

# Wellington Town Council

Town Mayor  
Cllr P. Davis



**Town Clerk**  
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## **POLICY & RESOURCES COMMITTEE**

Minutes of the meeting of the above named Committee held at Civic Offices on Tuesday 7th September 2021 commencing at 7.00pm.

### **Present**

Cllr S. de Launey (SDL) Chairman	Cllr S. Hall (SH)	Cllr L. Carter (LC)
Cllr P. Morris-Jones MBE – (PMJ) Deputy Chairman	Cllr J. Gorse (JG)	
Cllr A. McClements (AMcC)	Cllr M. Hosken (MH)	

**Also in attendance** – Cllr D. Roberts (DR) Deputy Mayor (ex Officio) and K. Roper, Town Clerk.

- 58/21 Chairman's Welcome.** – Cllr de Launey welcomed everyone to the meeting.
- 59/21 Apologies for Absence** – Were received and accepted from the Town Mayor Cllr P. Davies (ex officio).
- 60/21 Declarations of Interest** – Were given and noted in respect of Arleston Community Centre by Cllrs McClements and Gorse.
- 61/21 Minutes of the meeting held on Tuesday, 3rd August 2021** – The minutes were proposed by Cllr Hosken as a true and accurate record, he was seconded by Cllr Gorse and all members voted in favour.
- 62/21 Confidential minutes of the meeting held on Tuesday, 3rd August 2021** - The minutes were proposed by Cllr Hosken as a true and accurate record, he was seconded by Cllr Gorse and all members voted in favour.
- 63/21 To recommend adoption to Full Council of the new Code of Conduct** – Cllr Hosken proposed to recommend adoption of the updated Code of Conduct to Full Council. He was seconded by Cllr Hall and all members were in agreement. Cllr McClements asked that all members receive training on the Code of Conduct and the Clerk would make arrangements for a training session prior to a Full Council meeting as soon as possible.
- 64/21 To recommend adoption of updated Standing Orders to Full Council** - Cllr Hosken proposed to recommend adoption of the updated Standing Orders to Full Council. He was seconded by Cllr Hall and all members were in agreement.
- 65/21 To recommend adoption of updated Financial Standing Orders to Full Council** – Following clarification Cllr Hosken proposed to recommend adoption of the updated Financial Standing Orders to Full Council. He was seconded by Cllr Hall and all members were in agreement.

## 66/21 Matters Arising

- a **George Evans Tribute** – The Clerk reported that Idverde were very busy so alternative transport arrangements were being investigated.
- b **Speed Indicator Device (SID)** – The Clerk said there were units installed at Bennetts Bank, Apley Avenue and Glade Way. Cllr Morris-Jones MBE said he still felt they were often not working and a waste of time and money as they were largely ignored or misused. Cllr Hosken said he felt that the Arleston Lane SID had made a difference and traffic was slowing down.  
  
Cllr. McClements agreed with Cllr Hosken and felt that most people slow down when they see a SID. Cllr Carter said the SID's also provide evidence base to the Police help with traffic management and enforcement. Cllr Carter requested the SIDs were branded by the Town Council. Cllr Hall requested there was a better system of replacing the batteries, members agreed and also requested they were set to a smile emoji.
- c **Cyclist Dismount Signs** - The Clerk said the Police had been in contact to push forward on this issue and she would keep members informed.
- d **Planter Surrounds** - The Clerk said there were now installed.
- e **Bowring Café** - The Clerk said there was a meeting tomorrow to take this matter forward.
- f **Barclays Bank** - The Clerk reported the Deputy Clerk had an appointment at the TSB to discuss changing the Bank account to them.
- g **Police and Crime Commissioner** – The Clerk reported that John Campion the Police and Crime Commissioner has agreed to attend the meeting on 2<sup>nd</sup> November at 7.00pm

## 67/21 Finance

- a. **To agree receipts** for July 2021
- b. **To agree payments** for July 2021
- c. **To Agree Petty Cash** for July 2021
- d. **Receipts/Payments** compared with budget as at 31st July 2021

Following a satisfactory response to his questions Cllr Hosken proposed acceptance of the above documents referenced a-d, he was seconded by Cllr Gorse and all members voted in agreement.

- e. **External Auditor**  
The Clerk said a communication had been received from the External Auditor reporting they had found an error where a 6 and 0 had been transposed. This will be noted on the certificate together with the fact that the accounts were presented after the closing date.

## 68/21 Reports - Oral report from the Chairman

### Parade Toilets

- **Solar Panels** – Following the successful grant application made by the Climate Change Emergency Group, the Chairman said £5,000 had been received from Telford and Wrekin. The Town Council had previously agreed to cover the shortfall of £2,130 to deliver the total project. Through electricity savings this investment will have paid for itself within 18 months and is a great example of Wellington Town Council supporting the Climate Change Emergency initiative.
- **New Security Door** – The quotation had been circulated to members and accepted under emergency powers due to the action needing to be taken urgently to secure the building.

- **Security Wise Alarm** - The quotation had been circulated to members and accepted under emergency action due to the urgency of the required work to secure the building.
- **PSA Testing** – The Chairman explained funding had previously been agreed for the 2020 testing event but Covid had prevented it from happening so the funding had been carried forward for the session that had taken place in 2021.

#### **69/21 Arleston Community Centre Funding –**

Cllr McClements made the following points:

- Both herself and Cllr Gorse were trustees and volunteers
- The accounts had been circulated and although there was a residual amount showing; financial support was still needed from the Town Council
- The building is the only remaining Community Centre in the parish
- The building needs constant repairs
- It is for the use of all residents of Wellington not just Arleston
- The services are accessed by the top 10% most deprived people in the country
- It is now entirely run by volunteers
- Annual income is around £10-12k
- During Covid the Interfaith group have provided food banks and breakfast clubs
- School uniforms for under privileged children
- Water costs £900 p.a. insurance £600 p.a.
- Cleaning / opening/ closing is now done by volunteers
- Additionally there are IT costs and electricity
- Other grants are applied for every year
- Cllr Roberts said the accounts seemed to indicate that the centre was giving grants to other organisations
- Cllr McClements explained this was to buy materials to deliver services. Cllr Carter said the Government had not funded breakfast clubs and food banks.
- Cllr Hall suggested the entries are recorded differently in the accounts to provide a little more clarity

Cllr de Launey proposed £6k is granted to the Arleston Community Centre, he was seconded by Cllr Hosken and members were unanimously in agreement.

#### **70/21 Regeneration Partnership Meeting held 18th August 2021 –** The written report was circulated to members.

Cllr Hosken said Market Square is looking good but is let down by the premises like the Post Office and he was pleased that Cllr Carter is now making progress. PMJ agreed Wellington deserves a good Post office. The Post Office have been positive and it has been a 3 x stage recovery with the Borough offering full support. A new Post master has been appointed and will improve the facility and it is hoped it will go from what Wellington was to what we need to be. LC also commented that Post Offices may benefit from the High Street Bank closures by providing a banking service to residents Cllr de Launey said that Cllr Carter had worked hard to achieve this.

Cllr Carter said the Market is now opening late with music and food events and the start-up grants were beginning to unlock outside funding. Next week there was a meeting organised to report on the Government Towns Fund progress and further discussion will take place at the October meeting. Due to the need for commercial privacy the whole of section 6 will be redacted prior to sending copies of the minutes to Full Council.

The report was noted.

#### **71/21 Community Action Team Update –** The Town Clerk had distributed 3 x reports and explained that the WEST team now had a waiting list so members may have to wait for jobs

to be completed. She then asked for comments from members. Cllr McClements said she was pleased with the way the team was working and that they could now upload before and after photos and asked that they continue to add more. LC said our Environmental Enforcement officer is an amazing investment and was making a huge difference for Wellington.

**72/21 Purchase of Office 365 for Town Council** – The Clerk had attached a quotation and example of the costs. Cllr de Launey explained the need for members to have a Wellington Town Council email address to comply with GDPR regulations. Cllr Hall asked if any other quotations could be sought and it was explained that all of our office equipment is from T&W and they also supply the network. If we were working outside of their system T&W would be unable to give us access. Acceptance of the quotation was proposed by Cllr de Launey and seconded by Cllr Carter, members voted unanimously in approval.

**73/21 The date of the next meeting was agreed as 5th October 2021**

**74/21 Parade Toilets** – The Clerk had circulated the proposal. Cllr de Launey explained that the contract to clean the toilets was initially for a trial 12 months period which finished at the end of July 2021, but was presently being extended month by month until members could make a decision. The company were now offering a 3 year contract with 3 x cleaning visits per day at a fixed price paid monthly in arrears. Cllr Hosken proposed acceptance of the contract, he was seconded by Cllr Carter and members voted unanimously in favour.

**75/21 Full Council Meeting 14<sup>th</sup> September 2021** – The Clerk said she had asked for the latest guidance from Telford and Wrekin on holding meetings on T&W premises. The response was that face to face meetings should be avoided if possible, but as there was still no legislation in place to allow Town and Parish Councils to hold virtual meetings, we have to physically meet otherwise our decisions could be challenged. Members asked the Clerk to remind Full Council members of the risks and request they wear masks, sanitise hands and take a lateral flow test prior to attendance.

The meeting finished at 8.30pm

Chairman.....5<sup>th</sup> October 2021