

Minutes of the Town Council Meeting held in Ellesmere Town Hall  
Monday 2<sup>nd</sup> October at 7.15pm

**Present:** Town Mayor (Chair): Cllr A Wignall

Councillors: G Hutchinson, M Hancock, A Weeks,  
J Howard and P Goulbourne.

Town Clerk and RFO: Jo Butterworth

Admin Assistant Gemma Whitley

Members of the Public: 3  
Guests: 1

**Public Participation Session.**

Two residents came to express their support for the concept of the 20mph speed limit in Ellesmere.

10/23/01

**To receive apologies and reason for absence.**

Apologies for illness were received from Councillors N Proffitt, P Jones, H Anderton-Schofield and J Mowl. L Woodbridge was on a training course and Cllr G Elner was on holiday.

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

**RESOLVED – that the apologies received from Cllrs N Proffitt, P Jones, H Anderton-Schofield, J Mowl, L Woodbridge and G Elner – be approved.**

10/23/02

**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 J Howard	12/23/05 – Town Hall Roof Tender

10/23/03

**Grant Dispensations.**

Councillor Name	Dispensation
Cllr G Elner	Dispensation under section 33/2c being in the interest of persons living in the authority's area allow participation and voting on all matters relating to Shropshire Council for his term of office.

10/23/04

**Grant Awards.**

Ellesmere Town Council granted £450.00 to Music Mob to enable two children from Ellesmere Primary School to learn a stringed instrument.

10/23/05

**Ellesmere Town Hall Roof Repairs.**

The Council were joined by A Downton, Building Surveyor and Project Manager who gave a verbal report on the tenders that had been received to repair the roof of the building. Andrew explained that 8 tenders were sent out and 3 companies had returned them. All three had quoted using a liquid coating system which offered a 20-year manufacturers guarantee.

Company 1	£104'500.00
Company 2	£88'579.65
Company 3	£79,985.00

It was moved by Cllr P Goulbourne, Seconded by Cllr G Hutchinson and

**RESOLVED** – to accept the quote from company 3, Complete Roofing Systems and ask them to start with repairs as soon as possible.

10/23/06

**Police Matters.**

a) **September Safer Neighbourhood Team Newsletter.**

Noted.

b) **Police Report.**

Cllr Wignall presented the report supplied by Inspector Greenaway for September. It was highlighted that the 3 top crime areas were Tesco's' Co-Op and Lakelands Academy.

Assault	16
Harassment	11
Suspicious Circumstances	11
Domestic and Personal	9
Concerns for safety	9
Highways	7
Nuisance calls	6
Sexual	6

10/23/07

**Minutes.**

a) To read and confirm the minutes of the Town Council meeting held on Monday 4<sup>th</sup> September 2023.

It was moved by Cllr A Weeks, seconded by Cllr M Hancock, Cllr Hutchinson abstained and

**RESOLVED – that the minutes of the Town Council meeting held on Monday 4<sup>th</sup> September be approved and signed by the Town Mayor as a true and accurate record.**

- b) To note the minutes of the planning and infrastructure committee held on Monday 4<sup>th</sup> September 2023 – **NOTED.**
- c) To note the minutes of the Staffing and Governance Sub – Committee held on Monday 18<sup>th</sup> September 2023. – **NOTED.**
- d) To note the minutes of the Finance Asset & Resource Committee held on Tuesday 19<sup>th</sup> September 2023. – **NOTED.**

**RECOMMENDATION 1:** to ringfence the VAT amount of the Town Hall Roof repairs from the 2022/2023-year end transfer amount.

It was proposed by Cllr G Hutchinson, seconded by Cllr P Goulbourne, and

**RESOLVED – To ringfence the VAT amount for the Roof repairs from the 2022/2023-year end transfer amount.**

**RECOMMENDATION 2:** to settle loan numbers 486724 & 489784.  
Discussed at agenda number 10/23/09 (e).

**RECOMMENDATION 3:** For council to adopt the Annual Investment Strategy.

It was proposed by Cllr G Hutchinson, seconded by Cllr P Goulbourne, and

**RESOLVED – that council adopt the Annual Investment Strategy.**

Recommendation: For council to adopt the Treasury Management Strategy.

**RESOLVED – that council adopt the Treasury Management Strategy.**

- e) To note the minutes of the planning and infrastructure Committee held on Monday 25<sup>th</sup> September 2023 – **NOTED.**
- f) To note the minutes of the Cemetery Working Group held on Thursday 28<sup>th</sup> September 2023 and consider the following recommendations which were discussed.

**RECOMMENDATION:** to increase the cemetery fees from the 1<sup>st</sup> April 2024 as per the minute number CWG/09/23/11.

It was proposed by Cllr P Goulbourne, seconded by Cllr J Howard, and

**RESOLVED – that fees for the cemetery would increase from April 2024 as per the minutes.**

10/23/09 **Finance**

(a) Town council Payments for August 2023.

Chq/Bank Payments made August 23						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries Aug 23	7379.62		7379.62	LGA1972,s.112(2)
Fasterpay	Ash Waste Services	Skip Emptied TH Aug	10.40	2.08	12.48	LGA1972 s111
Fasterpay	Ash Waste Services	Skip Emptied MH Aug	96.45	19.29	115.74	LGA 1972,s.214(6)
Fasterpay	A Faulkner	Replace bearing Beechgrove	152.11	30.42	182.53	PHAA 1907,S76(1)
Fasterpay	Amazon	Razors	9.28	1.86	11.14	LGA1972 s111
Fasterpay	Border Janitorial	Cleaning materials	18.34	3.67	22.01	LGA1972 s111
Fasterpay	Border Janitorial	Cleaning materials	125.34	25.08	150.42	LGA1972,S111
Fasterpay	Border Janitorial	Cleaning materials	15.09	3.03	18.12	LGA1972,S111
DD	Entranet	Broadband Aug 23	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	EE	Clerks Mobile July-Aug	18.00	3.60	21.60	LGA 1972,S.111
Fasterpay	Evans Maintenance	Attend to leak in toilet	215.89	43.18	259.07	LGA 1972,S.111
SO	Groundforce	Grounds Maint Contract July 23	607.50	121.50	729.00	LGA 1972,S.111
Fasterpay	Gem Whitley	Reimbursement for printing of map	18.00	0.00	18.00	LGA1972,S111
Fasterpay	HMRC	PAYE/NI July 23	1848.90		1848.90	LGA1972,s.112(2)
Fasterpay	Harlequin Services	Grounds Maint Contract July 23	708.33		708.33	PHA1936,s.87
Fasterpay	iHUB	Telephone June 2023	53.25	10.65	63.90	LGA 1972,S.111
Fasterpay	iHUB	Office phones July	52.50	10.50	63.00	LGA 1972,S.112
DD	Opus	Gas TH	78.29	3.91	82.20	LGA 1972,S.133
DD	Opus	Electric TH	453.67	90.73	544.40	LGA 1972,S.133
Fasterpay	PHS Group PLC	Sanitary disposal contract TH	361.82	72.36	434.18	PHA1936,S87
Fasterpay	PHS Group PLC	Sanitary disposal contract Cross Street	449.86	89.97	539.83	PHA1936, S87
Fasterpay	PPL/PRS	Music licence	777.38	155.48	932.86	LGA 1972. S111
Fasterpay	Parish Online	Parish online subscription	160.00	32.00	192.00	LGA1972 S111
Fasterpay	Paperstone Ltd	Stamps	97.45	0.99	98.44	LGA 1972,S.111
Fasterpay	Paperstone Ltd	Stationery	18.94	3.78	22.72	LGA 1972,S.111
Fasterpay	Paperstone Ltd	Paper	44.93	8.98	53.91	LGA 1972,S.111
DD	Peninsula	Provision of EAP	19.26	3.85	23.11	LGA 1972,S.111
DD	Peninsula	Employee Service Business	155.33	29.34	184.67	LGA 1972,S.112
Fasterpay	Reliant Ltd	365, Apps & Web Hosting Aug 23	102.07	20.41	122.48	LGA 1972,S.111
Fasterpay	Reliant Ltd	Antivirus Subscription	33.00	6.60	39.60	LGA 1972,S.111
Fasterpay	Ricoh	Office Printer costs	180.61	36.12	216.73	LGA,1972,S.111
Fasterpay	Shropshire Council Pensions	Pensions Aug 23	1984.83		1984.83	LGA1972,s.112(2)
Fasterpay	Shropshire Council Premises	Premises Licence	180.00	-	180.00	LGA1972,S145
Fasterpay	Shropshire Council	Payroll provider 23-24	1120.00	224.00	1344.00	LGA,1972.S112 (2)
	Shropshire Council	Joint energy cost July - Sept 2023	604.38	120.88	725.26	PCA1957,s1(1)&7
Fasterpay	TG Builders Merchants	Drain Cleaner	8.10	1.62	9.72	LGA1972,S.111
Fasterpay	TG Builders Merchants	Various Items	25.54	5.10	30.64	LGA1972,S.111
Fasterpay	TG Builders Merchants	Fuses	1.89	0.39	2.28	LGA1972,S.111
Fasterpay	TG Builders Merchants	Refuse sacks	12.11	2.42	14.53	LGA1972,S.111
DD	Waterplus	TH water meter July	141.69		141.69	LGA 1972,S.215
Fasterpay	Town Clerk	Zoom subscription Aug	12.99		12.99	LGA 1972,S.111
		<b>Total</b>	<b>18397.63</b>	<b>1192.69</b>	<b>19590.32</b>	

It was moved by Cllr G Hutchinson, Seconded by Cllr A Weeks and

**RESOLVED** – that the payments for August 2023 be approved, confirmed, and signed.

(b) Cemetery Working Group payments for August 2023.

Chq/Bank Payments made August 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)
Fasterpay	Bowen Son & Watson	Princes attend to shower leak	112.25	0.00	112.25	LGA1972,S.214(6)
Fasterpay	Paperstone	Stamps	59.95	0.99	60.94	LGA1972,S214(6)
		<b>Total</b>	<b>1192.71</b>	<b>238.55</b>	<b>1431.26</b>	

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

**RESOLVED** – that the payments for August be approved, confirmed, and signed.

(c) **Town Council Bank Balances for August 2023**

TSB	£0.56
Unity Trust	£241799.72
Cemetery	£33247.44
Santander Reserves	£122057.41
TSB Neighbourhood Funds	£43409.58
TSB Reserves	£102784.48
Insignis	£50763.22

**NOTED.**

(d) **Annual Governance & Accountability Return Year Ended 31<sup>st</sup> March 2022.**

The clerk reported to council that the closure letter had been received from the external auditor, no matters arose other than an incorrect date on the Notice of Public rights. Member were informed that the Notice of Conclusion of Audit for the AGAR 31<sup>st</sup> March 2023 was published on the website and on the council noticeboards on 18<sup>th</sup> September for 14 days. **NOTED.**

(e) **Loan Settlement.**

The Clerk gave a report of two existing loans and settlement figures asking council if they would like to settle them early. Loan one had received a settlement figure of £1479.52 and loan two had a settlement figure of £5078.18.

It was proposed by Cllr J Howard, seconded by Cllr G Hutchinson, and

**RESOLVED** – that the two loans totalling £6557.70 would be settled (subject to change due to daily interest).

(f) **Year-end transfers.**

The Council were asked to consider making a year-end transfer into the reserve account for £35,709.01.

It was proposed by Cllr G Hutchinson, seconded by Cllr J Howard, and

**RESOLVED – that the amount of £35,709.01 be transferred into the reserve account.**

(g) **Overgrown land at St. Mary's Churchyard.**

The Council were asked to consider a request from St Mary's Church for additional maintenance and consider a quotation from Harlequinn Services who provides the council's gardening contract. They provided two quotations for council to consider quotation 1 for £250.00 was to remove the overgrowth and dispose of the waste. Quotation 2 was as quote one with the additional treatment of weedkiller on the area at £270.00.

It was approved by Cllr A Wignall, seconded by Cllr P Goulbourne and

**RESOLVED – It was agreed by St. Marys to accept the second quotation of £270.00.**

10/23/10

**Terms of Reference.**

(a) The council developed the Terms of Reference for the Events Liaison Group.

It was proposed by Cllr A Wignall seconded by Cllr G Hutchinson and

**RESOLVED –to adopt the terms of reference.**

**FURTHER RESOLVED to send invites to all business owners within the town.**

(b) The council developed the Terms of Reference for the Tourism Liaison Group

It was proposed by Cllr A Wignall seconded by Cllr P Goulbourne

(c) Membership to Tourism and the Events liaison groups.

It was agreed to defer the appointment of membership until the November meeting.

10/23/11

**Policies and Procedures.**

The following policies and procedures were reviewed.

(a) **Market Policy**

Members reviewed the policy and the charges.

It was proposed by Cllr P Goulbourne seconded by Cllr G Hutchinson, and

**RESOLVED – to that the charges remain the same as the 2013 policy and to adopt the 2023 Market Policy.**

**(b) Market Licence Application Form**

It was proposed by Cllr A Wignall, Seconded by M Hancock, and

**RESOLVED – to adopt the Market Licence Application form.**

**(c) Market Licence Agreement.**

It was proposed by Cllr M Hancock seconded by Cllr G Hutchinson, and

**RESOLVED – to adopt the Market Licence Agreement.**

**(d) Bullying and Harassment Policy**

It was proposed by Cllr A Wignall seconded by Cllr A Weeks, and

**RESOLVED – to adopt the Bullying and Harassment Policy.**

**(e) Cyber Security Policy.**

It proposed by A Wignall seconded by Cllr P Goulbourne, and

**RESOLVED – to adopt the Cyber Security Policy.**

10/23/12

**Reinforced Autoclaved Aerated Concrete (RAAC):**

The Clerk informed members that RAAC is not an issue at Ellesmere Town Hall.  
**NOTED.**

10/23/13

**Health Survey Results:**

The Clerk told members that 2157 were sent out and 333 responses were received. Data will be being analysed by the Health and Wellbeing Working Group.

10/23/14

**20 MPH speed limits**

Members were asked to consider supporting a 20mph initiative in certain parts of the town. They discussed areas where they felt this could be beneficial, including Mereside, Oswestry Road, Grange Road and Elson Road.

It was proposed by Cllr J Howard seconded by Cllr P Goulbourne, Cllr A Weeks voted against, and

**RESOLVED – that the clerk write to Shropshire Council to show Ellesmere Town Council's support for the scheme and pass the matter to the planning committee for them to discuss at their next meeting.**

10/23/15 **Ellesmere Market Hall Monthly Report.**  
Cllr A Wignall delivered the monthly Market Report highlighted the various events that have taken place throughout September. She let members know that the food festival and the summer festival were hoping to return to Ellesmere in 2024.

10/23/16 **Road Closures.**  
**Road Closure:** Ellesmere to Coptiviney - Click to view [Diversion Route](#) **Start Date:** 8th November 2023 **End Date:** 10th November 2023. **Purpose:** Pre-Dressing Patching Works.  
**Road Closure:** Birch Road to Sandy Lane, Ellesmere – Click to view [Diversion Route](#)  
**Start Date:** 6th November 2023 **End Date:** 8th November 2023  
**Purpose:** Pre-Dressing Patching Works.  
**Road Closure:** Watergate Street, Ellesmere. – Click to view [Diversion Route](#)  
**Start Date:** 5th November 2023 **End Date:** 5th November 2023  
**Purpose:** Road Closure - Boundary box Install.

**NOTED.**

10/23/18 **Correspondence.**  
Members were read a thank you letter which was received from Ellesmere & District Social Club, thanking them for their grant award.

**NOTED.**

10/23/19 **Future Agenda Items. None requested.**

10/23/20 **Future Meeting Dates.**  
Monday 16<sup>th</sup> October 2023 – Finance, Asset & Resources Committee, Town Hall, time tbc. Monday 6<sup>th</sup> November 2023 – Town Council meeting at 7.15pm.  
Saturday 18<sup>th</sup> November 2023 -Meeting of Councillors, Town Hall, 10am – 2pm.  
Monday 20<sup>th</sup> November 2023 - Finance, Asset & Resources Committee, Town Hall, time tbc.  
Monday 4<sup>th</sup> December 2023 - Town Council meeting at 7.15pm.  
Monday 18<sup>th</sup> December 2023 - Finance, Asset & Resources Committee, Town Hall, time tbc.

Meeting closed at 20:20

Mayor: .....

Date: .....