



Much Wenlock Town Council

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Town Clerk: Trudi Barrett BA (Hons)

Meeting arrangements

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

<https://us02web.zoom.us/j/82589352261?pwd=CiQY2VSluNXq2Glaok6WUWxqw6p3ag.1>

Meeting ID: 825 8935 2261

Passcode: 367398

NOTICE IS HEREBY GIVEN that the **re-convened ANNUAL TOWN COUNCIL** meeting of the above-named Town Council will be held at the **Guildhall**, Much Wenlock commencing at **7 pm** on Thursday **22nd May 2025** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed.....

Trudi Barrett BA (Hons)

Town Clerk

Date: 15th May 2025

A G E N D A

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

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

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

1. Chairman's welcome

2. Apologies

To receive apologies for absence.

3. Disclosure of pecuniary interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members should leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the register of members' interests maintained by the Monitoring Officer.

4. Dispensations

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

5. Public session

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

6. Co-option of Councillors

To consider applications for co-option to fill three vacancies remaining following the uncontested election held on 1st May 2025.

7. Police Report

To receive a report from the local policing team.

8. Shropshire Council report

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

9. Minutes

- a. To approve and adopt the minutes of a Town Council meeting held on 3rd April 2025.
- b. To adopt the minutes of a Planning & Environment Committee meeting held on 4th March 2025.
- c. To adopt the minutes of a Planning & Environment Committee meeting held on 1st April 2025.
- d. To adopt the minutes of a HR Committee meeting held on 25th March 2025.

10. Town Clerk's report

To receive a written report from the Town Clerk.

11. Localism Act 2011 General Power of Competence

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

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

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

12. Schedule of future meetings

To consider and approve meeting dates for the Council year 2025-26.

13. Finance & Asset Management Committee

To review and approve the Terms of Reference for the Finance & Asset Management Committee.

14. Planning & Environment Committee

To review and approve the Terms of Reference for the Planning & Environment Committee.

15. HR Committee

To review and approve the Terms of Reference for the HR Committee.

16. Discipline & Grievance Panel

To review and approve the Terms of Reference for the Discipline & Grievance Panel.

17. Membership of Committees and Working Groups

To resolve to defer consideration of the following items to the next meeting:

- a. Membership of Committees
- b. Review of Working Groups and Terms of Reference of Working Groups
- c. Membership of Working Groups
- d. Review and appointment of Representatives on Outside Bodies

18. Review and Approval of Policies and Procedures

To review and approve the following policies and procedures:

- a. Standing Orders
- b. Financial Regulations
- c. Complaints Procedure and Procedure for Dealing with Unreasonable and Persistent Complainants
- d. Publication Scheme
- e. Communications and Media Policy
- f. Privacy notice
- g. Investment Strategy 2023 - 26

19. Approval of Direct Debits and Electronic Bank Payments

- a. To approve the use of variable direct debits for the payment of utility bills and non-domestic rates in accordance with the Town Council's Financial Regulation 7.9
- b. To approve payment for items by means of electronic bank payments, including BACS and CHAPS, in accordance with the Town Council's Financial Regulation 7.10.

20. The Guildhall Project

- a. To receive an update on the Guildhall Project.
- b. To agree to submit an application to the National Lottery Heritage Fund for Development Phase grant funding for the Guildhall Project, entitled: Much Wenlock Guildhall – the next 100 years.

21. Correspondence

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

- a. SALC information bulletins and other information
- b. NALC newsletters and other information
- c. Press releases from Shropshire Council
- d. Rural Bulletins from the Rural Services Network
- e. VCSA Shropshire newsletters
- f. News from Shrewsbury and Telford Hospital NHS Trust
- g. What's On at The Edge Arts Centre
- h. Friendly Transport Service Newsletter
- i. Marches Energy Agency May 2025 Newsletter
- j. Climate Action News for Shropshire, Telford & Wrekin May 2025
- k. The Rural Services Network Rural Funding Digest
- l. Advertisement for Armed Forces Day at Shrewsbury Castle on 14th June 2025

22. Agenda items for Next Town Council Meeting

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

23. Date of next meeting

To note the date of the next meeting will be Thursday, 5th June, subject to confirmation at agenda item 12 above.