

# Church Stretton Town Council



Council Office  
60 High Street  
Church Stretton  
Shropshire  
SY6 6BY

To: **Councillors**

26<sup>th</sup> October 2021

You are hereby summoned to attend the  
**Church Stretton Town Council Meeting**  
on **Tuesday 2nd November 2021 at 7.00pm**  
in the Silvester Horne Institute, Church Stretton

Yours faithfully

Dr Kathleen Howe  
Town Clerk

## AGENDA

1.	<b>TO RECEIVE APOLOGIES</b>
2.	<b>TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b> Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests (in accordance with the new code of Conduct adopted by Church Stretton Town Council on 26 <sup>th</sup> June 2012). Members are reminded that they are required to leave the meeting during discussing and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered into the register of members' interests maintained by the Monitoring Officer.
3.	<b>TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC ON AGENDA ITEMS –</b> <i>A quarter of an hour set aside for this purpose</i>
4.	<b>UNITARY &amp; PARISH WARD MATTERS:</b> a) <b><i>Report from Unitary Councillors</i></b> (Cllrs Luff &/or Evans) b) <b><i>Parish Ward Issues</i></b> (Little Stretton, South, North, All Stretton) c) <b><i>Road Closures/Works</i></b>
5.	<b>TO CONFIRM AND SIGN THE MINUTES</b> <i>Taken at the Council Meeting on 5<sup>th</sup> October 2021</i>
6.	<b>TO CONSIDER FINANCIAL ITEMS BELOW</b>  <b>6.1 INSURANCE</b> To approve the payment of invoice number 509302198 to WPS Hallam Council Guard in the amount of £10,339.35 in respect of insurance to August 2022.

	<p><b>6.2 ANNUAL GOVERNANCE AND ACCOUNTING RETURN (AGAR)</b>  a) To receive the interim certificate from the external auditor and note any actions required  b) To note the publication of the notice of audit and rights to inspection</p> <p><b>6.3 VAT</b>  a) To receive a report on the treatment of VAT  b) To approve the appointment of The Parkinson Partnership LLP to undertake partial exemption calculations for years 2020-21, 2021-2022, 2022-2023 at a cost of £200 per year.</p> <p><b>6.4 BANK SIGNATORIES</b>  To confirm the bank signatories for accounts held in the name of Church Stretton Town Council with:  a. <i>The Cooperative Bank</i>  b. <i>The Nat West Bank</i>  c. <i>Barclays Bank</i>  d. <i>Buckinghamshire Building Society</i></p> <p><b>6.5 DIRECT DEBITS</b>  To approve direct debits as per the attached list.</p> <p><b>6.6 INTERNAL AUDIT</b>  To appoint the internal auditor for 2021-22</p>
7.	<p><b>TO RECEIVE RECOMMENDATIONS FROM THE FINANCE COMMITTEE WORKING GROUP</b></p> <p><b>7.1 INTERNAL AUDIT</b>  To receive an update to the internal auditor's report and note any further actions required.</p> <p><b>7.2 ACCOUNTS</b>  a) To approve receipt of bank reconciliations and cashbooks for months 1 to 6;  i. Month 1  ii. Month 2  iii. Month 3  iv. Month 4  v. Month 5  vi. Month 6  b) To approve receipt of a financial report detailing income and expenditure against budget earmarked reserves and the balance sheet to September 2021</p> <p><b>7.3 FINANCIAL REGULATIONS</b>  To approve reviewed 2021 Financial Regulations.</p>
8.	<p><b>OUTDOOR SERVICES REPORT</b>  a) To approve the retention of Outdoor Services Team as a direct labour operation  b) To approve capital expenditure for replacement equipment  c) To delegate Public Realm Committee to seek 3 quotes and develop finance options for purchase of equipment</p>
9.	<p><b>TO RECEIVE REPORTS FROM COMMITTEES</b>  <b>a) Planning</b> - note the minutes taken at the Planning Committee meeting on 19<sup>th</sup> October 2021 (circulated)  - note planning correspondence - Cllr Luck's e-mail to Shropshire Council Planning re. display of planning notices and their response</p>

	<p><b>b) Personnel</b> - (may be deferred to the confidential session) to include:</p> <ul style="list-style-type: none"> <li>i. New staff appointments</li> <li>ii. Awarding of HR contract</li> <li>iii. Locum Clerk contract termination</li> </ul>
<b>10.</b>	<b>TO NOTE AWARD FOR SHROPSHIRE OUTSTANDING COMMUNITY</b>
<b>11.</b>	<b>TO NOTE REPORT ON CHURCH STRETTON YOUTH DROP-IN</b>
<b>12.</b>	<b>TO NOTE REPORT ON DRUGS ACTION GROUP</b>
<b>13.</b>	<b>TO NOTE CORRESPONDENCE</b> Donation to Rectory Wood and Field
<b>14.</b>	<b>TO NOTE FORTHCOMING COUNCILLOR TRAINING EVENTS</b> <ul style="list-style-type: none"> <li>- Saturday 13<sup>th</sup> November 10.00am green spaces tour</li> <li>- Tuesday 30<sup>th</sup> November 6.00 – 8.30pm Councillor Fundamentals / GDPR</li> </ul>
<b>15.</b>	<b>TO NOTE THE CHAIR'S DIARY OCTOBER 2021</b>
<b>16.</b>	<b>TO NOTE THE VICE-CHAIR'S DIARY SEPTEMBER – OCTOBER 2021</b>
<b>17.</b>	<b>TO NOTE FORTHCOMING MEETINGS</b> <ul style="list-style-type: none"> <li>i) <i>Public Realm Committee Meeting:</i> Tuesday 9<sup>th</sup> November 2021 at 7.00pm</li> <li>ii) <i>Planning Committee Meeting:</i> Tuesday 16<sup>th</sup> November 2021 at 7.00pm</li> <li>iii) <i>Additional Informal Council Meeting</i> Tuesday 23<sup>rd</sup> November 2021 at 7.00pm</li> <li>iv) <i>Full Council Meeting</i> Tuesday 7<sup>th</sup> December 2021 at 7.00pm</li> </ul>
<b>19.</b>	<b>CONFIDENTIAL ITEM(S)</b> Under the Public Bodies (Admission to Meetings) Act 1960 S1(2), <b>to resolve to exclude Public and Press</b> due to the confidential nature of business which may arise relating to Staffing and Property or as determined by the Town Council.

End