



Much Wenlock Town Council

Town Council Meeting

13th June 2024

Supporting Papers

Broseley and Much Wenlock Safer Neighbourhood Team (SNT)

Update to Much Wenlock Town Council: 30/05/2024

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). There were no reported burglaries from outbuildings or farms.

Drugs. SNT continue to patrol areas where there have been previous reports of incidents linked to drug related activity & submit reports when necessary.

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

There was one report of a driver making off without making payment for fuel and one report of theft from a store.

Suspicious circumstances. There a report of a suspicious vehicle being seen in an isolated location. The caller was able to identify it as belonging to a neighbour after checking locally, so no Police deployment was necessary.

Anti-social Behaviour. There has been one report of two neighbours being in dispute, details have been passed to the housing association responsible for the two addresses in an effort for them to resolve the issues.

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

Three 999 calls were made in error.

The owner of a legally registered XL Bully dog requested that Police remove the dog. This was done once the owner had put in place appropriate measures for the dog to be dealt with.

There were two reports of online crime, one was an attempt to fraudulently obtain money and the other was an abusive and threatening message.

There was an assault at a shop where a member of staff was sworn and spat at by a customer.

Road Traffic Issues:

There were five Road Traffic Collisions, two were on the A458 between Morville and Muckley Cross, two were on the B4378 in Shipton and one was on the B4373 in Nordley. Officers were deployed to all of these to manage traffic until recovery of the vehicles involved could be arranged.

There was one report of a vehicle being poorly driven, the details of the vehicle were checked and then added to the Police Automatic Number Plate Recognition (ANPR) system.

There were four reports of obstructions in the road, two trees, some cows and an injured deer. Officers were deployed to the cows, which had left the road, and to the deer. Officers had to remain with the deer until a vet was deployed to deal with it.

01/24

MUCH WENLOCK TOWN COUNCIL

Minutes of the
ANNUAL TOWN COUNCIL MEETING
 held at The Guildhall, Much Wenlock
 at 7 pm on Thursday, 9th May 2024

Present: Cllr William Benbow, Cllr Susan Crooke-Williams, Cllr David Fenwick, Cllr Wilfred Grainger, Cllr John O’Dowd, Cllr Marcus Themans, Cllr Daniel Thomas, Cllr Christian Toon, Cllr Chris Tyler, Cllr Linda West, Cllr Duncan White.

Town Clerk: Trudi Barrett.

In attendance: Mace Bearer, Mr Eric Humphries, Deputy Lieutenant Claire Brentnall, Revd Prebendary Matthew Stafford, invited guests.

The Mayor, Cllr David Fenwick, invited the Reverend Matthew Stafford to say prayers prior to the commencement of the meeting. After prayers, the Mayor declared the meeting open.

1. ELECTION OF MAYOR

In pursuance of LGA 1972 s15(1)(2) it was **proposed** by Cllr Wilfred Grainger and **seconded** by Cllr Christian Toon that Cllr Marcus Themans be elected Town Mayor for the ensuing year.

There being no other nominations, it was unanimously RESOLVED that Cllr. Marcus Themans be elected Town Mayor of Much Wenlock for the ensuing year.

2. DECLARATION OF ACCEPTANCE OF OFFICE

The newly appointed Mayor, Cllr Marcus Themans, signed his Declaration of Acceptance of Office, witnessed by the Town Clerk.

The Mayor gave his address of thanks for his election.

The Mayor **proposed** and Cllr Daniel Thomas **seconded** that a vote of thanks be accorded to the ex-Mayor, Cllr. David Fenwick, which was unanimously **APPROVED**. Cllr. David Fenwick addressed the Council in reply to the vote of thanks.

3. ELECTION OF DEPUTY MAYOR

In pursuance of LGA 1972 s15(6) it was **proposed** by Cllr Christopher Tyler and **seconded** by Cllr Wilfred Grainger that Cllr Daniel Thomas be elected Deputy Mayor for the ensuing year.

There being no other nominations, it was unanimously RESOLVED that Cllr Daniel Thomas be elected Deputy Mayor of Much Wenlock for the ensuing year.

4. APOLOGIES FOR ABSENCE

None, as all Councillors were present.

5. APPOINTMENT OF MAYOR’S CHAPLAIN

The Mayor announced the appointment of the Revd Prebendary Matthew Stafford as his Chaplain and handed signed confirmation to the Town Clerk.

6. NEXT MEETING

It was **proposed** by Cllr Susan Crooke-Williams and **seconded** by Cllr David Fenwick that the remaining business of the Annual Town Council Meeting be deferred for consideration on Thursday, 16th May 2024.

It was RESOLVED that the remaining business of the Annual Town Council Meeting be resumed on Thursday, 16th May 2024 commencing at 7 pm at the Guildhall, Much Wenlock.

The meeting closed at 7.35 pm.

Signed.....
 Town Mayor

Date.....

02/24

MUCH WENLOCK TOWN COUNCIL

Minutes of the RE-CONVENED ANNUAL TOWN COUNCIL MEETING

held at The Guildhall, Much Wenlock
at 7 pm on Thursday, 16th May 2024

Present: Councillors Susan Crooke-Williams, David Fenwick, Wilfred Grainger, John O'Dowd, Marcus Themans (in the chair), Daniel Thomas, Chris Tyler, Linda West, Duncan White.

In attendance: Trudi Barrett – Town Clerk, one member of the public remotely.

1. Chairman's Welcome

The Mayor welcomed everyone to the meeting and reported the following matters:

- Get a Word in Edgeways had presented a story telling activity at the Guildhall on 20th April.
- The first Made in Shropshire market of the season had been held on 20th April and the next was scheduled for 15th June.
- Contractors had been contacted about extending the surfaced footpath around the Gaskell Ground and the Mayor thanked the Windmill Trust for agreeing to access across Windmill Hill. The grass on the Gaskell Ground had been cut and the field was looking beautiful.
- The annual orchid count on Windmill Hill would be held on 29th June and this would be combined with a celebration of the new designation of the site as a Local Nature Reserve.
- Work on the new puffin crossing on Bridgnorth Road was planned to start in the next few weeks.
- A meeting about the Guildhall had been held earlier in the day with Greenwood Projects, and this was an item later on the agenda.
- Recruitment of a new Responsible Financial Officer was in progress and interviews were scheduled for the following week. On behalf of the Council, the Mayor expressed thanks to Diane Barlow, outgoing RFO, for her dedication, hard work and cheerfulness.
- The Guildhall Custodian, Gillian Taylor, was also leaving the Council. The Mayor expressed his thanks and best wishes.
- The D-Day commemoration would be held on 6th June and the Mayor encouraged Councillors to participate.

In closing, the Mayor thanked Councillors and staff for their participation in the formal Mayor Making the previous week.

2. Apologies for Absence

None received.

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 were no members of the public present in person.

6. Shropshire Council Report

Shropshire Councillor, Daniel Thomas, presented the following report:

“New Puffin Crossing for the A458/Bridgnorth Road to improve safety for residents: on 3rd June, work is scheduled to begin on a puffin pedestrian crossing near Much Wenlock Primary School, crossing the A458/Bridgnorth Road. This should provide a safer crossing for children, their parents, and the residents of both Oakfield Park and Callaughtons Ash. It is also likely to slow traffic heading in either direction when not being used by pedestrians. This is a project I've been pursuing since being elected in 2021, working with Much Wenlock Town Council and Shropshire Council officers. The proposal includes 40 mph buffer zones for this road, but these will be delivered at a later stage.

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Dog PSPO Update: Shropshire Council has confirmed that it will be going ahead with the dog constraints Public Spaces Protection Order (PSPO) which will mean irresponsible dog owners could be given fixed penalty notices of £100 if they allow dogs to foul public areas without cleaning it up. The legislation also bans dogs from fenced play and sports areas and requires them to be on a lead on the highway. The Gaskell Recreation Ground has its own rules regarding dogs and these will still apply.

Shropshire Council Officers will also have the power to ask for a dog to be put on a lead in public areas where they are not under the control of their owner or are acting aggressively. The PSPO will enable Shropshire Council and the police to issue fixed penalty notices of £100 – or £50 if paid within 10 days – to owners who allow their animal to foul public spaces without clearing up afterwards. Confirmation comes after proposals were made to Shropshire Council's Cabinet in October 2023 and it will come into force on **Saturday June 1, 2024**. Once the order is in place there will be a public education and information campaign advising on health considerations and the enforcement action.

Local Plan Update

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
- Updated Additional Sustainability Appraisal of the Draft Local Plan
- Updated Housing and Employment Topic Paper
- Updated Green Belt Topic Paper

This consultation, which runs until 11 June 2024. This is an item on our agenda so I won't say any more now.

June Surgery: my next Advice Surgery is on Saturday, June 8th, between 10:30 a.m. and 12 noon at Much Wenlock Museum. No appointment is necessary. I'll be joined by a Town Councillor and a representative from the Police."

In response to questions about the new pedestrian crossing, Councillor Thomas explained that this would be the same kind as the crossing by Travis Perkins. There would be no central refuge, which was not regarded as necessary. There would be sufficient braking distance on the approach to town as a 40mph buffer zone would be introduced. However, public consultation was needed before the introduction of this new speed limit. The location of the 30mph limit would be unchanged.

7. Police Report

- a. Members noted with thanks a written report from PCSO Mal Goddard. Councillors expressed frustration at the delay in recruiting a new PCSO for the area.
- b. Members noted the introductory letter from Inspector Damien Kelly, the new Police Inspector for South Shropshire's Safer Neighbourhood Teams. **It was RESOLVED to invite Inspector Damien Kelly and Sergeant Steve Mason to attend a future Town Council meeting, ideally together.**

8. Minutes

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

9. Town Clerk's Report

Members noted the written and verbal report from the Town Clerk on outstanding matters and action taken since the last Council meeting. In addition, the Clerk advised that representatives of Severn Trent Water had been present under the Corn Exchange for two days to raise awareness of their services.

10. Schedule of Future Meetings

It was RESOLVED to approve proposed meeting dates for the Council year 2024-25, with the date of the Annual Town Meeting set as 13th March 2025.

Members noted that it might be necessary to move the date of the 2025 Mayor Making and Annual Town Council meeting once the date of the 2025 local elections was known. In addition, it was agreed that should the date of the General Election clash with a Town Council meeting date, the date of the Council meeting would be rescheduled.

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11. Finance & Asset Management Committee

- a. Members reviewed the Terms of Reference for the Finance & Asset Management Committee. **It was RESOLVED to approve the revised Terms of Reference for the Finance & Asset Management Committee.**
- b. **It was RESOLVED to appoint the following members to the Finance & Asset Management Committee: Councillors Susan Crooke-Williams, David Fenwick, John O'Dowd, Marcus Themans, Christian Toon and Duncan White.**

12. Planning & Environment Committee

- a. Members reviewed the Terms of Reference for the Planning & Environment Committee. **It was RESOLVED to approve the revised Terms of Reference for the Planning & Environment Committee.**
- b. **It was RESOLVED to appoint the following members to the Planning & Environment Committee: Councillors William Benbow, David Fenwick, Wilfred Grainger, Daniel Thomas, Chris Tyler and Linda West.**

13. HR Committee

- a. Members reviewed the Terms of Reference for the HR Committee. **It was RESOLVED to approve the Terms of Reference for the HR Committee.**
- b. **It was RESOLVED to appoint the following members to the HR Committee: Councillors David Fenwick, John O'Dowd, Marcus Themans and Daniel Thomas.**

14. Discipline & Grievance Panel

- a. Members reviewed the Terms of Reference for the Discipline & Grievance Panel. **It was RESOLVED to approve the Terms of Reference for the Discipline & Grievance Panel.**
- b. **It was RESOLVED to appoint the following members to the Discipline & Grievance Panel: Councillors William Benbow, Chris Tyler and Duncan White.**

15. Working Groups

- a. **Friends of the Cemetery Working Group**
It was RESOLVED to approve the Terms of Reference for the Friends of the Cemetery Working Group.
It was RESOLVED to appoint Councillors John O'Dowd, Daniel Thomas and Chris Tyler to the Friends of the Cemetery Working Group.
- b. **History and Archives Working Group**
It was RESOLVED to approve the Terms of Reference for the History and Archives Working Group.
It was RESOLVED to appoint Councillors Will Benbow, Marcus Themans and Christian Toon to the History and Archives Working Group.
It was RESOLVED that Councillor Linda West, as volunteer archivist, should chair the working group.
Efforts would be made to involve the Guildhall Custodians and members of the community.
- c. **Property Working Group**
It was RESOLVED to approve the Terms of Reference for the Property Working Group.
It was RESOLVED to appoint Councillors William Benbow, David Fenwick, John O'Dowd, Marcus Themans and Duncan White to the Property Working Group.
It was RESOLVED that Councillor Marcus Themans should chair the working group.
- d. **Shropshire Local Plan Review Working Group**
It was RESOLVED to approve the Terms of Reference for the Shropshire Local Plan Review Working Group.
It was RESOLVED to appoint all members of the Planning & Environment Committee to the Shropshire Local Plan Review Working Group: Councillors William Benbow, David Fenwick, Wilfred Grainger, Daniel Thomas, Chris Tyler and Linda West.
- e. **Strategic Flood Working Group**
It was RESOLVED to approve the Terms of Reference for the Strategic Flood Working Group.
It was RESOLVED to appoint Councillors William Benbow, Wilfred Grainger, Daniel Thomas and Chris Tyler to the Strategic Flood Working Group.

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- f. **Strategic Plan Working Group**
It was **RESOLVED** to approve the Terms of Reference for the Strategic Plan Working Group.
It was **RESOLVED** to appoint Councillors Susan Crooke-Williams, David Fenwick, Wilfred Grainger, Marcus Themans, Chris Tyler, Duncan White and the Town Clerk to the Strategic Plan Working Group.
It was noted that progress had stalled with devising a strategic plan for the Council and that this task needed to be completed.
- g. **Tourism and Events Working Group**
It was **RESOLVED** to approve the Terms of Reference for the Tourism and Events Working Group.
It was **RESOLVED** to appoint Councillors Susan Crooke-Williams, David Fenwick, Wilfred Grainger, Marcus Themans, Daniel Thomas, Linda West and Duncan White to the Tourism and Events Working Group.
It was **RESOLVED** that Councillor Duncan White should chair the working group.
- h. **Transport Working Group**
It was **RESOLVED** to approve the Terms of Reference for the Transport Working Group.
It was **RESOLVED** to appoint Councillors William Benbow, Daniel Thomas and Chris Tyler to the Transport Working Group.

16. Review/appointment of Representatives on Outside Bodies

Members reviewed the Council's representation on the following outside bodies:

- a. **Bridgnorth and Shifnal Local Area Committee of Shropshire Association of Local Councils (SALC)**
It was **RESOLVED** to appoint Councillors Susan Crooke-Williams and David Fenwick to represent the Council on the Bridgnorth and Shifnal Local Area Committee of SALC.
- b. **John L Edwards Trust**
It was **RESOLVED** to appoint Councillor Daniel Thomas to represent the Council for the John L Edwards Trust.
- c. **Much Wenlock Almshouses**
Members noted that Cllr Duncan White had been nominated to represent the Town Council in June 2020 for a term of four years. It was **RESOLVED** to appoint Councillor Duncan White to represent the Council on the Much Wenlock Almshouses Committee for a further four-year term.
- d. **Much Wenlock Forester Charitable Trust**
Members noted that Mr Mark Laws had been nominated to represent the Town Council in April 2021 for a term of four years.
- e. **Much Wenlock Windmill Trust**
It was **RESOLVED** to appoint Councillors Wilfred Grainger, John O'Dowd and Duncan White to the Much Wenlock Windmill Trust Management Committee.
- f. **Priory Hall Management Committee**
It was **RESOLVED** to appoint Councillor Duncan White to the Priory Hall Management Committee.
- g. **Shropshire Council Emergency Planning**
It was **RESOLVED** to appoint Councillor Duncan White to represent the Council for Shropshire Council Emergency Planning.
- h. **Shropshire Hills Destination Partnership**
It was **RESOLVED** to appoint Councillors Wilfred Grainger and Christian Toon to represent the Council on the Shropshire Hills Destination Partnership.

17. Review and Approval of the Following Policies and Procedures

- a. **Members reviewed and RESOLVED to approve the Standing Orders.**
- b. **Members reviewed and RESOLVED to approve the Complaints Procedure and Procedure for Dealing with Unreasonably Persistent and Vexatious Complainants.**
- c. **Members reviewed and RESOLVED to approve the Publication Scheme, as amended.**
- d. **Members reviewed and RESOLVED to approve the Communications and Media Policy.**
- e. **Members reviewed and RESOLVED to approve the Privacy notice.**

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18. Review of Financial Regulations

Members noted that NALC had recently issued revised model Financial Regulations and that, following review by Town Council officers, revised Financial Regulations would be presented to the Council for consideration at the June full Council meeting.

19. Approval of Direct Debits and Electronic Bank Payments

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

20. The Guildhall Project

Members received an update on the Guildhall Project. The first stage of the project had been completed, final reports had been submitted to the Architectural Heritage Fund and National Lottery Heritage Fund (NLHF) and all grant monies awarded had been paid. Members of the Property Working Group had met Greenwood Projects Ltd earlier in the day to review progress and consider next steps. Councillors expressed their satisfaction with the excellent service provided by Greenwood Projects. If Councillors wished to move forward with the Guildhall project, the next step would be to submit an Expression of Interest to the NLHF for further funding. The cost of the preparatory work required was included in the fee previously agreed with Greenwood. Once submitted to the NLHF, a response to the Expression of Interest could be expected within two months.

It was RESOLVED to continue with the Guildhall Project and to submit an Expression of Interest to the National Lottery Heritage Fund for further funding.

It was RESOLVED to delegate authority to the Finance & Asset Management Committee to take forward the Guildhall project to the stage of an Expression of Interest to the NLHF.

21. Neighbourhood Plan Review

Members noted that the Neighbourhood Plan review was moving forward under the leadership of the steering group and the consultant was providing sound advice and guidance.

22. Shropshire Local Plan Review

- a. Members received an update on the Shropshire Local Plan Review. In response to concerns from the Inspectors, Shropshire Council had amended the Plan to add 500 more homes to the planned number in relation to the Black Country allowance, making a total of 31,800. These would be split between Shrewsbury (350), Whitchurch (75) and the Buildwas Power Station site (75).
- b. Members noted public consultation on four documents associated with the Local Plan (as outlined in minute 6, Local Plan update, above), with a deadline for responses of 11th June 2024. Councillors were advised that responses had been prepared by members of the Civic Society and Much Wenlock Neighbourhood Plan Refresh Group. It might be appropriate for the Town Council to make a combined response with those bodies.

It was RESOLVED that members of the Council's Local Plan Working Group should meet members of the Civic Society and Refresh Group to review their proposed consultation responses.

It was noted that an extraordinary Town Council meeting could be arranged if required to agree the Town Council's response to the Local Plan consultation by 11th June.

23. D-Day Commemoration – 6th June 2024

Members received an update on plans for the D-Day Commemoration on 6th June 2024. The D-Day flag would fly from the church mast on 6th June. The Lamp of Peace would be used at the ceremony, then placed in front of the war memorial and used at future remembrance services, if possible. The 'Certificate of Recognition', marking the town's participation in the commemoration, would be displayed on the Council's notice boards. At 8.30pm the procession would leave the church to go to the Priory grounds with the choir, Revd Stafford, the Mayor and a person (hopefully a veteran) carrying the Lamp of Peace. Following a short service of remembrance, the beacon would be lit at 9.15pm. Councillor Thomas would take charge of the beacon. At 9.30pm the procession would return to the church. The Priory grounds would be closed at 10.30pm at the latest. Flags and bunting would be displayed in the town centre.

The Mayor requested a high turnout of Councillors for the event, wearing high visibility vests and carrying torches.

Councillor Croke-Williams was thanked for organising this event.

07/24

24. Consultation

Members considered a response to the following Shropshire Council consultation:

- a. Garden Waste and Household Recycling Centres, deadline 20th May 2024.
Members noted that Councillor Thomas had made representations in his Shropshire Councillor capacity and Town Councillors had submitted individual responses. **It was RESOLVED to make no Town Council response.**
- b. Empty Homes, deadline 26th May 2024. **It was RESOLVED to make no response.**
- c. Independent Living and Specialist Accommodation Strategy, deadline 31st May 2024. **It was RESOLVED to make no response.**
- d. School Library Service, deadline 7th June 2024. **It was RESOLVED to make no Town Council response, but that Councillors should make individual responses.**

25. Correspondence

Members noted the following items, which had been emailed to Members:

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. VCSA Shropshire newsletters
- f. News from Shrewsbury and Telford Hospital NHS Trust
- g. Information on National Gardens Scheme in Shropshire 2024
- h. Housing Plus Group – Corporate Plan 2024-26
- i. What’s On at The Edge Arts Centre
- j. Friendly Transport Service Newsletter May 2024
- k. Zero Carbon Shropshire May 2024 Green News
- l. South Shropshire Climate Action Group May Newsletter
- m. The Rural Services Network Rural Funding Digest May 2024
- n. Lezley’s Leader’s Update May 2024

26. Agenda items for next Town Council meeting

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

27. Date of next meeting

Members noted that the next meeting would be held on Thursday, 13th June 2024 at 7.00pm at the Guildhall.

Public Bodies (Admission to Meetings) Act 1960

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

28. 10 High Street

Members received an update on progress with letting the premises and noted that a viewing had taken place earlier in the day. Having considered advice from the letting agent, **it was RESOLVED to reduce the marketing price for 10 High Street and to increase promotion.**

The meeting closed at 9.00 pm.

Signed Town Mayor Date

MUCH WENLOCK TOWN COUNCIL

Minutes of a **Planning & Environment Committee meeting**
held at 7.00 pm on Tuesday, 30th April 2024 at the Corn Exchange, Much Wenlock

Present: Councillors William Benbow, David Fenwick (in the chair), Wilfred Grainger (from minute 5), Dan Thomas, Chris Tyler, Linda West (from minute 5)

In attendance: Trudi Barrett – Town Clerk

1. Apologies

Councillors Wilf Grainger and Linda West for late arrival due to attendance at the AGM of the Much Wenlock Windmill Trust.

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 were no members of the public present.

Councillors Wilfred Grainger and Linda West joined the meeting.

5. Minutes

It was **RESOLVED** that the minutes of the Planning & Environment Committee meeting held on 9th April 2024 be **APPROVED** and signed as a true record.

6. Planning Applications

No new planning applications had been notified.

7. Planning Decisions

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

24/00792/TCA Mary Way House, 7 St Mary's Lane, Much Wenlock	Reduce height by one third of 2no Cypress Leylandii (T6 & T7) within Much Wenlock Conservation Area Decision: Consent by Right – Trees
24/00732/FUL 11 The Crescent, Much Wenlock	Proposed single-storey extension. Decision: Grant Permission
24/01087/LBC 16 Barrow Street, Much Wenlock	Replacement roof (Retrospective) Decision: Refuse

8. Draft Shropshire Local Plan Review 2016 - 2038

Councillors noted that a notice from the Inspectors had been posted on the Examination website which laid out the timetable for additional consultation on selected matters, including the additional 1500 homes for the Black Country.

9. Neighbourhood Plan Review

- a. Members received an update on the review of the Neighbourhood Plan. The recent meeting of the Steering Group had been attended by Councillors Grainger and Tyler, as Councillors Benbow and Thomas had been unavailable. Work was moving forward on different objectives at varying rates. A drop box had been set up to allow all documents to be collated in one place. Good photos of valued viewpoints were required. David Turner would be responsible for external communications and liaise with the Town Council office. The consultant, Alison Eardley was putting together a skeleton of the whole Plan to help identify gaps more easily.
- b. Members noted that the Much Wenlock Design Codes prepared by AECOM had been signed off by Locality.

10. Flooding Matters

- a. The Strategic Flood Working Group reported that two proposals for further drainage work at Callaughtons Ash had been submitted for review by Shropshire Council.
- b. The Clerk reported that Shropshire Council's Drainage & Flood Risk Manager was following up contact with the Emergency Planning team regarding flood risk from a possible breach at Shadwell Quarry and contingency plans for Quality Liquid Feeds in order to elicit a response to the Town Council's enquiry.
- c. Members noted information provided by the Much Wenlock Flood Action Group about risks at and from Shadwell Quarry. **It was RESOLVED to submit a report to the Health & Safety Executive outlining the Town Council's and Flood Action Group's concerns about the potential collapse of the boundary wall and other risks at Shadwell Quarry.** Councillor Benbow offered to draft the report.
- d. There were no other flooding matters arising.

11. Transport and Highways Matters

Members received a report from the Transport Working Group. A further meeting to discuss the Gaskell corner proposals was scheduled with Shropshire Council and WSP for the week commencing 20th May. It was noted that the WSP feasibility report was still confidential.

Work on the signalised crossing for the A458 Bridgnorth Road was due to start on 23rd May. Agreed alterations to the speed limit on that road would be implemented at a later date.

Members noted that there had been a delay with the release of Shropshire Council parking proposals for the town and Councillor Thomas was asked to urge rapid progress.

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***

Members considered correspondence from Shropshire Council regarding the proposed diversion of Footpath 28 (part) and Footpath 31 (part) in the parish of Much Wenlock.

It was RESOLVED that Councillors had no objection to the diversion for Footpath 28 (part), Pheasantrey to Bourton Village, marked A-D on the map, to instead follow the route marked as A-B-C-E.

It was RESOLVED that Councillors had no objection to the diversion of Footpath 31 (part) marked C-D to follow the route marked C-B-D on the map. However, Councillors objected to the diversion route proposed for Footpath 28 (part) marked D to A on the map and suggested that the new route go from D and then skirt round Spoonhill Hall to the south to join the existing track from the Hall at its bend and to continue along this track to point A. This would avoid a convoluted route down to a north facing, boggy area which was not suitable for pleasure walking.

18. Road Closures*

Members noted the following road closures:

- a. Location: A458 Much Wenlock to Morville
Date/Time: 6th to 8th June 2024, Monday to Friday 20.00 – 06.00
Purpose: Multevo carriageway repairs to include kerbing, signposts and iron works. Completion of 250m² required. The works will be carried out in phases.
Agency: Shropshire Council
- b. Location: High Street, Much Wenlock
Date/Time: 15th June, 06.30 – 16.00
Purpose: 'Made in Shropshire' market
Agency: Much Wenlock Town Council

19. Tree Preservation Orders***20. Stopping Up Orders*****21. Speed Limit Orders*****22. Prohibition Orders***

23. Date of next meeting

It was **NOTED** that the date of the next meeting would be agreed at the Annual Town Council meeting on 16th May 2024.

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 Shropshire Council enforcement officer relating to enforcement matter 24/10161/ENF.

No other enforcement matters had been notified.

The meeting closed at 8.05 pm.

Signed.....(Chairperson)

Date.....

19/23

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
at 7.00 pm on Tuesday, 19th March 2024

Present: Susan Crooke-Williams, David Fenwick, John O’Dowd and Marcus Themans.

In attendance: Trudi Barrett – Town Clerk, Diane Barlow – Responsible Financial Officer (RFO).

1. Apologies

Cllr. Christian Toon – family matter, Cllr. Duncan White – urgent personal matter (received after the meeting).

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 that the minutes of the meeting of the Finance and Asset Management Committee held on 23rd January 2024 be APPROVED and signed as a true record.

5. Town Clerk’s report

Members noted the Clerk’s written and verbal report on action taken since the last meeting. The Clerk reported that progress was slow with some matters due to the difficulty with obtaining quotations or arranging for work to be carried out.

6. Finance

- a. The RFO presented a written and verbal report. She advised that the current financial year would end on 31st March and that the year-end closedown on the Rialtas accounting system was planned for 7th May. This would be carried out by an independent contractor who had previously worked for Rialtas and carried out the Council’s year-end closedown. The cost would be significantly lower than that charged by Rialtas. The RFO reported that income to 29th February was £78,007 (excluding precept, income from grant awards and proceeds from property sales), which was 48.24% above budget for the time of year. Expenditure to 29th February was £280,650 (excluding NL Heritage Fund and AHF grants), which was 0.25% below budget for the time of year.
- b. Members noted the balance sheet as at 29th February 2024.
- c. Members noted the income and expenditure to 29th February 2024.
- d. Members reviewed the bank reconciliations to 29th February 2024. **It was RESOLVED to approve the bank reconciliations to 29th February 2024.**
- e. **It was RESOLVED to approve payments from 24th January 2024 to date.**

7. Proposed Virement of Funds and Movement to Earmarked Reserves

Members considered a report on recommendations for virements and movements to earmarked reserves proposed by the RFO.

It was RESOLVED to approve the virements and movements to earmarked reserves recommended by the RFO.

8. Financial Risk Assessment

Members reviewed the updated Financial Risk Assessment.

It was RESOLVED to approve the updated Financial Risk Assessment dated March 2024.

9. Asset Register

Members reviewed the updated Asset Register for the Council and noted changes made.

It was RESOLVED to approve the updated Asset Register as at 31st March 2024.

20/23

10. The Guildhall Project

- a. Members noted an update on the Guildhall project. 'Get a Word in Edgeways' had been approached to devise activities to engage visitors with the Guildhall as part of the project funded by the National Lottery Heritage Fund (NLHF). It had been agreed to move forward with various activities: a storytelling day at the Guildhall on 20th April, the production of a digital audio trail based on the history of the Guildhall and town, and storytelling activities connected with the Guildhall for older people and those attending the local 'Carers Café'. Greenwoods were overseeing this element of the project.

An interim payment claim had been submitted to the NLHF and the required report and supporting documentation for the claim had been prepared and would be forwarded later in the week.

Focus had completed the Audience Development report and this had been distributed to members of the Property Working Group. Focus and Greenwoods were exploring ways of sharing the outcome of the report with the community.

- b. Members considered an offer from a local historic building specialist to remove damaging lead and cement from the base of the oak support posts at the Guildhall. **It was RESOLVED to accept the offer with thanks and to arrange for the work to be carried out.**

11. Public Toilets

- a. Members noted that Healthmatic would be restoring a cash payment facility to the left-hand unit at St Mary's car park. Parts were awaited and the work would be carried out once these were to hand.

Maintenance work to the building had been carried out by a local contractor to replace missing roof tiles, re-fit loose guttering and repair the damaged railings at the front of the building.

The hand drier in the gents' toilets at Queen Street had been found to be faulty during the electrical work carried out. The faulty drier had been disposed of and a new anti-vandal drier had been ordered for installation.

There had been no response from Travis Perkins to the Council's letter seeking sponsorship for refurbishing the toilets at Queen Street.

12. Cemetery Fees

Members considered a proposed increase in cemetery fees for Much Wenlock Cemetery for the next financial year.

It was RESOLVED to increase all cemetery fees by an average of 5% with effect from 1st April 2024.

13. Car Park at the rear of the Corn Exchange

Members reviewed operation of the car park at the rear of the Corn Exchange following changes to the restricted parking hours. There had been no apparent change in the behaviour of certain individuals working in the town who regularly ignored the one-hour public parking restriction between 8am and 3pm, and who continued to park all day long, thus preventing others from using the car park. Officers had explored options for enforcement of the parking restrictions.

It was RESOLVED to write again to those individuals who were continuing to ignore the parking restrictions to request their cooperation. They would be informed that the Council was now looking into the possibility of working with an external company to install ANPR cameras and issue fines to those abusing the parking restrictions.

14. Part-night Street Lighting

Members considered a report on the possible introduction of part-night lighting for the Town Council's street lights. It was noted that this would generate financial benefits after around 28 months and reduce energy use. However, a thorough risk assessment would first need to be carried out as well as public consultation and this would require considerable staff resource.

It was RESOLVED to defer consideration of part-night lighting to a later date when the current large projects the Council was engaged in had been completed.

15. Date of next meeting

Members noted that the next meeting would be held on Tuesday, 21st May 2024 at 7.00pm at the Corn Exchange.

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.

16. Linden Lodge

Members reviewed the most recent property inspection report for Linden Lodge. They noted that the chimney had been swept and two bird's nests removed. It was hoped that removal of the nests would resolve the internal damp problem which had arisen.

It was RESOLVED to seek quotations for necessary repairs to the boundary fence.

17. Much Wenlock Library

Members considered information from Shropshire Council about the budget for the operation of Much Wenlock Library. They noted that the Town Council made a significant contribution to the running costs of the library. The Clerk would seek updated figures at the end of the financial year.

The meeting closed at 8.35pm.

Signed.....
Chairperson

Date.....

05/23

MUCH WENLOCK TOWN COUNCIL

Minutes of an extraordinary
HR COMMITTEE MEETING
 held at the Corn Exchange, Much Wenlock
 at 7.00 pm on Tuesday, 17th April 2024

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

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. Minutes

It was RESOLVED to approve the minutes of the HR Committee meeting held on 13th February 2024.

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. Staffing Matters

The Clerk advised Members that the Council’s Responsible Financial Officer (RFO) had resigned from her position. She had given the required month’s notice but was prepared to stay until the end of May. In addition, the RFO could be available on an occasional, temporary basis for a short period after that date, if required.

It was RESOLVED to accept the RFO’s offer to continue her employment with the Council until the end of May 2024 and to work additional days by arrangement for a short period after that date.

Councillors considered arrangements for recruitment of a new RFO and reviewed draft documentation.

It was RESOLVED to advertise the vacancy for a Responsible Financial Officer as soon as possible, with a closing date for applications of midday on 7th May 2024 and interviews to be held week commencing 13th May.

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.	Yes	The LNR has been added to the Natural England database and website. Celebration event on Windmill Hill arranged for Saturday, 29 th June following annual orchid count.
2024				
April	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.	Yes	Much Wenlock now has a dedicated page on the Visit Shropshire website.
May	7b	Invite Inspector Kelly and Sergeant Mason to attend a future Town Council meeting.	Yes	Inspector Kelly to attend meeting on 13 th June
	18	Revised Financial Regs would be presented to Council for consideration at the June full Council meeting	In progress	Review not completed by June, regs to be presented at a future meeting.
	20	Continue with the Guildhall project and submit an Expression of Interest to the National Lottery Heritage Fund for further funding. Delegate authority to the Finance & Asset Mgt Cttee to take forward to the Guildhall project to the stage of an Expression of Interest to the NLHF.	In progress	Consultant Greenwoods are working on a submission and members of the Finance & Asset Mgt Cttee have been asked for comments.
	28	Reduce the marketing price for 10 High Street and increase promotion.	Yes	Marketing price reduced to £9,000 p.a. Blinds drawn back at front of premises and marketing details displayed in window.

Other activities:

- RFO Interviews on 22nd May
- Market Town Clerks' meeting on Teams on 23rd May
- Monthly piece for the Wenlock Herald
- 'Teams' session arranged by SALC on use of 'FixMyStreet'

Information from the Local Government Association

Guidelines and restrictions on decision-making and publicity during the pre-election period

As you will be aware, the General Election is due to take place on 4 July 2024. There are guidelines and restrictions on publicity during the pre-election period that starts **from the publication of a notice of election**.

Local government sometimes views this period as a time when communications has to shut down completely. This is not the case, and the ordinary functions of councils can continue – such as factual information about elections – but some restrictions may be imposed by law. This guidance sets out what this means in practice. These restrictions apply to all elections happening during this period.

From the start of the pre-election period, the council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. In addition, a Code of Recommended Practice on Local Authority Publicity published in 2011 makes clear that particular care should be taken in periods of heightened sensitivity, such as in the run-up to an election. The Act defines publicity as **“any communication, in whatever form, addressed to the public at large or to a section of the public”**.

Generally, the Act says that we should **“not publish any material which, in whole, or in part, appears to be designed to affect public support for a political party”**. The Code of Recommended Practice recommends that authorities should generally not issue any publicity which seeks to influence voters and that publicity relating to individuals involved directly in the election should not be published unless expressly authorised by statute.

Decision-making

In relation to decision-making within the council, the position remains that it is ‘business as usual’ unless there are very good reasons why this should not be the case. In the vast majority of cases, the pre-election period will have no impact on normal council business, including the approval of planning decisions.

What this means

- The primary restriction is on proactive publicity by the council, which particularly relates to candidates and other politicians involved directly in the election.
- The council can still issue media releases on factual matters provided that these do not identify individual councillors or groups of councillors.
- Councillors are still free to respond to enquiries received from the media in a personal capacity.
- Individual councillors can issue their own statements, write letters to the local newspaper(s) for publication, contact the media directly or say what they like in a personal capacity, but must not use council resources to do so.

It is still possible for the council to issue statements on behalf of a councillor holding a key political or civic position provided it relates to important events which are outside the council’s control and can be shown to justify a member response. These occasions are likely to be rare and to be the exception, rather than the rule.

DM PAYROLL SERVICES LTD

INTERIM INTERNAL AUDIT REPORT

MUCH WENLOCK TOWN COUNCIL

Date of Report: 23 May 2024

I have completed the internal audit review for Much Wenlock Town Council. I have carried out tests on the systems in place and have reviewed the internal controls. I confirm I have acted independently; the basis of the internal audit is by selective assessment of compliance with relevant procedures and controls.

A. Appropriate books of account

Appropriate books of account have been kept during the year. The council has used Rialtas software to record the accounting transactions, the accounts are kept up to date and there is evidence they are balanced monthly.

B. Financial Regulations

There is an audit trail of payment samples picked, payments were supported by receipts or invoices and payment schedules were reported to meetings.

Financial regulations were reviewed in May 2023. There is evidence of quotations being sought for purchases in excess of £3,000 as per the financial regulations. VAT was accounted for in the accounting records and quarterly VAT reclaims submitted.

There is limited usage of a debit card, there are controls in place to cover the usage of the debit card.

C. Risk Assessments

The generic risk assessment has been carried out and reviewed by the Finance & Asset Management Committee.

There have been separate risk assessments evidenced in the minutes for legionella testing in the Guildhall during the year.

The council's insurance policy is adequate for the Town Council's needs, the Town Council has revalued assets for insurance purposes during the year and the insurance schedule was updated.

D. Precept

The budget requirements were considered at a Finance and Asset Committee meeting before making recommendations to the full council. The precept for the 2024/25 financial year was approved by full council.

Financial monitoring reports of actual income and expenditure compared against the budget are provided to the Finance & Asset Management Committee at each meeting. There are supplementary reports provided by the RFO highlighting significant variances to income and expenditure.

The reserves levels have been reviewed and are appropriate for the Town Council's needs.

E. Income

Sample testing took place of income received and all receipts could be traced back into the bank. There was no unusual income received during the year. Interest has been recorded in the accounting records.

F. Petty Cash

Petty cash is used appropriately, all samples tested were supported by receipts and are included in the accounts. The Town Council has now implemented internal checks on the petty cash carried out by a named councillor, the checks are evidence by a signature.

G. PAYE

PAYE is carried out using HMRC Basic Tools. Sample checks were made and concluded the salaries were calculated correctly and in accordance with the correct SCP points. PAYE & NIC deductions were made and pension contributions calculated on the correct basis. Overtime payments had been approved by the HR Committee.

H. Asset Register

The asset register had been updated and reviewed by the Finance and Asset Committee during the year.

I. Bank reconciliations

Bank reconciliations are carried out monthly and are regularly presented to the Finance & Asset Management Committee for review. I have agreed the bank reconciliation statements to the cashbook and bank statements as at 31st March 2024.

J. Accounting Statements

The council prepares the accounting statements on an Income and Expenditure basis. I have been able to follow the year end adjustments back to the actual receipts and payments.

K. Exemption

The council did not declare itself exempt from limited assurance audit during 2022/23.

L. Transparency Code

The council's turnover exceeds £25,000 and therefore this was not tested.

M. Public Rights

The notice for the public rights for the 2022/23 year was correctly displayed.

N. Publication Requirements

The council has complied with the publication requirements for the 2022/23 AGAR, these documents can be found on the council website.

General

In general, the accounting records are well kept and organised. I would like to thank your clerk, Trudi Barrett, and RFO, Diane Barlow, for their assistance in the internal audit review.

Diane Malley

Diane Malley M.A.A.T.

Much Wenlock Town Council

Income and Expenditure Account for Year Ended 31 March 2024

31 March 2023		31 March 2024
	Operating Income	
233,334	Administration	278,083
0	Neighbourhood Plan	9,600
0	National Heritage Lottery Fund	22,725
0	Architectural Heritage Fund	12,000
12,544	Corn Exchange	15,080
15,564	Guildhall	14,811
4,000	Museum	4,000
1,450	2 Burgage Way	72
974	The Square	120
0	Property Receipt	334,520
7,500	Linden Lodge	7,800
0	Gaskell Recreation Ground Much	467
14,455	Cemetery	15,790
500	Cemetery Field	500
290,321	Total Income	715,568
	Running Costs	
135,398	Administration	154,288
0	Neighbourhood Plan	9,587
21,450	Grants & Donations	22,022
0	National Heritage Lottery Fund	15,870
2,077	Civic Events	2,005
0	King Street public toilets	1,328
0	St Mary's Lane public toilets	427
14,756	Public Toilets	14,537
22,923	Environmental Services	23,399
0	Architectural Heritage Fund	12,000
14,521	Town Promotion	10,031
13,163	Corn Exchange	14,009
25,123	Guildhall	27,326
3,383	10 High Street	3,903
4,656	2 Burgage Way	197
155	Cooke Clock	195
0	Bus Shelters	324
1,392	Linden Lodge	1,233
245	Gaskell Recreation Ground Much	467
13,080	Gaskell Rec Ground/Joint Use	21,079
10,890	Cemetery	14,211
283,210	Total Expenditure	348,438
	General Fund Analysis	
75,298	Opening Balance	91,254
290,321	Plus : Income for Year	715,568
365,619		806,822
283,210	Less : Expenditure for Year	348,438
82,409		458,384
(8,845)	Transfers TO / FROM Reserves	326,240
91,254	Closing Balance	132,145

Balance Sheet as at 31 March 2024

31 March 2023

31 March 2024

Current Assets

7,271	Debtors	1,659
4,319	VAT Refunds	8,346
3,565	Prepayments	5,410
1,627	Bank Current Account	851
74,582	Bank Deposit Account	42,137
26,423	Unity Trust	35,401
51,517	Unity Trust Deposit Account	382,734
25,000	Public Sector Deposit Fund	85,000
15	Petty Cash	11

194,321

561,549

194,321 Total Assets**561,549**

Current Liabilities

1,885	Creditors	1,401
5,175	Accruals	5,756

7,060

7,157

187,261 Total Assets Less Current Liabilities**554,392**

Represented By

91,254	General Fund	132,145
12,369	S106 reserve	10,369
10,500	EMR Heritage	10,500
1,561	EMR - Linden Lodge	2,432
1,001	EMR - Christmas Lights	1,001
2,194	EM Res -Election Expenses	2,194
789	EMR - Climate Change	789
22,442	EM Res - Property	25,368
0	EMR - Capital Reserve	334,520
19,694	EMR - Neighbourhood Fund	23,426
1,705	EMR - Charities	1,705
350	Grants Reserve	350
143	Civic Events Reserve	143
9,778	EMR - Guildhall	0
0	Pension Deficit Reserve	2,000
641	EMR - Archives	641
12,840	EMR - Lib	6,810

187,261

554,392

Bank reconciliation

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **Much Wenlock Town Council**

County area (local councils and parish meetings only): **Shropshire**

Financial year ending 31 March 2024

Prepared by (Name and Role): **Diane Barlow-Responsible Financial Officer**

Date: **29/05/2024**

	£	£
Balance per bank statements as at 31/3/24:		
Barclays Current Account	850.68	
Barclays Deposit Account	42,136.74	
Unity Current Account	35,401.27	
Unity Deposit Account	382,734.29	
Public Sector Deposit fund	85,000.00	
		546,122.98
Petty cash float (if applicable)		11.07
Less: any unpresented cheques as at 31/3/24	-	-
Add: any un-banked cash as at 31/3/24	-	-
Net balances as at 31/3/24 (Box 8)		<u>546,134.05</u>

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Much Wenlock Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DOMINIC

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER WEBSITE ADDRESS
WWW.MuchWenlock-TC.gov.uk

Annual Internal Audit Report 2023/24

MUCH WENLOCK TOWN COUNCIL

www.muchwenlock-tc.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

18/01/2024 22/05/2024 23/05/2024

Name of person who carried out the internal audit

DIANE MALLEY

Signature of person who carried out the internal audit

Diane Mallew

Date

23/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 2 – Accounting Statements 2023/24 for

Much Wenlock Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	180,151	187,261	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	221,905	249,532	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	68,416	466,037	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	109,516	123,363	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	173,695	225,075	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	187,261	554,392	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	179,164	546,134	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	283,539	287,086	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

D Maxwell-Balou

Date

30/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE OF EXTERNAL AUDITOR

Date

DATE

Explanation of variances

Name of smaller authority: Much Wenlock Town Council

County area (local councils and parish meetings only): Shropshire Council

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	180,151	187,261				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	221,905	249,532	27,627	12.45%	NO		
3 Total Other Receipts	68,416	466,037	397,621	581.18%	YES		A property in the Council's portfolio was sold for a value of £334,520 which was placed into Capital Reserves. In addition grant funding from the National Heritage Lottery Fund and Architectural Heritage Fund was received, totalling £34,725. Interest on bank accounts increased to £16,970 as a result of the rise in interest rates during the year.
4 Staff Costs	109,516	123,363	13,847	12.64%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	173,695	225,075	51,380	29.58%	YES		Two grant projects with the National Heritage Lottery Fund and Architectural Heritage Fund to undertake a viability study and audience development work for the Council's Grade 2* listed building, the Guildhall, resulted in expenditure of £27,870 during the financial year.
7 Balances Carried Forward	187,261	554,392				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	179,164	546,134				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	283,539	287,086	3,547	1.25%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

Much Wenlock Town Council

County area (local councils and parish meetings only):

Shropshire

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		554,392.00
Deduct: Debtors (enter these as negative numbers)		
Debtors	(1,659.00)	
HMRC (VAT)	(8,346.00)	
	<u>(10,005.00)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	(5,410.00)	
	<u>(5,410.00)</u>	
Total deductions		<u>(15,415.00)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	1,401.00	
Accruals	5,756.00	
	<u>7,157.00</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
	1	
	2	
	-	
Total additions		<u>7,157.00</u>
Box 8: Total cash and short term investments		<u><u>546,134.00</u></u>



Much Wenlock Town Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)
The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE

1. Date of announcement: 17th June 2024
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all accounting records for the financial year to which the audit relates and all books, deeds contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:

Trudi Barrett – Town Clerk
Much Wenlock Town Council
Corn Exchange, High Street, Much Wenlock, Shropshire TF13 6AE
Tel: 01952 727509
Email: townclerk@muchwenlock-tc.gov.uk
admin@muchwenlock-tc.gov.uk

commencing on **Monday 17th June 2024**
and ending on **Friday, 26th July 2024**

3. Local Government Electors and their representatives also have:
 - The opportunity to question the appointed auditor about the accounting records; and
 - The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit & Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

PKF Littlejohn LLP (Ref: SBA Team)
15 Westferry Circus
Canary Wharf
London E14 4HD
(sba@pkf-littlejohn.com)

5. This announcement is made by Diane Barlow, Responsible Financial Officer.

Subject: Windmill Hill Orchid Count 2024 - Saturday 29 June @ 10.30 am

Hi

This is a reminder to come and join the orchid count on Windmill Hill on **Saturday 29 June**. This is great fun and easy to do and we expect lots of pyramidal orchids and common spotted orchids. **Ask your friends and family to come along as well. Everyone and all ages are welcome to join in.** The more people we have, the more fun it is. No specialist botanical knowledge is required.

We will start at the Windmill at 10.30 am on Saturday 29 June and we will have finished by 12.30 pm. Come and join in half way through or leave early if that fits in with what you are doing. Free parking is available at William Brookes school which is very close to Windmill Hill.

Directly after the orchid count come and meet up at the Windmill @ around 12.30 to celebrate the official designation of Windmill Hill as a statutory Local Nature Reserve. This will be followed by 'Hands Around the Windmill'. Bring your own picnic and sit on the Hill to admire the views and soak up the atmosphere of this wonderful landmark. Free parking is available at William Brookes school.

Many of you have been helping do these counts over the years and I hope you can all come again this year. If anyone does not want to be on this circulation, please let me know.

Pyramidal orchids (see the attached photos) are a glorious pink orchid characteristic of species-rich limestone grasslands. They are only found around Oswestry and on Wenlock Edge/Benthall Edge where there are limestone soils with grasslands or old quarry workings. The pyramidal orchids at Windmill Hill are one of the biggest populations in Shropshire. Common spotted orchids (see photo) are usually associated with more neutral soil than the limestone soils on Windmill Hill. This species is mainly located at the western and eastern ends of the grassland where there is a bit more moisture in the slightly deeper soils adjacent to woodland.

Previous orchid counts

- **2018** 1,227 pyramidal orchids and 318 common spotted orchids
- **2019** 3,574 pyramidal orchids and 197 common spotted orchids
- **2020** orchids not counted because of Covid restrictions
- **2021** 4,030 pyramidal orchids and 97 common spotted orchids
- **2022** 5,742 pyramidal orchids and 198 common spotted orchids
- **2023** 5,033 pyramidal orchids. The common spotted orchids had turned brown because of the hot summer and could not be counted.

Why do we count the orchids?

Counting orchids is an indicator of the changes in the grassland and in the quality or nature conservation value of the grassland. We all love orchids and they are easy to count.

Orchids are a natural part of agriculturally unimproved species-rich grasslands on chalk and limestone soils and on pH neutral soils. They grow together with many other characteristic plant species associated with these grasslands which are invariably rich in species. If such grasslands are not grazed or cut for hay, then scrub species start to colonise including brambles, wild rose, hawthorn, blackthorn and woodland trees such as ash, oak and birch. The grasslands tend to become less rich in species and more dominated by coarse grasses such as perennial rye-grass, false oat-grass and cock's-foot. They start to resemble roadside verges. These grasslands are often cut in August and the cuttings baled. This exports the plant nutrients that the plants absorb from the deeper soils and ensures that the soil fertility remains low thus both preventing the growth of coarse grasses that love rich nutrients in the soil and encouraging the growth of wildflowers.

The increasing numbers of pyramidal orchids since 2018 are an indicator of the superb quality of the limestone grassland on Windmill Hill and how it is being managed by the Much Wenlock Windmill Trust with a late summer hay cut in place of the previous horse grazing. The species-rich grassland on Windmill Hill and the famous windmill tower are looked after by the Trust who lease the site from the Wenlock Estate. We are looking for a trend over the years to demonstrate that the change in grassland management in 2018 from pony grazing to a hay cut & baling in August is improving the quality of the superb species-rich grassland flora. The overall trend is definitely upwards since 2018. Counting orchids is an indicator of the changes in the grassland and in the quality or nature conservation value of the grassland. We all love orchids and they are easy to count.

Ask your friends and family to come on the orchid count and to send me their email addresses for adding as blind carbon copy to my master email circulation list. They will receive the next email about the orchid count and the results after the count. The more people we have, the more fun it is. No botanical knowledge is required. Just a love of wildflowers on Windmill Hill which has the best limestone grassland in Shropshire.

Subject: Official Opening of Windmill Hill Local Nature Reserve - Saturday 29th June, 2024
Date: Sunday, 12 May 2024 at 19:38:56 British Summer Time
From: Duncan White
To: Trudi Barrett

Hi Trudi,

We have been very grateful for the full support of the Town Council on this project and on behalf of the Windmill Hill Trust we would like to invite the Mayor - Councillor Marcus Themans, Deputy Mayor Councillor Dan Thomas and all of the members of the Much Wenlock Town Council to the official opening of the newly declared Local Nature Reserve at Windmill Hill, Farley Road, Much Wenlock.

This will take place on Saturday 29th June, 2024 at the Windmill Hill.

The days events will commence at 1030am with the annual orchid count, which will be organised by members of the Windmill Hill Trust with any volunteers able to attend. This usually concludes by 1230pm and is dependent on the number of volunteers taking part (the more present the quicker it takes to complete)

Following this there will be an official “ Hands Around the Windmill” ceremony (great photo opportunity!) - we are hoping to get a good coverage on local social media and other publications.

There will then be a family picnic (bring your own) when we are hoping that families who have attended to assist with the opening can all enjoy and appreciate this very special space for our local community.

If this invite could please be forwarded to all members of the council on our behalf. We look forward to seeing any councillors who can spare the time to attend, what we think is a very important local event.

If possible would it be possible to have an indication prior to the event of likely attendance.

Thanks in advance

Duncan White
Windmill Hill Trust



A Wenlock Guild... intrigued? Then read on.

The idea..

I would like to explore the possibility of forming a Guild for the promotion of Much Wenlock.

This would be a group of local traders and others who would come together from time to time to plan events for the town and to be a point of reference for other bodies to consult with when they are planning events that may impact trade for better or worse.

Rather than wait for problems to arise, if we were an organised group at least we would have a voice rather than being fragmented. Hopefully, once established, the Town Council and others would recognise us and have a means of contacting, consulting and working with us. The Guild could then circulate details to all those on an email list and social media.

There have been many examples where consultation and working together has taken place and resulted in a positive outcome. There have also been examples where traders have promoted the town through their own initiatives - for example, the leaflet that Deb at the Smoothie produced some time ago promoting the town.

I know some of us make good use of the TAG WhatsApp group, and whilst that is a useful resource the aim of the Guild would be to establish a consultative, wide-spread group involving more than just local traders and hopefully jointly promoting our beautiful town.

Food for thought...

The Christmas Fayre grew out of a meeting of traders and others who came together when the previous private organisers pulled out - this is now a highlight of the calendar, but without that initial coming together of interested folk it would have folded.

Do we make enough of the Wenlock Festival? Could we do something in collaboration with them?

How can we boost our town's online profile as a place to shop, visit etc.?

The Town Council has recently signed up to a group called Visit Shropshire, which will give us access to a wide range of promotional opportunities, but it is down to us to make the most of this.

The Wenlock Neighbourhood Plan is being revised - this should be something that local businesses and organisations contribute to.

So what next?

If there is enough interest, then I suggest we get together shortly and bounce some ideas around.

If you would like to explore this further, drop an email to wenlockguild@gmail.com

This is not just about trade, it's about promoting Much Wenlock.



ROAD TRAFFIC REGULATION ACT 1984 - SECTION 23

ESTABLISHMENT OF PUFFIN PEDESTRIAN CROSSING BRIDGNORTH ROAD, MUCH WENLOCK

Notice is hereby given that Shropshire Council, in exercise of their powers under Section 23 of the Road Traffic Regulation Act 1984, and after consultation with the Chief Officer of Police, proposes to establish a Puffin Crossing as follows:

Puffin Crossing on BRIDGNORTH ROAD, MUCH WENLOCK at a point approximately 28 metres southeast of its junction with Racecourse Lane.

A plan illustrating the proposals may be inspected at Much Wenlock Library, The Corn Exchange, 62 High Street, Much Wenlock, or on www.shropshire.gov.uk/traffic. Alternatively, you may request copies by:

- E-mailing: traffic.engineering@shropshire.gov.uk
- writing to: Traffic Engineering Team, Shirehall, Abbey Foregate, Shrewsbury SY2 6ND
- or by calling 0345 678 9006.

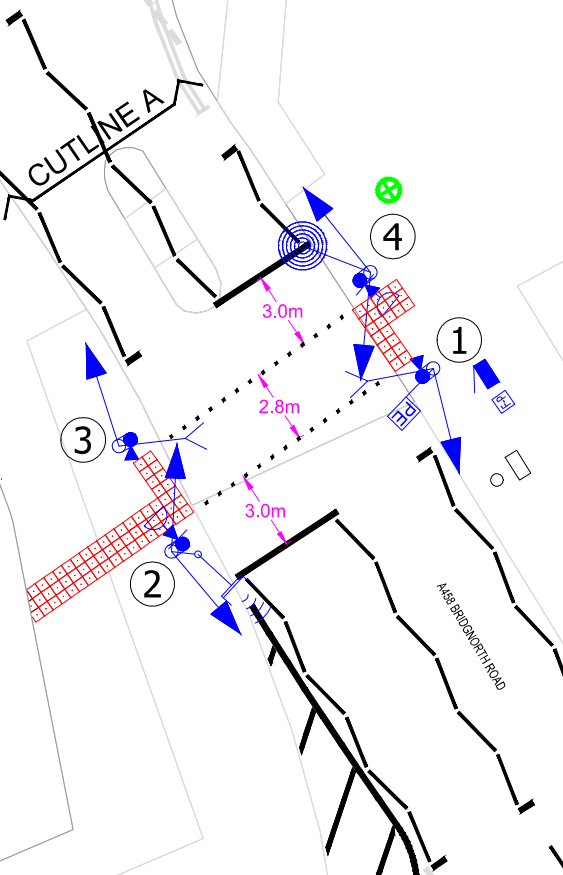
If you wish to make representations in relation to this proposal please send us an e-mail or letter by 27 June 2024 (contact details as above). You may also ring the above phone number for more information.

6 June 2024

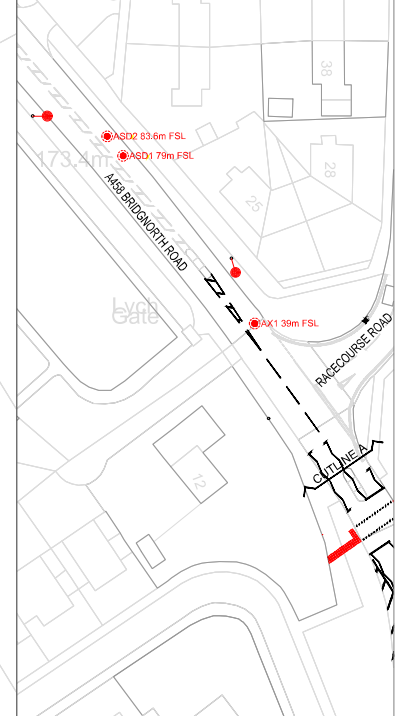
(Data Protection: Please note that representations received may be reproduced, stored, copied and published on-line in connection with the processing of the (proposed) Order and/or any Inquiry. Information will not be used for additional purposes without consent. Representations without a name and address will be treated as anonymous, which may affect their weight in the decision making process. Any details published on-line will exclude individuals email addresses and phone numbers.)



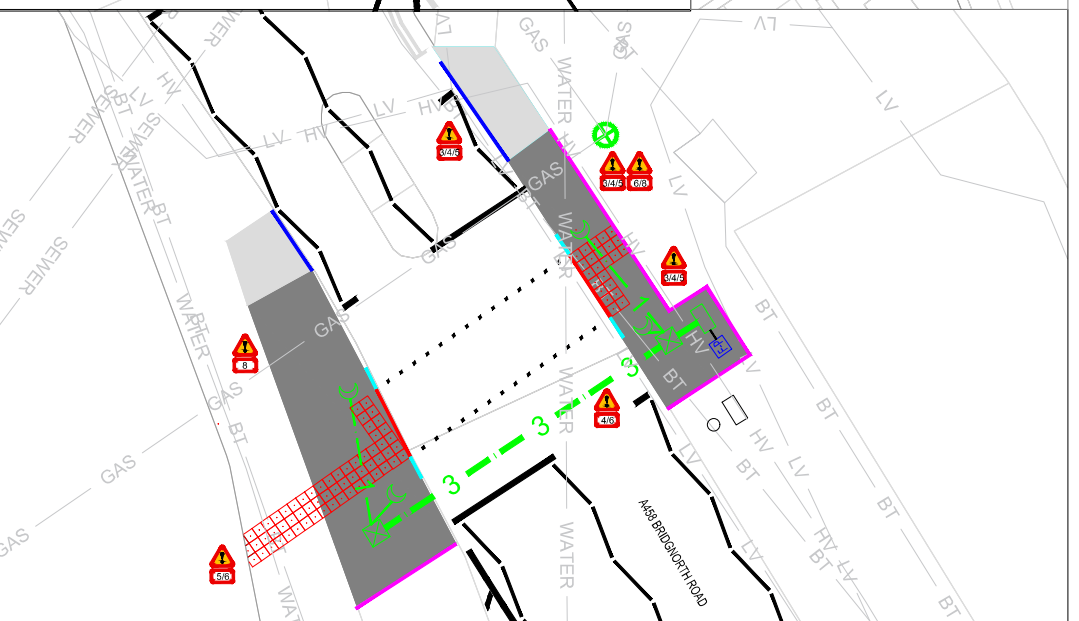
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SCALE 1:500



SCALE 1:100



DO NOT SCALE

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TRAFFIC SIGNALS NOTES:

- THIS IS A NEW PUFFIN CROSSING FACILITY.
- THIS WILL BE A ELV INSTALLATION. A MINIMUM OF 4 OR 25% (WHICHEVER IS GREATER) SPARE CORES SHALL BE PROVIDED PER CABLE.
- ALL NEW TRAFFIC SIGNAL EQUIPMENT INCLUDING POLES, CABINETS AND ENCLOSURES SHALL BE BLACK IN COLOUR.
- ALL STREET FURNITURE TO HAVE A MINIMUM LATERAL CLEARANCE OF 0.45M FROM THE EDGE OF CARRIAGEWAY.
- THE LOCATION AND ORIENTATION OF ALL TRAFFIC SIGNAL EQUIPMENT MUST BE AGREED WITH SHROPSHIRE COUNCIL ON SITE **PRIOR** TO INSTALLATION.
- TRAFFIC SIGNAL POLES SHALL BE PASSIVELY SAFE, CRANKED, 11MM IN DIAMETER AND HAVE A LOW ACCESS DOOR. A LOW LEVEL SIGNAL TERMINATION ENCLOSURE SHALL BE PROVIDED TO ALLOW CABLING WORKS TO TAKE PLACE OUTSIDE OF THE POLE.
- EACH SIGNAL POLE IS TO BE NUMBERED AS PER SHROPSHIRE COUNCIL REQUIREMENTS. BLACK NUMBERS (80X45MM) ON WHITE BACKGROUND (75X50MM).
- DRAW CORDS MUST BE LEFT IN THE DUCTS AFTER WORKS ARE COMPLETED.
- ALL ABOVE GROUND DETECTION MUST BE MOUNTED ON APPROPRIATE BRACKETS AND BE POSITIONED SO AS TO FUNCTION IN ITS PROPER MANNER.
- THE CONTROLLER CABINET MUST BE FITTED WITH A SWING FRAME AND SHALL BE FITTED WITH A METRONA MONITORING UNIT THAT IS CONFIGURED TO MONITOR THE FOLLOWING OUTPUTS: LAMP FAIL, DETECTOR FAIL AND LAMPS OFF. THE UNIT IS TO BE POWERED FROM THE CONTROLLER'S 230V REGULATORY SIGNS SUPPLY AND MUST COME WITH A LAST GASP BATTERY TO ALLOW FAILURE TO BE REPORTED. THE SM CARD SHALL BE PROVIDED WITH THE UNIT.
- THE CONTRACTOR IS RESPONSIBLE FOR DESIGNING THE CABLE SCHEDULE AND REVIEWING THE DUCTING PROPOSALS TO CONFIRM THAT THE DESIGN CAN FACILITATE THE PROPOSED TRAFFIC SIGNALS.
- ALL CABINET AND SIGNAL POLE DOORS SHALL BE EARTHED USING EARTH STRAPS.
- AUDIIBLE UNITS ARE TO OPERATE BETWEEN 0730-2100.
- SMARTCROSS HANDS-FREE UNITS SHALL BE PROVIDED IN ALL PUSH BUTTON UNITS.
- DETECTOR EXTENSIONS SHALL BE 1.0 SECOND FOR ON CROSSING DETECTION.

PERIOD	PUFFIN TIMINGS	
	SIGNALS SHOWN TO VEHICLES	SIGNALS SHOWN TO PEDESTRIANS (SECS)
1	GREEN	7-20
2	AMBER	RED
3	RED	RED
4	RED	GREEN
5	RED	MINIMUM ALL RED
6	RED	EXTENDABLE ALL RED
7	RED & AMBER	RED

CROSSING WIDTH = 8.5 METRES

TRAFFIC SIGNALS KEY:

- ① TRAFFIC SIGNAL POLE AND NUMBER
- PUFFIN CONTROLLER
- PRIMARY SIGNAL HEAD
- CLEARVIEW ACCESS POINT
- CLEARVIEW REPEATER UNIT
- AX1 CLEARVIEW MAGNETOMETER
- AGD 518 TACTILE DETECTOR
- ON-CROSSING PEDESTRIAN DETECTOR
- FEEDER PILLAR WITH DOUBLE POLE ISOLATOR
- NEAR-SIDE DISPLAY/PUSH BUTTON WITH ALBU/LE TACTILE SMARTCROSS UNITS
- PUSH BUTTON UNIT WITH TACTILE AND SMARTCROSS UNITS
- PHOTO-ELECTRIC CELL
- 2M EXTENSION POLE

RESIDUAL DESIGN HAZARDS

Indicates a Residual Risk as a warning

Hazard Nos.

- Live traffic
- Pedestrian movements
- Underground HV services
- Underground LV services
- Underground BT services
- Underground water main
- Underground sewer
- Underground LP gas main

AT ALL LOCATIONS OF WORKS

POLE NUMBER	POLE TYPE	POLE SOCKET TYPE & SETTING OUT DETAILS		NAL RETENTION SOCKET
		DISTANCE - POLE FACE TO TACTILE	DISTANCE - POLE FACE TO KERB FACE	
1	4M CRANKED	0.5M	0.8M	RS115 (450) DUCK FOOT
2	4M CRANKED	0.5M	0.8M	RS115 (450) DUCK FOOT
3	4M CRANKED	0.5M	0.8M	RS115 (450) DUCK FOOT
4	4M CRANKED	0.5M	0.8M	RS115 (450) DUCK FOOT

CIVILS NOTES:

- ALL POLES ARE TO BE INSTALLED AS PER THE POLE SCHEDULE. IF A POLE CANNOT BE INSTALLED IN THE DESIRED LOCATION THE NEW LOCATION MUST BE AGREED BY SHROPSHIRE COUNCIL.
- TRAFFIC SIGNAL DUCTING SHALL BE 100mm ORANGE DUCT AND MARKED WITH 'TRAFFIC SIGNALS' AT NO MORE THAN 1.0m INTERVALS. DRAW CORDS SHALL BE INCLUDED IN ALL DUCTS.
- DUCTING IN THE FOOTWAY SHALL HAVE A MINIMUM COVER OF 450MM. DUCTING IN THE CARRIAGEWAY SHALL HAVE A MINIMUM COVER OF 750MM.
- BLACK 50MM DUCT TO BE INSTALLED BETWEEN THE FEEDER PILLAR AND THE CONTROLLER BASE.
- ALL NAL PRODUCTS ARE TO BE INSTALLED TO THE MANUFACTURERS SPECIFICATION.
- A STUMP LEVELLING POST MUST BE USED TO ENSURE THAT POLE RETENTION SOCKETS ARE INSTALLED VERTICALLY (TOLERANCE OF +/-1.0'), WHERE THIS TOLERANCE IS NOT MET THE CONTRACTOR WILL BE EXPECTED TO RE-INSTALL THE UNIT AT HIS OWN EXPENSE.
- CHAMBERS ARE TO HAVE A GRADE 8 COMPOSITE LIDS AND STEEL FRAMES.
- THE LOCATIONS OF THE STATS ARE TAKEN FROM STATUTORY UNDERTAKERS SOURCE MATERIAL. A COPY OF ALL SOURCE MATERIAL IS SUPPLIED TO THOSE UNDERTAKING CONSTRUCTION. THE REPRESENTATION OF SERVICES INFORMATION ON THIS DRAWING DOES NOT WARRANT THE ACCURACY OF THE SOURCE MATERIAL.
- HAND DIG ONLY IN ALL LOCATIONS WHERE APPARATUS IS LAYED.
- TAR PRESENT THROUGHOUT SITE. NO CORES HAVE BEEN TAKEN. THE CONTRACTOR IS TO TREAT ALL ARISING AS TAR BOUND MATERIAL AND ARRANGE FOR DISPOSAL TO AN APPROPRIATE HAZARDOUS WASTE FACILITY.

CIVILS KEY:

- NAL CONTROLLER BASE
- NAL STAKKABOX CHAMBER, 450x450MM
- NAL RETENTION SOCKET
- 100MM ORANGE DUCT
- 50MM BLACK DUCT
- 400x400x50MM TACTILE PAVING ON 40MM SAND
- BULLNOSE KERBING WITH 6MM UPSTAND
- DROPPER KERBING
- HALF BATTER KERBING
- NEW FOOTWAY EDGING
- WHITE THERMOPLASTIC ROAD MARKINGS
- ALUMINIUM 100x100 ROAD STUDS WITH RBS
- FOOTWAY TO BE RESURFACED/REGULATED WITH AC20 DENSE BIN 100/150 PEN AND 20MM OF AC3 DENSE SURF 100/150 PEN
- FULL FOOTWAY CONSTRUCTION WITH 100MM TYPE 1 SUB-BASE, 50MM AC20 DENSE BIN 100/150 PEN AND 20MM AC3 DENSE SURF 100/150 PEN

COI	14/04/2024	JU	PROF 6306	MAB	BS
REV	DATE	BY	DESCRIPTION	CHK	APP

DRAWING STATUS: A - FIT FOR CONSTRUCTION

wsp

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Shropshire Council

PROJECT: S4078 BRIDGNORTH ROAD MUCH WENLOCK NEW PUFFIN CROSSING

TITLE: GENERAL ARRANGEMENT

SCALE BY:	AS SHOWN	CHECKED:	MAB	APPROVED:	BS
PROJECT NO:	70102106	DESIGNED:	JU	CALC:	April 24
DRAWING NO:	70102106-WSP-HSN-BR-DR-CH-1200-1201	REV:			C01

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Monday, May 20, 2024 at 12:40:00 British Summer Time

Subject: FW: Safety of Lithium ion Batteries and e-bikes and scooterrrs
Date: Monday, 20 May 2024 at 11:35:43 British Summer Time
From: BAILEY, Ron
To: BAILEY, Ron
Attachments: image002.png, the-safety-bill-updated ESF.pdf, Fires May 2024.xlsx, Logos May 2024.mhtml

Dear Local Council

I am writing to ask your Council to support our campaign to improve the safety of lithium batteries (used in e-bike and e-scooters) and their disposal.

Let me begin by introducing myself. I am the researcher for Lord (Don) Foster (hence my email address), who has been campaigning on this issue in the House of Lords. I am also the parliamentary advisor to Electrical Safety First, a UK Charity dedicated to reducing the deaths and injuries caused by electricity.

As you will probably know lithium battery fires are on the increase – there have been over 1000 in the past few years, nearly 200 injuries and a dozen fatalities. Homes have been destroyed. The cost to the UK runs into £billions. You will doubtless know of examples in your area. I attach a spreadsheet of some recent fires – as you will see there have been some in your area.

Lord Foster and Electrical Safety First are promoting the attached Bill (a summary of which is included at the end of this email) to ensure greater safety in the use and disposal of lithium batteries and are aiming to get it into law as soon as possible. It has its First Reading on 5th June.

We have the support of many national organisations, as the attached logos show – including the National Fire Chiefs Council, the Association of Ambulance Chief Executives, the Royal Society for the Prevention of Accidents and the Royal Society for Public Health. In addition 2 coroners have called for the law to be tightened to ensure greater safety.

We are now contacting more locally based organisations, and it would be great if your Council was able to support this campaign. It would be a great boost. Please do get in touch if you require any further information.

I look forward to hearing from you,

Yours sincerely,

Ron Bailey

PS Don't worry if you are not meeting before June 5th. That is only the 1st Reading – other stages will follow, so you won't be too late. Your support will be valuable at any time.

Clause 1 would require third party *independent* approval-testing for e-bikes, e-scooters and their batteries before entering the UK market.

Clause 2: incidents of fires and harmful fumes resulting from lithium-ion batteries in waste vehicles and landfills are increasing. There are reportedly more than 200 landfill fires annually, making up 48 percent of all fires, costing £158 million and contributing significantly to pollution. This clause requires the government to establish regulations for the safe disposal of used lithium-ion batteries.

Clause 3 addresses specific fire concerns, ensuring safer access, charging, and storage of lithium-ion batteries. While an outright ban is suggested by some, conversion kits remain a financially practical solution, especially for gig economy workers reliant on sustainable transportation. Implementing a standardised approach to kits could establish design and installation controls, mitigating foreseeable risks.

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The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

Node	No. of Incidents	Party	Incident 1
Aberconwy	1	Con	E-bike fire
Aberdeen North	1	SNP	Lithium-ion battery fire takes hold of Aberdeen recycling centre
Aberdeen South	1	SNP	Fish processors evacuated after e-scooter fire
Ashton-under-Lyne	1	Lab	Charging bikes cause blaze
Aylesbury	1	Con	A fire in the paper bin at Aylesbury Recycling Centre
Barrow and Furness	1	Con	Warning after e-bike charger causes fire in Ulverston garage
Basildon and Billericay	2	Con	Laindon Flat Fire: Exploding e-scooter causes mass evacuation and destroys home
Beaconsfield	1	Con	A fire in the electrical bin at Beaconsfield Recycling Centre
Belfast South	1	SDLP	E-bike catches fire overnight
Bermondsey and Old Southwark	1	Lab	Sofia Duarte dies after converted e-bike battery burst into flames
Bethnal Green and Bow	3	Lab	E-bike catches fire in shop selling 2nd hand bikes
Bexleyheath and Crayford	1	Con	The fire in Arthur Street is believed to have been caused by a faulty e-bike lithium battery.
Birmingham, Ladywood	1	Lab	E Bike fire in Tower Block - Ladywood
Blackpool North and Cleveleys	1	Con	Mum died in devastating house fire after battery went up like a Roman candle
Bolton North East	1	Con	e-bike fire in flat
Bootle	1	Lab	Lithium-ion battery fire results in fatality and serious injury
Bournemouth West	1	Con	E- Bike fire in constituency
Bradford East	1	Lab	E-bike causes house fire
Bradford West	1	Lab	Woman and baby rescued after fire at house in Bradford - fire chief attributes fire to e-bike battery charging overnight
Brent Central	1	Lab	Half of a second floor flat in a four-storey residential building was damaged by fire. . .believed to have been caused by the failure of a lithium-ion battery
Brent North	1	Lab	E Scooter Fire in Brent
Brentford and Isleworth	1	Lab	Eight fire engines and 60 firefighters tackle Brentford blaze caused by lithium battery
Brentwood and Ongar	1	Con	Kitchen fills with smoke as defective e-scooter battery catches fire in south Essex
Brighton, Kemptown	1	Lab	One injured after e-scooter fire in house
Brighton, Pavilion	1	Green	E-scooter fire in high rise hospitalises two
Bristol North West	2	Lab	E- Bike fire in constituency
Bristol South	2	Lab	A spokesperson for Avon Fire and Rescue Service said the fire involved lithium-ion batteries on charge
Bristol West	1	Lab	Tower block fire resulted in mans death
Bromley and Chislehurst	1	Con	The discarded waste contained a high performance lithium battery with wire leads
Burton	1	Con	The owner of the site who didnt wish to be named has told me that the fire was caused by a lithium battery in a black bag
Bury North	1	Con	E-bike being charged incorrect causes fire to damage house
Caerphilly	1	Lab	E-scooter fire damages house
Camberwell and Peckham	1	Lab	nvestigators believe it (the house fire) was caused by a lithium-ion battery for an electric bicycle overheating while being charged.
Cambridge	2	Lab	Fire that killed woman and two children started by e-bike left charging
Cannock Chase	1	Con	An exploding e-bike battery sparked the blaze that ripped through a Rugeley home. Seven people were taken to hospital following the fire which gutted the semi-detached property.
Carlisle	1	Con	Carlisle kitchen fire was caused by a charging electric scooter
Carmarthen East and Dinefwr	1	Ind	Lithium-ion battery fire at recycling centre cost millions
Central Devon	1	Con	Bin lorry fire in Bovey Tracey blamed on lithium batteries
Central Suffolk and North Ipswich	1	Con	Sackers added that it believes the fire was caused by a lithium battery and reiterated the importance of disposing of these safely.
Cheadle	1	Con	WASTE bosses are highlighting a recent bin wagon fire in Tameside in a plea to people to dispose of old batteries safely.
Chelmsford	1	Con	Flat destroyed overnight by charging e-bike

Chelsea and Fulham	1 Con	an incident last night (Monday 1 November) at 19:31hrs at Parsons Green station in which an e-scooter lithium battery caught fire on an underground train
Chichester	1 Con	Lithium-ion batteries are suspected to be the cause of an ongoing fire at the Viridor household waste recycling centre (HWRC) at Westhampnett near Chichester.
Cities of London and Westminster	1 Con	Electric triycle catches fire outside Buckingham Palace while parked on street (Daily Telegraph article)
Copeland	1 Con	Whitehaven house fire: Warning after e-bike battery failure
Coventry North West	1 Lab	E-bike battery found to be cause of fire in Coventry apartment block
Crawley	1 Con	E-scooter sparks bin lorry fire
Crewe and Nantwich	1 Con	Firefighters tackle serious West End flat fire caused by electric bike charger fault
Croydon Central	1 Lab	Converted e-bike catches fire
Croydon North	1 Lab/C	E-bike battery fire prompts renewed warnings from Brigade
Denton and Reddish	1 Lab	Warning after batteries thought to have caused bin wagon fire
Ealing Central and Acton	2 Lab	Lithium battery fire hospitalises 2
East Hampshire	2 Con	Exploding e-scooter battery sets Hampshire house alight
East Lothian	1 Alba	The Dunbar fire in January took 40 hours to extinguish and is now being directly linked to the disposal of lithium-ion batteries.
East Worthing and Shoreham	1 Con	fire at rubbish tip thought to be Li Battery from phone
Eastbourne	1 Con	E- Bike fire in constituency
Eddisbury	1 Con	Flat fire in Winsford caused by charging e-bike battery
Edinburgh North and Leith	1 SNP	A waste solutions vehicle narrowly escaped an extremely hazardous situation as a broken lithium battery almost set alight the waste in the back of their lorry.
Ellesmere Port and Neston	1 Lab	E Scooter fire Ellesmere Port
Eltham	1 Lab	Firefighters have issued another e-scooter battery warning after a house fire on Rochester Way in Eltham.
Erith and Thamesmead	1 Lab	Firefighters renew warning of rise in fires caused by e-bikes following fire in Arthur Street
Finchley and Golders Green	1 Con	E-bike fire destroys North Finchley roof terrace prompting safety warning
Gedling	2 Con	Warning as statement confirms cause of huge Nottingham waste fire as discarded lithium battery
Gillingham and Rainham	1 Con	E-scooter suspected cause of Gillingham flats fire
Hackney North and Stoke Newington	1 Lab	Man in hospital after e-bike bought online catches fire
Hackney South and Shoreditch	2 Lab	Investigators believe that the fire was caused by a failure of an e-bikes lithium battery which was on charge.
Halifax	2 Lab	Yorkshire family's house goes up in flames after charging e-bike catches fire
Hammersmith	2 Lab	Shepherd's Bush high-rise fire caused by e-bike prompts safety warning from firefighters
Hampstead and Kilburn	1 Lab	E-bike battery safety warning after West Hampstead flat fire
Harborough	1 Con	Charging e-scooter causes house fire
Harlow	1 Con	Templefields House: E-scooter fire renders man homeless
Harrogate and Knaresborough	1 Con	E-bike causes fire
Harrow East	1 Con	Huge fire at Harrow Recycling Centre was caused by batteries
Harwich and North Essex	1 Con	Battery safety warning after e-scooter fire
Hayes and Harlington	1 Lab	Firefighters have issued another e-bike safety warning after a house fire on Balmoral Drive in Hayes in the early hours
Henley	1 Con	Crews tackle e-scooter battery fire at Oxford industrial estate
Holborn and St Pancras	1 Lab	Kentish Town fatal fire likely caused by e-bike battery
Hornchurch and Upminster	1 Con	E-bike battery fire burns down house
Horsham	1 Con	Discarded batteries blamed for dustcart fire near Horsham
Houghton and Sunderland South	1 Lab	Charging e-scooter catches fire
Hove	2 Lab	A huge pile of rubbish was piled onto a busy road after a refuse truck had to be emptied to put out a fire sparked by a lithium battery.
Huntingdon	1 Con	A bin lorry in Cambridgeshire was forced to tip its load out on the side of the road after a fire caused by lithium batteries started among the waste.
Hyndburn	1 Con	Fire safety warning after Rishton family's e-scooter explodes
Ilford North	2 Lab	House fire in Hainault believed to have been caused by a charging e-bike lithium-ion battery

Ilford South	1 Lab	Man hospitalised after Ilford house fire started by a charging e-bike
Islington South and Finsbury	1 Lab	Fire investigators believe the cause of the fire is due to a lithium battery failing on an e-scooter.
Islwyn	1 Lab	Electric battery fire burns family house to the ground
Keighley	1 Con	Firefighters in Keighley submerge e-bike after battery catches fire
Kensington	1 Con	Three women hospitalised from suspected e-bike blaze
Knowsley	1 Lab	MFRS said the blaze in Huyton was one of the
Lancaster and Fleetwood	1 Lab	Almost £5k raised in less than a day for Lancaster family who lost everything in house fire
Leicester East	1 Ind	Faulty electric bike battery caused fire which ripped through Leicester home leaving two men critical
Leicester South	1 Lab	A faulty e-bike battery was the probable cause of a house fire in Leicester which left two men in a critical condition in hospital investigators have said.
Leigh	1 Con	E Scooter fire in Tyldesley
Lewes	1 Con	A "zombie battery" was likely the cause of a serious fire which broke out at a recycling site in Lewes last week.
Lewisham East	1 Lab	Old Road Lewisham e-bike flat fire: 200 people evacuated
Lewisham West and Penge	1 Lab	Forest Hill E Bike Fire
Lewisham, Deptford	1 Lab	Deptford High Street: Man rescued from flat fire caused by charging e-bike
Leyton and Wanstead	1 Lab	Shocking footage emerges of devastating lithium fire sparked when e-bike battery ignited
Liverpool, Riverside	1 Lab	E-bike caused devastating fire in Merserside home
Luton North	1 Lab	Fire caused by home made e-bike conversion kit
Luton South	1 Lab	E-bike on charge fire partially destroys Luton home
Maldon	1 Con	Overheated e-scooter lithium-ion battery causes fire
Mid Bedfordshire	1 Lab	Central Bedfordshire Council joins national fight against "zombie batteries" in bid to tackle waste collection fires
Mid Worcestershire	1 Con	Bin lorry fire caused by improperly disposed lithium-ion battery
Middlesbrough	1 Lab	Middlesbrough home left severely damaged after e-bike blaze as fire service issues warning
Milton Keynes North	1 Con	E- Bike fire
Moray	1 Con	Family's heartache as inferno sparked by dodgy electric bike destroyed home of 22 years
Newark	1 Con	Colwick Industrial Estate blaze caused by discarded lithium batteries
Newcastle upon Tyne Central	1 Lab	Lithium e-scooter battery causes devastating fire in North East flat
Normanton, Pontefract and Castleford	1 Lab	Lithium ion battery causes fire in recycling plant
North Devon	1 Con	Five people rescued from e-bike left on charge fire
North Swindon	1 Lab	E-bike fire damages house and hospitalises resident
North Thanet	1 Con	Lithium ion battery causes fire in garage
Northampton South	1 Con	
Nottingham South	1 Lab	Emergency service called out to fire involving e-scooter
Old Bexley and Sidcup	1 Con	E-bike fire damages first floor flat in Halfway Street Sidcup
Oldham East and Saddleworth	1 Lab	Video shows electric bike battery fire explode Oldham window
Orkney and Shetland	1 LD	Fire caused by disposal of lithium batteries in domestic or commercial waste
Peterborough	1 Con	Fire Service issues lithium battery warning after bin lorry fires
Plymouth, Sutton and Devonport	1 Lab	Domestic Property Fire caused by e-bike battery
Poplar and Limehouse	1 Lab	Criminal investigation launched after fatal east London flat fire believed to have been caused by an e-bike lithium-ion battery
Portsmouth North	1 Con	Flat fire sparks electric scooter battery safety warning
Portsmouth South	1 Lab	Crews from Southsea were called to a flat fire in Sandringham Road Portsmouth after an electric scooter's lithium battery caught fire leading to a fire in the bathroom
Putney	1 Lab	Lithium batteries blamed for huge Wandsworth fire
Reading East	1 Lab	E-bike fire caused by charger exploding
Ribble Valley	1 Con	Two fires in bin lorries caused by lithium-ion batteries

Rochester and Strood	1 Con	Fire in block of flats in Gillinghams Wood Street started by e-scooter
Rochford and Southend East	1 Con	Overheated battery causes house fire in Thorpe Bay
Rotherham	1 Lab	E-Bike fire in Rotherham
Salford and Eccles	1 Lab	Tower block fire caused by e-bike battery
Sheffield Central	1 Lab	Home destroyed and residents injured after e-bike explosion in flat
Sittingbourne and Sheppey	2 Con	Sheerness High Street flat fire caused by e-scooter battery fault
Sleaford and North Hykeham	1 Con	Lithium-ion batteries caused major waste plant fire at Barkston Heath MRF facility
Slough	1 Lab	Slough property fire thought to be caused by an e-bike battery
Somerton and Frome	1 LD	Frome house fire caused by e-bike
South Shields	1 Lab	Family forced to flee home after e-bike bursts into flames in kitchen
South Swindon	1 Con	Second hand lithium batteries catch fire
South Thanet	1 Con	
Southampton, Test	1 Lab	E-scooter on charge catches fire in Southampton forcing boy to flee his bedroom
St Albans	1 LD	Spate of fires in waste trucks in St Albans likely caused by improperly disposed lithium-ion batteries
St Austell and Newquay	1 Con	Waste truck fire caused by improperly disposed lithium-ion batteries
Stafford	1 Con	Dad heartbroken as house burns to ground in fire caused by e-bike bought as a gift
Stoke-on-Trent Central	2 Con	Battery explosion hospitalises 2
Streatham	1 Lab	Two in hospital after e-scooter fire in Streatham Hill
Stroud	1 Con	People in the Stroud district are being warned not to discard batteries at home after a fire was started in a recycling truck.
Sutton and Cheam	1 Con	E-bike catches fire on train platform
Telford	1 Con	E- Bike fire
Tewkesbury	1 Con	Fire started in a recycling vehicle - likely caused by a lithium battery
The Cotswolds	1 Con	Gloucestershire bin lorry fire started by dodgy battery sparks household recycling warning
Torfaen	1 Lab	Torfaen firefighters issue warning following e-scooter fire
Torridge and West Devon	1 Con	E Bike Fire in Hartland
Tottenham	1 Lab	Tottenham flat fire likely caused by e-bike
Twickenham	1 LD	Teddington hotel fire caused by charging lithium-ion battery pack
Uxbridge and South Ruislip	1 Con	West Drayton house fire caused by charging lithium-ion battery pack for e-scooter
Vale of Clwyd	1 Con	Fire caused by battery on delivery e-bike
Wakefield	1 Lab	House burnt down by charging e-bike
Walthamstow	1 Lab	E-bike warning issued after battery fire leaves five in hospital
Washington and Sunderland West	1 Lab	Warning after e-bike on charge causes house fire in Washington
Wentworth and Dearne	1 Lab	E-bike in flames puts fire crews on alert
West Dorset	1 Con	Battery ignites bin lorry in Bridport
West Ham	1 Lab	Battery bought from disreputable seller starts fire
Westminster North	1 Lab	Fire believed to have been accidental and caused by a lithium-ion battery for an e-bike
Wigan	1 Lab	E-bike fire after device left charging
Wimbledon	2 Con	E-scooter suspected after Colliers Wood flat fire
Witney	1 Con	Incorrect battery disposal sparks Council to warn of fire risk
Woking	1 Con	Knaphill bin lorry fire thought to have been started by lithium battery thrown in bin
Wrexham	1 Con	Lithium battery causes fire in household recycling plant

Shropshire Council

Shropshire's Draft Preventing Homelessness and Rough Sleeping Strategy 2024 to 2029

Consultation: 24 April 2024 - 21 June 2024

Introduction

We're inviting members of the public and our stakeholders to have their say on Shropshire's Draft Preventing Homelessness and Rough Sleeping Strategy 2024 to 2029. The draft strategy aims to demonstrate how Shropshire Council and partners will work to prioritise the prevention of homelessness and aim to end rough sleeping in the county. Homelessness goes beyond just lacking shelter, affecting physical and mental health, educational attainment, employment prospects, and straining personal and familial relationships.

In recent years there have been key changes including the introduction of the Homelessness Reduction Act and the Domestic Abuse Act, both positive steps for vulnerable groups. This has been set against a backdrop of other challenges including welfare reform, universal credit changes, the Covid-19 pandemic and the cost of living crisis. The strategy is designed to deliver services in a way that will help people as soon as possible. It emphasises the importance of getting the right advice and support at the right time, maximising opportunities for early intervention and prevention.

The purpose of this public consultation is to gather the views of as many people in Shropshire as possible.

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

The consultation will close on 21 June 2024. To have your say, just click on the 'How to get involved' tab on this page. Thank you for taking the time to provide us with your feedback.

Documents (please see SC website)

- [Draft Preventing Homelessness and Rough Sleeping Strategy 2024 -2029 .pdf](#)
- [Equality Social Health Impact Assessment.pdf](#)
- [Executive Summary Homelessness Review.pdf](#)