

Minutes of the Annual Town Council Meeting held in Ellesmere Town Hall

Thursday 5<sup>th</sup> May 2022 at 7.15pm.

<b><u>PRESENT:</u></b>	Town Mayor (Chair):	Cllr A Wignall
	Councillors:	P Goulbourne, G Hutchinson, G Elner, J Mowl, P Jones, T Hunter, M Sobczak and M Hancock.
	Town Clerk and RFO:	Jo Butterworth
	Deputy Town Clerk and Deputy RFO:	Jean Hynes
	Unitary Councillor:	1 (dual hatted)
	Members of the Public:	0
	Press:	0
	Police:	0
	Guests:	0

**Public Participation Session.**

No matters were raised.

05/22/01 **Election of Town Mayor for 2022/2023.**

It was moved by Cllr P Goulbourne, seconded by Cllr G Elner, and

**RESOLVED** - that Cllr A Wignall be elected Town Mayor for the 2022/2023 municipal year.

05/22/02 **Declaration of Acceptance of Office.**

Cllr Wignall signed her declaration of acceptance of office in the presence of the Town Clerk.

05/22/03 **Election of Deputy Mayor for 2022/2023.**

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

**RESOLVED** - that Cllr G Hutchinson be elected Deputy Town Mayor for the 2022/2023 municipal year.

05/22/04 **Declaration of Acceptance of Office.**

Cllr Hutchinson signed his declaration of acceptance of office in the presence of the Town Clerk.

05/22/05 **To receive apologies and reason for absence.**

Apologies were received from Cllr J Thedens due to ill health.

**RESOLVED** – that the apologies received from Cllr J Thedens - be approved.

05/22/06

**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 T Hunter	05/22/23 - Play Area, Toilets and Kiosk at the Mere.

05/22/07

**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.

05/22/08

**Minutes.**

(a) The minutes of the Planning and Infrastructure Committee Meeting held on Monday 11<sup>th</sup> April 2022. **Noted**

(b) To read and confirm the minutes of the Town Council Meeting held on Monday 11<sup>th</sup> April 2022.

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

**RESOLVED – that the minutes of the Town Council meeting on 11<sup>th</sup> April 2022 be approved and signed by the Town Mayor as a true record.**

05/22/09

**Progress report.**

The actions taken since the last meeting were - **Noted.**

05/22/10

**Council Committees**

(a) The terms of reference and delegated powers of each committee were reviewed.

It was moved by Cllr G Elner and seconded by Cllr P Goulbourne and

**RESOLVED - to adopt the Terms of Reference for each committee.**

(b) The scheme of delegation was reviewed.

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

**RESOLVED: to adopt the Scheme of Delegation.**

(c) To appoint Councillors onto the following Committees.

**RESOLVED - that membership of Committees for the 2022/23 municipal year be agreed as follows:**

**Finance, Asset & Resources Committee**

Ex- Officio Members: Town Mayor, Cllr A Wignall and Deputy Mayor, Cllr G Hutchinson.

7 Members – Cllrs G Elner, T Hunter, P Jones, M Hancock, P Goulbourne + 2 vacancies.

**Staffing & Governance Sub-Committee**

Ex- Officio Members: Town Mayor, Cllr A Wignall and Deputy Mayor, Cllr. G Hutchinson.

5 Members - Cllrs G Elner, P Goulbourne, T Hunter + 2 vacancies.

**Planning & Infrastructure Committee**

Ex- Officio Members: Town Mayor, Cllr A Wignall and Deputy Mayor, Cllr. G Hutchinson.

7 Members – Cllrs G Elner, M Hancock, J Mowl, P Goulbourne, P Jones + 2 Vacancies.

**Cemetery Working Group (6 members):**

Cllrs G Elner, P Goulbourne, A Wignall, G Hutchinson, T Hunter, J Mowl.

**Tourism Committee & Event Committee (5 members):**

Cllrs A Wignall, J Mowl, P Goulbourne, M Hancock + 1 vacancy.

**Working Groups**

**Queen’s Platinum Jubilee**

Cllrs P Goulbourne, A Wignall, J Mowl + 1 vacancy

**Data Protection**

Cllrs P Goulbourne, J Mowl, P Jones + 2 vacancies

**Policies & Procedures**

Cllrs P Goulbourne, A Wignall, G Hutchinson

**Climate Change (8 members + outside expertise):**

Cllrs P Goulbourne, A Wignall, G Elner, G Hutchinson, M Sobczak + 1 vacancy

**Community Governance Review**

Cllrs G Elner, P Goulbourne, M Hancock, A Wignall, J Mowl.

**Food & Fuel Poverty**

Cllrs A Wignall, P Goulbourne, G Hutchinson + 1 vacancy.

05/22/11

**Membership of Outside Bodies.**

RESOLVED – that the council’s representatives on outside bodies for 2022/2023 be appointed as follows:

**SALC North Shropshire Area Committee** (Mayor, Deputy as Substitute + 1 member).  
Town Mayor, A Wignall, or substitute Deputy Mayor, G Hutchinson. Cllr P  
Goulbourne is the 1 additional member.

**The Mere at Ellesmere Advisory Board Committee**: Cllrs P Goulbourne, J Mowl + 1  
vacancy.

Cllr P Jones asked to sit on this committee. The Clerk advised that following his  
request to sit on the committee last year, she had sought advice and was told that as  
he has a personal interest in the Mere that could be seen as bias, then it was not  
advised that he sit on the committee. Cllr Jones informed members that he intends  
to challenge the advice given.

**Ellesmere in Bloom Committee**: Cllrs J Mowl, A Wignall.

**Chester and Shrewsbury Rail Users Association**: Cllr A Wignall.

**All Together Ellesmere**: Cllrs P Goulbourne (Ordinary Member), J Mowl (Director).

**Shropshire Helicopter Liaison Group**: + 1 Vacancy.

**Boathouse Contract Group**: Town Mayor, A Wignall or substitute Deputy  
Mayor, G Hutchinson, P Goulbourne + Chair of Finance.

**Chamber of Commerce**: Cllrs P Goulbourne.

**Stakeholders – Our Space**: Town Mayor, A Wignall or Deputy Mayor, G Hutchinson.

**Internal Checker**

Cllr M Sobczak.

05/22/12

**Personal Identification Number and other Passwords for access to the Council's  
records shall be handed to the Chairman of the Council in a sealed, dated  
envelope.**

The details were handed to the Chairman of the Council in a sealed, dated  
envelope. This envelope can only be opened in the presence of 2 other Councillors.  
If the envelope is opened a new PIN/Password must be changed as soon as  
practicable.

**Cabinet Keys, Clerk's Office & Cemetery Working Group Cabinet. (2).**

The keys were handed over to the incoming Town Mayor, Councillor A Wignall.

05/22/13

**Review of arrangements with other local authorities and review of contributions  
made to expenditure incurred by other local authorities:**

(a) Shropshire Association of Local Councils. Affiliation fees for 2022/2023.

(b) Shropshire Council. Street Lighting Energy Contract. **Noted**

05/22/14

**To Review the inventory of land and assets including buildings and office  
equipment.**

Town Clerk informed Council of the updates that had been made and

It was moved by Cllr A Wignall, seconded by Cllr M Hancock, all agreed and

**RESOLVED – that the inventory of land, assets be approved as correct.**

05/22/15

**Review insurance cover in respect of all insured risks.**

The Town Clerk reported due to the ongoing issue at the Cemetery Lodge cover had been renewed with Zurich last year which had now been resolved. Three companies had been approached with the 2 quotations received:

Zurich Insurance	Year 1	£3,468.53
	Year 2	£3,323.93
	Year 3	£3,184.17
BHIB		£4,117.01

All quotes include IPT. The Clerk also informed Council that the BHIB quote came back with stipulations in that cover would not include the roof at all and if we accepted their quotation the roof must be replaced within twelve months. The Clerk recommended to Council that they stay with Zurich Insurance for a term of their choice.

It was moved by Cllr T Hunter, seconded by Cllr P Goulbourne, all agreed and

**RESOLVED – To accept the quote from Zurich Insurance as of 1<sup>st</sup> June 2022 for three years.**

The Clerk reported that she had not gone out for quotes for Cyber Security because of the value and as companies do not tend to cover this. The Clerk recommended that Council stay with BHIB at a cost of £299.99 per year including insurance premium tax.

**FURTHER RESOLVED – To accept the quote of £299.99 for one year from BHIB for Cyber Security.**

05/22/16

**To Review the following documents as per the Town Council Standing Orders.**

(a) Financial Regulations.

Cllr Wignall reported that some amendments had been made in line with auditor recommendations.

As discussion about increasing the delegated authority of the Finance, Asset & Resources Committee to award contracts up £15,000.

It was moved by Cllr G Hutchinson, seconded by Cllr G Elner, all agreed and

**RESOLVED – It was also agreed to increase the delegated authority of the Finance, Asset & Resources Committee to award contracts up £15,000.**

The Clerk reported that on 3.1 there is currently no three-year rolling revenue and capital or financial plan in place, to meet the criteria, the recommendations from the auditor were that the Council has either established the rolling plans, which had not, or update the financial regulations to reflect the current annual budget procedure.

So that Council meet the audit requirements for now this has been updated to reflect the current annual budget procedure. Once the three-year plan and a corporate plan has been produced the changes will be re-evaluated.

It was moved by Cllr A Wignall, seconded by Cllr P Jones, and

**RESOLVED – All agreed with the update to meet the audit recommendations.**

**(b) Standing Orders.**

It was moved by Cllr G Elner, seconded by Cllr P Goulbourne, and

**RESOLVED – Approved with no amendments.**

**(c) Review the Council’s complaints procedure**

It was moved by Cllr A Wignall, seconded by Cllr G Hutchinson, and

**RESOLVED – Approved with no amendments.**

**(d) Council’s procedure for handling requests made under the Freedom of Information Act 2000 and Data Protection Act 1998.**

It was recommend passing Data Protection policies to the Data Protection Working group for review due to changes in the regulation - **All agreed.**

**(e) Policy on Press/Media Relations**

It was moved by Cllr G Elner, seconded by Cllr T Hunter, and

**RESOLVED – Approved with no amendments.**

05/22/17

**Dates, times and place of monthly meeting of the full Council for the year ahead:**

06.06.2022	7.15pm	Ellesmere Town Hall
04.07.2022	7.15pm	Ellesmere Town Hall
05.09.2022	7.15pm	Ellesmere Town Hall
03.10.2022	7.15pm	Ellesmere Town Hall
07.11.2022	7.15pm	Ellesmere Town Hall
05.12.2022	7.15pm	Ellesmere Town Hall
03.01.2023	7.15pm	Ellesmere Town Hall
06.02.2023	7.15pm	Ellesmere Town Hall
06.03.2023	7.15pm	Ellesmere Town Hall
03.04.2023	7.15pm	Ellesmere Town Hall
02.05.2023	7.15pm	Ellesmere Town Hall

**Noted.**

05/22/18

**Bank Account – To receive nominations for Authorised Signatories.**

(a) **RESOLVED** – that Cllrs P Goulbourne, A Wignall, G Elner and J Mowl be authorised as signatories for the Council’s Bank Accounts.

(b) **Electronic Transfer payments for salaries. Instructions for each payment must be signed by 2 authorised bank signatories.**

It was noted that each payment must be signed by 2 authorised bank signatories.

- (c) **Monthly Bank Reconciliations. 2 signatories required, 1 must be chair of Finance, Asset & Resources Committee.**

It was noted that 2 signatories are required, 1 must be chair of Finance, Asset & Resources Committee.

- (d) **Internal Checker for 2022/23 (Non-signatory Councillor).**

**RESOLVED – that Cllr M Sobczak be appointed as Internal Checker for 2022/23.**

- (e) **Transfers over £10,000.00 must be signed by Councillor (bank signatory) and Clerk.**

It was noted that transfers over £10,000.00 must be signed by a Councillor (bank signatory) and Clerk.

- (f) **Bank Signatories – Cemetery Working Group. To appoint 4 signatories.**

**RESOLVED – that Cllrs P Goulbourne, A Wignall, G Elner and T Hunter be authorised as signatories for the Cemetery Working Group Account.**

05/22/19

**To Review:**

- (a) **Risk Management Strategy Policy.**

The Clerk Town Clerk slipped in the business continuity plan as it was felt that this comes under risk as it covers the risk of the Council if anything happens to or if there was a major disruption. The Clerk also stated that it is included in the risk management strategy policy.

It was moved by Cllr P Goulbourne, seconded by Cllr T Hunter, and

**RESOLVED – that Annual Risk Assessment and Management Plan be approved.**

- (b) **Financial, Asset & Employee Risk Assessment.**

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

**RESOLVED – that Annual Financial, Asset & Employee Risk Assessment be adopted.**

- (c) **Annual review of the effectiveness of Internal Audit & Internal Audit Plan.**

It was moved by Cllr G Hutchinson, seconded by Cllr A Wignall, and

**RESOLVED – that Annual review of the effectiveness of Internal Audit & Internal Audit Plan be approved.**

- (d) **List of Approved Contractors.**

**RESOLVED - All members agreed to approve the list of approved contractors.**

05/22/20

**Town Council's Aims and Objectives.**

Council was asked to approve the aims and objectives which were reviewed in October 2021, however, Town Clerk reported that as this is still a work in progress

and that another meeting of councillors is needed to develop a corporate plan which had been deferred until the new Mayor was appointed rather than rushing it through for May. It was agreed to hold a meeting of councillors in June or July.

It was moved by Cllr A Wignall, seconded by Cllr M Hancock, and

**RESOLVED – that the Council’s Aims and Objectives be approved.**

05/22/21

**General Power of Competency & Section 137 expenditure limits.**

As the council no longer has the GPC they will have to use section 137 for any expenditure for the benefit of the community where there is not a specific power to use. The limit this year is £8.82 per elector. Number of Electors for Ellesmere TC as of February 2022 was 3390. Using this figure to calculate the maximum expenditure under s.137 for this financial year, it will be 3390 x £8.82 = £29,900. **Noted.**

05/22/22

**Finance/Contracts.**

**(a) Town Council March Payments.**

Chq/Bank Payments made March 2022						
Payment	Supplier	Description	Net	Vat	Gross	Act
Fasterpay	Administration	Salaries Sept 21	7581.43	-	7581.43	LGA1972,s.112(2)
300021	All Together Ellesmere	MH Cleaning Feb 22	80.00	-	80.00	Food Act 1984 s.50
Fasterpay	Amazon	First Aid Kits	21.48	4.30	25.78	LGA1972 s111
Fasterpay	Amazon	Stationery	94.51	18.93	113.44	LGA1972 s111
Fasterpay	Buzz Catering	Cleaning Materials	37.74	7.55	45.29	LGA1972 s111
DD	EE	Clerks Mobile Feb 22	19.85	3.97	23.82	LGA1972 s111
DD	EE	Clerks Mobile Mar 22	19.85	3.97	23.82	LGA1972 s111
DD	Entranet	Broadband	44.49	8.90	53.39	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Entranet	PSTN Rental	11.50	2.30	13.80	LGA 1972,S.111 LGA(FP)1963,S.5
DD	Evans Maintenance	Boiler Repair	181.50	36.30	217.80	LGA1972 s111
SO	Groundforce	Grounds Maint Contract Feb 22	607.50	121.50	729.00	LGA 1972,S.111
SO	Groundforce	Garden Services Contract Feb 22	1062.50	212.50	1275.00	LGA 1972,S.111
Fasterpay	HMRC	PAYE/NI Feb 22	1372.36	-	1372.36	LGA1972,s.112(2)
Fasterpay	iHub	Telephones Feb 22	52.95	10.59	63.54	LGA 1972 s.111
Fasterpay	Jonathan Roberts Roofing	Repairs to Cross St PC	2930.00	586.00	3516.00	LGA 1972 s.111
Fasterpay	Maxwells	Electricity for CCTV	121.76	-	121.76	LGA 1972,S.111
Fasterpay	Merlin Fireworks LTD	Deposit for Jubilee Fireworks 4.6.22	500.00	-	500.00	LGA 1972, s145 & s137
Fasterpay	NALC	Cllr Training	43.09	8.62	51.71	LGA 1972,S.111
DD	Opus	Gas TH	565.49	113.10	678.59	LGA 1972,S.133
DD	Opus	Electric TH	446.78	89.36	536.14	LGA 1972,S.133
Fasterpay	PG Skips	Skip Emptied MH	59.12	11.84	70.96	LGA 1972,s.214(6)
Fasterpay	PG Skips	Skip Emptied TH	16.94	3.39	20.33	LGA 1972,s.214(6)
Fasterpay	PG Skips	Skip Emptied TH	67.76	13.56	81.32	LGA 1972,s.214(6)
DD	Peninsula	Provision of EAP	18.00	3.60	21.60	LGA 1972,S.111
DD	Peninsula	Employment Services Business Safe & Online Services	155.33	29.34	184.67	LGA 1972,S.111
DD	PWLB	loan	529.26	-	529.26	LGA2003 S.4(1), NLA 1968, s.3 PWLA1965,s2
DD	PWLB	loan	2299.86	-	2299.86	LGA2003 S.4(1), NLA 1968, s.3 PWLA1965,s2
Fasterpay	Rialtas	Bookings software Support & Maint	296.00	59.20	355.20	LGA 1972,S.111
Fasterpay	Paperstone Ltd	Stationery	78.36	15.67	94.03	LGA 1972 s.111
Fasterpay	Reliant Ltd	Office 365 Licence & Web hosting Mar 22	91.50	18.30	109.80	LGA 1972,S.111
DD	Ricoh UK Ltd	Printers Office	99.63	19.92	119.55	LGA 1972,S.111
Fasterpay	SALC	Training for Cllr	30.00	-	30.00	LGA 1972,S.111
Fasterpay	SALC	Training for Cllr	30.00	-	30.00	LGA 1972,S.111
Fasterpay	SALC	Training for Cllr	30.00	-	30.00	LGA 1972,S.111
Fasterpay	Snchi Jewellers	Engrave Mayors Chain	25.00	5.00	30.00	LGA 1972,S.111
Fasterpay	Shropshire Council	Energy costs Jan - Mar 22	317.38	63.48	380.86	PCA1957s3(1) &7 HA1980,s301
Fasterpay	Shropshire Council	Play Area Inspection Beech Grove	366.00	73.20	439.20	LGA 1972,S.14(27)
Fasterpay	Shropshire Council	Play Area Inspection Kingfisher Walk	392.00	78.40	470.40	LGA 1972,S.14(27)
Fasterpay	Shropshire Council	Costs towards PC refurb at the Mere	1000.00	-	1000.00	PHA 1936,s87
Fasterpay	Shropshire Council Pensions	Pensions Mar 22	1803.92	-	1803.92	LGA1972,s.112(2)
Fasterpay	Stocksigns Ltd	Vehicle Activated Signs	5450.00	1,090.00	6540.00	
Fasterpay	Technical Services Shropshire Ltd	Annual CCTV Maint	1644.10	328.82	1972.92	LG&RA1997
Fasterpay	Total Boilers Ltd	Boiler repairs	82.50	16.50	99.00	LGA 1972,S.111
Fasterpay	Total Boilers Ltd	Boiler repairs	246.32	49.26	295.58	LGA 1972,S.111
Fasterpay	Unicorn Fire & Safety Sol Ltd	Fire Risk Assessment	450.00	90.00	540.00	LGA 1972,S.111
Fasterpay	Town Clerk	Reimbursement for zoom subscription	11.99	-	11.99	LGA 1972,S.111
Fasterpay	Waterplus	Town Hall supply	447.71	-	447.71	LGA 1972 s.125
Fasterpay	Waterplus	Cross St PC	371.07	-	371.07	Public Health Act 1936,s.87
Fasterpay	Unity Trust	Bank Charges	18.00	-	18.00	LGA 1972 s.111
		<b>Total</b>	<b>32,222.53</b>	<b>3,197.37</b>	<b>35,419.90</b>	

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

**RESOLVED** – that the payments for March 2022 be approved, confirmed, and signed.

(b) **Cemetery Working Group Payments.**

Chq/Bank Payments made March 2022						
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	68.75	13.75	82.50	LGA1972,S.214(6)
Fasterpay	Bowen Son & Watson	Gas Cetificate Cemetery Lodge	65.00	-	65.00	LGA1972,s214(6)

It was moved by Cllr A Wignall, seconded by Cllr J Mowl and

**RESOLVED** – that the payments for March 2022 be approved, confirmed, and signed.

(c) **CCTV Camera** – To consider a quotation for a replacement camera.

The Town Clerk reported that she had obtained a quotation of £3,066.28 (exc VAT) had been received from Technical Services (with whom the Town Council holds their CCTV contract) for a new camera to be installed on Scotland Street /Victoria Street roundabout, it includes the full installation with the hoist, new camera and mounting plate.

It was moved by Cllr P Goulbourne, seconded by Cllr G Elner and

**RESOLVED: to accept the quotation of £3066.28 from Technical Services.**

05/22/23 **Play Area, Toilets and Kiosk at the Mere.**

Councillor T Hunter Left the room prior to this discussion.

The Clerk reported that she was unable to give Council an update as she has asked but has not received one. The Clerk did confirm she had recently had a meeting with Pete Banford from Shropshire Council and the new Boathouse tenants to make sure that they were aware of the lease requirements and to point out that both Council's need to approve any changes to the building and requests for any alterations to the lease requirements need to be put in writing.

Since then, they have requested to extend their opening hours from 09:00 am until 10:00 pm every day. They have stated that they will not be opening every day, but just in case they decide to do special evening a jazz night or something rather than to keep coming backwards and forwards.

It was moved by Cllr G Elner, seconded by Cllr P Goulbourne and

**RESOLVED: to approve the opening hours for the Boathouse from 09:00am – 10:00pm every day.**

Cllr P Jones pointed out that the Council's working together with the Boathouse tenants has been a success however, Cllr P Jones expressed concerns over the Kiosk and the damage the litter is causing the wildlife. There were also concerns over the cost and quality of the items on sale and the trading hours being unpredictable.

It was moved by Cllr G Elner, seconded by Cllr M Hancock and

**RESOLVED: To write a letter of complaint to Shropshire Council.**

05/22/24

**20's Plenty.**

Council considered the 20's Plenty initiative, Councillor to request that SC adopts general 20mph limits on residential roads. Cllr P Goulbourne agreed in principle but pointed out that it can't be enforced, and that Shropshire Council are not supporting it. It was agreed for Council to lobby Shropshire Council Cabinet members and to approach other Shropshire Councils to see if they favour or support the campaign, if they would agree to write a joint letter to Shropshire Council.

It was moved by Cllr A Wignall, seconded by Cllr T Hunter and

**RESOLVED: To lobby Shropshire Council Cabinet members to support and to investigate other Councils with a joint letter in favour/support campaign.**

05/22/25

**Community Speed Watch.**

A discussion on how Community Speed Watch could compliment the 20's plenty initiative if it is supported by council. Community speed watch is run by West Mercia

An information sheet was suggested that could go out to consultation within the community to see if residents want a community speed watch and at the same time ask for volunteers.

It was moved by Cllr A Wignall, seconded by Cllr P Jones and

**RESOLVED: to consult with residents and ask for volunteers, if they are in favour of a community speed watch being set up.**

05/22/26

**Future Agenda Items**

- Vehicles Parking at the Mere
- Shropshire Verges Project
- Councillor Recruitment Drive

The meeting closed at 8:55pm

Mayor: .....

Date: .....