

ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth
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Date: 6th May 2026

Dear Councillors,

You are summoned to attend a Meeting of The Annual Meeting of Ellesmere Town Council to be held **on Monday, 11th May 2026 at 7.15 pm** in the Town Hall, Ellesmere 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 as per section 3 of the Town Council's Standing Orders, or raise matters for a future agenda.

AGENDA

- 05/26/01 **Election of Town Mayor for 2026/2027.**
- 05/26/02 **Declaration of Acceptance of Office.**
- 05/26/03 **Election of Deputy Mayor for 2026/2027.**
- 05/26/04 **Declaration of Acceptance of Office.**
- 05/26/05 **To receive apologies and reason for absence.**
- 05/26/06 **Disclosure of Personal and Prejudicial Interests.** To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s31, s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Birthplace of
Eglantyne Jebb

FOUNDER



Save the
Children

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.

05/26/07 **Grant Dispersations.** In pursuance of the Localism Act 1972 s31 (4) to report on any dispensations requested/granted.

05/26/08 **Minutes.**

(a) To read and confirm the draft minutes of the Town Council Meeting held on Monday 13th April 2026. [View draft minutes.](#)

05/26/09 **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.

05/26/10 **Council Committees.**

(a) To develop and adopt, review, or amend the terms of reference and delegated powers of each committee.

(b) To review the scheme of delegation (copy attached).

(c) To appoint Councillors onto the following Committees.

<u>Finance, Asset & Resources Committee</u>	7 Members plus Town & Deputy Mayor as ex-officio members.
<u>Staffing and Governance Sub – Committee</u>	5 Members plus Town & Deputy Mayor as ex-officio members.
<u>Planning & Infrastructure Committee</u>	7 Members plus Town & Deputy Mayor as ex-officio members.
<u>Cemetery Working Group</u>	6 Members.
<u>Town Hall Management Committee</u>	10 Members plus Town & Deputy Mayor as ex-officio members

(d) To appoint Councillors to the following Working Groups.

Working Groups.

Data Protection
 Berwyn View Land
 Policies and Procedures
 Community Policing Panel
 Health and Well Being Working Group
 Events Liaison Group
 Emergency Action Plan Group
 Cornovii S106 Monies Working Group
 Cyber Essentials Working Group

(e) To develop and adopt, review, or amend terms of reference for each Working Group.



05/26/11

Membership of Outside Bodies. To appoint members to the following:

The Mere at Ellesmere Advisory Board Committee	3 Members
SALC North Shropshire Area Committee	Town Mayor & Deputy Mayor plus 1 Member
Ellesmere in Bloom Committee:	2 Members
Boathouse Contract Meeting	Mayor or substitute Deputy Mayor & 1 Member
Stakeholders - Our Space & Library	Town Mayor or substitute Deputy Mayor

05/26/12

(a) 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. 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.

(b) Cabinet Keys x 1, Clerk's Office x 2 & Cemetery Working Group Cabinet. To be handed over to the incoming Town Mayor.

05/26/13

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 2026/2027.

(b) Shropshire Council. Street Lighting Energy Contract.

(c) Shropshire Council. Payroll Contract.

(d) Shropshire Council. Pensions Contract.

05/26/14

Inventory of land and assets including buildings and office equipment.
To review.

05/26/15

Insurance cover in respect of all insured risks.

(a) To note that the current policy runs from 1st June 2025-31st May 2028 as approved on 12th May 2025, however the documents are renewed every 12 months. All new assets have been added and the policy cover as they were purchased and any employee changes have been amended on the indemnity insurance as necessary. A copy of the current insurance policy was circulated to all members along with the renewal documents.

(b) To consider a quotation for Cyber Security Insurance. (to follow).

05/26/16

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

(a) Financial Regulations.

(b) Standing Orders.

(c) Review the Council's complaints procedure.

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

(e) Policy on Press/Media Relations.

(f) Social Media Policy.

05/26/17

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

01.06.2026	7.15pm	Ellesmere Town Hall
06.07.2026	7.15pm	Ellesmere Town Hall
07.09.2026	7.15pm	Ellesmere Town Hall
05.10.2026	7.15pm	Ellesmere Town Hall
02.11.2026	7.15pm	Ellesmere Town Hall
07.12.2026	7.15pm	Ellesmere Town Hall
11.01.2027	7.15pm	Ellesmere Town Hall
01.02.2027	7.15pm	Ellesmere Town Hall
01.03.2027	7.15pm	Ellesmere Town Hall
05.04.2027	7.15pm	Ellesmere Town Hall
10.05.2027	7.15pm	Ellesmere Town Hall

05/26/18

Bank Account – To receive nominations for Authorised Signatories.

- (a) Signatories for the Council's Bank Accounts for which two Councillors must sign any order for payment. To appoint 4 signatories.
- (b) Electronic Transfer payments for salaries. Instructions for each payment must be signed by 2 authorised bank signatories. To note.
- (c) Monthly Bank Reconciliations. 2 signatories required, 1 must be chair of Finance, Asset & Resources Committee. To note.
- (d) Internal Checker for 2026/27 (Non-signatory Councillor). To appoint.
- (e) Transfers over £10,000.00 must be signed by Councillor (bank signatory) and Clerk. To note.
- (f) Bank Signatories – Cemetery Working Group. To appoint 4 signatories.

05/26/19

To Review and approve the following documents:

- (a) **Risk Management Strategy Policy.**
- (b) **Financial, Asset & Employee Risk Assessment.**
- (c) **Annual review of the effectiveness of Internal Audit & Internal Audit Plan.**
- (d) **General Reserves Policy.**
- (e) **Business Continuity Plan.**
- (f) **List of Approved Contractors (to follow).**

05/26/20

General Power of Competency & Section 137 expenditure limits. – To receive a report.

05/26/21

Finance/Contracts.

- (a) **Town Council March Payments.** To be approved.
- (b) **Cemetery Working Group March Payments.** To be approved.
- (c) **Environmental Maintenance Grant 2026/2027.** To consider applying for a grant from Shropshire Council.

- 05/26/22 **Insignis Account Maturing.**
(a) Banks. To approve which bank/s within the platform to move funds into, as they have now matured.
(b) Transfer of Funds. To approve the transfer of the above funds to the relevant account/s.
- 05/26/23 **Discover Ellesmere CIC.** To consider how the Council wishes to support the CIC.
- 05/26/24 **Cross Street Promenade Project.** To receive and update.
- 05/26/25 **Freedom of Information Request.** To receive details of an FOI received by the Clerk regarding internet and network outages.
- 05/26/26 **Correspondence.**
(a) Local Nature Recovery Strategy for Shropshire. To note correspondence received from Shropshire Council.
(b) Tribe. To note a thank you letter received from Tribe.
(c) MusicMOB. To note a thank you letter received from MusicMOB.
- 05/26/27 **Ellesmere Town Council Art Festival.** To receive a verbal report from Cllr Woodbridge.
- 05/26/28 **Future Agenda Items.** To receive details of any items you would like to be considered for a future agenda. **Please note that discussion on the items cannot take place at this meeting.**
- 05/26/29 **Future Meeting Dates and Events.**
Town Council Meeting. Monday 1stth June 2026, 7.15pm at Ellesmere Town Hall.
- 05/26/30 **Exclusion of Press and Public.** To resolve “That by the Public Bodies (Admission to Meetings) Act 1960 and under Section 100 (A) of the Local Government Act 1992, the public and press be excluded for the remainder of the meeting for the following items of business on the grounds they may involve the likely disclosure of confidential information as defined in the Acts”.
- 05/26/31 **Confidential Minutes.**
To read and confirm the draft confidential minutes of the Town Council Meeting held on Monday 13th April 2026.
- 05/26/32 **Ellesmere Arrival Hub Proposal.** To discuss an initial proposal.

