

# ELLESMERE TOWN COUNCIL

Miss Joanne Butterworth  
Town Clerk & RFO  
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Shropshire  
SY12 0AL



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Date: 27<sup>th</sup> May 2026

Dear Councillors,

You are summoned to attend a meeting of Ellesmere Town Council to be held **on Monday 1<sup>st</sup> June 2026**, 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

- 06/26/01     **To receive apologies and reasons for absence.** To consider and approve.
- 06/26/02     **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.
- 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.
- 06/26/03     **Grant Dispersations.** In pursuance of the Localism Act 2011 s31 (4) to report on any dispensations requested/granted (**please contact the Clerk prior to the meeting if you require a dispensation form**).
- 06/26/04     **Police Report.** To receive a report from West Mercia Police and discuss.

- 06/26/05 **Shropshire Council Report.** A report was circulated from Unitary Councillor Rosie Radford prior to the meeting. This is an opportunity to take 5 minutes to ask any questions arising from the report.
- 06/26/06 **Minutes.**  
**(a)** To read and confirm the minutes of the Town Council meeting held on Monday 11<sup>th</sup> May 2026. [View draft minutes.](#)  
**(b)** To read and note the minutes of the Planning and Infrastructure Committee held on Thursday 7<sup>th</sup> June 2026. [View draft minutes.](#)
- 06/26/07 **Progress report.** To note actions taken since the last meeting. If you have any queries or questions, please contact the Clerk **prior** to the meeting.
- 06/26/08 **Planning.**  
**(a) Planning applications for consideration.**  
**No applications had been received at the time the agenda was issued.**  
**(b) Shropshire Council Planning Decisions.** For information only.  
**Reference: 26/01252/ADV.**  
**Address:** Red Lion Hotel, 18 Church Street, Ellesmere, Shropshire, SY12 0HD.  
**Proposal:** New external signage and lighting to replace the existing.  
**Decision:** Grant Permission.
- 06/26/09 **Planning Correspondence.**  
**(a) SJ Roberts.** To note the latest letter to residents from SJ Roberts.
- 06/26/10 **Highways Correspondence.**  
**Sparbridge to Tunnel Bank Closure.** Thursday 2<sup>nd</sup> June – Friday 3<sup>rd</sup> July between 9.30am and 4pm each day (weekdays only).
- 06/26/11 **Finance.**  
**(a) Detailed income and Expenditure 4<sup>th</sup> Quarter 2025/2026.** To note.  
**(b) Town Council Payments for April.** To be approved.  
**(c) Cemetery Working Group Payments for April.** To be approved.  
**(d) Grant Awards.** To consider the 2nd grant applications for 2026/2027.  
**(e) Town Council Gardening Services.** To receive information regarding the contractor and consider the future of the contract.  
**(f) Mayor's Allowance.** To consider a request from Cllr P Jones to transfer his £800 allowance to the Mayor's Charity Account.
- 06/26/12 **Annual Governance and Accountability Return (AGAR) for the year ended 31st March 2026, Form 3**  
**(a)** Section 1 Annual Governance Statement 2025/2026. Town Council to answer questions 1-9.  
**(b)** Section 2 Accounting Statements 2025/2026. To approve.  
**(c)** To note that the Internal Audit has been completed and note contents of year-end report. Section "Annual Internal Audit Report 2025/26 completed by the Internal Auditor.  
**(d)** The Mayor and Clerk sign and date the AGAR and Supporting Statement for submission with the relevant papers to external auditors PKF Littlejohn.  
**(e)** Balance sheet and supporting statement as at 31<sup>st</sup> March 2026 to be signed by the Town Mayor and Clerk.  
**(f)** Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for year ended 31<sup>st</sup> March 2026. Dated: Tuesday 2nd June 2026 and the period of inspection will be Wednesday 3rd June 2026 – Tuesday 14<sup>th</sup> July 2026.

06/26/13 **Three Year Forward Budget.** To be approved.

06/26/14 **Ear marked Reserves.** To confirm the following Earmarked Reserves for the forthcoming year:

<b>Ear Marked Reserve</b>	<b>Amount</b>
Town Hall Capital	10,276.00
Burial 40%	35,189.80
Youth Provision	1,410.00
Elections Costs	4,400
CCTV	5,000
Neighbourhood Fund Money	19,818.07 + 22,156.71 (2025/2026) = <b>41,974.78</b>
Match Fund Future Projects	3,193.60
S106	24,798.00
Town Hall Repairs & Offices	105,000
Street Lighting Maintenance Programme	21,612.00
<b>Total</b>	<b>252,854.18</b>

05/26/15 **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.

(c) **Last Months Transfers.** To note the final figures transferred last month to include the interest received.

05/26/16 **2025/2026 Neighbourhood Fund.** To confirm that £22,156.71 has been received from Shropshire Council and will be held in the Neighbourhood Fund account until allocated for use.

06/26/17 **Cross Street Promenade.** To receive an update.

06/26/18 **Cross Street Toilets.** To receive an update and consider a quotation for additional bolts.

06/26/19 **Berwyn View.**

(a) **Pump Track Funding.** To note that the final amount of the money raised for the pump track was spent on Benches, a bike rack and CCTV as agreed by council in March, min no: 03/26/13

(b) **Footpath and Start Hill.** To consider quotations for a path & a new pump track start hill.

06/26/20 **Tree Survey Works.** To consider quotations for works recommended in our bi-annual tree survey.

06/26/21 **Art Festival**

(a) **Budget.** To receive a report on the budget and approve the return of unused funds.

(b) **Art Festival Organisers.** To consider a request from Cllr L Woodbridge for festival to be organised under the Discover Ellesmere CIC for 2027.

06/26/22 **Birch Road Pond.** To note that a complaint was passed on to Shropshire Wildlife Trust regarding the safety of the walkway and receive an update on the outcome.

06/26/23 **Ellesmere Town Hall Health & Safety Review.** To note the review and its outcome.

- 06/26/24 **Working Group Vacancies.** To appoint members to vacancies on the following Working groups.  
**Events Liaison Working Group.**  
**Emergency Action**
- 06/26/25 **Christmas Lighting Scheme.**  
**(a) Working Group.** To agree to form a working group to recommend a final Christmas lighting scheme for 2026-2029.  
**(b) Terms of Reference.** To approve terms of reference for the working group.
- 06/26/26 **Neighbourhood Governance.** To consider the response from Helen Morgan MP to the template letter sent last month.
- 06/26/27 **Correspondence.**  
**Honorary Freeman Award.** To note a thank you letter.
- 06/26/28 **Past Mayors Badge.** Cllr L Woodbridge will be awarded her past Mayor's badge.
- 06/26/29 **Future Agenda Items.** To receive details of any items Councillors would like to be considered for a future agenda and request a motion form if necessary.  
**Town Hall and Town Council Offices – July Agenda.**
- 06/26/30 **Future Meeting Dates.**  
**Annual Meeting of Electors** – Thursday 30<sup>th</sup> April 2026, 6.15pm at Ellesmere Town Hall.  
**Town Council Meeting** - Monday 11<sup>th</sup> May 2026, 7.15pm at Ellesmere Town Hall.
- 06/26/31 **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 item of business on the grounds they it involve the likely disclosure of confidential information as defined in the Acts”.
- 06/26/32 **Planning Enforcement Cases.** To receive a confidential report on any planning enforcement cases.