



Much Wenlock Town Council

Annual Town Council Meeting

16th May 2024

Supporting Papers

Broseley and Much Wenlock Safer Neighbourhood Team (SNT)

Update to Much Wenlock Town Council: 08/05/2024

Update on Police and SNT activity in the area. In addition to the Officers in the Safer Neighbourhood Team, there is a team of Response Officers based in Bridgnorth Police Station who attend incidents in the area. Currently, we only have a PC and a PCSO on the team. West Mercia Police are currently recruiting PCSOs, however, no time frame can currently be given for the arrival of a replacement for the PCSO who left the team in September 2022.

Neighbourhood Matters. Neighbourhood Matters is an online messaging service operated by West Mercia Police. SNT Officers are sending Crime Alerts and other locally relevant information out to all those who join the service. Please encourage everyone to check out the service by following the link - <https://www.neighbourhoodmatters.co.uk/>

West Mercia Police has signed up to the Local Policing Community Charter. The Council has outlined its three main Policing Priorities as:

Theft (from outbuildings). A quad bike was stolen from a farm in Underton and there was an unsuccessful attempt to break into an outbuilding on the Stretton Road.

Drugs. SNT continue to patrol areas where there have been previous reports of incidents linked to drug related activity & submit reports when necessary. There was single report of drug dealing from an address in the town, however, checks appear to show that this was a malicious call made by a person involved in a neighbour dispute with the residents of that address.

Speeding. SNT Officers will continue to conduct speed surveys in relevant areas when other commitments allow.

Burglaries. Details above. In addition, there was a possible residential burglary in the town, however, nothing was stolen.

There were five reports of drivers making off without making payment for fuel, appropriate action will be taken in each instance.

Suspicious circumstances. There were two reports, one involved a person being seen late at night in a garden, Officers were deployed and conducted a search and spoke to the caller for reassurance. The other involved a suspicious exchange between the occupants of a car and a person on foot. A report has been submitted.

Anti-social Behaviour. There have been two reports of youths ringing a communal entry intercom and then running away, unfortunately they could not be identified.

There have been two reports of a neighbour dispute involving the same two households and Shropshire Town and Rural Housing are assisting with attempts to resolve this.

Domestic Incident. There were two incidents reported, both were dealt with in an appropriate manner by Officers and referrals have been made to our partner agencies.

A single 999 call was made in error, the caller was very apologetic.

There was an incident involving the fly tipping of livestock, two very young dead lambs were abandoned by the side of the road.

Concern for Safety. There was one report, involving mental health, that Police were deployed to and then left paramedics and partner agencies to deal with the matter identified.

Road Traffic Issues.

There were four Road Traffic Collisions, all four were in the town and fortunately no serious injuries were reported. Officers were deployed to two of these to manage traffic until recovery of the vehicles involved could be arranged.

There was broken down vehicle on the A458, Officers deployed due to the location and waited until the driver was able to arrange their own recovery through the RAC.

There were two reports of vehicles being poorly driven, the details of the vehicles were checked and then added to the Police Automatic Number Plate Recognition (ANPR) system.

A vehicle was stopped on the A458 in the Muckey Cross area and seized by Police after the driver blew over the drink drive limit when breathalysed. The driver had been seen by members of the public to pull over and exit his vehicle in what appeared to be an intoxicated state and his keys had been taken off him to prevent him leaving before Officers arrived.

Monday, April 15, 2024 at 12:37:52 British Summer Time

Subject: Introduction from the New Local Policing inspector
Date: Friday, 12 April 2024 at 15:31:48 British Summer Time
From: Mal Goddard
To: Morvill Parish Council (clerk@morville-pc.gov.uk), clerk@astleyabbotts-pc.co.uk, clerk@ESSLparishcouncils.co.uk, clerk@barrowparish.org.uk, Trudi Barratt (townclerk@muchwenlock-tc.gov.uk), Bill Griffiths (tasleyclerk@gmail.com), 'BroseleyTC Admin'
CC: Emma Strangwood
Attachments: image001.png, image002.gif, image003.png

Greetings all,

I'd like to inform you that I have been selected to be the new Police Inspector for South Shropshire's seven Safer Neighbourhood Teams and there will be a period of handover now until I go live on 1st May from Acting Inspector David Meyer who has been sat in post since the start of the year. Some of the work that I have seen him lead and manage for the parishes of South Shropshire has been superb and my thanks have gone to him and the team for their efforts so far this year. I do acknowledge that there is always more to do in policing and for me this follows on with the basics: Visibility and Accessibility, fundamental parts of our Local Policing Community Charter (LPCC).

To introduce myself to those who I have not met or spoken to in the past, my name is Damien Kelly and it is a great honour to be able to return to South Shropshire where I have both worked and lived. I spent my adolescent years growing up in South Shropshire on the border of North Herefordshire and I can think of nowhere better to police than an area I feel so passionate about keeping safe. I flew the nest at a young age to seek a challenge in the Royal Air Force before finally settling down from all that travel into Policing which is something that has been part of my family in various parts of the UK since the mid-19th century. I am a forward-thinking embracer of change and advancement, but I do enjoy some traditional aspects of the policing role which I've spent my career fine tuning and balancing between the two. The mixture of towns, villages, hamlets housed within the parishes of South Shropshire is one of the largest geographical neighbourhood policing areas in the UK. In fact, the area is only a few square miles smaller than all the Greater Manchester Policing area entirely! With that geography and 83 active parish councils comes with some great advantages and complicated disadvantages which I'm sure you are more than aware of and I'm keen to manage a balance of resources, demands and priorities to an area of such size.

I'm not expecting a response from everyone that this email reaches but now you have my contact information, please feel free to contact me and the team with parishioners concerns that relate to policing the area and we will get back to you. The team should be emailing out a few times a year anyway to update your three priorities and inform you of what is being done to tackle them. The relationship between parish/town councils and Safer Neighbourhood policing teams is extremely important to achieve the safety, confidence and increase in quality of life for parishioners. My aim is to build on our engagement and visibility making best use of the tools available through the LPCC and the age-old techniques of simply picking up the phone or meeting up to discuss ways to improve/tackle concerns. Please know that as I will likely remain in post for some time now, I will work tirelessly for you and our communities to focus on the things that matter and I will do everything I can to successfully build confidence with the resources that I have to achieve it.

As a quick plug, if you haven't already, please do create an account with www.neighbourhoodmatters.co.uk which is a platform that the neighbourhood teams use to deliver important messages on crime, appeals and ongoing incidents, and to communicate with members of the community that use it. If you could share this with your parishioners, friends and family to get the best out of this system, delivering live information and communicating with your policing teams will get a whole lot easier.



I wish you all a very successful and safe year ahead and I look forward to speaking with many of you in the coming months.

Damien

Inspector 2382 Damien Kelly

South Shropshire | Safer Neighbourhood Team | West Mercia Police

Bridgnorth Police Station, The Wheatlands, Bridgnorth, Shropshire, WV16 5BD

Mobile: 07870219174

Ext. 7704211

Safer Neighbourhood Teams;

SOUTH WEST – Sergeant 640 Jenni Price

Bishops Castle and Craven Arms Rural West SNT

Church Stretton and Craven Arms SNT

Ludlow SNT

SOUTH EAST – Sergeant 2689 Steve Mason

Shifnal and Albrighton SNT

Much Wenlock and Broseley SNT

Bridgnorth SNT

Clebury and Highley SNT



You can report non-urgent crime via our website. Always dial 999 in an emergency.

Please visit our website for information or assistance, or follow our social media accounts for police news in your area.

Mal Goddard

PCSO 6421

Extn 7704210

Mobile Telephone 07870 166746

Bridgnorth Police Station

MUCH WENLOCK TOWN COUNCIL

Minutes of the
TOWN COUNCIL MEETING
held at The Guildhall, Much Wenlock
at 7 pm on Thursday, 11th April 2024

Present: Councillors William Benbow, Susan Crooke-Williams, David Fenwick (in the chair), Wilfred Grainger, John O'Dowd, Marcus Themans, Daniel Thomas, Christian Toon, Chris Tyler.

In attendance: Trudi Barrett – Town Clerk, PCSO Mal Goddard, Revd M Stafford, two members of the public remotely.

1. Mayor's Welcome

The Mayor welcomed everyone to the meeting and presented the following report:

“Good evening councillors, welcome to our April Town Council Meeting and indeed my last as Mayor, and can I take this opportunity to thank you for your support over the last year.

The highlight of this month's activities in the town has undoubtedly been the Neighbourhood Plan community event held in the Priory Hall, which was well attended and a success in my opinion. Lots of views, opinions and general advice notes were offered which will be most useful to the enabling committee. A further meeting of the committee has been held and jobs have been allocated to the members.

As Mayor, I attended an Olympian Committee Live Arts event at William Brookes School on Mother's Day. I enjoyed watching the youngsters performing for a couple of hours and I then handed out medals. The children's general confidence is built up by their performances and I can tell you that the youngest performer there was only four years old.

I was invited by the Mayor of Church Stretton to join him with other Mayors and Chairmen of Councils in South Shropshire this week to join him for supper at his house and discuss matters relating to our relationship with the County Council. Mayors there were from Ludlow, Church Stretton, Clun, Bishops Castle and Shifnal. Views and concerns were expressed with the overriding emphasis being on shortage of funds and reduction in services.

Although I wasn't there, I hear that a fund-raising day held at Ludlow racecourse was a success and a healthy sum was raised for the Cavalier Centre just outside the town.

Councillors may have noticed the hard work put in by volunteers, including myself, to the flower beds at the rear of the Guildhall and the planting has now been completed. It's looking good and will be more so when the plants have grown over the summer. Other projects are planned.

I attended the Priory Hall AGM and was pleased to hear that their finances are in sound order and the maintenance of the building is in good hands. Without doubt there is a strong and very capable committee running the hall. I entered the meeting as an observer and left as a committee member.

And finally, Councillors will be aware that our Annual Town Meeting is to be held in the Priory Hall at 7.00pm on Thursday, 18th April. Would Councillors please be there for 6.30 pm to help with the setting up of tables and chairs.”

2. Apologies for Absence

Councillor Duncan White – unwell.

3. Disclosure of Pecuniary Interests

Members were 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.

4. Dispensations

None requested.

5. Public Session

There had been no requests to speak.

6. Policing

Members noted with thanks the written report provided by PCSO Mal Goddard. In addition, PCSO Goddard advised that a white Toyota HiLux had been seen in town offering left over tarmac; the vehicle had no insurance.

Councillors raised the following concerns:

- Vehicles were speeding down the Bullring to the Priory with horns blaring.
PCSO Goddard replied that the registration numbers of certain vehicles had been provided to the police and these were being monitored.
- Youths were sheltering under the old railway bridge where they had already set fire to two trees. Shropshire Council had been asked to fence off the area but had done nothing. Could the police raise this with Shropshire Council or was it better that the police knew where the youths were gathering?
PCSO Goddard replied that it was helpful to know where youngsters were congregating. If they were moved on, they might disappear from view.

PCSO Goddard was thanked for attending and left the meeting.

7. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

“Transport Update: dare I say it, but this last month appears to have been a good one for the various projects that this Council and I have been pursuing for our town. I will start with the road crossing between Oakfield Park and the MW Primary School, which we hope to deliver before September 2024. We have pushed for this work since being elected in 2021, and I'm delighted to see it come to fruition.

Following a productive meeting held with Shropshire Council Officers and their external consultants, WSP, on the 5th of April, it was determined that the draft of the Feasibility Study would go forward for public consultation together with the Transport Routing Order (TRO) parking (double yellow lines map) proposals. The TRO plans include vital parking improvements on Sheinton Street, Queen Street and Bridge Road, which has been frustratingly slow. This is the first time two such important projects have been combined by Shropshire Council, and it will shorten the time and inconvenience of holding two separate consultations. With respect to the Feasibility Study, WSP confirmed that the pedestrian crossing of Smithfield Road, while not signal-controlled, would be improved.

Neighbourhood Plan Review: the Town Council's review of the Neighbourhood Plan continues at a pace; a Steering Group has been set up to review the existing plan. I've been asked to Chair the Steering Group and lead a working group looking at Objective Two and Five: The Economy & Jobs and Community well-being. I will be part of the Transport/Traffic and Flooding Objectives in my capacity as Unitary Councillor.

The town council's website will provide more information on how members of the public can get involved in helping review the plan and there will be a separate column in the Wenlock Herald.

Charging for Green Waste / Recycling Centres – Consultation Now Live: until 20 May, Shropshire Council is asking for your views on a proposed annual subscription fee of £52 for the collection of garden waste. That's the equivalent of £1 a week. 80% of councils in England already charge for collecting garden waste, with many having been doing so for several years. The average annual fee across the country is £55 a year.

They're also asking how we can reduce the cost of running our five household recycling centres. Questions in the consultation, which is online, include: would you be willing to pay more than £52 a year for a garden waste collection if the additional money was used to keep all the centres open? Should the opening times be reduced? Should a permit scheme be introduced?

We must make £62m of savings in 2024/25 - mainly due to growing demand for social care – and we need to make some difficult decisions. I've already made my comments known about reducing hours and having a booking system for the recycling centres (which I think is better than closing) and expressed concerns about fly tipping in rural areas when having to charge for green waste.

Roads: the recent announcement by the Government of £136.4m extra to spend over seven years is welcome news. Shropshire Cllrs and MPs will have a say in how that money is spent, and I envisage a process whereby the Town and Parish Councils can feed into that process.

We are finally coming out of the main pothole season, but since May 2021, the number of outstanding potholes in our county has declined; it was at 8,000 in May 2021, and it's now at 5,000, and we aim to get this number towards half over the spring and summer.

Stretton Road: the vitally important Stretton Road drainage upgrade will take place during a full closure on 22nd July – 15th September 2024. The work will include the construction of a new highway drainage system that will divert water into the Shylte attenuation basin, which was constructed by Shropshire Council in 2017. The connection of the highway drainage system to this basin will ensure these highway water flows are reduced and alleviate flooding around the town, especially Havelock Crescent, during intense rainfall events. Postponing has allowed the Council to explore diversion routes and allows for more daylight and a longer working day.

Pool Open: our wonderful swimming pool is back open with its term timetable in full flow, which you can find with a quick Google search or online here: <https://www.shropshire.gov.uk/shropshire-leisure-time/much-wenlock-leisure-centre/>

Surgery May: my next Advice Surgery is on Saturday, 13th April, with Cllr Linda West, and the subsequent one is on Saturday, May 11th, between 10:30 a.m. and 12 noon at Much Wenlock Museum. No appointment is necessary. Town Cllr Marcus Themans, our new mayor, and a representative from the Police will join me.”

Councillor Thomas responded to queries regarding consultation on recycling green waste and the closure of recycling centres as follows:

He was not aware that closure of the library or leisure centre was under consideration.

There would be no special recycling scheme for the elderly.

Changes to all five recycling centres in Shropshire were under consideration, although it was unlikely that Shrewsbury or Oswestry would close. If a booking scheme were introduced the centres could be staffed according to demand.

The consultation would be on the agenda for the Town Council meeting on 16th May but Councillors could also respond individually.

8. Minutes

- a. It was RESOLVED to approve and adopt the minutes of the Town Council meeting held on 7th March 2024.
- b. It was RESOLVED to adopt the minutes of the Planning & Environment Committee meeting held on 6th February 2024.
- c. It was RESOLVED to adopt the minutes of the Finance & Asset Management Committee meeting held on 23rd January 2024.

9. Town Clerk's Report

Members noted the written and verbal report from the Town Clerk. The Clerk was asked to confirm that membership of Visit Shropshire had been paid for the 2024/25 financial year and to ensure that Much Wenlock was promoted on the Visit Shropshire website.

Members offered ideas for items for the Town Council piece for the next Wenlock Herald.

10. Annual Town Meeting – 18th April 2024

Members noted that the Annual Town Meeting would be held on Thursday, 18th April at 7.00pm at the Priory Hall. The Mayor explained that he would be calling on different Councillors to speak where relevant during his presentation.

11. The Guildhall Project

Councillors noted an update on the Guildhall project. 'Get a Word in Edgeways' would be providing a story telling activity at the Guildhall on Saturday, 20th April as part of the audience engagement work funded by the National Lottery Heritage Fund. The audio story trail for the Guildhall had been completed by Get a Word in Edgeways and this was now available on the Town Council website. A printed version of the trail with a QR code link to the website was also being prepared and printed. In addition, members of Get a Word in Edgeways had attended a 'Carer Connect' event to gather stories from a different group of people about the Guildhall.

The Clerk was asked to arrange for a counter on the story trail page on the website to monitor visits.

The Clerk was asked to send a copy of the Guildhall feasibility study completed by Lathams to all Councillors.

12. Neighbourhood Plan Review

- a. Members received a verbal report from the successful public launch event for the Neighbourhood Plan review, held on 9th March. Around 130 people had attended the event, representing about 10% of households. The Council's consultant had also been present. Many visitors had contributed their views, which had been collated for consideration as part of the review process.
- b. Members noted that a meeting of the enablement team had been held on 3rd April and received an update on progress. The group had discussed membership of the steering group and allocated roles as follows: Councillor Daniel Thomas – Chair, Mrs Lesley Durbin – Deputy Chair, Mrs Mary Phillips – Secretary, Mr David Turner – Communications.

The different objectives in the Neighbourhood Plan had been allocated to groups or individuals to lead on:

Housing (Objective 1): Mrs Durbin, with input from the consultant, Alison Eardley

Economy & Jobs (Objective 2): Councillor Thomas

Reducing Flood Risk (Objective 3): Councillor Benbow and the Council's Strategic Flood Group

Traffic Management & Accessibility (Objective 4): Councillor Tyler and the Council's Transport Working Group
 Community Wellbeing (Objective 5): Councillor Thomas
 Good Quality Design (Objective 6): Mrs O'Dowd
 Green and Open Spaces Objective 7): Mrs Durbin
 Local Landscape and Wildlife (Objective 8): Mrs Durbin
 Sustainability and Climate Change (objective 9): Councillor Grainger

There would be plenty of opportunities for members of the community, Councillors and local experts to become involved in the working groups and it was hoped that fairly rapid progress could be made.

Members considered how to administer communications with those individuals who had provided their contact details for updates on the Review. The importance of confidentiality and protecting personal details was stressed.

It was RESOLVED that Mrs Phillips and Mrs O'Dowd, both members of the steering group, should collate the email addresses provided at the launch event on 9th March for the purpose of providing information about the Neighbourhood Plan Review.

- c. Members reviewed draft Terms of Reference for the Neighbourhood Plan Steering Group.
It was RESOLVED that the Neighbourhood Plan Steering Group should be a working group, not a committee of the Town Council.
It was RESOLVED to approve the Terms of Reference for the Neighbourhood Plan Steering Group, as amended.
- d. Members considered the composition of the Steering Group.
It was RESOLVED that the Neighbourhood Plan Review Steering Group should comprise 10 members, those members currently being Councillors Daniel Thomas, Chris Tyler, Will Benbow, Wilf Grainger and Mrs Lesley Durbin, Mrs Susan O'Dowd, Mrs Mary Phillips, Mr David Turner, Mr Jim Orves and one free place.

13. Shropshire Local Plan Review

There was nothing new to report on the Shropshire Local Plan Review.

14. Shropshire Council Car Parking Charges

Members considered the response received from Councillor Lezley Picton, Leader of Shropshire Council, to the Town Council's letter of objection to the proposed increase in Shropshire Council car parking charges. Members noted that the report to Shropshire Cabinet had been presented on 17th January, then called in by the Overview and Scrutiny Committee in February. The proposals had been put on hold and were going back to Cabinet, with changes, on 17th April. However, the changes did not relate to Much Wenlock. The decision would be taken by Cabinet and Councillor Thomas would not have the opportunity to vote.

15. Electric Vehicle Charging Points Proposed for Southfield Road

Members considered correspondence from Shropshire Council regarding consultation on the installation of on-street electric vehicle charging points in Southfield Road and received a recommendation from the Planning & Environment Committee.

It was RESOLVED to support the installation of electric vehicle charging points in principle, but to recommend that Shropshire Council use the government funding to install new parking spaces in Southfield Road by creating a layby in the grass verge closer to High Causeway (Victoria Road junction) where residents could make greater use of the electric vehicle charging facility.

Members were concerned that the existing electric vehicle charging points in the town were not adequately publicised by Shropshire Council and those planned for St Mary's car park had not yet been installed.

16. D-Day Commemoration – 6th June 2024

Members received a report from the D-Day working group regarding arrangements to commemorate the 80th anniversary of D-Day in June 2024. It was intended to have a parade from the church and to carry the Lamp of Peace to the Priory. There would be a short service in the Priory and the beacon would be lit at 9.15pm, as would happen across the country. The Lamp of Peace would then be brought back to the church and placed in front of the war memorial. The traders in the town had been invited to set up displays in their shop windows and the High Street would be decorated with bunting. A D-Day flag had been purchased and would be flown from the Guildhall on 6th June. It would hang in the church for a short period thereafter. Members of the working group were considering whether to arrange for a mobile refreshment van to attend.

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 5th March 2024 at the Corn Exchange, Much Wenlock

Present: Councillors William Benbow, David Fenwick (in the chair), Wilf Grainger, Dan Thomas, Chris Tyler, Linda West

In attendance: Trudi Barrett – Town Clerk

1. Apologies

None – all Councillors were present.

2. Disclosure of Pecuniary Interests

Members were 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.

3. Dispensations

None requested.

4. Public Session

There had been no requests to speak.

5. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 6th February 2024 be **APPROVED** and signed as a true record.

6. Planning Applications

Members considered a response to the following planning applications:

24/00449/COU Bridge House, Stretton Road Industrial Estate, Stretton Road, Much Wenlock	Change of use of building and yard to the storage of building material, part of existing office to be used for courses. It was RESOLVED no objection.
24/00402/TPO Cherry Tree House, 1 Back Lane, Much Wenlock	Crown reduce by 3 metres and crown thin by 10 percent (branches no bigger than 2cm) 4no. Beech (T1-4) protected by the Shropshire Council (Land at Mardol House, 8 King Street, Much Wenlock) TPO 2013 (SC/00134/13). It was RESOLVED no objection.
24/00496/TCA Cherry Tree House, 1 Back Lane, Much Wenlock	Reduce height by 4 metres of 1no. group of conifers within Much Wenlock Conservation Area. It was RESOLVED no objection.
24/00697/TCA 16 High Street, Much Wenlock	Fell 1no. Holly within Much Wenlock Conservation Area. It was RESOLVED no objection.
24/00732/FUL 11 The Crescent, Much Wenlock	Proposed single-storey side extension. It was RESOLVED no objection.
24/00792/TCA Mary Way House , 7 St Marys Lane, Much Wenlock	Reduce height by one third of 2no Cypress Leylandii (T6&T7) within Much Wenlock Conservation Area. As friends of the applicant Councillors Fenwick and Tyler took no part in the discussion of voting. It was RESOLVED no objection.

7. Planning Decisions

It was **RESOLVED** to note the following planning decisions:

23/05072/LBC 3 Sheinton Street, Much Wenlock, Shropshire, TF13 6HT	Installation of shower room at second floor and replacement of 2No windows on side elevation (amended description). Decision: Grant Permission.
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23/05505/FUL Wheatland Garage , Bridgnorth Road And 17 St Marys Road, Much Wenlock	Partial demolition of the existing retail convenience store and construction of extensions, revision to car parking facilities, provision of four electric vehicle charging points, installation of solar panels on extension roof and change of use of the ground floor of 17 St Marys Road to a coffee shop (re-submission). Decision: Refuse.
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8. Draft Shropshire Local Plan Review 2016 - 2038

Members noted an update on progress with the Local Plan review. On 22nd February a response from Shropshire Council to the Inspectors had been posted on the Examination website. A further six week Regulation 19 style consultation would be undertaken between April and June as part of Stage 1 of the examination. This would include consultation on housing provision for older people and those with disabilities and special needs. Approval for the consultation would be sought at Shropshire Council's Cabinet meeting on 17th April. It was expected that additional hearing sessions would be held in late summer/early autumn.

9. Neighbourhood Plan Review

- a. A meeting had been held the previous week between Councillors, the consultant, members of the Civic Society and Refresh Group to make plans for the review launch event on 9th March at the Priory Hall. Preparations were going well.
- b. Members reviewed the extended draft Design Guidelines prepared by AECOM. They recommended more reference to historic quarrying in the area and the inclusion of Wenlock Edge and quarrying on map Fig 48. Councillors queried the best way to reference policies in the Local Plan in the light of the ongoing Local Plan review.
- c. Members reviewed the draft Housing Needs Assessment prepared by AECOM. It was noted that further information was required from Shropshire Council, which Councillor Thomas would request. Guidance was required from the Council's consultant on whether there was any justification to allow a departure from Shropshire Council's housing policy to include, for example, a higher percentage of affordable housing in developments or a different mix between rental and part-ownership.
- d. It was noted that the current Neighbourhood Plan was available on the Town Council and Shropshire Council websites.

10. Flooding Matters

- a. Members received a report from the Strategic Flood Working Group. A meeting had been facilitated by Philip Dunne MP on 23rd February 2024, with representatives of the Town Council, Shropshire Council, Flood Action Group and Environment Agency attending. There had been little change since the previous meeting but the discussions enabled Councillors to continue to press for action. A further meeting was to be arranged towards the end of September.

It was noted that government funding was available to encourage farmers to leave a buffer strip of land around fields to help with drainage. Severn Trent Water also had funding available for certain areas. Councillor Benbow agreed to contact the relevant person at the Shropshire Wildlife Trust to ask if this could be followed up.

Members were advised that the flood gauge at the Pound had been removed.

- b. There had been no response from Shropshire Council's Emergency Planning team to correspondence regarding flood risk from a possible breach at Shadwell Quarry and contingency plans for Quality Liquid Feeds. The Clerk was asked to follow this up.
- c. A response was still awaited from the Flood Action Group with regard to submission of a report to the Health & Safety Executive about risks from the potential collapse of the boundary wall at Shadwell Quarry. The Clerk was asked to follow this up.
- d. Councillor Thomas reported that he had attended the recent meeting with the National Flood Forum (NFF) in Much Wenlock. The local Flood Action Group were critical of the NFF and felt that insufficient progress was being made, however, much was awaited from other agencies.

11. Transport and Highways Matters

- a. Members received a report from the Transport Working Group. There had been a delay with the feasibility study for the Gaskell corner due to the ill health of the lead person. WSP had now appointed a new representative, who had previously been involved with the project, to take matters forward. A revised draft had been provided, which the Transport Working Group were currently reviewing.

The primary school crossing was expected to be installed during the current year, following consultation.

- b. Members considered correspondence from Shropshire Council about resurfacing the A458, Victoria Road, in the next financial year. Councillors noted the serious inconvenience this would cause to businesses in the area. **It was RESOLVED to respond that due to the disruption and other work planned in the area, the Town Council saw a night-time closure as the best solution. The Council requested that the work should be undertaken by the end of June, before the harvest began and before the major flooding work on the Stretton Road. It was hoped that the work would also include repairs to the raised walkway.**

12. Climate Change and Ecological/Nature Emergencies*

13. Street Lighting

14. Street Naming *

15. Footpath Issues*

16. Footpath/Bridleway Creation Orders*

17. Footpath Diversion Orders*

18. Road Closures*

Members noted the following road closures:

- a. Location: King Street, Much Wenlock
 Date/Time: 16th May 2024, all the time
 Purpose: Remedial works: remove and rework CW patch + fit quarry tile in FW
 Agency: Severn Trent Water / Network Plus
- b. Location: B4371, Stretton Road, Much Wenlock
 Date/Time: 22nd July – 15th September 2024, all the time
 Purpose: Capital drainage works
 Agency: Shropshire Council

It was RESOLVED to suspend standing orders to allow the meeting to continue past 9.00pm.

19. Tree Preservation Orders (TPOs)*

20. Stopping Up Orders*

21. Speed Limit Orders*

22. Prohibition Orders*

23. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 9th April 2024 at 7pm at the Guildhall or Corn Exchange (tbc), Much Wenlock.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it was RESOLVED that the public and press should not be present.

27. Planning Enforcement

There had been no update from Planning officers on current enforcement matters.

Two new enforcement matters were reported: 24/10142/ENF and 24/10161/ENF.

In his Shropshire Councillor capacity, Councillor Dan Thomas had contacted the enforcement officer with regard to 23/09961/ENF and Town Councillors were supportive of this action.

The meeting closed at 9.20 pm.

Signed.....(Chairperson)

Date.....

41/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 9th April 2024 at the Corn Exchange, Much Wenlock

Present: Councillors William Benbow, David Fenwick (in the chair), Wilf Grainger, Dan Thomas, Chris Tyler, Linda West
In attendance: Trudi Barrett – Town Clerk, Mr Arthur Hill – Chair, Much Wenlock Flood Action Group

1. Apologies

None – all Councillors were present.

2. Disclosure of Pecuniary Interests

Members were 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.

3. Dispensations

None requested.

4. Public Session

There had been no requests to speak.

5. Minutes

It was RESOLVED that the minutes of the Planning & Environment Committee meeting held on 5th March 2024 be APPROVED and signed as a true record.

6. Planning Applications

Members considered a response to the following planning applications:

<p>24/01087/LBC 16 Barrow Street, Much Wenlock</p>	<p>Replacement roof. It was RESOLVED to respond that Members would prefer to see materials more in keeping with the local vernacular.</p>
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Agenda item 11c was brought forward for the convenience of Mr Arthur Hill, Chair of the Much Wenlock Flood Action Group.

7. Flooding Matters – potential risk from Shadwell Quarry

Mr Hill, Chair of the Much Wenlock Flood Action Group, was invited to give an update on flood risk from Shadwell Quarry.

Around three years ago a LIDAR assessment had been carried out, but it was not possible to repeat this currently to update data on the depth and surface area of the pool. It was noted that anything over eight acres came under the Environment Agency and anything under that size was the responsibility of Shropshire Council. Three years ago the depth of the pool had varied from 210 ft to 230 ft. It was estimated that the depth of the pool had risen by around 15 ft over the past year.

Mr Hill referred to the made-up ground near to the southern face of the railway line. This had been levelled and made firmer by the current owners but was still formed of soft spoil, more vulnerable to a breach. Water was running very fast out of the quarry underground and coming up beyond the boundary.

In addition to the risk of a breach and flooding, members discussed the threat to life and property. There was some fencing around the quarry but more was needed, particularly on the sheer, north face of the quarry, to reduce the risk of people falling into the quarry.

If the concerns about risks associated with the quarry were to be reported to the Health & Safety Executive, facts and photos would be required. Mr Hill agreed to forward relevant information to the Town Clerk.

Farley Quarry was also discussed and Mr Hill expressed his dissatisfaction with the Environment Agency environmental assessment for the site. There was an ongoing risk to Farley brook and the munitions dump. The quarry owner was continuing to tip waste in Farley Quarry, although Shropshire Council stated that some of the current activities were permitted under historic, rather open-ended permission granted for the site.

Mr Hill was thanked for attending and left the meeting.

42/23

8. Planning Decisions

It was **RESOLVED** to note the following planning decisions:

24/00120/TPO 5 Foresters Gardens, Much Wenlock	To reduce crowns by 1.5 metres and lift crowns by 1.5 metres of 2no. Sycamores (T1 & T2) protected by the Bridgnorth District Council (Farley Road, Much Wenlock) TPO 1995 (BR/TPO/95). Decision: Grant Permission
24/00331/TCA 2 Wheatland Grove, Station Road, Much Wenlock	Reduce by 20% 1no Larch within Much Wenlock Conservation Area. Decision: Consent by Right
24/00496/TCA Cherry Tree House, 1 Back Lane, Much Wenlock	Reduce height by 4 metres of 1no. group of conifers within Much Wenlock Conservation Area: Decision: Consent by Right
24/00402/TPO Cherry Tree House, 1 Back Lane, Much Wenlock	Crown reduce by 3 metres and crown thin by 10 percent (branches no bigger than 2cm) 4no. Beech (T1-4) protected by the Shropshire Council (Land at Mardol House, 8 King Street, Much Wenlock) TPO 2013 (SC/00134/13). Decision: Grant Permission
24/00697/TCA 16 High Street, Much Wenlock	Fell 1no. Holly within Much Wenlock Conservation Area. Decision: Consent by Right
24/00449/COU Bridge House, Stretton Road Industrial Estate, Stretton Road, Much Wenlock	Change of use of building and yard to the storage of building material, part of existing office to be used for courses. Decision: Grant Permission

9. Planning Appeal: Wheatland Garage, Bridgnorth Road, Much Wenlock

- a. Members noted that an appeal had been made to the Secretary of State against the decision of Shropshire Council to refuse to grant planning permission for application 23/01805/FUL: Partial demolition of the existing retail convenience store and construction of extensions, revision to car parking facilities, provision of four electric vehicle charging points, installation of solar panels on extension roof and change of use for the ground floor of 17 St Mary's Road to a coffee shop (resubmission).
- b. **It was RESOLVED to submit additional representations to the Planning Inspectorate, as prepared by the Transport Working Group, specifically relating to parking and traffic matters.**

10. Draft Shropshire Local Plan Review 2016 - 2038

There was nothing to report on the Local Plan Review.

11. Neighbourhood Plan Review

- a. Members reviewed the public launch event for the Neighbourhood Plan Review held on 9th March at the Priory Hall. The event had been a success and well attended. However, Members would have liked to have seen more representation from different age groups and settlements outside the town centre.
- b. Members received a report on the Zoom meeting held with the enablement team on 3rd April. The group had allocated responsibility for leading on different objectives to members of the group and considered membership of the steering group.
- c. It was noted that the deadline for submission of the End of Grant Report for the current Neighbourhood Plan funding to Groundwork was 12th April 2024. The Clerk would submit the report as required.
- d. Members considered any final comments on the draft Housing Needs Assessment prepared by AECOM and considered observations from members of the Neighbourhood Plan Refresh Group. Councillors had nothing further to add and **it was RESOLVED to submit the comments on the draft Housing Needs Assessment proposed by the Refresh Group to AECOM.**
- e. It was noted that responsibility for communications relating to the review of the Neighbourhood Plan review had been allocated to Mr David Turner and that the Clerk would liaise with him regarding relevant items for the Town Council website and social media.

43/23

12. Flooding Matters

- a. The Strategic Flood Working Group had nothing new to report.
- b. The Clerk reported that there had been no response from Shropshire Council's Emergency Planning team to correspondence regarding flood risk from a possible breach at Shadwell Quarry and contingency plans for Quality Liquid Feeds. She had sent a reminder to Shropshire Council's Drainage & Flood Risk Manager and asked for the name of a contact within the Emergency Planning team.
- c. This item was covered above under minute 7.
- d. The Clerk was asked to request the notes from the meeting held with Philip Dunne MP and other agencies in February 2024.

Councillor Thomas reported that Shropshire Council's Drainage & Flood Risk Manager had requested a meeting to discuss how to reduce sediment running off farming fields, which continued to block drains. Councillor Benbow offered to attend the meeting with Councillor Thomas.

It was noted that the Town Council's liaison with Shropshire Council had resulted in significant improvements to drainage and measures to reduce flooding in the town.

13. Transport and Highways Matters

- a. Members received a report from the Transport Working Group.

Work on the primary school crossing was scheduled to commence in July and to be completed by the beginning of September. Kier had been appointed as contractor.

A meeting had been held on 5th April with Shropshire Council and WSP regarding the Gaskell corner. It had been agreed that there would be combined consultation on draft proposals for the Gaskell corner and parking proposals for the town. It was thought helpful to consult on both matters at the same time as they could have a bearing on each other. WSP had confirmed that the pedestrian crossing at Smithfield Road would be improved. If the work on the Gaskell corner went ahead, this would be in a phased manner with each phase being assessed before the next phase was implemented. A further meeting with Shropshire Council and WSP was scheduled for 3rd May.

- b. Members considered correspondence from Shropshire Council about resurfacing the A458, Victoria Road. It was noted that the work was likely to be scheduled for October 2024 and firm dates would be advised in due course.
- c. Members considered correspondence from Shropshire Council regarding consultation on the installation of on-street electric vehicle (EV) charging points in Southfield Road. As Shropshire Councillor, Councillor Thomas welcomed this investment, but felt that the location was not ideal and that the installation of six EV charging points would lead to displacement parking. It was noted that there was a wide verge at the other end of Southfield Road, near to the Victoria Road junction, where the charging points could be installed. There were also more houses without driveways at that end of the road.

It was RESOLVED to recommend to full Council that the Town Council support the installation of EV charging points in principle, but residents would be up in arms about the loss of parking spaces in this location. It was recommended that Shropshire Council use the government funding to install new parking spaces in Southfield Road by creating a layby from the grass verge closer to High Causeway (Victoria Road junction) where residents could make greater use of the facility.

14. Climate Change and Ecological/Nature Emergencies***15. Street Lighting****16. Street Naming *****17. Footpath Issues*****18. Footpath/Bridleway Creation Orders*****19. Footpath Diversion Orders***

20. Road Closures*

Members noted the following road closures:

- a. Location: A458 from Wenlock Road Junction to Roundabout Stourbridge Road
 Date/Time: 25.04.24 – 27.04.24, Monday to Friday 20.00 – 06.00
 Purpose: Lining works and defects
 Agency: Shropshire Council

- b. Location: Callaughton Farm Junction B4378 to Walton Grange Junction A458
 Date/Time: From 20.05.24 8.00 to 21.05.24 16.00
 Purpose: Short comm pipe repair 25mm
 Agency: Severn Trent Water

It was RESOLVED to suspend standing orders to allow the meeting to continue past 9.00pm.

21. Tree Preservation Orders*

22. Stopping Up Orders*

23. Speed Limit Orders*

24. Prohibition Orders*

25. Date of next meeting

It was **NOTED** that the next meeting would be held on Tuesday, 30th April 2024 at 7pm at the Guildhall or Corn Exchange (tbc), Much Wenlock.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and due to the confidential nature of the following business to be transacted it was RESOLVED that the public and press should not be present.

26. Planning Enforcement

Members noted correspondence from the responsible Planning officer at Shropshire Council on enforcement matter 24/10161/ENF. Members were disappointed with the outcome and agreed to respond accordingly.

There had been no update from Planning officers on other enforcement matters.

The meeting closed at 9.25 pm.

Signed.....(Chairperson)

Date.....

04/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a HR COMMITTEE MEETING

held at the Corn Exchange, Much Wenlock
at 6.00 pm on Tuesday, 13th February 2024

Present: Councillors David Fenwick, Marcus Themans and Daniel Thomas (in the chair)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

Councillor O’Dowd – unwell.

2. Disclosure of Pecuniary Interests

Members were 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.

3. Dispensations

None requested.

4. Minutes

It was RESOLVED to approve the minutes of the HR Committee meeting held on 14th December 2023.

5. Next Meeting

Members noted that the date of the next meeting would be set at the Annual Town Council meeting in May.

Public Bodies (Admission to Meetings) Act 1960

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

6. Review of Staff Appraisals

Members noted that annual appraisals had been completed for all employees. Members reviewed the appraisal records and received a verbal report from the Town Clerk. **It was RESOLVED to approve all employee appraisals.**

Signed:Chairperson

Date:

MONTH	MINUTE NUMBER	RESOLUTION	TASK COMPLETE	COMMENT
June 2022	13	Continue to check the Local Plan EIP website for updates.	Ongoing	Councillors and associates also requested to check EIP website themselves, in case of delay with Clerk checking.
Oct 2022	6b	Mayor and Clerk to draft a procedure for making CCTV footage available to the police.	Pending	Councillor Toon forwarded suggested draft to the Clerk April 2024.
	17c	Liaise with the Windmill Trust to make arrangements for an event to celebrate the Local Nature Reserve designation in the summer.	In progress	All required documents have been submitted to Natural England for addition to their database and website in approximately three months' time.
April 2024	9	Confirm that membership of Visit Shropshire had been paid for 2024/25 and ensure that Much Wenlock was promoted on the Visit Shropshire website.	In progress	Membership paid on 12 th April. Email sent to Visit Shropshire on 8 th May to prompt promotion.
	11	Arrange for a counter on the Guildhall story trail page to monitor page visits Send a copy of the Guildhall feasibility study completed by Lathams to all Councillors.	Yes Yes	
	15	Support the installation of electric vehicle charging points in principle...	Yes	
	21	Seek advice from the letting agent regarding the rental asking price for 10 High Street.	Yes	To be considered in private session

Other activities:

- Attendance at Annual Town Meeting on 18th April
- Liaison with 'Get a Word in Edgeways' and Greenwoods re Guildhall Story Trail and storytelling event on 20th April
- Attendance at Market Town Clerks' meeting on Teams
- Liaison regarding Neighbourhood Plan review, including meeting with L Durbin re biodiversity net gain
- Monthly piece for the Wenlock Herald
- Submission of end of Guildhall project report and supporting info to NLHF

Much Wenlock Town Council

Schedule of meetings 2024-2025

Agenda item 10



	MAY 2024	JUNE 2024	JULY 2024	AUG 2024	SEPT 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	FEB 2025	MAR 2025	APRIL 2025	MAY 2025
TOWN COUNCIL <i>Thursday</i> <i>Thursday – re-convened</i> Commencing 7 pm	ATCM 9 16	13	4		5	3	7	5	9	6	6	3	ATCM 8 15 TBC*
PLANNING & ENVIRONMENT COMMITTEE <i>Tuesday</i> Commencing 7 pm		4/11?	2 30		3	1	5	3	7	4	4	1 29	
FINANCE & ASSET MANAGEMENT COMMITTEE <i>Tuesday</i> Commencing 7 pm	21		23		24	22	19		21		18		22
HR COMMITTEE <i>As required</i>													
GASKELL RECREATION GROUND (charity) <i>Thursday</i>		20						12 AGM					
ANNUAL TOWN MEETING <i>Thursday</i> <i>(Meeting of electors of the parish)</i>												10	

* To be confirmed once the date of the 2025 local elections is known.

NB. Should the date of a Council meeting clash with the date of the General Election, when announced, the Council meeting will be rescheduled to another date.

Full Council meetings are held in the Guildhall. Committee meetings may be held in the Guildhall or Corn Exchange.

Council meetings are open to members of the public who may speak about items included on the agenda, at the discretion of the Chairman, during the time set aside for public participation.

Agendas for meetings are posted on the Council's notice board at the Corn Exchange and can also be viewed on the Council's website.

Much Wenlock Town Council

Corn Exchange, 62 High Street, Much Wenlock, Shropshire TF13 6AE

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Much Wenlock Town Council

FINANCE AND ASSET MANAGEMENT COMMITTEEFor review 16th May 2024

	TERMS OF REFERENCE
Membership	At least SIX Members of the Town Council
Quorum	FOUR Members of the Committee
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairperson.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet bi-monthly between December and August and monthly in September, October and December November for budget preparation.</p> <p>Once approved, the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders. Other members of the Council will receive an agenda only, sent via email.</p> <p>Notice of meetings will be posted in accordance with the Council's Standing Orders.</p>
Restrictions	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.</p> <p>Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

Much Wenlock Town Council

FINANCE AND ASSET MANAGEMENT COMMITTEE

Responsibilities		Powers
1	To consider the annual draft budget and recommend the draft precept to full Council.	No delegated powers.
2	To monitor and authorise all income and expenditure.	Delegated authority to:  Monitor income and expenditure.  Authorise all payments.
3	To review and approve cemetery fees on an annual basis.	Delegated authority to set fees for the purchase of burial plots and memorials and resolve any cemetery issues that officers are unable to deal with.
4	To vire funds between budget headings within the approved budget, except from staff costs, and bring forward funds from reserves as necessary.	Delegated authority to vire funds between budget headings EXCEPT from the budget for staff costs. Funds vired from reserves must not exceed £25,000 without the approval of the Town Council.
5	To consider contracts for work.	Delegated authority to award contracts up to £10,000.
6	To review the Council's Asset Register and insurance on an annual basis and ensure that the Council's property is adequately insured	Delegated authority to oversee insurance of the Council's property.
7	To consider the Internal Audit report, and report findings and recommendations to full Council.	Delegated authority to review the Internal Audit.
8	To consider all grant applications received.	Delegated authority to award grants in accordance with the Council's 'Grants Policy'.
9	To ensure that PAYE, NI and pension payments are appropriately deducted from employees' salaries and paid to HMRC as required by law.	Delegated authority to ensure that the Council complies with HMRC and pension requirements.
10	To monitor financial risk and ensure that adequate financial risk management is in place.	Delegated authority to ensure adequate financial risk management is in place.
11	To determine and keep under regular review the bank mandate for all Council bank accounts.	Delegated authority to review the Council's banking arrangements and make recommendations to full Council.
12	To monitor risk management and ensure that health and safety requirements are met.	Delegated authority to manage risk, health and safety.
13	To oversee the management of all of the Council's property, assets and archives.	Delegated authority to ensure that the Council's property is properly managed.
14	To contribute to the development of the Town Council's Strategic Plan.	No delegated powers.

The Committee may not approve:

- setting the final budget or the precept
- borrowing
- writing off bad debts
- declaring eligibility for the General Power of Competence
- the Council's banking arrangements and investments
- addressing recommendations in any report from the internal or external auditors
- the Annual Governance and Accountability Return
- procurement or award of a public supply contract or public service contract valued at over £30,000.

These shall be determined by full Council only.

TERMS OF REFERENCE	
Membership:	At least FIVE Members of the Town Council
Quorum:	Three Members of the Committee
Authority:	<p>Local Government Act 1972, Sections 101 and 102</p> <p>In an area that has a parish council, the Town & Country Planning Act 1990 provides for the parish council to take the lead role in neighbourhood planning.</p> <p>In pursuance of the Localism Act 2011 Schedule 38A (9) and Regulation 19 of the Neighbourhood Planning (General) Regulations 2012 Shropshire Council made (adopted) the Neighbourhood Plan for Much Wenlock on 17 July 2014.</p>
Conditions:	<p>The Council's Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairperson.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to Officers of the Council.</p> <p>The Committee will meet monthly on the Tuesday preceding full Council meetings unless otherwise determined.</p> <p>Once approved, the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Meetings shall be open to the public unless the Committee feels it appropriate to exclude the press and public for specific items in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council's Standing Orders. Other members of the Council will receive an agenda only, sent via email.</p> <p>Notice of meetings will be posted in accordance with the Council's Standing Orders.</p>
Restrictions:	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.</p> <p>Non-Members of the Committee are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

Much Wenlock Town Council
PLANNING & ENVIRONMENT COMMITTEE

	Responsibilities	Powers
1	To consider and formulate responses to applications made to Shropshire Council and other regulatory bodies for planning permission relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Conservation Area issues, Advertisement Consent and Street Naming.	Delegated authority to respond to all planning matters. Contentious and significant applications will be referred to full Council for consideration and approval.
2	Consider and formulate responses to applications made to Shropshire Council and other regulatory bodies, such as the Environment Agency, for permission of an environmental nature relating to land and property within the parish or such applications deemed to have an impact on the parish e.g. tree felling, tree maintenance.	Delegated authority to respond to applications.
3	Consider and formulate responses to any proposals by the Local Planning Authority to make Tree Preservation Orders.	Delegated authority to respond.
4	Consider responses to the Government's Planning Inspectorate and other appropriate bodies either in support or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate, authorise the attendance of Members and/or Officers and the engagement of professional representation at Local Inquiries or Hearings into such appeals.	Committee to have the power to resolve unless otherwise directed by the Council.
5	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish.	Delegated authority to respond.
6	Consider and formulate responses to any proposals by Shropshire Council or Government with respect to footpath/bridleway creation orders, highway adoption orders and other highway notices.	Delegated authority to respond.
7	Consider and recommend responses to any proposals by Shropshire Council with respect to street naming within the parish.	Delegated authority to respond.
8	Consider and respond to minor correspondence.	Delegated authority to respond.
9	Consider and formulate responses to proposals by the Highway Authority with respect to highway and traffic regulation issues and orders.	Committee to have the power to resolve unless otherwise directed by the Council.
10	Make representations to any outside agency as deemed necessary in order to promote and encourage sustainable development within the Parish.	Committee to have the power to resolve unless otherwise directed by the Council.
11	To monitor and consult on the Neighbourhood Plan and advise the Town Council on whether the Plan is meeting its objectives with the ultimate aim of informing the three-year review of the Plan.	Committee to report findings to the Town Council.
12	To work with Shropshire Council to encourage appropriate development and ensure that the Neighbourhood Plan's objectives are being met.	Committee to report findings to the Town Council.
13	To work with Shropshire Council to monitor housing development numbers during the Neighbourhood Plan period to provide evidence to feed into any formal review of the Plan.	Committee to report findings to the Town Council.
14	To respond to matters relevant to Much Wenlock's designation as a Rapid Response Flood Catchment area, undertake a review of contingent arrangements in relation to possible flood events, and raise awareness within the local community of flood related issues.	Committee to review contingent arrangements and work with the community to raise awareness of flood related issues in Much Wenlock.
15	To contribute to the development of the Town Council's Strategic Plan.	Committee to report proposals to the Town Council.
16	To delegate areas of responsibility to either a sub-committee or to an officer.	Committee to have the power to delegate.

Much Wenlock Town Council
HR COMMITTEE

For review 16th May 2024

Agenda Item 13



	TERMS OF REFERENCE
Membership	FOUR Members of the Town Council
Quorum	THREE Members of the Committee
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council’s Standing Orders will apply to all meetings of the Committee.</p> <p>The Committee shall be appointed on an annual basis at the Annual Meeting of the Town Council. The first order of business of the first meeting of the Committee after its annual appointment will be to elect a Chairperson.</p> <p>Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a Sub-Committee or to Officers of the Council.</p> <p>The Committee will meet as required.</p> <p>Once approved the minutes will be presented to the next meeting of the Town Council, for noting only.</p> <p>Due to the confidential nature of the business to be transacted it may be necessary to hold meetings in private in pursuance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Committee will receive an agenda and supporting papers in accordance with the Council’s Standing Orders. Other members of the Council will receive an agenda only, sent via email.</p> <p>Notice of meetings will be posted in accordance with the Council’s Standing Orders.</p>
Restrictions	<p>Only Members of the Committee may vote on agenda items.</p> <p>Non-Members of the Committee may attend Committee meetings and will only be allowed to speak on an agenda item with the agreement of the Chairman.</p> <p>Non-Committee Members are subject to the same rules as Committee Members regarding confidentiality and the requirements of the Code of Conduct.</p> <p>Non-Members of the Committee have no more rights at Committee meetings than members of the public.</p>

Much Wenlock Town Council

HR COMMITTEE

	Responsibilities	Powers
1	To appoint staff as required to carry out the decisions and functions of the Town Council.	Committee to have the power to resolve the appointment of all staff except the appointment of a Town Clerk, which, by recommendation of this Committee, must be approved by full Council.
2	To deal with all employee issues except those referred to the Disciplinary & Grievance Panel and the Appeals Panel.	Committee to have the power to resolve employee issues except those referred to the Discipline & Grievance Panel and the Appeals Panel.
3	To investigate complaints about council administration and procedures.	Committee to have the power to resolve the outcome of a complaint concerning administrative procedures. Committee to have the power to refer a Complaint to the Town Council if necessary.
4	To investigate complaints about Council employees if referred by the Town Council.	Committee to have the power to resolve the outcome of a complaint about Council employees.
5	To consider and approve the Town Clerk's Performance Review.	Committee to have the power to approve the Town Clerk's annual performance review.
6	To review Contracts of Employment.	Committee to have the power to approve.
7	To review employment policies.	Committee to have the power to approve.
8	To review job specifications.	Committee to have the power to approve.
9	To review employee rates of pay.	Committee to have the power to approve.
10	To review overtime payments and holiday entitlement issues in accordance with the Town Council's Employee Management Policy.	Committee to have the power to approve.
11	To delegate areas of responsibility to either a sub-committee, a working group or an officer.	Committee to have the power to delegate.
12	To contribute to the development of the Town Council's Strategic Plan.	Committee to make proposals to full Council.

The Committee **may not** consider:

-  Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
-  Complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 3rd March 2022 and, if a complaint against a councillor is received by the Council, it will be referred to Shropshire Council's Monitoring Officer.

Much Wenlock Town Council

DISCIPLINE & GRIEVANCE PANEL

For review 16th May 2024

Agenda item 14

	TERMS OF REFERENCE
Membership	THREE Members of the Town Council
Quorum	THREE Members of the Panel
Authority	Local Government Act 1972, Sections 101 and 102
Conditions	<p>The Council’s Standing Orders that refer to personnel matters will apply to all meetings of the Panel.</p> <p>The Panel shall be appointed annually. The first order of business of the first meeting of the Panel after its annual appointment will be to elect a Chairperson.</p> <p>The Panel will meet as required.</p> <p>Due to the confidential nature of the business that will be transacted all meetings will be held in private in pursuance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>Members of the Panel will work to a set agenda with the necessary supporting information.</p> <p>The Panel will act in accordance with the Town Council’s Disciplinary and Grievance Procedures.</p>
Restrictions	Due to the nature of the business to be transacted, other members of the Town Council will not be invited to attend meetings unless their presence is required.

Much Wenlock Town Council DISCIPLINE & GRIEVANCE PANEL

	Responsibilities	Powers
1	<p>To deal with staff disciplinary and grievance matters by:</p> <ul style="list-style-type: none"> ● Considering complaints referred to the Panel by an employee ● Advising the employee of the outcome of the complaint in writing 	<p>Delegated authority to deal with all disciplinary and grievance matters in accordance with the Council’s Disciplinary & Grievance procedures.</p> <p>Delegated authority to suspend an employee (on full pay) whilst an investigation into serious misconduct is investigated.</p>
2	<p>If action is being taken against the Town Clerk, the Chairman of the Panel will inform the Town Clerk of the Panel’s decision.</p>	<p>Chairman to inform the Town Clerk of the outcome on behalf of the Panel.</p>

Much Wenlock Town Council
FRIENDS OF THE CEMETERY

For review 16th May 2024

Agenda item 15a

TERMS OF REFERENCE	
Membership	Three members of the Town Council and community volunteers.
Authority	The Friends of the Cemetery group was established by the Town Council on 9 August 2012 (minute no: 18) by the Local Government Act 1972, Sections 101 – 106.
Conditions	The group is accountable to the Town Council via the Town Clerk. Volunteers will be covered by the Town Council’s insurance.
Restrictions	The ‘Friends’ must not carry out any work which has not previously been approved by the Town Clerk. Any member of the group who carries out unauthorised work will not be covered by the Town Council’s insurance.

Responsibilities	
1	To improve the natural environment in the cemetery, following guidance in the Management Plan for the Old Cemetery 2022-2027, approved on 26 th October 2022.
2	To carry out practical work in the cemetery, such as weeding, tidying and light pruning of shrubs and trees.
3	To help develop a cemetery map.
4	To work with and take advice from “Caring for God’s Acre”.
5	To report any hazards to the Town Clerk as soon as is practicable.
6	To report progress to the Town Clerk.
7	To contribute to the development of the Town Council’s Strategic Plan.

HISTORY & ARCHIVES WORKING GROUP

For review 16th May 2024

Agenda item 15b

TERMS OF REFERENCE	
Membership	At least 3 members of the Town Council Volunteer archivist Interested members of the community
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To examine the town archives and produce a list of same.	No delegated authority
2	To make recommendations to the Town Council about the future safe-keeping of the archives.	
3	To take advice from experts as necessary.	
4	To identify and pursue funding sources where possible.	
5	To delegate areas of responsibility to the Town Clerk.	
6	To add relevant material to the archives reflecting significant events in Much Wenlock.	
7	To contribute to the development of the Town Council's Strategic Plan.	

PROPERTY WORKING GROUP

For review 16th May 2024

Agenda item 15c

TERMS OF REFERENCE	
Membership	At least FIVE members of the Town Council and suitably qualified or skilled members of the public
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the full Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report to the Finance & Asset Management Committee at regular intervals.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review the Town Council’s property portfolio including condition and maintenance.	Group to have the power to delegate to the Town Clerk.
2	To consider options and identify priorities for the future management and maintenance of the Town Council’s property holdings.	
3	To seek advice from relevant sources where appropriate.	
4	To explore funding opportunities for building renovation and enhancement.	
5	To report progress to the Finance & Asset Management Committee.	
6	To make recommendations for consideration by the Finance & Asset Management Committee or Town Council, as appropriate, on the future use, management and maintenance of the Council’s property holdings.	
7	To contribute to the development of the Town Council’s Strategic Plan.	

Town Council Property	
The Corn Exchange and car park The Guildhall 10 High Street 2 Burgage Way (freeholder only) Cemetery and Chapel Allotments The Square and the Cooke Clock Linden Lodge The Pound	Public toilets at Queen Street and St Mary’s Lane Bus shelters at Queen Street and Victoria Road The Museum / Memorial Hall (currently leased to SC) The Library (currently leased to SC) NB. The Gaskell Recreation Ground is excluded from the remit of this working group

SHROPSHIRE LOCAL PLAN REVIEW WORKING GROUP

For review 16th May 2024

Agenda item 15d

TERMS OF REFERENCE	
Membership	Members of the Planning & Environment Committee Invited members of the community with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>Day to day operations of the working group will be overseen by the Planning & Environment Committee but any significant or strategic decisions must be approved by the full Town Council.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To plan and undertake community consultation to inform preparation of the Town Council’s case for the Examination in Public of the Draft Shropshire Local Plan (2016 – 2038).	Group to have the power to delegate to the Town Clerk.
2	To liaise with organisations or individuals with knowledge or expertise relevant to the activities of the working group.	
4	To prepare a case for presentation to the Examination in Public which will be brought to the Town Council for consideration.	
3	To report regularly to the Town Council on progress and matters arising.	
4	To contribute to the development of the Town Council’s Strategic Plan.	
5	Via the Town Clerk, to incur minor administrative costs such as room hire, refreshments and printing.	

STRATEGIC FLOOD WORKING GROUP

For review 16th May 2024

Agenda item 15e

TERMS OF REFERENCE	
Membership	Members of the Town Council Selected outside agencies and individuals with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>Day to day operations of the working group will be overseen by the Planning & Environment Committee but any significant or strategic decisions must be approved by the full Town Council.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To consider short- and long-term implications for a land use and development strategy going beyond 2038.	Group to have the power to delegate to the Town Clerk.
2	To collate information to inform the case for the Examination in Public of the Shropshire Council Draft Local Plan 2016 – 38.	
3	To liaise with the Much Wenlock Flood Action Group and other organisations or individuals with knowledge or expertise relevant to the activities of the working group on behalf of the Town Council.	
4	To review published reports and information on flooding affecting Much Wenlock.	
5	To undertake tasks which may include consultation, data collection or scheme assessment on behalf of the Town Council.	
6	To work with stakeholders to propose options for flood alleviation in and around Much Wenlock.	
7	To consider issues of water supply and sewage management in the town.	
8	To report regularly to the Town Council on progress and matters arising.	
9	To contribute to the development of the Town Council’s Strategic Plan.	

Costs	
	The Town Council will pay the reasonable, pre-authorised costs of the working group. Time and local travel costs will be donated free of charge by members of the working group.

STRATEGIC PLAN WORKING GROUP

For review 16th May 2024

Agenda item 15f

TERMS OF REFERENCE	
Membership	Four members of the Town Council and the Town Clerk
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review priorities put forward by the Council’s standing Committees and working groups.	Group to have the power to delegate to the Town Clerk.
2	To draft a strategic plan encompassing key priorities and projects for the next 3 years, for consideration by full Council.	

TOURISM & EVENTS WORKING GROUP

For review 16th May 2024

Agenda item 15g

TERMS OF REFERENCE	
Membership	At least FIVE members of the Town Council Interested members of the community
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	The Working Group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference. The Working Group will set its own meeting dates and report directly to the Town Council at regular intervals.
Restrictions	The Working Group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To develop strategies relating to promotion and tourism for recommendation to, and adoption by, the Town Council.	Group to have the power to delegate to the Town Clerk.
2	To give guidance on: <ul style="list-style-type: none"> • How the activities of the Town Council and other relevant information will be disseminated. • How Much Wenlock can be promoted to create a positive brand, leading to sustainable and increased retail, commerce and tourism growth. • Identifying priorities and responsibilities for delivery of the strategic aims. 	
3	To lead on community events.	
4	To delegate areas of responsibility to the Town Clerk.	
5	To contribute to the development of the Town Council's Strategic Plan.	

TRANSPORT WORKING GROUP

For review 16th May 2024

Agenda item 15h

TERMS OF REFERENCE	
Membership	Members of the Town Council Selected members of the public with relevant interest and expertise, approved by the Town Council
Authority	Local Government Act 1972, Sections 101 – 106
Conditions	<p>The working group is appointed by the Town Council and will function within the conditions outlined in these Terms of Reference.</p> <p>The working group will elect its own Chair, who will be a Town Councillor, and set its own meeting dates and will report directly to the Town Council at regular intervals.</p> <p>The working group may be disbanded or reformed by the Town Council at any time.</p> <p>The existence, composition and Terms of Reference of the working group will be reviewed annually at the Annual Town Council meeting.</p> <p>Day to day operations of the working group will be overseen by the Planning & Environment Committee but any significant or strategic decisions must be approved by the full Town Council.</p>
Restrictions	The working group has delegated authority to work within the responsibilities outlined below.

	Responsibilities	Power
1	To review the layout and operation of the current road network and other local transport issues within and surrounding Much Wenlock town centre.	Group to have the power to delegate to the Town Clerk.
2	With the agreement of the Town Council, to liaise with organisations (eg Shropshire Council, Police, developers) or individuals with knowledge or expertise relevant to the activities of the working group on behalf of the Town Council.	
3	To undertake tasks which may include consultation, data collection or scheme assessment on behalf of the Town Council.	
4	To report regularly to the Town Council on progress and matters arising.	
5	To provide information to the Town Council and to suggest options for changes to the road network to improve provision and operation for vehicles and pedestrians.	
6	To contribute to the development of the Town Council's Strategic Plan.	

	Costs
	The Town Council will pay the reasonable, pre-authorised costs of the working group. Time and local travel costs will be donated free of charge by members of the working group.

Much Wenlock Town Council



Standing Orders

For review 16th May 2024

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1. RULES OF DEBATE AT MEETINGS

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairperson of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairperson of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairperson of the meeting, is expressed in writing to the chairperson.
- h. A councillor may move an amendment to his/her own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairperson of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairperson of the meeting.
- k. One or more amendments may be discussed together if the chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairperson of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p. During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by.
- q. A point of order shall be decided by the chairperson of the meeting and his/her decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairperson of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairperson of the meeting to moderate or improve their conduct, any councillor or the chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

Much Wenlock Town Council Standing Orders Adopted 11th May 2023

- c. If a resolution made under standing order 2(b) is ignored, the chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
- d. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairperson of the meeting.
- g. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairperson of the meeting may direct that a written or oral response be given.
- i. A person shall raise his/her hand when requesting to speak.
- j. A person who speaks at a meeting shall direct his/her comments to the chairperson of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairperson of the meeting shall direct the order of speaking.

- i. **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his/her absence be done by, to or before the Deputy Chairperson of the Council.**
- p. **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Deputy Chairperson of the Council, if present, shall preside. If both the Chairperson and the Deputy Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q. **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r. **The chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

- s. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t. The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;

- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the Code on his/her right to participate and vote on that matter.**
 - v. **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
 - See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
 - w. **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
 - x. A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. shall permit a standing committee to appoint its own chairperson at the first meeting of the committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairperson at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. The Council or its committees may set up informal working groups and determine the terms of reference for such working groups.

5. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Deputy Chairperson of the Council.**
- f. **The Chairperson of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her successor is elected at the next annual meeting of the Council.**
- g. **The Deputy Chairperson of the Council, unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**

- h. **In an election year, if the current Chairperson of the Council has not been re-elected as a member of the Council, he/she shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, he/she shall preside at the annual meeting until a new Chairperson of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chairperson of the Council and Deputy Chairperson of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his/her acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of the Council's complaints procedure;
 - xiv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xv. Review of the Council's policy for dealing with the press/media;
 - xvi. Review of the Council's policies and strategies for investments;
 - xvii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a. **The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b. **If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c. The chairperson of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d. If the chairperson of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairperson of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

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- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairperson of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;

- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect:

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“The chairperson of this meeting does not believe that the minutes of the meeting of the [council/committee] held on [date] in respect of [minute number] were a correct record but his/her view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e. **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a. All councillors and non-councillors with voting rights shall observe the Code of Conduct adopted by the Council.
- b. Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- c. Unless he/she has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council’s Code of Conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

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- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by Shropshire Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b. Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c. The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d. **Upon notification by Shropshire Council that a councillor or non-councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a. The Proper Officer shall be either (i) the Town Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b. The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his/her withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his/her office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

- xiv. refer a planning application received by the Council to the Chairperson or in his/her absence Deputy Chairperson of the Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning and Environment Committee;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft

Annual Governance and Accountability Return shall be presented to all councillors at least 5 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

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- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the HR Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairperson of the Council or, if he/she is not available, the Deputy Chairperson of the Council of absence occasioned by illness or other reason and that person shall report such absence to the HR Committee at its next meeting.
- c. The Chairperson of the HR Committee or in his/her absence, the Deputy Chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact a member of the Discipline & Grievance Panel) committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Discipline & Grievance Panel.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairperson or Deputy Chairperson of the Council OR the Discipline & Grievance Panel this shall be communicated to another member of the Discipline & Grievance Panel which shall be reported back and progressed by resolution of the Discipline & Grievance Panel.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a. **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- a. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]*
The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvi).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH SHROPSHIRE COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of Shropshire Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to Shropshire Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the Council has a right or duty to inspect;
or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chairperson of a meeting as to the application of standing orders at the meeting shall be final.



MUCH WENLOCK TOWN COUNCIL

For review 16th May 2024

COMPLAINTS PROCEDURE

The following procedure should be followed by anyone wishing to make a complaint about Much Wenlock Town Council.

If you have a complaint about a Town Councillor under the Code of Conduct, you should contact the Monitoring Officer at Shropshire Council, who is the responsible person for dealing with complaints about the behaviour of Councillors:

The Monitoring Officer
Legal and Democratic Services
Shropshire Council
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Or via the Shropshire Council website: www.shropshire.gov.uk

If you have a complaint about the Town Clerk, you should contact the Town Mayor:

The Town Mayor
Much Wenlock Town Council
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

If you have any other complaint, you should contact the Town Clerk:

The Town Clerk
Much Wenlock Town Council
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

Email: townclerk@muchwenlock-tc.gov.uk

Tel: 01952 727509

In order for your complaint to be dealt with, the following procedure has been adopted so you can be assured your complaint will be properly and fully considered. It is hoped that by following this transparent process, your concerns will be resolved as efficiently and effectively as possible.

The formal complaints procedure will be followed where complaints cannot be resolved informally by the Town Clerk or the Mayor.

1. Much Wenlock Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how Council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer. These matters are dealt with under the Council's disciplinary and grievance procedures.
 - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Council on 3rd March 2022, as amended on 5th January 2023, and if a complaint against a Councillor is received by the Council, it will be referred to the Monitoring Officer of Shropshire Council. Further information on the process of dealing with complaints against Councillors can be found on the Shropshire Council website: www.shropshire.gov.uk
 - 3.3. Complaints that have already been dealt with by our Complaints Procedure.
 - 3.4. Complaints that are more than 12 months old and it would not be possible for the Council to consider the complaint effectively and fairly, e.g. due to changes in staffing and record retention timescales.
 - 3.5. Alleged criminal activity. This should be reported to the police.
4. You should make your complaint about the Council's procedures or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Town Clerk. Contact details are given above. All formal complaints must be communicated in writing. Complaints will be treated as confidential.
5. Wherever possible, the Town Clerk will try to resolve your complaint informally and as soon as practicable. If the Town Clerk cannot resolve the complaint to your satisfaction, or as an alternative to an informal complaint, you may make a formal complaint in writing.
6. If you do not wish to report your complaint to the Town Clerk, you may make your complaint directly to the Mayor, who will try to resolve your complaint or report your complaint to the appropriate Committee of the Council.
7. Complaints about issues or events that occurred more than 12 months prior to the date of the complaint will not normally be considered unless any of the following circumstances apply:
 - The complainant was not aware, until beyond the 12 month period, of the actions of the Council which now form the subject of the complaint;
 - The complainant was incapacitated by ill-health beyond the 12 month period which prevented him/her from making a complaint within the allowed timescale and the complainant provides proof of this.

There will be no review of a complaint that was dealt with more than 12 months ago.

Formal Complaint – Stage 1

8. Upon receipt of a formal complaint, the Town Clerk or Mayor will normally acknowledge your complaint within five working days and advise who will be dealing with your complaint.
9. Each formal complaint will be investigated, with further information being obtained as necessary from you and/or from staff or members of the Council. Please provide as much information as possible about the cause of your complaint, including relevant events, dates, etc., as well as your contact details. You may be invited to make verbal representations to the person or committee investigating your complaint.
10. The Town Clerk or the Mayor will notify you within 12 weeks of the outcome of your complaint and of what action (if any) the Council proposes to take in relation to your complaint. If, for any reason, this timescale cannot be met, the Town Clerk or Mayor will advise you of this before expiry of the 12 weeks.

Formal Complaint Appeal – Stage 2

11. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council for review. You will be asked to provide details of why you feel that your complaint has not been fully dealt with.
12. The purpose of a Stage 2 review is to consider if:
 - The complaint was fully understood and addressed
 - The relevant evidence was taken into account
 - The Council's policies and procedures were properly followed
 - The complaints process was carried out properly and fairly
 - The conclusions were reasonable and fair and reached on the basis of evidence
 - Any other actions or remedies are appropriate.

It is not to:

- Reinvestigate the complaint – it will focus on understanding continuing concerns and consider whether the Stage 1 resolution was undertaken fairly and that the conclusions reached were reasonable
 - Revisit a decision taken by committee or an officer
 - Review Council policy
 - Deal with any new matters that were not part of the original complaint
 - Cover any points dealt with by a court or where an appeal against a decision lies with a court or other legal process.
13. You will be notified in writing of the outcome of the review of your original complaint within eight weeks. This concludes the complaint process.
 14. If a complainant persists in communicating with the Council once their case has been closed, the Council reserves the right to terminate all further communication. The case will only be re-visited if the complainant can provide fresh evidence that may affect the Council's previous decision concerning the original complaint. If the Council feels that re-opening the complaint cannot be justified, the complainant will be notified in writing that the case has been closed and there will be no further communication.

Timescales for Stages 1 and 2

15. A formal complaint will normally be acknowledged within five working days.
16. Formal complaints will be investigated and a response provided within 12 weeks of receipt. If, for any reason, this timescale cannot be met, the Town Clerk or Mayor will advise you of this before expiry of the 12 weeks.
17. If you choose to progress from Stage 1 to Stage 2 of the procedure, you will have 20 working days from the date of the Council's Stage 1 response to make a request for your complaint to progress to the final stage of the complaints procedure.
18. You will be notified in writing of the outcome of the Stage 2 review within eight weeks. This concludes the complaint process.
19. Complaints will be kept on file for no more than five years.

PROCEDURE FOR DEALING WITH UNREASONABLY PERSISTENT & VEXATIOUS COMPLAINANTS

In order to deal with complaints which may be made about Council administration, operations and services efficiently and effectively the Town Council has a Complaints Procedure.

However, sometimes complainants may make persistent or frequent contact with the Town Clerk's office to the extent that such contact hinders the normal day to day running of the Town Council operations. In this event, with approval from the Council, the Town Clerk will implement the procedure for dealing with frequent or vexatious complainants, since such complaints can be time consuming, lead to unnecessary additional cost to the council tax payer and affect delivery of services.

DEFINITIONS

The term "vexatious" may be used to describe someone who raises a complaint/s in order to cause annoyance or disruption and unnecessarily aggravate Council staff members, rather than seeking to resolve a grievance. This may involve making serial complaints about different matters or continuing to raise the same or similar matters repeatedly. Their method and frequency of contact with the Council can hinder the efficient consideration of their complaints and the ability of officers to provide a satisfactory outcome. Some individuals may also display threatening and abusive behaviour or harassment when contacting the Council.

An "unreasonably persistent" complainant is usually someone who makes frequent contact, often on the same, or very similar, matters. This could be regardless of whether their complaint or concerns have been dealt with.

ACTIONS AND BEHAVIOURS OF UNREASONABLY PERSISTENT OR VEXATIOUS COMPLAINANTS

The following are examples of behaviours that are considered vexatious or unreasonably persistent:

- Refusing to accept that certain issues are not within the scope or power of the Council to investigate, change or influence
- Making numerous, repetitious and unreasonable contact because an individual is unable or unwilling to accept or agree with a policy decision or approach which has been adopted by the Council
- Insisting on a complaint being dealt with in ways which are incompatible with the complaints procedure
- Complaining about or challenging an issue based on a historic and/or irreversible decision or incident
- Making an unreasonable number of contacts with the Council, by any means, in relation to a specific complaint or complaints
- Persistently approaching the Council through different routes about the same issue
- Raising numerous, detailed but unimportant questions and insisting they are all answered
- Making the same complaint repeatedly, perhaps with minor differences, after the complaints procedure has been concluded and insisting that the minor differences makes these into 'new' complaints which should be put through the complaints procedure
- Refusing to accept the decision or outcome, repeatedly arguing points with no new evidence, complaining about the outcome and/or denying that an adequate response has been given
- Making excessive demands on the time and resources of staff with lengthy phone calls, e-mails or detailed letters every few days, and expecting immediate responses
- Adopting a violent, aggressive or threatening demeanour towards staff
- Sending in repeated emails which contain foul language and are derogatory towards staff with intent to cause harm or fear.

PROCEDURE

This procedure will be implemented if the behaviour of a complainant is deemed to be unreasonably persistent or vexatious in their contact with the Council or its officers.

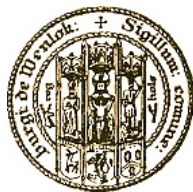
The Town Clerk will report the matter to the Council, outlining the grounds for implementing the procedure in relation to a complainant. The Council will consider the information provided and will decide whether a complainant is to be deemed vexatious or unreasonably persistent and whether the procedure should be implemented.

Once the decision has been made, the complainant will be notified that the Council's procedure for dealing with unreasonably persistent and vexatious complainants is to be implemented, together with the reason why, and for how long the measures will be operative. The following are examples of the types of restriction on contact which the Council may specify:

- to contact the Town Council in a particular form, for example, letters or emails only
- to contact only a specific, named officer
- to restrict telephone calls to specified days and times
- that any personal contact takes place in the presence of a witness
- to enter into an agreement about future contact with the Town Council
- to inform the complainant that the Council will not reply to or acknowledge any further contact from them on the specific topic of that complaint.

If the complainant feels that the decision for restricted contact to the Council is unfair or incorrect, they may contact the Town Clerk in writing, who will refer the matter to the Council for a single and final decision.

New complaints received from complainants previously deemed to be unreasonably persistent and/or vexatious will be treated on their merits.



Much Wenlock Town Council PUBLICATION SCHEME

Information published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Much Wenlock Town Council was founded in 1974 following the Local Government Act 1972. Its function is to serve local residents who live in the parish of Much Wenlock. The population is circa 2,906 (2021 census) and there are 2,414 electors and 1459 properties in the electoral division (May 2024).</p> <p>The Town Council has eleven councillors who work as a corporate body and make decisions for the benefit of the local community. The Council's Town Clerk provides independent, objective and professional advice, information and administrative support to councillors. Under the direction of the Town Clerk, the Council's decisions are implemented by the Council's staff who work as a team to serve the local community.</p>	Website: www.muchwenlock-tc.gov.uk	Free
Who's who on the Council and its Committees	Website and notice board Hard copy	Free 10p per side A4
Contact details for Town Clerk and Council members	Website, notice board and link from Facebook Hard copy	Free 10p per side A4
Location of main Council office and accessibility details	Website and notice board Hard copy	Free 10p per side A4
Staffing structure	Website Hard copy	Free 10p per side A4
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	Free
	Hard copy	10p per side A4
Current budget/precept	Website	Free
	Hard copy	10p per side A4
Expenditure over £500	Website	Free
	Hard copy	10p per side A4
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per side A4
Grants given and received – recorded in the minutes of the meeting at which they are approved	Website	Free
	Hard copy	10p per side A4
List of current contracts awarded and value of contract	Contact Town Clerk	
Members' allowances and expenses	Contact Town Clerk	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website	Free
	Hard copy	10p per side A4
Annual Report Town Meeting (current and previous year as a minimum)	Website	Free
	Hard copy	10p per side A4
Quality status	The Council does not have Quality Status	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, committee meetings and Annual Town Meeting)	Website, notice board	Free
	Hard copy	10p per side A4
Agendas of meetings	Website, notice board	Free
	Hard copy	10p per side A4
Minutes of meetings – this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per side A4
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p b/w or 20p colour per side A4
Responses to consultation papers	Email Hard copy	Free 10p per side A4
Responses to planning applications	Shropshire Council's website	Free
Bye-laws	Not currently applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ● Procedural standing orders ● Committee, sub-committee and working group terms of reference ● Delegated authority in respect of officers ● Code of Conduct ● Policy statements 	Website	Free
		Hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ● Internal policies relating to the delivery of services ● Equality and diversity policy ● Health and safety policy ● Recruitment policies (including current vacancies) ● Policies and procedures for handling requests for information ● Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	Free
		Hard copy
Information security policy	Under review	
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
	Hard copy	10p per side A4

Class 6 – Lists and Registers		
Currently maintained lists and registers available by inspection only		
Asset Register	Hard copy	10p per side A4
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by the Town Council)	Contact Town Clerk	
Register of members’ interests	Website	Free
Register of gifts and hospitality	Contact Town Clerk	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Burial grounds	Website	Free
	Hard copy	10p per side A4
Gaskell Recreation Ground	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Street lights and Christmas lights	Contact Town Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information		
Please contact the Town Clerk for information that is not included above		

Contact details:

Town Clerk
 Much Wenlock Town Council
 Corn Exchange
 High Street
 Much Wenlock
 Shropshire
 TF13 6AE
Tel: 01952 727509
Email: townclerk@muchwenlock-tc.gov.uk
Website: www.muchwenlock-tc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been calculated.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Based on actual cost
	Photocopying @ 20p per sheet (colour)	Based on actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Information sent by email will be free of charge.

The above disbursement charges may be made in connection with Freedom of Information Requests. Charges relating to Subject Access Requests will be in accordance with guidance from the Information Commissioner’s Office.

For review 16th May 2024

Much Wenlock Town Council

COMMUNICATIONS AND MEDIA POLICY

INTRODUCTION

Much Wenlock Town Council (“the Council”) is accountable to members of the public and is committed to the provision of accurate information about its governance, decisions and activities. To this end, all communication will be conveyed in an open and straightforward manner, using various media.

LEGAL REQUIREMENTS AND RESTRICTIONS

This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 2018, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available on the Council’s website or via the Council’s Publication Scheme.

The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council’s Publication Scheme and available to download from the Council’s website.

GENERAL COMMUNICATION

The Town Clerk is the Proper Officer of the Town Council and is responsible for formal communication between the Council, the press and other media, and members of the public. However, this does not prevent individual Councillors from communicating with the press and public, but they must ensure that there is clarity in their communication so there is a clear distinction between **individual opinions** and those approved by the Town Council. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.

COMMUNITY ENGAGEMENT

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council’s decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of committees and sub-committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press and public, either orally, or via their own personal email or social media accounts, should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media, they should not seek to undermine the Town Council if their views are different to the Council’s corporate position. If Councillors wish to take this course, it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, employee, or any other individual.

The Town Council’s Standing Order no: 22(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff, shall be handled in accordance with the Council’s policy in respect of dealing with the press and/or other media (this policy). The Council will co-operate with the media and others seeking information on the Council’s activities or ambitions.

The Town Clerk is responsible for the preparation of notices of Council meetings, agendas and minutes and for overseeing the development and maintenance of the Council’s website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk or other officer. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first relevant agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

METHOD OF COMMUNICATION

The Council may use any of the following methods to communicate with members of the public and the press. Communication may be undertaken by other members of staff under the supervision of the Town Clerk. The message must be consistent across all channels of communication used.

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Newsletter	Wenlock Herald (monthly)	Town Clerk
	Website	Town Clerk
Approved and draft minutes	Website	Town Clerk
Agendas	Website/notice board/social media	Town Clerk
Supporting information for meetings (non-confidential)	Website	Town Clerk
Council policies/procedures	Website	Town Clerk
Annual Town Meeting	Using themes approved by the Town Council, the Chairman will be responsible for presenting the Annual Report at the Annual Town Meeting	Town Clerk/Mayor
Press releases	Website/notice board/social media/local press	Town Clerk
Annual external audit	Website/notice board	RFO (following adoption by the Town Council)
Adopted Annual Accounts	Website/notice board/social media	RFO
Councillor vacancies	Website/notice board/social media	Town Clerk
Financial statements and other financial information	Website	RFO

Other information will be provided in accordance with the Council's adopted Publication Scheme.

WEBSITE / NOTICE BOARD

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Agendas of meetings and other relevant notices will be displayed on the Council noticeboard under the Corn Exchange.

SOCIAL MEDIA

Social media channels will be used to supplement the information provided on the Council's website, to share news and to promote activities and events. These media will help to build social capital so that there is a two-way channel between the Town Council and members of the public.

Social media accounts can currently only be created using a personal account. This requires extra care and awareness of who has been given responsibilities and access to the log in details; a memorandum etc should be agreed that sets out procedures for relinquishing participation in that account.

An official account on any social media website may only be set up with consent from the Council. Only authorised staff may use these accounts to post online and access to the account is strictly limited. The Council's social media accounts are managed and monitored by staff under the supervision of the Town Clerk. All information published on the internet must comply with the Council's confidentiality policy and data protection legislation.

The Council's social media accounts are monitored during working hours and, if appropriate, staff will endeavour to respond as quickly as possible to questions received via social networking sites. However, an immediate response to posts from members of the public cannot always be provided. All formal requests, comments, enquiries or complaints should be emailed directly to the council office or submitted using the contact form on the website.

Social Media Moderation Policy

Whilst the Council supports open discussion, inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. The Council Facebook page is reactively moderated. The Council cannot accept responsibility for the content of any comment.

The Council reserves the right to remove comments on Facebook that:

- Contain abusive, obscene, indecent or offensive language, or link to obscene or offensive material
- Contain swear words or other sorts of profanity
- Are completely removed from the topic of conversation or are not relevant to the item posted
- Contain abusive language towards an individual involved in the thread, other organisations or the page administrator
- Constitute spam or promote or advertise products, except where it is for an event, publication or similar item that has direct relevance to the subject of discussion.
- Are designed to cause nuisance to the page administrator or other users.

For serious and/or persistent breaches of the moderation policy, the Council reserves the right to prevent users from posting further comments.

If a genuine complaint is posted, the complainant will be directed to the Council's Complaints Procedure, which can be viewed on the Council's website or is available from the Town Clerk. Comments and enquiries will only be responded to during normal office hours. **Personal information should not be conveyed through social media.**

Use of Photos and Video

Only the Clerk or other staff have permission to upload photos and videos. The appropriate permissions must be obtained for all imagery.

Personal Accounts on Social Media

Staff need to use social networking in a way that does not conflict with the terms of their contract of employment. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgement and take the most prudent action possible. If the Council is referred to in a way that is deemed defamatory or confidential information is disclosed, it reserves the right to report the comment and request that it be removed.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libelous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

COMMUNICATION BY EMAIL, INTERNET, TELEPHONE AND SOCIAL MEDIA

Communications via email, and internet usage undertaken in the name of the Council or on Council systems, carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data
- breach of confidentiality
- accepting files from sources in online chat rooms which could bypass firewalls or email filters
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- the reputation of the Council.

COMMUNICATION BY EMAIL

When conducting Council business, employees and Town Councillors should use their official Council email accounts. Council email accounts should not be used for private business. All employees and Town Councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council.

- all messages must use appropriate business language
- a waiver clause will be included and employees must include a waiver clause at the end of each email message

- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited
- confidential material should not be disclosed
- only attachments from a trusted source may be downloaded on Council IT equipment
- ensure that the address of the recipient is correct before sending emails
- ensure that a 'reply to all' is appropriate
- ensure that personal email addresses are not passed on without permission
- in bulk emails, ensure that the recipient email addresses are hidden
- ensure that essential files are saved before deleting the message in which they were received.

COMMUNICATION BY TELEPHONE

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times
- do not be rude or abrupt to callers
- do not use offensive language
- check the telephone message service frequently for messages from callers and respond in a timely manner.

MEETINGS

1. Agendas for Council meetings will be accompanied by sufficient supporting information to enable Councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas and supporting papers will be issued by email if the Councillor has given agreement, and as hard copies on request, in accordance with the Council's Standing Orders. All Councillors will also receive agendas by email.
2. Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Draft minutes for all Council meetings will be published on the Council's website as soon as they have been prepared, with the proviso that they cannot be considered accurate until approved.
3. Meetings of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees if their disorderly behaviour obstructs the business of the meeting.
4. Where a meeting of the Council and its committees includes an opportunity for public participation, members of the public and representatives of the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
5. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enables a person not at the meeting to see, hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraph 9 below applies.
6. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
7. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted if this interferes with the conduct or business of the meeting.
8. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
9. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Confidentiality and Meetings

There are few cases where there is good reason to exclude the public and press from Council meetings or to impose secrecy upon Members. However, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, ss100 and 102 the following are examples of business which should not be discussed when members of the public are present:

- a) Engagement, terms of service, conduct and dismissal of employees (all staffing matters)
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts
- c) Preparation of cases in legal proceedings
- d) The early stages of any dispute.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order no. 20, requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 2018.

Correspondence from, and notices served by, the Information Commissioner shall be addressed by the Proper Officer and referred to the Council when appropriate. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

In accordance with Standing Order no. 11, neither the Town Clerk, nor Councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will seek to improve its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information, alongside making hard copies available.

PURDAH

In the six-week run up to an election – local or general – councils have to be very careful not to do or say anything that could be viewed in any way to support any political party or candidate. This period is known as purdah. The Council will continue to publish important service announcements but will monitor and, if necessary, remove responses on social media if they are overtly party political.

Reviewed and approved 11th May 2023



Much Wenlock Town Council

For review 16th May 2024

PRIVACY NOTICE

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access to our facilities and services. Your personal information will not be shared or provided to any third party.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security

Much Wenlock Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures, policies and management. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, in compliance with our document retention policy and schedule, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we hold on you. You can do this by contacting the Town Clerk at the Town Council office.

Information Correction

If you believe that the information we hold about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Town Clerk at the Town Council office to request this.

Information Deletion

If you wish Much Wenlock Town Council to delete the information we hold about you please contact the Town Clerk at the Town Council office to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Much Wenlock Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass on your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We regularly review our Privacy Policy to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to Much Wenlock Town Council and the Information Commissioner's Office (contact details below).

Contact Details

Please contact us at the following address if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints:

Town Clerk / Data Controller
Much Wenlock Town Council
The Corn Exchange
High Street
Much Wenlock
TF13 6AE

Tele: 01952 727509

Email: townclerk@muchwenlock-tc.gov.uk

You can contact the Information Commissioner's Office on 0303 123 1113 or via email at:

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Shropshire Council

Draft Shropshire Local Plan

Period: 25 April 2024 – 11 June 2024

Overview

On 15 February 2023, the Planning Inspectors examining the draft Shropshire Local Plan issued an Interim Findings document (ID28). This followed the completion of the Stage 1 Hearing Sessions, which focused on legal, procedural and strategic issues (including strategic policies).

The Planning Inspectors subsequently issued further correspondence related to their Interim Findings on the 4 October 2023 (ID36) and 16 January 2024 (ID37).

In responding to the Planning Inspectors Interim Findings and subsequent correspondence, the Council has undertaken additional assessment and prepared additional documentation relating to a range of issues. This material in its entirety is available on the [Shropshire Local Plan examination webpages](#).

Consultation

To inform the examination of the draft Shropshire Local Plan, the Planning Inspectors have requested that Shropshire Council undertake a public consultation on the following documents:

- GC25: The newly proposed draft policy on Housing Provision for Older People and those with Disabilities and Special Needs and its explanation
- Updated Additional Sustainability Appraisal of the Draft Shropshire Local Plan Report
- Updated Housing and Employment Topic Paper
- Updated Green Belt Topic Paper

Shropshire Council is therefore undertaking a six week consultation focused on these four documents.

The purpose of this consultation is to seek views from all interested parties, including those representors which previously made representations on the Regulation 19: Pre-Submission Draft of the Shropshire Local Plan, on these four documents.

This consultation will run from 25 April 2024 until 11 June 2024. Any response must be submitted and received by Shropshire Council by 5pm on 11 June 2024.

Viewing the documents

Each of the four documents can be inspected electronically using the document links provided on this Get Involved webpage below.

These documents can also be viewed via the [Shropshire Local Plan examination webpages](#).

If you do not have access to a computer, the four documents are available to view electronically using available computer/tablet facilities at the Shirehall council office in Shrewsbury, [Customer Access Points](#) and [Shropshire libraries](#) (during each facilities specified opening times and subject to the availability of computer/tablet facilities, use of which may be by appointment).

Customer Access Points are as follows:

- The Shrewsbury ‘Shropshire Local’ Hub at Unit SU13 of the Darwin Shopping Centre, Shrewsbury
- The Ellesmere Access Point at the Meres Day Centre And Community Care Scheme, Trimpley Street, Ellesmere
- The Oswestry Access Point at Oswestry Library, Arthur Street, Oswestry
- The Ludlow ‘Shropshire Local’ Hub at Ludlow Library, 7 Parkway, Ludlow

There are a number of libraries across Shropshire, including at: Albrighton, Bayston Hill, Bishop’s Castle, Bridgnorth, Broseley, Church Stretton, Cleobury Mortimer, Craven Arms, Ellesmere, Gobowen, Highley, Ludlow, Market Drayton, Much Wenlock, Oswestry, Pontesbury, Shifnal, Shrewsbury and Wem.

Further information

If you have any queries or require any assistance in viewing the documents or submitting a response, please contact the Planning Policy Team by emailing: planningpolicy@shropshire.gov.uk

Further information on the examination of the draft Shropshire Local Plan is available via the draft [Shropshire Local Plan examination webpages](#).

The Council anticipates that further information on the Stage 2 Hearings will be made available on the [Examination Calendar](#) on our website in due course following the completion of this consultation.

Documents

- [Draft Shropshire Local Plan Updated Additional Sustainability Appraisal Report.pdf](#)
- [Updated Housing and Employment Topic Paper.pdf](#)
- [Updated Green Belt Topic Paper.pdf](#)
- [GC25 Appendix 1 to letter July 23 GC24-Draft Policy Regarding Housing Provision for Older People and those with Disabilities.pdf](#)
- [Notification - Shropshire Local Plan Examination Further Consultation Focusing on Additional Material Prepared in Response to the Planning Inspectors Interim Findings.pdf](#)
- [Consultation Plan.pdf](#)
- [Consultation Guidance Note.pdf](#)

From: Dianne Dorrell <dianne.dorrell@shropshire.gov.uk>

Date: Monday, 8 April 2024 at 15:18

Subject: FW: Garden waste consultation

Forwarded on behalf of Cllr Ian Nellins, Shropshire Council

Dear Town/Parish Council

From 9 April to 20 May Shropshire Council is carrying out a six-week consultation on proposals to introduce an annual subscription fee of £52 for the collection of garden waste – and about the future operation of the council's five household recycling centres.

This email is to tell you more about the consultation, and to ask for your help to promote the consultation to residents in your area, and to encourage them to take part.

All householders in the county use our waste services and I want to encourage as many people as possible to take part in this consultation.

Attached is a copy of a leaflet and poster than can be printed and displayed/distributed. These can also be downloaded from the consultation webpage – www.shropshire.gov.uk/gardenwastebudget2024.

The consultation website is the preferred and most efficient way for people to give their views, but attached is a PDF of the consultation survey document – please print this out for anyone who specifically requests a hard copy survey form.

Like councils all over the country Shropshire Council is facing unprecedented financial pressure, mainly due to growing demand for social care – and we must make £62m of savings in 2024/25.

We're proposing to charge for green waste collections as we must look at other ways of creating income so that we can protect essential frontline services for those residents most in need.

While garden waste collections in Shropshire are currently free, 80% of English councils already charge for this service and many have been doing so for several years.

As part of the consultation, we're also asking how we can reduce the cost of running our five household recycling centres.

We're asking if people would be willing to pay more than £52 a year if the additional money was used to keep all five of our household recycling centres open, and for views on whether the opening times of some HRCs could be reduced.

The consultation also asks for people's thoughts about a new permit/booking system for people visiting a recycling centre to ensure that these are only used by people from Shropshire.

Thank you for your help and support.

Yours sincerely

Councillor Ian Nellins

Shropshire Council's Cabinet member with responsibility for waste management

Shropshire Council

Empty Homes Consultation

24 April 2024 - 26 May 2024

On the 29 February 2024, the Council's Medium Term Financial Strategy 2024/25 – 2028/29 (MTFS) was approved. The MTFS includes a proposal to save a total of £91,660 by the 31 March 2026 (£44,650 in 2024/25 and £47,010 in 2025/26) by ceasing to provide a dedicated Empty Homes function. The Council is not legally required to provide this function; it is discretionary and we, therefore, have the choice whether to fund its delivery.

The core function is currently delivered through two dedicated Empty Homes posts: 0.8 fte permanent professional officer post and 1.0 fte technical officer fixed term post. The contract for the fixed term post is due to end on 8 January 2025. A small proportion of other officers' time, estimated to be no more than 0.1 fte, provides support to and management of the function.

Ceasing the Empty Homes function to deliver the £91,660 saving will see the permanent professional officer post being made redundant and the technical officer fixed-term post will not be renewed. It is anticipated that should the proposal to remove the dedicated Empty Homes posts be approved, there would also be a potential saving in relation to the associated management costs.

Empty homes are recognised as a wasted resource, depriving people of a home and contributing to the need for more housing. It is only when properties stay empty longer than six months without any obvious signs of renovation or rental that they become true empty homes. Whilst the majority are held empty for legitimate reasons, such as the progress of conveyancing for sale, or probate following the death of an owner, in the worst cases they can become a blight on local communities and may prevent investment in the area.

It's estimated that in 2020 there were more than 1,700 empty properties in Shropshire and of these, approximately 600 had been empty for at least two years. As at the end of March 2024, the overall number of empty properties has increased to 2,004 and the number empty for at least two years has reduced to 550.

It's known from the work of the Empty Homes Officers that the reduction in the number of those empty homes that have been empty for at least two years cannot wholly be attributed to the work of the Empty Homes officers. Nevertheless, in the previous three years, 87 homes (an average of 29 per year) have been brought back into use as a result of direct interventions by the Empty Homes Officers. This is across all empty homes and not only those that have been empty for at least two years. It's also known that other properties have been brought back into use through non-Council related interventions. On this basis, it is reasonable to presume that whilst removing the dedicated empty homes resource is likely to mean the number of empty homes will not decrease, it also remains a reasonable assumption that a proportion will continue to be brought back into use.

We are asking for your feedback on this proposal and appreciate your time taking this survey.

<https://next.shropshire.gov.uk/council-budgets-and-spending/budget-202425/having-your-say/empty-homes-consultation/>

Shropshire Council

Consultation extended to seek views on independent living and specialist accommodation strategy

A consultation to seek the views on independent living and specialist accommodation in Shropshire has been extended.

The [Draft Independent Living and Specialist Accommodation Strategy](#) was approved to go out to consultation by Shropshire Council's Cabinet on Wednesday 21 February 2024, and focuses on addressing the housing needs of vulnerable populations in Shropshire.

The draft strategy is based on the principle of supporting people to remain independent within their own homes and communities for as long as possible and providing choice and control over their living environments.

The strategy sets out a clear vision to enable older, vulnerable and people with disabilities to lead independent lives in housing suitable to their needs and identifies several priorities including: –

- addressing diverse housing needs
- providing home improvement and assistance
- tackling fuel poverty
- delivering accessible and adaptable housing
- providing specialist accommodation
- preventing homelessness.

Dean Carroll, Shropshire Council's Cabinet member for housing and assets, said:

“We recognise the current challenges around housing across the county, particularly for our most vulnerable communities.

“Our draft strategy not only describes the critical importance of housing as more than just shelter, it emphasises the importance of providing more homes that meet various housing needs, especially for older, vulnerable, and disabled individuals.

“The strategy advocates for additional homes to be provided, including ‘move-on’ housing for people taking a step into independence, and supported housing schemes targeting area of highest need. There is also a strong focus on working in partnership with housing providers locally to focus on the prevention of homelessness.

“The purpose of this public consultation is to gather the views of as many people in Shropshire as possible. If you do have a vested interest in this, I strongly encourage you to take part and give your views. Your feedback will help shape our future plans to help deliver homes that meet the needs of our most vulnerable residents.”

Partner organisations are encouraged to contribute, including housing providers, public sector organisations, voluntary and community sector service providers and many others working with people in need of housing support.

The consultation has been extended and will now close on **Friday 31 May 2024**.

To find out more and to get involved go to [Draft Independent Living and Specialist Accommodation Strategy | Shropshire Council](#)

Monday, April 22, 2024 at 11:10:37 British Summer Time

Subject: FW: SLS consultation - email to T&P councils
Date: Friday, 19 April 2024 at 15:16:42 British Summer Time
From: Gail Power on behalf of ALC

Forwarded to Shropshire Town and Parish Councils for Information.
cc: SALC Executive Committee

Subject: Consultation launched into future of School Library Service

Shropshire Council has now launched a consultation into the future of the School Library Service, with schools and members of the public invited to share their thoughts.

In Shropshire, the School Library Service (SLS) operates as a traded service, which schools can buy into, and around 65% of schools in Shropshire choose to do so.

Schools that subscribe to the service can borrow books and artefacts relating to school topics and receive training for staff and pupil librarians. Schools can use the service to supplement their own stocks of books and resources.

Schools receive funding provided directly through central Government grants to ensure children and young people have access to books and other suitable education materials necessary to support the curriculum. SLS does not sell books to schools, and schools run their own libraries independently. 35% of Shropshire schools choose not to use the service, using alternatives already.

The service has been operating at a loss for the last two financial years and the council cannot continue to fund any future deficits by SLS. Any future service, if retained, would require more schools to subscribe to the service and to pay more.

Like many other councils, we face a very challenging financial position and must find £62m of savings this year. This is due to ever rising demand for social care, which now accounts for almost £4 in every £5 the council spends, and rising costs from continuing high levels of inflation.

This means we now have some very difficult decisions to make, including reducing some services, particularly non-statutory ones. In some cases, this means stopping services altogether. SLS is one such service that councils do not have to provide by law and which many other councils have already stopped operating.

The scale of the financial challenge the council faces means there will be many decisions that we have never wanted to make, so that we can continue to prioritise statutory services that support the most vulnerable people.

As part of the council's savings plans, we propose to stop the SLS from the autumn if no other solution can be found.

We have invited schools to respond to a consultation to capture ideas, including whether they would be willing to pay more for the service, or start using the service if they don't already, to make it financially viable for the future.

Families and the public are also able to respond to a survey to share their thoughts on the plans. All possible options to continue the service will be explored and we welcome all suggestions.

Members of the public can share their feedback here: <https://www.shropshire.gov.uk/get-involved/school-library-service/>

Consultation closes on 7 June 2024.

(ends)

Kind regards,

Bridey Davies (she/her)
Transformation Communications Lead
Communications Team

If you would like more information about Shropshire Council services, please [visit our website](#) or [sign up for email updates](#)



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