

Minutes of the Finance, Asset & Resources Committee held on Monday 20th October 2025.

PRESENT: Councillors: G Hutchinson, L Woodbridge, A Wignall, G Elner, P Jones, J Howard,
M Hancock, P Goulbourne.

Town Clerk: Jo Butterworth.

Assistant Town Clerk & Assistant RFO: Gem Whitley.

FAR 10/25/01 **To receive apologies and reasons for absence.**

None received.

FAR 10/25/02 **Disclosure of Personal and prejudicial Interests.**

Councillor P Jones declared an interest in item 9 on the agenda. Councillor A Wignall declared that she would like to discuss item 9 but needed to leave the meeting early. It was agreed to move item 9 forward.

FAR 10/25/03 **Grant Dispensations.**

None requested.

FAR 10/25/09 **Grants**

Council was asked to consider two grant applications one from Swan Mere Day Centre and one from Ellesmere Cricket club. Swan Mere Day Centre have applied for a grant to enable them to continue the service as their current driver who shuttles clients to and from the centre is retiring. Cllr Wignall reiterated to members that whilst Ellesmere Community Cars used to help Swan Mere with this the funding for non-medical appointments had been withdrawn by Shropshire council and to meet the criteria of Shropshire Council they'd had to withdraw from the service they used to offer Swan Mere, Cllr Wignall asked if Swan Mere had been in contact with the Qube and the Clerk stated that she believed they had.

Cllr Wignall then left to attend a prior engagement.

Cllr P Jones left the room.

Council members discussed the application for Ellesmere Cricket Club.

It was proposed by Cllr L Woodbridge, seconded by Cllr G Elner and,

RESOLVED: that Ellesmere Cricket club be awarded a £500.00 grant.

Cllr P Jones returned to the meeting .

It was proposed by Cllr L Woodbridge, seconded by P Jones and

RESOLVED: that Swan Mere Day Centre be awarded £500.00

FAR 10/25/04 **Minutes.**

It was proposed by Cllr P Goulbourne, seconded by Cllr L Woodbridge and,

RESOLVED: that the minutes of the meeting held on the 14th of July be approved and signed by the Chair as a true and accurate record.

FAR 10/25/05 **Income and Expenditure 2nd Qtr.**

Members reviewed and discussed this item. The Clerk reported she now has to report any budget overspend that exceeds 15%. We are currently heading towards the 15% figure on bank charges this is because the bank started charging per transaction since the budget had been set. We were also over budget on Town Hall staff National Insurance, which was due to under budgeting, the Clerk advised that the deputy was working on a new spreadsheet so this error should not reoccur in 2026/2027.

FAR 10/22/06 **2024/2025 Year End Calculation.**

The Clerk reported that the amount of £34,043.42 is to be transferred to general reserves from the 2024/2025 budget. The Clerk explained that bank balances will be considered at the next full Town Council meeting.

FAR 10/25/07 **2nd Qtr Bank Balances and Ear Marked Reserve Report.**

The Clerk reported that there is currently £175,887.68 in Ear Marked Reserves which means that general reserves have £244,149,12 before the £34,043.42 from 2024/2025 is transferred across. The Clerk informed members that this meant that they met the terms of their conditions of their General Reserve Policy.

Members were told that since the transfer of neighbourhood fund money had been moved to the TSB No.2 account, it takes the council over the FSCS protection limit by £38,299.38.

It was proposed by Cllr G Hutchinson, seconded by Cllr L Woodbridge

RESOLVED: to recommend to full council to transfer the amount of £38,299.38 to Insignis in a new account to keep the Neighbourhood fund money separate from the council's other reserves.

FAR 10/25/08 **Mayoral Chain**

Members were asked to consider the retiring Mayoral chain in the 2025/2026 and budget for a replacement for 2027/2028. The cost of a new chain will be approximately £3,000, the Clerk is seeking quotations.

It was proposed by Cllr G Hutchinson, seconded by Cllr L Woodbridge and,

RESOLVED: to recommend to full Council that the Mayoral Chain be retired in April 2026.

FAR 10/25/10 **Street Lighting.**

- (a) **Shropshire Council Street Lighting Engagement.** It was noted that an expression of interest has been submitted to Shropshire Council.
- (b) **Street Lighting Condition Report.** Members considered the report and associated costs and agreed to put forward a proposal to full Council at their November meeting. Please see Appendix A and Appendix B.

APPENDIX A

Street Lighting Maintenance Proposal 2025.

We have a street lighting maintenance contract with Highline Electrical, and part of that contract is to complete an annual condition survey and carry out any agreed repairs. The condition of the lights is assessed on a 1-5 basis, 1 = no action required and 5 = Immediate Action required.

The Town Council owns 84 Street lights which were converted to LED lights in 2020, one light was not converted because it is not in use, this installed on a residential property and the lantern in the square is about to be replaced, so neither of these lights have been assessed.

The report recently conducted has identified the Town Council lights in the following conditions.

Level 5 = 4

Level 4 = 37

Level 3 = 8

Level 2 = 18

Level 1 = 15

Total = 82

Based on the pricing template for street light upgrades provided by Highline, members of the committee looked at a range of different options with regards to a maintenance program. When lights are replaced, a permit must be purchased at a cost of £450 per street per application. It was agreed that all 4 lights in level 5 condition need to be replaced, 3 of those lights are in Beech Drive and 1 in Cherry Drive which requires 2 permits. There is also another light in Beech Drive in level 4 condition, it was agreed that it would make sense to have that replaced along with the other 3 in the road.

After much discussion it was agreed to recommend to council that it would be sensible to implement a 5-year maintenance program.

Recommended Plan

2024/2025 – Replace 10 columns.

To replace the 4 in Beech Drive, along with the 1 light in level 5 condition in Cherry Drive to replace and to replace an additional 5 in level 4 condition in Cherry Drive (ones in the worst condition need to be replaced first), making 10 in total for 2024/2025 to be paid for from the Neighbourhood Fund account.

2025/2026 – Replace 8 columns - Prices TBC during the year depending on contractor.

2026/2027 – Replace 8 columns - Prices TBC during the year depending on contractor.

2027/2028 – Replace 8 columns - Prices TBC during the year depending on contractor.

2028/2029 – Replace 8 columns - Prices TBC during the year depending on contractor.

The columns to be replaced from years 2025/2026 through to 2028/2029 will depend on the annual condition survey and the lights highlighted in levels 5 or 4 needed to be replaced. Ideally, we will try to focus on a road at time, but this will depend on the location of the lights needing to be replaced.

Appendix B

Street Lighting Maintenance Proposal

2024/2025

Street Name	Column No.	Postcode	Column Type	Condition
Beech Drive	13	SY12 0BU	Steel	5
Beech Drive	15	SY12 0EJ	Concrete sleeved	5
Beech Drive	16	SY12 0EJ	Concrete	5
Beech Drive	14	SY12 0EJ	Concrete	4
Cherry Drive	44	SY12 9PF	Concrete	5
Cherry Drive	TBC			4
Cherry Drive				4
Cherry Drive				4
Cherry Drive				4
Cherry Drive				4

The lights to be confirmed with

2024/2025

Road Name	Column Costs	Post Crete	Service Trans SP	SC Permit 50	Tip old columns off site	Column Removal	Labour	Total exc VAT	VAT	Total Inc VAT
Beech Drive x 4	1,000.00	32.00	7,600.00	450.00	180.00	480.00	1,064.00	10,806.00	2,161.20	12,967.20
Cherry Drive x 6	1,500.00	48.00	11,400.00	450.00	270.00	720.00	1,596.00	15,984.00	3,196.80	19,180.80
2024/2025 Total								26,790.00	5,358.00	32,148.00

2025/2026 – Replace 8 column prior to current contract ending 30/09/2026

Road Name	Column Costs	Post Crete	Service Trans SP	SC Permit 50	Tip old columns off site	Column Removal	Labour	Total exc VAT	VAT	Total Inc VAT
TBC x 8	2,000.00	64.00	15,200.00	900.00	360.00	960.00	2,128.00	21,612.00	4,322.40	25,934.40
2 permits allows for 2 roads										

2026/2027 – Replace 8 columns - Prices TBC during the year depending on contractor.

2027/2028 – Replace 8 columns - Prices TBC during the year depending on contractor.

2028/2029 – Replace 8 columns - Prices TBC during the year depending on contractor.

Meeting Closed at: 07:59 pm

Chair: