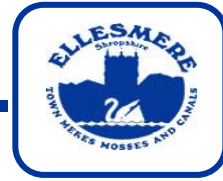


# ELLESMERE TOWN COUNCIL



Miss Joanne Butterworth  
Town Clerk & RFO  
1-3 Willow Street  
Ellesmere  
Shropshire  
SY12 0AL

Tel: 01691 622689  
Email: [jo.butterworth@ellesmere-tc.gov.uk](mailto:jo.butterworth@ellesmere-tc.gov.uk)

Date: 27<sup>th</sup> September 2023

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held on **Monday 2<sup>nd</sup> October 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

- 10/23/01 **To receive apologies and reason for absence.** To approve.
- 10/23/02 **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.
- 10/23/03 **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**).
- 10/23/04 **Grant Awards.** To award cheques to successful the grant applicants.

- 10/23/05      **Ellesmere Town Hall Roof Tender.**  
To receive a verbal report from Mr Andrew Downton, Building Surveyor and Project Manager and consider tenders.
- 10/23/06      **Police Matters.**  
**(a) September Safer Neighbourhood Team Newsletter.** To note.  
**(b) Police Report.** To receive a report from West Mercia Police.
- 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. [View draft minutes.](#)  
**(b)** To note the minutes of the Planning and Infrastructure Committee held on Monday 4<sup>th</sup> September 2023. [View draft minutes.](#)  
**(c)** To note the minutes of Staffing and Governance Sub – Committee held on Monday 18<sup>th</sup> September 2023. [View draft application.](#)  
**(d)** To note the minutes of the Finance, asset & Resources Committee held on Tuesday 19<sup>th</sup> September 2023 and consider the following recommendations: [View draft minutes.](#)  
**RECOMMENDATION 1:** to ringfence the VAT amount of the Town Hall Roof repairs from the 2022/2023 year end transfer amount.  
**RECOMMENDATION 2:** to settle loans numbers 486724 & 489784.  
**RECOMMENDATION 3:** For council to adopt the Annual Investment Strategy.  
**RECOMMENDATION 4:** For council to 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. [View draft minutes.](#)  
**(f)** To note the minutes of the Cemetery Working Group held on Thursday 28<sup>th</sup> September 2023 and consider the following recommendations. Minutes to follow.
- 10/23/08      **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.
- 10/23/09      **Finance**  
**(a) Town Council Payments for August 2023.** To be approved.  
**(b) Cemetery Working Group Payments for August 2023.** To be approved.  
**(c) Town Council Bank Balances as of 30/09/2023.** To note.  
**(d) Annual Governance & Accountability Return Year Ended 31st March 2023.** To receive a verbal report and to note that the Notice of Conclusion of Audit for the AGAR to 31<sup>st</sup> March 2023 was published on 18th September 2023 for 14 days.  
**(e) Loan Settlement.** To receive final settlement figures and approve the settlement of 2 Town Council loans.  
**(f) Year End Transfer.** To approve making a year end transfer for 2022/2023 to reserves.  
**(g) Overgrown land at St Mary's Churchyard.** To consider from St Mary's for additional maintenance and consider a quotation.

- 10/23/10 **Terms of Reference.** To develop and adopt Terms of Reference for the:  
 (a) Events Liaison Group.  
 (b) Tourism Liaison Group.  
 (c) To confirm membership to both of the above Liaison Groups.
- 10/23/11 **Policies & Procedures.** To review and adopt the following Policies and Procedures.  
 (a) Market Policy. To review charges, enforcement boundary and adopt.  
 (b) Market Licence Application Form. To review and adopt.  
 (c) Market Licence Agreement. To review and adopt.  
 (d) Bullying and Harassment Policy. To review.  
 (e) Cyber Security Policy. To review.
- 10/23/12 **Reinforced Autoclaved Aerated Concrete (RAAC).** To note that RAAC is not an issue at Ellesmere Town Hall.
- 10/23/13 **Health Survey Results.** To receive a summary of the results prior to the Health and Wellbeing working group analysing the data.
- 10/23/14 **20MPH Speed Limits.** To discuss and consider supporting a 20mph initiative in certain parts of the town. [Click to view SC Views on 20MPH.](#)
- 10/23/15 **Ellesmere Market Hall Monthly Report.** To discuss.
- 10/23/16 **Premises Licence Application.** To note that permission has been granted for Fizz Gigs to hold their annual Pumpkin Propulsion event at Birch Road recreation ground on Sunday 5<sup>th</sup> November.
- 10/23/17 **Road Closures.** To note.  
**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.
- 10/23/18 **Correspondence.** To note.  
 (a) Ellesmere & District Thursday Social Club. Thank you, letter.
- 10/23/19 **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.**
- 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.