

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
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Date: 29th August 2023

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 4th September 2023** at Ellesmere Town Hall at 7.15pm 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

- 09/23/01 **To receive apologies and reason for absence.** To approve.
- 09/23/02 **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.
- 09/23/03 **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted (**please contact the Clerk prior to the meeting if you require a dispensation form**).
- 09/23/04 **Grant Awards.** To award cheques to successful the grant applicants.

- 09/23/05 **Police Matters.**
(a) August Safer Neighbourhood Team Newsletter. To note.
(b) Police Report. To receive a report from West Mercia Police.
- 09/23/06 **Minutes.**
(a) To read and confirm the minutes of the Town Council meeting held on Monday 3rd July 2023.
[View draft minutes.](#)
(b) To note the minutes of the Health and Wellbeing Working Group held on the 22nd June 2023.
(c) To note the minutes of the Health and Wellbeing Working Group held on the 24th August 2023 and consider the following recommendation.
RECOMMENDATION 1: To ask residents to complete an anonymous health survey so that council can explore the provision of health and wellbeing services in the town to try and ensure that the provision is adequate for the increasing population.
(d) To note the minutes of the Community Policing Panel held on Monday 3rd July 2023.
(e) To read and note the minutes of the Cemetery Working Group meeting held on Thursday 20th July 2023 and consider the following recommendation. [View draft minutes.](#)
RECOMMENDATION 1: To approve the new Cemetery Regulations which include the exclusion of non – residents from Ellesmere Urban or Ellesmere Rural Parish.
- 09/23/07 **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.
- 09/23/08 **Planning.**
(a) Planning Decisions made during Summer Recess. To read and approve the list of the Town Council decisions made under delegated powers during summer recess.
- 09/23/09 **Finance**
(a) Town Council Payments for June and July 2023. To be approved.
(b) Detailed Income & Expenditure report 1st Quarter. To be note.
(c) Cemetery Working Group Payments for June and July 2023. To be approved.
(d) CWG Detailed Income & Expenditure report 1st Quarter. To be note.
(e) Bank Balances as at 30th June 2023. To note.
(f) Aged Debtors. To receive a final report and agree to a new write off aged debts for 2022/2023.
(g) CCTV Repairs. To confirm approval of urgent repairs detailed by email on 22nd August 2023.
- 09/23/10 **CCLA Savings Account.** To agree whether to reinvest any interest from the account or have it paid to the Town Council's current account.
- 09/23/11 **Insignis Cash Solution Account.**
(a) To note that the initial deposit of £50,766 had been made into the Insignis Cash Platform.
(b) To approve which bank within the platform members would like £50,666 to be deposited in. £100 must be kept in the Insignis Platform.
- 09/23/12 **Policies & Procedures.** To review and approve the following Policies and Procedures.
(a) Alcohol & Drugs at Work Policy.

- 09/23/13 **Committees, Working Groups and Outside memberships.** To appoint councillors to the following:
- Finance Asset & resources Committee - 1 vacancy.
 - Staffing & Governance Sub- Committee - 1 vacancy.
 - Planning & Infrastructure Committee - 1 vacancy.
 - Cemetery Working Group - 1 vacancy.
 - Data Protection Working Group - 4 vacancies.
 - Policy & Procedures Working Group - 1 vacancy.
 - Community Policing Panel - 1 vacancy.
 - Ellesmere Town Hall Working Group - 1 vacancy.
 - Health & Wellbeing Working Group - 1 vacancy.
 - The Mere at Ellesmere Advisory Board - 1 vacancy.
 - Ellesmere in Bloom - 1 vacancy.
- 09/23/14 **Liaison Groups.**
- (a) Consider creating a Tourism Liaison Group and an Events Liaison Group to replace the Tourism & Events Committee.
 - (b) If item (a) is approved, create, and approve terms of reference for each Liaison Group.
- 09/23/15 **Asset Transfer of land adjacent to Ellesmere Cricket Club.** To consider the response from Shropshire Council and Ellesmere Cricket Club and vote whether or not to pursue the Asset Transfer from Shropshire Council.
- 09/23/16 **Town Council Logo.** To approve use of a new Logo.
- 09/23/17 **Honorary Freeman/Freewoman.** To consider modifying the nomination and selection process.
- In 2003 the Ellesmere Town Council started an Honorary Townspersons Scheme which in 2010 then changed to Honorary Freeman/Freewoman. This is currently considered annually (November or April) and only awarded to people who have served the town in some special way.
- 09/23/18 **Local Affordable Housing.** To discuss the current lack of affordable housing within the town and consider passing to the Planning and Infrastructure committee to investigate further.
- 09/23/19 **Ellesmere Market Hall Monthly Report.** To discuss.
- 09/23/20 **Correspondence.**
- (a) **The Mere.** To consider correspondence from a local resident.
- 09/03/21 **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.
- 09/23/22 **Future Meeting Dates.**
- Annual Town Walk – Thursday 14th September, 6pm meeting at Ellesmere Town Hall.
 - Staffing & Governance Sub-Committee – Monday 18th September 2023 at 6pm.
 - Finance, Asset & Resources Committee – Monday 18th September 2023 at 7pm.
 - Cemetery Working Group meeting – Thursday 28th September 2023 at 7pm.
 - Full Town Council – 2nd October 2023.