



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE
01952 727509

townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

Town Clerk: Trudi Barrett BA (Hons)

Meeting arrangements

As the legislation permitting councils to hold remote meetings has not been extended beyond 6th May 2021, meetings are now required to be held in person. However, the ongoing risks from the Covid-19 pandemic necessitate additional safety precautions. Those attending the meeting will need to socially distance, use hand sanitiser upon arrival, provide contact details for test and trace purposes and wear masks when moving in the building.

Any member of the public who would like to attend the meeting should contact the Town Clerk in advance as numbers will need to be controlled. Members of the public attending will be required to wear masks throughout the meeting unless medically exempt.

Best efforts will be made to make the meeting accessible via Zoom, audio only. Remote participation in the meeting will not be possible. Any questions from the public must be asked in person, or by submitting the question in writing to be read out at the meeting.


The Zoom link to listen to the meeting is:

<https://us02web.zoom.us/j/89859137366?pwd=QzdoSTF4VnFqbEx2RHFnbTJ5NDN3UT09>

Meeting ID: 898 5913 7366

Passcode: 178052

NOTICE IS HEREBY GIVEN that the **Annual Meeting** of Much Wenlock Town Council will be held at the Priory Hall, Much Wenlock commencing at **7 pm** on Thursday **20th May** 2021 and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed.....
Trudi Barrett BA (Hons)
Town Clerk

Date: 14th May 2021

A G E N D A

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 1998

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may: film, photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. Election of Town Mayor

In pursuance of the Local Government Act 1972 s15(1)(2) Members will elect the Mayor for the ensuing Council year.

2. Declaration of Acceptance of Office

The newly appointed Mayor will sign the Declaration of Acceptance of Office.

3. Election of Deputy Mayor

In pursuance of the Local Government Act 1972 s15(6) Members will elect the Deputy Mayor for the ensuing Council year.

4. Appointment of Mayor's Chaplain

To appoint Reverend Matthew Stafford as the Town Mayor's Chaplain for the ensuing year.

5. Apologies for Absence

To receive any apologies for absence.

6. Disclosure of pecuniary interests

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. Members should 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.

7. Dispensations

Requests for dispensation should be in writing, addressed to the Town Clerk and received prior to the meeting.

8. Shropshire Council Report

To receive a verbal report from Shropshire Councillor Daniel Thomas on Shropshire Council matters specifically relating to Much Wenlock (for information only).

9. Police Report

To receive a report from the local policing team.

10. Public Session

At the discretion of the Chairman, members of the public, who have given prior written notice to the Town Clerk, may ask questions of the Council concerning matters on the agenda.

NB. At this meeting questions must be asked in person or submitted in writing to be read out at the meeting.

11. Minutes

- a. To approve and adopt the minutes of the Town Council meeting held on 15th April 2021.
- b. To adopt the minutes of the Planning & Environment Committee meetings held on 2nd March and 13th April 2021.

12. Town Clerk's Report

To receive a written report from the Town Clerk on action taken from the last Town Council meeting.

13. Localism Act 2011 General Power of Competence

In simple terms, The General Power of Competence provides a local authority with the power to do anything that an individual may do provided it is not prohibited by other legislation. The scope of the General Power is set out in sections 1 – 6 of the Localism Act 2011. In order for the Council to use the power it must confirm its eligibility at the 'relevant' annual meeting which is the annual meeting that takes place in a year of ordinary elections of parish councillors.

To resolve that Much Wenlock Town Council confirms that under the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 the Council meets the prescribed criteria as an eligible council for use of the General Power of Competence in that it meets the following conditions:

- a qualified clerk (the Clerk holds the Certificate in Local Council Administration)
- a minimum of two-thirds of the total number of councillors have been elected

14. Planning & Environment Committee

- a. To review and approve the Terms of Reference for the Planning & Environment Committee.
- b. To appoint six members to the Planning & Environment Committee, with delegated authority to respond to planning and environmental matters.

15. Finance, Asset Management & HR Committee

- a. To resolve to set up a separate HR Committee with responsibility for personnel matters.
- b. To review and approve the Terms of Reference of the HR Committee.
- c. To appoint members to the HR Committee.
- d. To review and approve the Terms of Reference of the Finance & Asset Management Committee.
- e. To resolve that all Councillors shall be members of the Finance & Asset Management Committee.

16. Discipline & Grievance Panel

- a. To review and approve the Terms of Reference of the Discipline & Grievance Panel.
- b. To appoint three members to the Discipline & Grievance Panel.

17. Schedule of future meetings

To consider and approve meeting dates for the Council year 2021/22.

18. Review/appointment of Working Groups

- a. Friends of the Cemetery Working Group
- b. History Working Group
- c. Communications, Markets and Tourism Working Group
- d. Transport Working Group
- e. To resolve to set up a Property Working Group (Terms of Reference to be agreed at the next meeting)
- f. To resolve to disband the following working groups: 10 High Street, Housing Needs, Grounds Maintenance & Property Maintenance.

19. Review of Terms of Reference of Working Groups

- a. Friends of the Cemetery Working Group
- b. History Working Group
- c. Communications, Markets and Tourism Working Group
- d. Transport Working Group

20. Review/appointment of representatives on the following

- a. Bridgnorth and Shifnal Local Area Committee of Shropshire Association of Local Councils (SALC) (two members)
- b. Local Joint Committee (if required)
- c. Much Wenlock Almshouses: to note that Duncan White was nominated to represent the Town Council in June 2020 for a term of four years.
- d. Shropshire Council Emergency Planning
- e. John L Edwards Trust (one representative)
- f. Shropshire Hills Destination Partnership
- g. Connexus (affordable homes) (if required – previously two representatives)
- h. Much Wenlock Forester Charitable Trust: to note that Mr Mark Laws was nominated to represent the Town Council in April 2021 for a term of four years.
- i. Priory Hall Management Committee (currently Duncan White)

21. Financial Matters

- a. To retrospectively approve the payments schedule from 25th March 2021 to 14th May 2021.
- b. To approve the use of variable Direct Debits and BACS payments in accordance with paras. 6.7 and 6.9 of the Council's Financial Regulations.

22. Deferral of business

To resolve to defer review of the Council's policies relating to data protection to a future meeting.

23. Correspondence

To receive and note the following items:

- a. Letter dated 20th April 2021 regarding William Brookes School membership of the 3-18 Education Trust.

24. Agenda items for next town council meeting

Members are invited to suggest items for inclusion on the agenda for the next meeting

25. Date of next meeting

To note the date of the next meeting.