

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

Date: 7th November 2025

Dear Councillors,

You are summoned to attend a meeting of the **Town Hall Management Committee** to be held
on **Thursday 13th November 2025 at 6.15pm**,
at Ellesmere Town Hall at 6pm, 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

- TH 11/25/01 **Election of Chair.** To elect a chair for the 2025/2026 Municipal year.
- TH 11/25/02 **Election of Vice Chair.** To elect a Vice Chair for the 2025/2026 Municipal Year.
- TH 11/25/03 **To receive apologies and reasons for absence.** To approve.
- TH 11/25/04 **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.
- TH 11/25/05 **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**).
- TH 11/25/06 **Level 3 Building Survey - Town Hall.** To consider the report and establish a programme of maintenance works, taking into consideration the delivery of the following priorities chosen for the

2026/2027 budget when looking at the programme of works and agree how and which members are going to investigate the costs for delivery of the projects.

Town Hall Refurbishment & Office Space

A new Town Hall Management Committee has been formed to look at the refurbishment of the Town Hall and to look at a solution to provide better office space for the current staff and in case there is a need to employ additional staff members in the future. A building and condition survey will be conducted on 27th October and then a programme of works will be compiled. These works will need to be considered when budget setting.

Solar Panels at the Town Hall

It was agreed that this would be of great benefit to the Council and the environment. Costs will need to be explored for the budget. Possible sources of funding also need to be identified.

TH 11/25/07 **Town Hall Hire Charges.** To review.
