

Wellington Town Council

Town Mayor
Cllr Lesley Street



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on Tuesday, 4th October 2011 commencing 7:30pm.

Present: Cllr S deLauney, Chairman Cllr F Burns
Cllr D Chaplin Cllr C Lewis
Cllr R Perkins Cllr G Riley
Cllr B Tillotson
In attendance: Howard Perkins, Town Clerk

49/11 Welcome & Introductory Remarks

The Chairman welcomed all Members to the meeting.

50/11 Apologies for absence

Cllr M Hosken - Business appointment
Cllr Mrs L Street - Mayoral engagement
Apologies accepted.

51/11 Declarations of Interest

Members need only declare any interests they may have in items of interest in the Agenda..
None.

52/11 To confirm the minutes of the last meeting held on Tuesday, 30th August 2011 (approved by Full Council)

Proposed by Cllr Burns, seconded by Cllr Chaplin, and RESOLVED UNANIMOUSLY that the Minutes of the last meeting be approved and signed by the Chairman as a true and accurate record.

53/11 Matters arising from those Minutes

- (i) **Minute 30/11: Peace Memorial:** The Clerk reported the Borough Council were still working on the format of their contribution towards the Garden. It would not be wise to proceed to publicise the scheme until this had been agreed. Noted and approved.
- (ii) **Minute 34/11: Banners & Website:** The Clerk reported further use of the banners to advertise the Literary Festival in six locations in the town. Noted and agreed.
- (iii) **Minute 34/11: Mechanical Conditions Survey:** The Clerk reported this matter would be considered at the Civic Centre Management Committee on 5th October 2011. The Conditions Survey received from GFT, the Borough Council's contractors, was recommending four new ceiling mounted pumps be installed at £17,000, two new convector heaters be installed at £2,750, and a new bar grille be installed at £125. The minutes of the meeting would be submitted to the next meeting of the Town Council. Noted and agreed.
- (iv) **Minute 37/11: New brackets for floral displays:** The Clerk reported that the cost of the new brackets for new poles in Walker Street would be £250 each based upon a quote by Limetree Landscape & Nurseries. The poles would cost £100 each. In the

absence of Cllr Hosken, members agreed to RECOMMEND the Town Council proceed to purchase six new double-sided brackets at £250 each and six new poles at £100 each, to be made and supplied by Limetree Landscape & Nurseries for fitting and installing at the eastern end of Walker Street, to accommodate hanging floral displays for 2012/2013 and traffic signage required by the Borough Council to regulate traffic in the location.

54/11 To confirm the minutes for the meeting of the Grants Panel held on Tuesday, 27th September 2011

Each member had received a copy of the minutes and the recommended grants. It was proposed by Cllr deLauney, seconded by Cllr Tillotson, and RESOLVED UNANIMOUSLY the Minutes be approved and the recommendations be endorsed by the Town Council.

55/11 Matters arising from those minutes.

None.

56/11 Correspondance.

None.

57/11 Finance

- (i) To agree receipts for August 2011: Receipts for August 2011: £2,137.88. Agreed.
- (ii) To agree payments for August 2011: Payments for August 2011: £17,390.66 (gross). Agreed.
- (iii) To agree payments to date for September 2011 (circulated at the meeting): Payments to date for September 2011: £42,836.47 (gross). Agreed.
- (iv) To receive details of Petty Cash payments for August 2011: Petty cash payments for August 2011: £172,29 (gross). Agreed.
- (v) To receive details of Receipts/Payments compared with budget as at 31st August 2011. Comparative figures were provided to the Committee.
- (vi) Notice of completion of external audit: The Clerk circulated to members a copy of the clear external Auditor's Certificate and report for the year 2010/2011. Noted and agreed.
- (vii) Budget 2012/2013: The Clerk reminded members of the need to begin informal discussions on the budget for 2012/2013. Noted and agreed.

The Clerk also made reference to a request received from the Borough Council for the Town Council to consider joining in a proposal to partake in a Remuneration Panel for members' expenses to be reviewed. This would involve members meeting their share of the cost of the Panel. It was agreed by members this NOT be pursued.

58/11 To receive an update on the replacement of the Town clock and box containing the striking mechanism in Market Square.

The Clerk reported the clock and the box had now been installed, the latter being placed at 'Option 2' of the Town Council's proposal. The clock was now working and a small reception party would be held on 8th October in the Square. The Town Council, at their last meeting, had approved the cost of £3,500, which would be their contribution for the total cost of the work. This was noted and approved.

It was proposed by Cllr Burns, seconded by Cllr Perkins, and RESOLVED UNANIMOUSLY to RECOMMEND the Council to agree the words of a Declaration of Trust to assure the future of the Clock. The Clerk agreed to draft such a document for the Council's approval at their next meeting.

59/11 Town Council Toilet refurbishment at the Civic Centre,

The Clerk reminded members of the contribution offer made by the Town Council and accepted by the Borough Council for the refurbishment work on the toilets. Whilst this cost would not change, there had been a delay in the date proposed for the work on the main contract. The refurbishment work would last six weeks and it seemed sensible for it to commence immediately the main contract had come to an end. The matter would be considered by the Management Committee on 5th October. Noted and agreed.

60/11 Asbestos survey for Civic Centre

The Borough Council were recommending an asbestos survey be carried out at the Town Council's Sports and Civic Centre at a cost of £375.00. Proposed by Cllr deLauney, seconded by Cllr Chaplin, and RESOLVED UNANIMOUSLY to agree this work be carried out at the cost quoted.

61/11 To consider and approve the recommendations of the meeting of the Personnel Sub-Committee of 4th October 2011

The Clerk made a verbal report outlining the recommendations of the Sub-Committee. Proposed by Cllr deLauney, seconded by Cllr Chaplin, and RESOLVED these recommendations be endorsed to the Council.

62/11 Wellington Station (Rail)

The Clerk reported on this matter, which had been referred to the Committee by the Town Council. The McNulty Report (commissioned nationally) was recommending certain changes which could involve Wellington, but nothing had yet been agreed or decided. Noted.

63/11 Annual planting of spring bulbs

The Clerk had received an invitation from the Borough Council for bulb planting in 2011/2012. The Town Council usually allocated £1,000 for such planting. It was proposed by Cllr Lewis, seconded by Cllr Riley, and RESOLVED UNANIMOUSLY to recommend the Council to arrange for bulbs to be planted at £1,000, the locations to be agreed by Councillors as quickly as possible.

64/11 New grit bins

Grit bins were available again from the Borough Council at £100 each plus £40 as an annual charge for filling. Cllr Lewis had proposed a new bin at Severn Drive and Cllr Cook, at Rose Way. Proposed by Cllr Perkins, seconded by Cllr Chaplin, and RESOLVED TO RECOMMEND the Council to arrange for the two bins to be installed at that cost, inviting other councillors to add more locations to the list.

65/11 Conservation Group: Proposal to appoint a consultant

The Clerk reported receipt of a quotation of £625.00 from Mark Duffell for the preparation and provision of a Management Plan for the Dotshill LNR. This approach was being recommended by the Town Council's Conservation Group. Proposed by Cllr Tillotson, seconded by Cllr Perkins, and RESOLVED UNANIMOUSLY this recommendation be endorsed by the Council.

66/11 To receive urgent matters for information only.

Note received from the Department of Communities and Local Government regarding the retention of Business Rates to be considered by the Council. Proposed by Cllr Tillotson, seconded by Cllr Chaplin, and RESOLVED UNANIMOUSLY to request the Council to agree to support the approach proposed in their draft letter.

67/11 To agree date and time of next meeting.

These were agreed as follows:-

- Grants Presentation Evening: 26th October 2011
- Personnel Sub-Committee 1st November 2011
- Policy & Resources Committee: 1st November 2011

Signed

1st November 2011