

Minutes of the Town Council Meeting held in Ellesmere Town Hall

Monday 4th September 2023 at 7.15pm

PRESENT: Town Mayor (Chair): Cllr A Wignall

Councillors: G Elner, L Woodbridge, A Weeks, H Anderton-Schofield, P Jones, J Howard, P Goulbourne, N Proffitt.

Town Clerk and RFO: Jo Butterworth
Admin Assistant Gemma Whitley

Unitary Councillor: 1 (dual hatted)
Members of the Public: 4
Press: 0
Police: 2
Guests: 0

Public Participation Session.

No matters were raised.

09/23/01 **To receive apologies and reason for absence.**

Apologies were received from Cllrs J Mowl, due to a prior engagement, Cllr M Hancock due to work commitments and Cllr G Hutchinson due to holiday.

RESOLVED - that the apologies received from Cllr's J Mowl, G Hutchinson and M Hancock – be approved.

09/23/02 **Disclosure of Personal and Prejudicial Interests.**

Councillor Name	Item No
Cllr G Elner	Twin-hatted member declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council.
Cllr P Jones	09/23/15 – Ellesmere Cricket Club

09/23/03 **Grant Dispensations.**

Councillor Name	Dispensation
Cllr G Elner	Dispensation to allow participation and voting on all matters relating to Shropshire Council for his term of office.

09/23/04

Grant Awards.

The Mayor presented grant awards to The Scout Group, The Thursday Club and Ellesmere Bowling Club.

09/23/05

Police Matters.

a) August Safer Neighbourhood Team Newsletter – Noted.

b) PCSO's Hogg and Walker delivered their report on crime in Ellesmere for July and August.

Domestic and Personal	29
Police generated	6
Concern for safety	6
Duplicates	4
Abandoned Calls	10
Cars removed for no tax	Several
Nuisance youths at Tesco	Several
Criminal damage	1
Shop lifting	Several

09/23/06

Minutes.

a) It was moved by Cllr P Goulbourne, seconded by Cllr G Elner, Cllr H Anderton-Schofield abstained and

RESOLVED - that the minutes of the Town Council meeting on 3rd July be approved and signed by the Town Mayor as a true and accurate record.

b) Health and Wellbeing Working Group minutes of meeting held on 22nd June 2023. Noted.

b) Health and wellbeing Working Group minutes of meeting held on 24th August 2023. Noted.

It was recommended that residents be asked to complete an anonymous health survey to 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.

It was moved by Cllr H Anderton-Schofield, seconded by Cllr L Woodbridge and

RESOLVED – that surveys would be distributed to residents and made available online. Cllr P Jones abstained from the vote.

c) Bank Balances as at 30th June 2023- Noted.

d) To read and note the minutes of the Cemetery Working Group meeting held on Thursday 20th July 2023 and consider the following recommendation. - Noted.

It was recommended that to approve the new Cemetery Regulations which includes the exclusion to new burials for non – residents from Ellesmere Urban or Ellesmere Rural Parish.

It was moved by Cllr J Howard, Seconded by Cllr P Goulbourne and

RESOLVED – that the new cemetery regulations be approved.

09/23/07 **Progress Report**

Noted.

09/23/08 **Planning Decisions made during Summer Recess.**

It was moved by Cllr P Jones, Seconded by P Goulbourne and

RESOLVED - That the decisions made during summer recess be approved.

09/23/09 **Finance**

(a) Town Council Payments made for June and July 2023.

Chq/Bank Payments made June 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries June 23	7495.46	-	7495.46	LGA1972,s.112(2)
Fasterpay	Ash Waste Services	Skip Emptied TH June	77.94	15.59	93.53	LGA1972 s111
Fasterpay	Ash Waste Services	Skip Emptied MH June	83.94	16.79	100.73	LGA 1972,s.214(6)
Fasterpay	Amazon	Various Items	38.57	7.71	46.28	LGA1972 s111
Fasterpay	Amazon	Cleaning Materials & Stationery	29.31	4.35	33.66	LGA1972 s111
Fasterpay	Bates Office Services	Shredding	24.00	4.80	28.80	LGA1972 s111
Fasterpay	Border Janitorial	Cleaning Materials	64.09	12.82	76.91	LGA1972 s111
Fasterpay	Central Fire Control Ltd	Servicing of Extinguishers	164.95	32.99	197.94	LGA1972 s111
DD	Entranet	PSTN Rental	15.00	3.00	18.00	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	Broadband May 23	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	Broadband June 23	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
Fasterpay	Evans Maintenance	Repairs to Boiler	531.37	106.27	637.64	LGA 1972,S.111
Fasterpay	A Faulkner	Repairs to Play area & Maypole	218.00	43.60	261.60	LGA 1972,S.111
Fasterpay	A Faulkner	Repairs to Kingfisher Play area	88.50	17.70	106.20	LGA 1972,S.111
SO	Groundforce	Grounds Maint Contract May 23	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	HMRC	PAYE/NI May 23	1678.38	-	1678.38	LGA1972,s.112(2)
Fasterpay	Harlequin Services	Grounds Maint Contract May 23	708.33	-	708.33	PHA1936,s.87
Fasterpay	iHub	Telephones May 23	52.50	10.50	63.00	LGA 1972 s.111
Fasterpay	JDH Business Services Ltd	Year end internal audit	306.00	61.20	367.20	LGA 1972 s.111
Fasterpay	JamiQ's	Uniform	154.68	30.94	185.62	LGA 1972, s.143
Fasterpay	MH Sound	Coronation Event	250.00	-	250.00	LGA1972, s.145
Fasterpay	MW Medics Ltd	Training	180.00	36.00	216.00	LGA 1972 s.111
Fasterpay	MetroRod Ltd	Cleaning of grease trap	80.00	16.00	96.00	LGA 1972 s.111
Fasterpay	Northwood Nurseries	Hanging Baskets & Planters	1765.36	353.07	2118.43	LGA 1972 s.111
Fasterpay	OverRated Ltd	Commission	2262.50	452.50	2715.00	LGA 1972 s.111
Fasterpay	Ozloos Toilet Hire	Toilet hire - Coronation	233.00	46.60	279.60	LGA 1972 s.145
DD	Opus	Gas TH	339.71	16.99	356.70	LGA 1972,S.133
DD	Opus	Electric TH	664.71	132.94	797.65	LGA 1972,S.133

Chq/Bank Payments made June 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Paperstone Ltd	Stationery	150.89	30.17	181.06	LGA 1972,S.111
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
DD	Peninsula	Employment Services Business Safe & Online Services June 23	155.33	29.34	184.67	LGA 1972,S.111
Fasterpay	ProjectSY12 CIC	MH Cleaning Apr & May 23	200.00	-	200.00	Food Act 1984 s.50
Fasterpay	Reliant Ltd	365, Apps & Web Hosting June 23	102.07	20.41	122.48	LGA 1972,S.111
Fasterpay	Reliant Ltd	365, Apps & Web Hosting April 23			0.00	LGA 1972,S.111
Fasterpay	RBS Software	Omega Year End	755.00	151.00	906.00	LGA 1972,S.111
DD	Ricoh	Office Printer costs	169.41	33.88	203.29	LGA 1972,S.111
Fasterpay	SAS Electrical	TH Maint			0.00	LGA 1972,S.111
Fasterpay	Shropshire Council	Joint Energy Costs	604.38	120.88	725.26	PCA1957,s3(1)&7
Fasterpay	Shropshire Council Pensions	Pensions June 23	2140.98	-	2140.98	LGA1972,s.112(2)
Fasterpay	Sign & Print Ltd	A4 leaflets	448.00	-	448.00	LGA 1972 s.145
Fasterpay	Smith of Derby	Service to Town Hall Clock	246.00	49.20	295.20	PCA1957, s.2&6
Fasterpay	Unity Trust	Bank Charges	18.00		18.00	LGA 1972 s.111
DD	Waterplus	TH water meter May	141.69	-	141.69	LGA 1972,S.215
DD	Waterplus	Cross St Toilets	106.12	-	106.12	PHA1936, s125
Fasterpay	Zurich Insurance	Insurance - Adj	195.46	-	195.46	LGA 1972,S.111
		Total	23655.37	2000.39	25655.76	

Chq/Bank Payments made July 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries July 23	8169.99	-	8169.99	LGA1972,s.112(2)
Fasterpay	Ash Waste Services	Skip Emptied TH July	78.09	15.62	93.71	LGA1972 s111
Fasterpay	Ash Waste Services	Skip Emptied MH July	84.29	16.86	101.15	LGA 1972,s.214(6)
Fasterpay	Amazon	Various Items	46.56	9.31	55.87	LGA1972 s111
Fasterpay	Amazon	Stationery	42.63	7.26	49.89	LGA1972 s111
Fasterpay	Admin Assistant	Postage	6.85	-	6.85	LGA1972 s111
Fasterpay	CMK Electrical Ltd	Testing for Christmas Lights	2025.00	405.00	2430.00	LGA1972 s144
DD	Entranet	Broadband July 23	15.00	3.00	18.00	LGA 1972,S.111 LGA(FP)1963,S.5
DD	EE	Clerks Mobile June	18.00	3.60	21.60	LGA 1972,S.111
DD	EE	Clerks Mobile July	18.00	3.60	21.60	LGA 1972,S.111
Fasterpay	Ellesmere Scouts	Grant	500.00	-	500.00	LG(MP)A1976,s.19(3)
Fasterpay	Evans Maintenance	Replace water heater	473.94	94.79	568.73	LGA 1972,S.111
Fasterpay	A Faulkner	Repairs to Kingfisher Play area	149.70	29.94	179.64	LGA 1972,S.111
Fasterpay	A Faulkner	Repairs to Cross Street bench	38.00	7.60	45.60	PCA1957,s1(1)&7
SO	Groundforce	Grounds Maint Contract June 23	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	Healthmatic Ltd	Cleaning Cross St Toilets July-Sept	2112.50	422.50	2535.00	PHA1936,s.87
Fasterpay	HMRC	PAYE/NI June 23	1659.06	-	1659.06	LGA1972,s.112(2)
Fasterpay	Harlequin Services	Grounds Maint Contract June 23	708.33	-	708.33	PHA1936,s.87
Fasterpay	JDH Business Services Ltd	Intrim audit	360.00	72.00	432.00	LGA 1972 s.111
Fasterpay	MetroRod Ltd	Cleaning of grease trap	80.00	16.00	96.00	LGA 1972 s.111
DD	Opus	Gas TH	43.46	2.17	45.63	LGA 1972,S.133
DD	Opus	Electric TH	320.53	64.11	384.64	LGA 1972,S.133
Fasterpay	Paperstone Ltd	Stationery	41.28	8.25	49.53	LGA 1972,S.111
Fasterpay	Paperstone Ltd	Stationery	54.32	10.86	65.18	LGA 1972,S.111
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
Fasterpay	ProjectSY12 CIC	MH Cleaning June 23	80.00	-	80.00	Food Act 1984 s.50
Fasterpay	Reliant Ltd	365, Apps & Web Hosting July 23	102.07	20.41	122.48	LGA 1972,S.111
Fasterpay	Reliant Ltd	Additional memory	102.50	20.50	123.00	LGA 1972,S.111
Fasterpay	Reliant Ltd	Laptop - Admin	256.66	51.33	307.99	LGA 1972,S.111
Fasterpay	SALC	Training for Councillors/Admin/Cem	615.00	-	615.00	LGA 1972,S.111
Fasterpay	SALC	Fundamentals for Councillors	60.00	-	60.00	LGA 1972,S.111
Fasterpay	SLCC	ILCA Course	120.00	24.00	144.00	LGA 1972,S.111
Fasterpay	SLCC	CILCA	450.00	-	450.00	LGA 1972,S.111
Fasterpay	SAS Electrical	Attend to defib	40.00	8.00	48.00	LGA 1972,S.111
Fasterpay	Shropshire Council Pensions	Pensions July 23	2059.23		2059.23	LGA1972,s.112(2)
Fasterpay	The Sigtist	No smoking signs	170.00	-	170.00	LGA 1972 s.111
DD	Waterplus	TH water meter June	138.45	-	138.45	LGA 1972,S.215
DD	Waterplus	Cross St Toilets	109.94		109.94	PHA1936, s125
Fasterpay	Town Clerk	Zoom subscription July	12.99	-	12.99	LGA 1972,S.111
Fasterpay	Town Clerk	Zoom subscription June	12.99	-	12.99	LGA 1972,S.111
		Total	22002.12	1442.06	23444.18	

It was moved by Cllr P Goulbourne, Seconded by Cllr J Howard and

RESOLVED – that the payments for June and July 2023 be approved, confirmed, and signed.

(b) Detailed Income and Expenditure report 1st quarter – Noted.

(c) Cemetery Working Group Payments for June and July 2023

Chq/Bank Payments made June 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
so	Groundforce Ltd	Swan Hill Grounds Maint	1120.83	224.17	1345.00	LGA1972,S.214(6)
Fasterpay	Amazon	Printer	133.32	26.67	159.99	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Management Fee	71.88	14.38	86.26	LGA1972,S.214(6)
		Total	1326.03	265.22	1591.25	

Chq/Bank Payments made July 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
so	Groundforce Ltd	Swan Hill Grounds Maint	1120.83	224.17	1345.00	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Management Fee	71.88	14.38	86.26	LGA1972,S.214(6)
		Total	1192.71	238.55	1431.26	

It was moved by Cllr P Jones, seconded by Cllr J Howard and

RESOLVED – that the payments for June and July be approved, confirmed and signed.

(d) Cemetery Working Group detailed income and Expenditure report for 1st quarter – Noted.

(e) Bank Balances as at 30th June 2023 – Noted.

(f) Aged Debtors

It was moved by Cllr A Wignall, Seconded by Cllr G Elner and

RESOLVED – that the aged debtors for 2022/2023 totalling £351.50 be written off.

(g) CCTV Repairs

It was moved by Cllr G Elner, Seconded by Cllr J Howard and

RESOLVED – that the urgent repairs to the CCTV be approved.

09/23/10 CCLA Savings Account

The Clerk reported that the initial deposit of £50,766.00 had been made to the Insignas Cash Platform. **Noted.**

09/23/11 Members considered a printout of bank accounts so that they could choose which account/s they would like the £50,666 to be deposited into informing them that £100.00 must be kept in the Insignas Platform.

It was moved by Cllr P Jones, Seconded by Cllr G Elner and

RESOLVED – that the amount of £50,666 should be deposited in the Bank of Egypt UK Limited which offered the highest interest amount for a 6-month term.

09/23/12 **Policies and Procedures**

(a) Members reviewed the Alcohol and Drugs at Work Policy.

It was moved by Cllr P Jones, Seconded by Cllr H Anderton-Schofield and

RESOLVED – that the policy be approved.

09/23/13 **Committees, Working Groups and Outside memberships.**

New members were offered the opportunity to fill the vacancies on the following committees and working groups.

Finance Asset and Resources – No appointments.

Staffing & Governance – No appointments.

Planning & Infrastructure – No appointments.

Cemetery Working Group – Cllr N Proffitt.

Data Protection Working Group – Cllr L Woodbridge

Policy and Procedures – No appointments.

Community Policing Panel – Cllr L Woodbridge

Ellesmere Town Hall Working Group – Cllrs N Proffitt and L Woodbridge

Health and Wellbeing Working Group – Cllr N Proffitt

The Mere at Ellesmere Advisory Board – Cllr L Woodbridge

Ellesmere in Bloom – Cllr L Woodbridge

It was moved by Cllr P Jones, Seconded by Cllr A Weeks and

RESOLVED – that all the nominated Cllrs join the Committees and working groups listed above.

09/23/14

Liaison Groups

(a) Council considered creating a Tourism Liaison Group and an Events Liaison Group to replace the Tourism & Events Committee.

It was moved by Cllr A Wignall, Seconded by J Howard and

RESOLVED – that the above two groups should replace the Tourism and Events Committee.

(b) Council agreed to defer creating Terms of Reference for the liaison groups until the October meeting.

09/23/15

Asset Transfer of land adjacent to Ellesmere Cricket Club.

Council considered a response from Shropshire Council and Ellesmere Cricket Club as to whether to pursue the Asset Transfer from Shropshire Council. It was,

RESOLVED – that council would delay discussing this until the October meeting when they should have received further information from Shropshire Council.

09/23/16

Town Council Logo

Members considered a new Town Council Logo.

It was moved by Cllr A Wignall, seconded by Cllr L Woodbridge and

RESOLVED – that the new town logo be approved for use.

09/23/17

Honorary Freeman/Freewoman

Council was asked to consider modifying the nomination and selection process.

It was moved by Cllr P Jones and seconded by Cllr H Anderton-Schofield and

RESOLVED – that council members would put their nominations to council in writing members would then have until the next council meeting to cast their vote.

09/23/18

Local Affordable Housing

Council discussed the current lack of affordable housing within the town.

It was moved by Cllr A Wignall seconded by Cllr P Goulbourne and

RESOLVED – that this matter be passed to the Planning & Infrastructure Committee.

09/23/19

Ellesmere Market Hall Monthly Report

The Clerk delivered a report about the Market Hall. **Noted.**

09/23/20

Correspondence

(a) **The Mere**. A letter was circulated to council prior to the meeting regarding the poor appearance of the Mere and Cremorne Gardens. Council agreed that the

Clerk would write to various members of Shropshire Council and The Mere's Advisory Board raising concerns with them.

09/23/21 **Future Agenda Item**

Photographs of councillors

Algae at the Mere

RAACS

09/23/22 **Future meeting dates**

Annual Town Walk – Thursday 14th September, 6pm

Staffing & Governance Sub-Committee – Tuesday 19th September, 6pm

Finance, Asset & Resources Committee – Tuesday 19th September, 7pm

Cemetery Working Group meeting – Thursday 28th September, 7pm

Full Town Council Meeting – 2nd October 2023, 7.15pm

The meeting Closed at 8:48pm

Mayor:

Date: