

# ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth  
Town Clerk & RFO  
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SY12 0AL



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Date: 1<sup>st</sup> November 2023

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held on **Monday 6<sup>th</sup> November 2023** at Ellesmere Town Hall at 7.15pm for the transaction of business as set out in the agenda below.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Joanne Butterworth'.

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**

- 11/23/01      **To receive apologies and reason for absence.** To approve.
- 11/23/02      **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.
- 11/23/03      **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**).
- 11/23/04      **Police Matters.**  
**(a) October Safer Neighbourhood Team Newsletter.** To note.  
**(b) Police Report.** To receive a report from West Mercia Police.

- 11/23/05 **Minutes.**  
(a) To read and confirm the minutes of the Town Council meeting held on Monday 2<sup>nd</sup> October 2023.  
[View draft minutes.](#)  
  
(b) To note the minutes of the Community Policing Panel, Walk conducted on Thursday 27<sup>th</sup> September 2023 (attached).  
  
(c) To note the minutes of Staffing and Governance Sub – Committee held on Tuesday 10<sup>th</sup> October 2023 [View Draft minutes.](#)
- 11/23/06 **Administration Assistant Role.** To report that the vacancy has been filled and new member of staff will start on Monday 27<sup>th</sup> November.
- 11/23/07 **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.
- 11/23/08 **Finance**  
(a) **Town Council Payments for September 2023.** To be approved.  
(b) **Cemetery Working Group Payments for September 2023.** To be approved.  
(c) **Detailed Income & Expenditure report 2nd Quarter.** To note.  
(d) **CWG Detailed Income & Expenditure report 2nd Quarter.** To note.  
(e) **Loan Settlement.** To note the final loan settlement costs.  
(f) **Christmas Lighting Contract.** To receive an update and approve change of contractors and new lighting scheme.  
(g) **Sanitary Disposal Contract.** To receive an update and approve additional costs.  
(h) **CCTV Camera Quotes.** To consider quotations from our CCTV maintenance contractor for repairs to the TSB camera.
- 11/23/09 **Liaison Group Membership.** To appoint council members to the following groups:  
(a) Events Liaison Group.  
(b) Tourism Liaison Group.
- 11/23/10 **Policies & Procedures.** To review and adopt the following Policies and Procedures.  
(a) Annualised Hours Policy.  
(b) Vexatious Complaints Procedure.  
(c) Lone Worker Policy.
- 11/23/11 **Health and Wellbeing Working Group.**  
(a) To receive a summary of the health survey conducted in September.  
(b) To note the minutes of the meeting held on the 17<sup>th</sup> October 2023 (attached).  
(c) To note the minutes of the meeting held with Churchmere Medical Practice on 25<sup>th</sup> October 2023.  
(d) To note the minutes of the meeting held on the 9<sup>th</sup> November 2023 (to follow) and receive a verbal report.
- 11/23/12 **Annual Town Walks.**  
(a) To note the annual town walk report.  
(b) To note response from Shropshire Wildlife Trust in relation to safety concerns at Birch Road Pond.
- 11/23/13 **Ellesmere Cricket Club.** To consider a request for works to be undertaken at Ellesmere Cricket Club.
- 11/23/14 **Open Watercourse, Old Diary Site.** To receive details of annual arrangements made to clear the watercourse and consider a request to contribute towards the cost of the works.

- 11/23/15 **Neighbourhood Plan Course.** To receive details of a planning course attended by the Clerk and Mayor and to consider hosting a course for Ellesmere Town Council and other councils to help understand the status, scope and value of Neighbourhood Plans and what is involved in preparing them.
- 11/23/16 **A Fair Financial Settlement for Rural Councils For 2024/25.** To consider supporting a campaign by rural councils co-ordinated by the Rural Services Network.
- 11/23/17 **Ellesmere Market Hall Monthly Report.** To discuss.
- 11/23/18 **Correspondence:** To receive and discuss correspondence received relating to.  
(a) The condition of the Cremorne Gardens.  
(b) Speeding and details of an incident on Grange Road.  
(c) Thank you email from a local resident in Cedar Avenue.
- 11/23/19 **Shropshire Council Street Scene.** To note update.
- 11/23/20 **Armistice Day and Remembrance Sunday.** To note the details of events.
- 11/23/21 **Christmas Tree Festival at Ellesmere Methodist Church.** To consider entering a Town Council tree.
- 11/23/22 **Christmas Light Switch on Friday 24<sup>th</sup> November 2023 at 6.15pm.** To request volunteers to help with the switch on.
- 11/23/23 **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.**
- 11/23/24 **Future Meeting Dates.**  
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.

