



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

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 link to the meeting is here:

<https://us02web.zoom.us/j/82219124114?pwd=VVF5M0ZmSGh4QWwWbWV3eWVjA1bnh5dz09>

Meeting ID: 822 1912 4114

Passcode: 163873

NOTICE IS HEREBY GIVEN that the **re-convened ANNUAL TOWN COUNCIL** meeting of the above-named Town Council will be held at the **Guildhall**, Much Wenlock commencing at **7 pm** on Thursday **16th May 2024** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed.....

Trudi Barrett BA (Hons)

Town Clerk

Date: 9th May 2024

AGENDA

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. Chairman's welcome

2. Apologies

To receive apologies for absence.

3. 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.

4. Dispensations

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

5. 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.

6. Shropshire Council report

To receive a verbal report from Shropshire Councillor Dan Thomas on Shropshire Council matters specifically relating to Much Wenlock.

7. Police Report

- a. To receive a report from the local policing team.
- b. To receive an introductory letter from the new Local Policing Inspector for South Shropshire's Safer Neighbourhood Teams.

8. Minutes

- a. To approve and adopt the minutes of a Town Council meeting held on 11th April 2024.
- b. To adopt the minutes of a Planning & Environment Committee meeting held on 5th March 2024.
- c. To adopt the minutes of a Planning & Environment Committee meeting held on 9th April 2024.
- d. To adopt the minutes of a HR Committee meeting held on 13th February 2024.

9. Town Clerk's report

To receive a written report from the Town Clerk.

10. Schedule of future meetings

To consider and approve meeting dates for the Council year 2024-25.

11. Finance & Asset Management Committee

- a. To review and approve the Terms of Reference for the Finance & Asset Management Committee.
- b. To appoint members to the Finance & Asset Management Committee, in accordance with the Terms of Reference.

12. Planning & Environment Committee

- a. To review and approve the Terms of Reference for the Planning & Environment Committee.
- b. To appoint members to the Planning & Environment Committee, in accordance with the Terms of Reference.

13. HR Committee

- a. To review and approve the Terms of Reference for the HR Committee.
- b. To appoint members to the HR Committee, in accordance with the Terms of Reference.

14. Discipline & Grievance Panel

- a. To review and approve the Terms of Reference for the Discipline & Grievance Panel.
- b. To appoint members to the Discipline & Grievance Panel, in accordance with the Terms of Reference.

15. Working Groups

To consider retention of the following working groups and, if agreed, to review the terms of reference for each working group and appoint members:

- a. Friends of the Cemetery Working Group: three Members plus community volunteers.
- b. History and Archives Working Group: at least three Members, volunteer archivist and interested members of the community.
- c. Property Working Group: at least five Members and suitably qualified or skilled members of the public.
- d. Shropshire Local Plan Review Working Group: Members of the Planning & Environment Committee plus invited members of the community with relevant interest and expertise.
- e. Strategic Flood Working Group: Members (currently four) plus selected outside agencies and individuals with relevant interest and expertise.
- f. Strategic Plan Working Group: four Members and the Town Clerk
- g. Tourism and Events Working Group: at least five Members and interested members of the community.
- h. Transport Working Group: Members (currently three), plus selected members of the public with relevant interest and expertise.

16. Review/appointment of Representatives on Outside Bodies

To review the Council's representation on the following outside bodies:

- a. Bridgnorth and Shifnal Local Area Committee of Shropshire Association of Local Councils (SALC) (two members – currently Cllrs Susan Croke-Williams and David Fenwick).
- b. John L Edwards Trust (one representative – currently Cllr Daniel Thomas).
- c. Much Wenlock Almshouses: to note that Cllr Duncan White was nominated to represent the Town Council in June 2020 for a term of four years and to consider nomination for a further four years.

- d. Much Wenlock Forester Charitable Trust: to note that Mr Mark Laws was nominated to represent the Town Council for a term of four years from May 2021.
- e. Much Wenlock Windmill Trust (currently Cllrs Wilfred Grainger, Linda West and Duncan White)
- f. Priory Hall Management Committee (currently Cllr Duncan White).
- g. Shropshire Council Emergency Planning (currently Cllr Duncan White)
- h. Shropshire Hills Destination Partnership (currently Cllrs Wilfred Grainger and Christian Toon)

17. Review and Approval of Policies and Procedures

To review and approve the following policies and procedures:

- a. Standing Orders
- b. Complaints Procedure and Procedure for Dealing with Unreasonable and Persistent Complainants
- c. Publication Scheme
- d. Communications and Media Policy
- e. Privacy notice

18. Review of Financial Regulations

To note that NALC have recently issued revised model Financial Regulations and that, following review by Town Council officers, revised Financial Regulations will be presented to the Council for consideration at the June full Council meeting.

19. Approval of Direct Debits and Electronic Bank Payments

- a. To approve the use of variable direct debits for the payment of utility bills and non-domestic rates in accordance with the Town Council's Financial Regulation 6.7.
- b. To approve payment for items by means of electronic bank payments, including BACS and CHAPS, in accordance with the Town Council's Financial Regulation 6.8.

20. The Guildhall Project

To receive an update on the Guildhall Project.

21. Neighbourhood Plan Review

To receive an update on the Neighbourhood Plan Review.

22. Shropshire Local Plan Review

- a. To receive an update on the Shropshire Local Plan Review.
- b. To note public consultation on four documents associated with the Local Plan and to consider a response by the deadline of 11th June 2024.

23. D-Day Commemoration – 6th June 2024

To receive an update on plans for the D-Day Commemoration on 6th June 2024.

24. Consultation

To consider a response to the following Shropshire Council consultation:

- a. Garden Waste and Household Recycling Centres, deadline 20th May 2024.
- b. Empty Homes, deadline 26th May 2024.
- c. Independent Living and Specialist Accommodation Strategy, deadline 31st May 2024.
- d. School Library Service, deadline 7th June 2024.

25. Correspondence

To note the following items, which have been emailed to Members:

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. VCSA Shropshire newsletters
- f. News from Shrewsbury and Telford Hospital NHS Trust
- g. Information on National Gardens Scheme in Shropshire 2024
- h. Housing Plus Group – Corporate Plan 2024-26

- i. What's On at The Edge Arts Centre
- j. Friendly Transport Service Newsletter May 2024
- k. Zero Carbon Shropshire May 2024 Green News
- l. South Shropshire Climate Action Group May Newsletter
- m. The Rural Services Network Rural Funding Digest May 2023
- n. Lezley's Leader's Update May 2024

26. Agenda items for next town council meeting

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

27. Date of next meeting

To note the date of the next meeting will be Thursday, 13th June, subject to confirmation at agenda item 10 above.

Public Bodies (Admission to Meetings) Act 1960

Pursuant to Section 1(2) of the above Act it will be **PROPOSED**, **SECONDED** and **RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

28. 10 High Street

To receive an update on progress with letting the premises and consider any action required.