: to note.

Safer Neighbourhood Teams – Northern Area of Shropshire. Police in North Shropshire and Oswestry are going virtual with their online version of their traditional public meetings Thursday, 27<sup>th</sup> March, 2014 (6pm-8pm) to take part in an online Partners and Communities Together (PACT) meeting to give residents the chance to ask officers questions about policing and highlight any concerns. Anyone wishing to take part can log in at: [www.westmercia.police.uk/webchat/](http://www.westmercia.police.uk/webchat/) or sign up for an email reminder when the PACT meeting begins. RESOLVED: to note.

Health Wants and Health Needs. David Sandbach, Shropshire Cares Info Central. RESOLVED: to note.

#### **Other Correspondence received after the Agenda being sent out.**

National Association of Local Councils (NALC) Review Survey 2014. NALC currently have 98 policy positions adopted through its Annual General Meeting and Policy Committee since 2000 and are looking for a more slim line document of up to 36 documents. Responses by: 17.00pm on the 1<sup>st</sup> May, 2014. RESOLVED: that members respond via <https://www.surveymonkey.com/s/NALCPolicy>.

Woodland Wildlife Weekend. Friday 25<sup>th</sup> April, 2014 10.30am – 4.00pm. Plantation, Sandy Lane, Ellesmere. RESOLVED: to note.

Easter Geocache Trail. Thursday 17<sup>th</sup> April, 2014 (10.00am for 2 hours) or (1.00pm for 2 hours). Visitor Information Centre, Boathouse, Ellesmere. RESOLVED: to note.

Shropshire Deaf and Hard of Hearing Forum. Request for funding some or all of cost of meetings. RESOLVED: that this is out of the Ellesmere Urban area.

Notice of Audit of Accounts for the Year Ended 31<sup>st</sup> March, 2014 – Mazars (External Auditor).

(a) Statutory deadline by which local councils must approve the Annual Return: 30th June, 2014.

(b) Date by which the Annual Return needs to be submitted to Mazars: 4<sup>th</sup> July, 2014.

(c) Appointed date set for the exercise of electors' rights: 21<sup>st</sup> July, 2014.

RESOLVED: to note.

CCTV Equipment – Ellesmere Police Station. Upon checking the records and the CCTV viewing pc and screen which were housed in the Police station were supplied by West Mercia as they had internal stickers on (WM 20608 and WM 163385). RESOLVED: to note.

Shropshire and Staffordshire Local Flood Risk Management Strategy. Shropshire Council and Staffordshire County Council are working together to deliver local flood risk management responsibilities which includes the joint production of a Local Flood Risk



Management Strategy. Three month public consultation which closes on 30<sup>th</sup> June, 2014. <http://new.shropshire.gov.uk/getinvolved/local-flood-risk-mangement-strategy/>.

RESOLVED: to forward onto the Flood Forum members, The Town Mayor and Deputy Mayor to respond. FURTHER RESOLVED: members agreed that the main concern for Ellesmere and the farmers is the River Perry which is free flowing and any problems from this river will come back to the Newnes.

Invite to join a Rural Sounding Board – Rural Services Network. To nominate a councillor to be a representative on this board which will gather views and opinions of rural parish councils across England and will use the result and analysis to inform wider debates about rural issues. RESOLVED: to defer this item.

Bridgnorth's Got Talent. Monday, 3<sup>rd</sup> May, 2014 at the Baptist Church during the day followed by a concert at the Castle Hall in the evening. Cost of ticket £6.00. RESOLVED: to note.

Dementia Friendly Communities – Shropshire Council and Shropshire Clinical Commissioning Group. Email received from the Chairman of Ellesmere Patients Group asking the Town Council to give support and take the lead in raising awareness of dementia in the community via the Dementia Action Alliance. Cllr I Ward commented that shops/businesses in Ellesmere respond very well about community living and living a normal life and are sympathetic to people's needs which was very positive for Ellesmere. RESOLVED: that members of Ellesmere Town Council support but to lead would be Shropshire Council.

Film Shows – Ellesmere Town Hall. The Book Thief – Wednesday, 16<sup>th</sup> April, 2014 (7pm for 7.30pm). Tickets £4.00 each. GasLand (2010) about fracking – 17<sup>th</sup> April, 2014. Free Show. RESOLVED: to note.

Road Safety Policy – Shropshire Council. 5 Highways concerns need to be reported to Shropshire Council 3 times a year – end of February, May and September each year with priority of issue (making a total of 15 for the year). The Clerk asked members to prioritise the latest complaint of school time parking on Brownlow Road. Members discussed this problem which occurs in the other following areas:

- Layby – Lakelands Academy
- Stanham Drive
- Cambria Avenue

It was therefore: RESOLVED: to forward to Highways, Shropshire Council before 31<sup>st</sup> May, 2014 as a priority 1 the above areas as parking concerns during school hours.

### **311/13 Planning.**

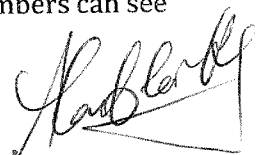
#### **(c) Planning Application Decisions (for information only)**

14/01100/TCA – Ellesmere Bowling Club, St. John's Hill, Ellesmere. Removal of epicormic growth from the main stem of 1 No. Beech Tree and pruning of small branches back to suitable pruning points, to achieve a maximum clearance of 2m within Ellesmere Conservation Area.

Decision: Withdrawn. Confirmation received from West Coast Network Services, Mold following the power line refurbishment undertaken on the 18<sup>th</sup> March, 2014 which involved the re-routing of the overhead line to the Bowling Club, after completion a statutory clearance has been achieved and no work is currently required as such the planning application can be cancelled. Tree pruning will need to be undertaken in the future. RESOLVED: to note.

#### **(d) Planning Applications for consideration:**

14/01136/FUL – The Firs, Elson, Ellesmere SY12 9 EX. Alterations and extensions to property, erection of detached garage block/workshop and formation of new vehicular access. RESOLVED: This property is in the Ellesmere Rural area, Ellesmere Town Council's comments are made as a neighbouring Council and members can see



no reasons to object to this application as they feel that from a road safety point of view it will be beneficial to the area.

14/01201/FUL – Ellesmere Primary School, Elson Road, Ellesmere SY12 9EU. Erection of classroom extension. RESOLVED: Ellesmere Town Council fully supports this application, however as the extension will mean an increase of pupils they are going to contact the Highways department separately to address current and possible future parking issues.

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

11/03111/FUL – The Scout House, Brownlow Court, Wharf Road, Ellesmere.

Conversion of existing scout house into a residential dwelling.

Decision: Withdrawn.

RESOLVED: to note.

312/ 13 A528 Grange Road, Ellesmere. Confirmation received from the Traffic Engineer, Shropshire Council that an Automatic Traffic Count will be completed outside Grange Villas in the new financial year and will include any existing traffic data for this road. RESOLVED: to note.

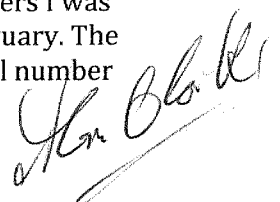
313/13 Land Rear of Berwyn View. The Housing Enabling Officer, Shropshire Council contacted the Planning Dept. for formal pre application advice for affordable housing in this area before going any further with the project. A response is still awaited. The Clerk reported that she had spoken to Planning Dept. Shropshire Council and there was concern regarding how close the boundary was to Lakelands Academy and the house on the left hand side. There could also be issues with the footpath access. The Clerk had also contacted the Town Council's Solicitor as permission to lift the covenants has been received from Shropshire Council and Lakelands Academy in principle only, a new deed would have to be drawn up to note the changes together with a covenant exercise as there may be other parties involved with covenants. This would be costly as it would involve a lot of work. Members agreed to: RESOLVED: request in writing from Shropshire Council and Lakelands Academy that they are lifting the covenant to allow houses to be built in this area. Members agreed that: FURTHER RESOLVED: access is critical and because of the legal cost of changing the deed to allow development of houses on this land it would be the responsibility of the chosen developer to pay the legal costs.

314/13 Eastwick Plant Centre. Quotations received for town/town hall planting for 2014. RESOLVED: that members agreed the quotation for £189.00 excluding VAT for the Town Hall planting. FURTHER RESOLVED: that members agreed the quotation for £1,115.00 for the town planting.

315/13 Ellesmere in Bloom Committee. Contribution request towards the planting on the parade for the Centenary of the First World War. RESOLVED: that the Deputy Mayor, Cllr J Frost declared an interest on this item as Chairman of Ellesmere in Bloom Committee and left the room whilst this item was discussed. FURTHER RESOLVED: that members agreed to forward a contribution of £100.00 to Ellesmere in Bloom Committee.

316/13 Town Hall Report.

Please find below the bookings income recorded in the bookings diary from 2011 to 2015. We have had a good increase in bookings at the Town Hall as reflected in the figures below. This year through greater organisation and communication with the Town Halls regular users I was able to complete the bookings diary for 2015 as far as I am able before the end of February. The 2014/2015 are only a reflection of what we have booked in so far, we still have a small number



of provisional bookings yet to confirm and as with every year we will get additional bookings throughout the year and we will have some cancellations.

#### Town Hall Bookings Report

Financial Year	Total
01/04/2014 to 31/04/2014	14,291.00
01/04/2013 to 31/03/2014	14,477.75
01/04/2012 to 31/03/2013	13,040.25
01/04/2011 to 31/03/2012	13,419.50

RESOLVED: that the dates should read: 01/04/2014 to 31/03/2015 and not 01/04/2014 to 31/04/2014. FURTHER RESOLVED: that members thanked the Assistant Clerk for all her hard work.

317/13 Local Government Pension Scheme – changes as from: 1<sup>st</sup> April, 2014. Pension Banding Policy (attached). A letter noting all the changes will be included with the April pay to all employees in the pension scheme also the link to access the LGPS 2014 Contribution Calculator for members so they can work out the cost of the LGPS. THE LGPS will also be sending out "Pensions Update" to all active members' home addresses. RESOLVED: members agreed to adopt the Pension Banding Policy unamended. FURTHER RESOLVED: to note.

318/13 Payments for February, 2014 to be approved and confirmed. (Reports were tabled). To note that as from the 1<sup>st</sup> April, 2014 a form will be signed and dated when cheques have been signed by councillors and will be minuted. RESOLVED: that members approved and confirmed the payments for February, 2014. FURTHER RESOLVED: to so do.

319/13 Staff Appraisals. To note appraisals have been completed on: Joanne Butterworth, Assistant Clerk. Appraisals for Desmond Harvey and Clive Parry will be completed as soon as possible. RESOLVED: to note.

320/13 Michael Ducker, Cleaner/Caretaking Assistant – resignation letter. Interview will take place on: Wednesday, 9<sup>th</sup> April, 2014 with the Town Mayor, Cllr A Clarke, The Clerk, Assistant Clerk and member of Staffing and Governance Committee Cllr G Elner if he is available. RESOLVED: to note. FURTHER RESOLVED: to write a thank you letter to Mr Duckers for being a polite and conscientious member of staff.

321/13 Risk Assessment Policy. RESOLVED: that there are no amendments to be made.

322/13 Date of next meeting – Tuesday, 6<sup>th</sup> May, 2014. RESOLVED: to note that the meeting of the Annual Town and Annual Town Council will be held on this date.

323/13 Exclusion of Press and Public. 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. RESOLVED: to note.

