

Church Stretton Town Council

MINUTES OF THE TOWN COUNCIL MEETING HELD IN SILVESTER HORNE INSTITUTE, CHURCH STRETTON ON TUESDAY 2ND NOVEMBER 2021 AT 7.00p.m.

Present: *Councillors:* Cllr L Antill, Cllr N Carter, Cllr S Davies (Vice Chair), Cllr D Hartshorne, Cllr J Lawton, Cllr J Luck, Cllr M Morris, Cllr A Munro (Chair), Cllr H Stowell., Cllr B Welch.

In attendance: *Officers:* Dr K Howe (Town Clerk), Mrs G Bailey (Finance), Mrs H Merrett (Admin).
Unitary Councillors: Cllr D Evans, Cllr H Luff.
Members of the Public: 2

21.076 **WELCOME**

The Chair welcomed Councillors and members of the public to the meeting.

21.077 **TO RECEIVE APOLOGIES**

From: Cllr C Carson, Cllr R Foulkes & Cllr G Lewis.

21.078 **TO DECLARE DISCLOSABLE PECUNIARY INTERESTS**

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.

NONE

21.079 **QUESTIONS FROM MEMBERS OF THE PUBLIC**

NONE

21.080 **UNITARY & PARISH WARD MATTERS:**

a) Report from Unitary Councillors (Cllr Evans)

Councillor Evans advised that Shropshire Council had had no meetings this month so he had no reports. A number of potholes had been filled.

b) Parish Ward Issues (Little Stretton, South, North, All Stretton)

Councillors noted that there had been a road closure on the All Stretton to Church Stretton road due to a Severn Trent water issue. This was an emergency closure. The diversion around this closure was poor. Cllr Munro is in correspondence with Simon Stallard of Shropshire Council.

c) Road Closures/Works The A49 is to be closed in sections from 12th October between 8pm and 6am. The ambulance was diverted around rather than allowed through. Councillors were unaware of this.

21.081 TO CONFIRM AND SIGN THE MINUTES TAKEN AT THE TOWN COUNCIL MEETING ON 5th OCTOBER 2021

Proposed by Cllr. Stowell, seconded by Cllr Davies and

RESOLVED (unanimously) to confirm and adopt, the Minutes of the Town Council meeting held on 5th October 2021 as correct, and these were duly signed, initialled and dated on each page by the Chairman as a true record.

21.082 TO CONSIDER FINANCIAL ITEMS BELOW:

1. Insurance

Proposed by Cllr Welch, seconded by Cllr Stowell and

RESOLVED (unanimously) to approve payment of invoice no. 509302198 to WPS Hallam Council Guard in respect of Town Council insurance to August 2022, in the amount of £10,339.35

2. Annual Governance and Accounting Return (AGAR)

a) and b) Councillors **NOTED** receipt of the External Auditor's Interim Certificate and publication of the notice of audit and rights to inspection.

3. VAT

a) Councillors received and **NOTED** the report on the treatment of VAT.
b) Proposed by Cllr Davies, seconded by Cllr Antill and

RESOLVED (unanimously) to approve the appointment of The Parkinson Partnership LLP to undertake partial exemption calculations for the years 2020-21, 2021-22, 2022-23 at a cost of £200 per year

4. Bank Signatories

Councillors **NOTED** that Bank signatories will be Cllr Munro, Cllr. Davies, Cllr Lawton, Cllr Luck and Town Clerk Dr Kate Howe and RFO G Bailey will be authorised users from the end of November 2021. All other signatories will be removed from Council Bank Accounts by the end of November 2021.

Proposed by Cllr Stowell, seconded by Cllr Hartshorne and

RESOLVED (unanimously) to confirm these changes to the Council bank signatories.

5. Direct Debits

These were **NOTED** and **APPROVED**.

6. Internal Audit

Proposed by Cllr Munro, seconded by Cllr Lawton and

RESOLVED (unanimously) to appoint John Henry as Internal Auditor for the Council for 2020-21

21.083 TO RECEIVE RECOMMENDATIONS FROM THE FINANCE COMMITTEE WORKING GROUP

1. Internal Audit 2020 - 2021

Councillors received and **NOTED** an update to the report and agreed to set up a regular actions report using the Red, Amber, Green format as accepted by the Finance Committee Working Group. They **NOTED** the report from the Finance Working Group that much work had been completed but much remained to be done and agreed the need to complete required outstanding actions by the end of March 2022. Council appreciated the RAG reporting style as an action indicator for all committee reporting.

2. Accounts 2021

a) Councillors received the bank reconciliations and cashbooks for months 1 to 6 and **NOTED** that they were properly populated and very detailed.

b) Councillors received the financial report detailing income and expenditure against budget and earmarked reserves and the balance sheet to September 2021 which they **NOTED**. Chair of Finance Working Group comprehensively talked councillors through the report circulated to ensure full understanding of the details.

3. Financial Regulations

Councillors received the reviewed 2021 Financial Regulations and Chair of Finance Working Group explained how the Financial Regulations govern financial procedures to ensure compliance with Proper Practices and Risk Management setting budget, precept, internal financial controls and councillors financial obligations.

Amendments were approved to 2.2, 5.2, 6.6, 6.13, 6.14, 7.3, 7.4, 7.7, 18.1.

Proposed by Cllr Luck, seconded by Cllr Davies, Council

RESOLVED (unanimously) to accept the reviewed 2021 Financial Regulations with the suggested modifications on Cyber Security and a Control Schedule as detailed. ACTION: RFO to update Financial Regulations as agreed.

A Break was taken in the meeting from 8.15pm to 8.30 pm

21.084 OUTDOOR SERVICES REPORT

a) Councillors received the Outdoor Services report and Proposed by Cllr Davies, seconded by Cllr Welch

RESOLVED (unanimously) to approve the retention of the Outdoor Services Team as a direct labour operation

b) Councillors received the Outdoor Services report and **NOTED** its contents. Sufficient funds had been identified to purchase an ATV. It was agreed that an ATV would require enclosed cab and doors and to include Outdoor team in decision on specification of any vehicle purchased. The triple mower would hopefully remain operational during this year's budget. Finance Committee will provide financial information to Public Realm Committee to make a

decision on replacement purchase within next year's budget. Council expressed concern regarding the need to provide secure storage for new vehicle. Councillors agreed to delegate Public Realm Committee to research specification, seek three quotes and develop finance options for purchase or lease of suitable vehicle and a maintenance programme.

Proposed by Cllr Davies, seconded by Cllr Hartshorne

RESOLVED (unanimously) to approve capital expenditure for replacement mower(s) and transport subject to an agreed specification being decided and secure storage for the replacement equipment

Councillors agreed to suspend Standing Orders at 9.05pm

21.084 TO RECEIVE REPORTS FROM COMMITTEES

Councillors received the following reports:

a) **Planning Committee**

Councillors received and **NOTED** the minutes taken at the Planning Committee meeting on 19th October 2021.

Councillors also **NOTED** the correspondence between Cllr Luck and Shropshire Council on the display of planning notices.

b) **Personnel Committee**

This was deferred to the confidential session and included

- i. New Staff Appointments
- ii. Awarding of HR contract
- iii. Locum Clerk Contract termination

21.085 TO NOTE AWARD FOR SHROPSHIRE OUTSTANDING COMMUNITY

Councillors **NOTED** this award and thanked Cllrs Welch and Davies for submitting the entry on behalf of the previous Council. There was a prize of £500 and Councillors agreed to consider how best to use this money for the community and to bring these ideas to the next Council meeting.

21.086 TO NOTE REPORT ON CHURCH STRETTON YOUTH DROP IN

Councillors **NOTED** this report. Cllr J Lawton stated that due to difficulties the Drop-In will be starting next Tuesday 9th November, not as stated in the report.

21.087 TO NOTE REPORT ON DRUGS ACTION GROUP

Councillors **NOTED** this report. It was agreed that this was not part of Council core activities. Suggested Council invite the Head of the Drugs Team for Shropshire to address Councillors and interested members of the public to obtain further information on what practical actions can be taken within the community to raise concerns to West Mercia Police.

Proposed by Cllr Munro, seconded by Cllr Morris and

RESOLVED (8 in favour, Cllrs Davies and Stowell abstained)) to support creation of a Community Drugs Action Group.

21.088 TO NOTE CORRESPONDENCE

Councillors **NOTED** an anonymous donation of £1,000 to Rectory Wood and Field.

21.089 TO NOTE FORTHCOMING COUNCILLOR TRAINING EVENTS

Councillors **NOTED** these events:

Saturday 13th November 10.00am green spaces tour

Tuesday 30th November 6.00 – 8.30pm Councillor Fundamentals / GDPR

21.090 TO NOTE THE CHAIR'S DIARY OCTOBER 2021

Councillors **NOTED** this diary.

21.091 TO NOTE THE VICE CHAIR'S DIARY SEPTEMBER-OCTOBER 2021

Councillors **NOTED** this diary.

21.091 TO NOTE FORTHCOMING MEETINGS

Councillors **NOTED** these meetings:

- i) Public Realm Committee Meeting: Tuesday 9th November 2021 at 7.00pm
- ii) Planning Committee Meeting: Tuesday 16th November 2021 at 7.00pm
- iii) Extra-ordinary Council Meeting: Tuesday 23rd November 2021 at 7.00pm
- iv) Full Council Meeting: Tuesday 7th December 2021 at 7.00pm

The Chair declared the Public Meeting Ended 9:..25pm

CONFIDENTIAL ITEMS

Under the Public Bodies (Admission to Meetings) Act 1960 S1(2), it is RESOLVED (unanimously) that in view of the confidential nature of the business about to be transacted, it is in the public interest that the public and press are excluded from these items.

Personnel Committee

Chair of Personnel Committee gave a verbal report from the Personnel Committee held on 20th November 2021 including recommendations on:

- i. New Staff Appointments
- ii. Awarding of HR contract
- iii. Locum Clerk Contract termination

and Proposed by Cllr. Luck, and seconded by Cllr Davies, Council

RESOLVED (unanimously) to approve recruitment of the new roles of Finance & Committees Officer and Grounds & Environmental Services Officer.

and Proposed by Cllr. Welch and seconded by Cllr. Antill, Council

RESOLVED (unanimously) to approve role re-definition and job re-evaluation of Office Manager.

and Proposed by Cllr. Stowell and seconded by Cllr. Carter, Council

RESOLVED (unanimously) to approve the HR Contract.

And Proposed by Cllr. Carson and seconded by Cllr. Davies, Council

RESOLVED (unanimously) to approve termination of the Locum Clerk Contract.

Meeting ended 9.45 pm

Signed by Date.....

As a true and accurate record of the meeting.

FINAL APPROVED