

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
Town Clerk & RFO
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Date: 31st May 2023

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held on **Monday 5th June 2023** in the Town Hall at 7.15pm, 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, or raise matters for a future agenda (as per section 3 of the [Town Council's Standing Orders](#)).

AGENDA

06/23/01 **To receive apologies and reason for absence.**

06/23/02 **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 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.

06/23/03 **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.

06/23/04 **Police Matters.**
(a) Police Report. To receive a report from West Mercia Police.

- 06/23/05 **Honorary Freeman/ Freewomen 2021 Awards.**
Awards will be presented to this year's Freeman & Freewomen of Ellesmere.
- 06/23/06 **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 items 6a – 6c of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts".
- 06/23/07 **Casual Vacancies.**
(a) To note written applications for the office of Town Councillor.
(b) To receive a five-minute presentation from each applicant for the office of Town Councillor.
(c) To vote whether to Co-opt candidates to fill the vacancy.
- 06/23/08 **Minutes.**
(a) To read and confirm the minutes of the Town Council meeting held on Tuesday 2nd May 2023.
- 06/23/09 **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.
- 06/23/10 **Finance/Contracts**
(a) **Town Council Receipts/Payments/Income & Expenditure reports for final quarter 2022/2023.**
To be approved.
(b) **Town Council Payments for April 2023.** To be approved.
(c) **Cemetery Working Group Receipts/Payments/Income & Expenditure reports for final quarter 2022/2023.** To be approved.
(d) **Cemetery Working Group Payments for April 2023.** To be approved.
(e) **Insurance.** To note that due to the removal of the art screens and marquees the insurance renewal was reduced by £23.78 making the renewal premium £3,519.39.
(f) **Sanitary Disposal Contract.** To consider quotations.
(g) **Grant applications.** To consider grant application requests.
(h) **Cemetery Printer.** To note that a new printer was purchased for the Cemetery Co-ordinator at a cost of £133.32.
(i) **Business Rates Relief Appeal.** To receive a report.
- 06/23/11 **Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2023, Form 3**
(a) Section 1 Annual Governance Statement 2022/2023. Town Council to answer questions 1-9.
(b) Section 2 Accounting Statements 2022/2023. To approve.
(c) To note that the Internal Audit has been completed and note contents of year-end report. Section "Annual Internal Audit Report 2022/23 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 external auditors PKF Littlejohn.
(e) Balance sheet and supporting statement as at 31st March 2023 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 2023. Monday 12th June 2023 – Friday 21st July 2023.
(g) Three Year Forecast. To be approved.
(h) Cost of running local services. To note.
(i) To confirm the following Earmarked Reserves from the General Reserve Account for the forthcoming year:
(i)

Ear Marked Reserve	Amount
Town Hall Capital Reserve	£85,000
Election Costs	£4,400
Neighbourhood Fund 2016/2017	£1,329.43
Neighbourhood Fund 2017/2018	£3,702
Neighbourhood Fund 2019/2020	£12,385.19
Neighbourhood Fund 2020/2021	£11, 416.32
Neighbourhood Fund 2021/2022	£19,692
Neighbourhood Fund 2022/2023	£28,855.76
Town Hall Lobby	£30,000
Youth Provision	£5,032.00
CCTV	£5,000
Match Fund Future Projects	£3,193.60
60% CWG Cash Asset	£23,693.14

- 06/23/12 **Savings Account.**
 (a) To note the bank account balances as of 31st March 2023 from balance sheet.
 (b) To receive details of the 2022/2023-year end calculation and approve transfer.
 (c) To consider options and agree which provider to open a savings account with.
 (d) To approve the amount to open the savings account with and approve the transfer of funds.
- 06/23/13 **Vandalism at Kingfisher Walk Play Area.** To discuss.
- 06/23/14 **Ellesmere Market Hall.**
 (a) **Monthly Report.** To note report and discuss. To follow.
 (b) **Market Revitalization Equipment Agreement.** To note that the agreement between Ellesmere Town Council and Project SY12 has been signed and the Marquees have been collected by them and removed from the insurance and assets list.
 (c) **Art Screens.** To note that too these have been collected by Project SY12 and removed from the insurance and assets list.
- 06/23/15 **Medical Provision.** To discuss the responses received.
- 06/23/16 **The Mere.**
 (a) To receive a verbal report regarding blue/green algae.
 (b) To receive a verbal report on the play area.
 (c) To receive a verbal report on the public conveniences.
 (d) Mere Advisory Board. To note the minutes of the meeting held on 23rd March 2023.
- 06/03/17 **Scotland Street Traffic Lights.** To receive a verbal update on the issues found with the traffic lights.
- 06/03/18 **Ellesmere Yard Heritage Lottery Application.** To note that the letter of support approved by councillors on the 16th May 2023 has been submitted.
- 06/03/19 **Shropshire Cycling and Walking Plan Consultation.** To receive a report from Cllr Elner and consider submitting a response.
- 06/03/20 **Cross Street Public Conveniences.** To consider a request for Cross Street Public Conveniences to become cashless.
- 06/03/21 **Armed Forces Day Saturday 24th June 2023.** To note.

- 06/03/22 **Future Agenda Items.** To receive any items to be considered for a future agenda.
Please note that discussion on the items cannot take place at this meeting.
- 06/03/23 **Future Meeting Dates.**
Full Council Monday 3rd July 2023.
Community Policing Panel. Provisional date of 15th June, TBC.
Town Hall WG – TBC.
Berwyn View Land WG – TBC.
Policies and Procedures WG – TBC.
Health & Well Being WG - TBC
- 06/03/24 **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 may involve the likely disclosure of confidential information as defined in the Acts”.
- 06/03/25 **Town Hall Roof.** To discuss actions required to start the tender process and discuss terms of tender.
- 06/03/26 **Mere Cottage.** To receive notice that the tenant has not renewed the lease and discuss terms and proposals for Shropshire Council to consider when finding a new tenant.