

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
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Date: 26th April 2023

Dear Councillors,

You are summoned to attend a Meeting of The Annual Meeting of Ellesmere Town Council to be held **on Tuesday, 2nd May 2023 at 7.15 pm** in the Town Hall, Ellesmere for the transaction of business as set out in the agenda below.

Yours sincerely,

Joanne Butterworth
Town Clerk and Responsible Finance Officer

MEMBERS OF THE PUBLIC AND PRESS ARE VERY WELCOME TO ATTEND.

Public Participation Session. A period of 10 minutes will be granted for members of the public to make representations, answer questions, and give evidence in respect of the business on the agenda as per section 3 of the Town Council's Standing Orders, or raise matters for a future agenda.

AGENDA

- 05/23/01 **Election of Town Mayor for 2023/2024.**
- 05/23/02 **Declaration of Acceptance of Office.**
- 05/23/03 **Election of Deputy Mayor for 2023/2024.**
- 05/23/04 **Declaration of Acceptance of Office.**
- 05/23/05 **To receive apologies and reason for absence.**
- 05/23/06 **Disclosure of Personal and Prejudicial 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.

Members are reminded that they are required to leave the room during the discussion and voting on

Birthplace of
Eglantyne Jebb

FOUNDER



Save the
Children

matters in which they have a Disclosable Pecuniary Interest, whether or not the Interest is entered in the register of members' interests maintained by the Monitoring Officer.

05/23/07 **Grant Dispersations**. In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.

05/23/08 **Minutes**.

(a) To read and note the draft minutes of the Cemetery Working Group meeting held on Thursday 30th March 2023. [View minutes](#).

(b) To read and confirm the draft minutes of the Town Council Meeting held on Monday 3rd April 2023. [View minutes](#).

(c) To read and note the draft minutes of the Planning and Infrastructure Committee held on Monday 3rd April 2023. [View minutes](#).

(d) To read and note the draft minutes of the Tourism and Events Committee meeting held on Tuesday 18th April 2023. [View minutes](#).

05/23/09 **Progress report**. To note actions taken since the last meeting. If you have any queries or questions on this progress report, please contact the Clerk prior to the meeting.

05/23/10 **Council Committees**

(a) To develop and adopt, review, or amend the terms of reference and delegated powers of each committee.

(b) To review the scheme of delegation (copy attached).

(c) To appoint Councillors onto the following Committees.

<u>Finance, Asset & Resources Committee</u>	(7 Members plus Town & Deputy Mayor as ex-officio members)
<u>Staffing and Governance Sub – Committee</u>	(5 Members plus Town & Deputy Mayor as ex-officio members)
<u>Planning & Infrastructure Committee</u>	(7 Members plus Town & Deputy Mayor as ex-officio members)
<u>Cemetery Working Group</u>	6 Members
<u>Tourism Committee & Event Committee</u>	5 Members plus outside Members

(d) To appoint Councillors to the following Working Groups.

Working Groups

Data Protection

Berwyn View Land

Verges Working Group

Policies and Procedures

Community Policing Panel



Ellesmere Town Hall Working Group
Health and Well Being Working Group.

(e) To develop and adopt, review, or amend terms of reference for each Working Group.

05/23/11

Membership of Outside Bodies. To appoint members to the following:

The Mere at Ellesmere Advisory Board Committee	3 Members
SALC North Shropshire Area Committee	Town Mayor & Deputy Mayor plus 1 Member
Ellesmere in Bloom Committee:	2 Members
SY12 Project – Market Hall	1 Member
Shropshire Helicopter Liaison Group	1 Member
Boathouse Contract Meeting	Mayor or substitute Deputy Mayor & 1 Member
Stakeholders - Our Space & Library	Town Mayor or substitute Deputy Mayor
Chamber of Commerce	1 Member

05/23/12

(a) **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.

(b) **Cabinet Keys, Clerk's Office & Cemetery Working Group Cabinet. (3).** To be handed over to the incoming Town Mayor.

05/23/13

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 2023/2024.

(b) Shropshire Council. Street Lighting Energy Contract.

(c) Shropshire Council. Payroll Contract.

(d) Shropshire Council. Pensions Contract.

(e) Shropshire Council. Play Area inspection Contract.

05/23/14

Inventory of land and assets including buildings and office equipment.
To review. (to follow).

05/23/15

Insurance cover in respect of all insured risks.

(a) To review the renewal schedule from Zurich (2nd year of a 3yr contract due to renew on 1st June 2023).

(b) To consider a quotation for Cyber Security Insurance. (to follow).

05/23/16

To Review the following documents as per the Town Council Standing Orders.

(a) Financial Regulations.

(b) Standing Orders.

(c) Review the Council's complaints procedure.



(d) Council's procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.

(e) To recommend passing Data Protection policies to the Data Protection Working group for review.

(f) Policy on Press/Media Relations.

05/23/17

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

05.06.2023	7.15pm	Ellesmere Town Hall
03.07.2023	7.15pm	Ellesmere Town Hall
04.09.2023	7.15pm	Ellesmere Town Hall
02.10.2023	7.15pm	Ellesmere Town Hall
06.11.2023	7.15pm	Ellesmere Town Hall
04.12.2023	7.15pm	Ellesmere Town Hall
03.01.2024	7.15pm	Ellesmere Town Hall
05.02.2024	7.15pm	Ellesmere Town Hall
04.03.2024	7.15pm	Ellesmere Town Hall
04.04.2024	7.15pm	Ellesmere Town Hall
09.05.2024	7.15pm	Ellesmere Town Hall

05/23/18

Bank Account – To receive nominations for Authorised Signatories.

- (a) Signatories for the Council's Bank Accounts for which two Councillors must sign any order for payment. To appoint 4 signatories.
- (b) Electronic Transfer payments for salaries. Instructions for each payment must be signed by 2 authorised bank signatories. To note.
- (c) Monthly Bank Reconciliations. 2 signatories required, 1 must be chair of Finance, Asset & Resources Committee. To note.
- (d) Internal Checker for 2023/24 (Non-signatory Councillor). To appoint.
- (e) Transfers over £10,000.00 must be signed by Councillor (bank signatory) and Clerk. To note.
- (f) Bank Signatories – Cemetery Working Group. To appoint 4 signatories.

05/23/19

To Review:

- (a) Risk Management Strategy Policy. To review.
- (b) Financial, Asset & Employee Risk Assessment. To review.
- (c) Annual review of the effectiveness of Internal Audit & Internal Audit Plan. To review & approve.
- (d) List of Approved Contractors. To note.

05/23/20

General Power of Competency & Section 137 expenditure limits. – To receive a report.

05/23/21

Planning.

(a) **Planning Applications for Consideration.**

Reference: 22/02280/REM - Old Railway Station. [View application.](#)

Address: Old Railway Station, Brownlow Road, Ellesmere, Shropshire, SY12 0AP.

Planning Consultation Amendment.

Proposal: Approval of reserved matters (access, appearance, landscaping, layout and scale) pursuant of 18/01027/OUT for the Outline application for the erection of 57 dwellings with all associated works.

(b) **Planning Decisions. For information only.**

Reference: 23/00593/FUL.

Address: The Bungalow, 14B Brownlow Road, Ellesmere, Shropshire, SY12 0BA.

Proposal: Replacement of an existing bungalow with a two-storey dwelling, detached single garage and temporary static caravan for the duration of the build.

Decision: **Grant Permission.**

Reference: 23/00754/LBC.

Address: The Drift House, Grange Road, Ellesmere, Shropshire, SY12 9DE.

Proposal: Installation of one replacement window to existing dwelling affecting a Grade II Listed Building.

Decision: **Grant Permission.**

05/23/22

Finance/Contracts.

(a) **Town Council March Payments.** To be approved.

(b) **Cemetery Working Group Payments.** To be approved.

(c) **Neighbourhood Fund.** To note amount of Neighbourhood Fund monies collected by Shropshire Council in 2022/2023 and awarded to Ellesmere Town Council in 2023/2024.

(d) **NABMA Membership.** To reconsider membership for 2023/2024 following new information received.

05/23/23

Ellesmere Market Monthly Report. To note report and discuss new draft market rules.

05/23/24

Shropshire Council (Off Street Parking Places) Order 2011. To note the Notice of Variation.

05/23/25

Tetra Pak Recycling Point Request. To consider a request from a resident to install a Tetra Pak recycling point in Ellesmere.

05/23/26

The Vault. To hear concerns raised by a local employee regarding decorations at The Vault Public House.

05/23/27

Future Agenda Items. To receive any items to be included on the next agenda.

05/23/28

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 item of business on the grounds it involves the likely disclosure of confidential information as defined in the Acts".

05/23/29

Potential Offer of Cemetery Land. To receive information.

05/23/30

Honorary Freeman/Freewoman. To receive nominations.

