

# Wellington Town Council

**Town Mayor**  
Cllr Lesley Street



**Town Clerk**  
*HOWARD R PERKINS*  
*LL.B, I.C.S.A, Dip LG.*  
Civic Offices  
Larkin Way  
Wellington  
Telford TF1 1LX  
Tel: 01952 567697  
Fax: 01952 567690

## **POLICY & RESOURCES COMMITTEE**

Minutes of the meeting held at the Wellington Civic Offices on Tuesday, 30th August 2011 commencing 7:00pm.

### **Present:**

Chairman: Cllr S deLauney, Chairman      Cllr F Burns      Cllr C Lewis  
                 Cllr M Hosken                              Cllr R Perkins      Cllr G Riley  
                 Cllr C Street (ex officio)

In attendance: Howard Perkins, Town Clerk

### **26/11 Welcome & Introductory Remarks**

The Chairman welcomed all Members to the meeting.

### **27/11 Apologies for absence**

Cllr B Tillotson: Family commitment  
Cllr D Chaplin: On holiday.  
Apologies accepted.

### **28/11 Declarations of Interest**

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

### **29/11 To Approve the Minutes of the last meeting held on 5th July 2011 (approved by Full Council)**

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

### **30/11 Matters arising from those Minutes**

- (i) **Minute 18/11: Peace Memorial:** The Clerk reported this matter was now being pursued actively with the Borough Council with whom a meeting had been held. A site had been agreed and details were now awaited on soil preparation and design. A further report would be made in due course. Cllr Hosken reminded the Committee of the need to ensure any development of the land complied with the wishes of the Town Council, and the Chairman reminded members no cost should be allowed to fall upon the Town Council if the proposal proceeded. Noted and agreed.
- (ii) **Minute 18/11: Banners & Website:** The Clerk reminded members an item relating to the future provision of banners appeared later on the Agenda. The Town Council website had now been updated and approved by Runtime and had gone live. Members were pleased with progress.

### **31/11 Correspondence**

None.

### **32/11 Finance**

- (i) **To agree receipts for June and July 2011:** Receipts for June 2011: £1,369.49 and for July 2011: £417.60 – agreed.
- (ii) **To agree payments for June and July 2011:** Payments for June 2011: £26,182.65 (gross) and for July 2011: £31,330.86 (gross) – agreed.
- (iii) **To agree payments to date for August 2011:** Payments to date for August 2011: £11,850.15 (gross) – agreed.
- (iv) **To receive details of Petty Cash payments for June and July 2011:** Petty cash payments for June 2011: £96.61 (gross) and for July: £121.75 (gross) –agreed.
- (v) **To receive details of Receipts/Payments compared with budget as at 31st July 2011. Comparative figures were provided to the Committee:** Comparative figures were provided to the Committee.

Cllr Hosken suggested a letter be sent to the Borough Council objecting to the imposition of a £75 charge for processing applications for Road Closure Orders (detailed in June 2011 payments) and congratulated officers on the improved format being used for the presentation of the monthly accounts.

### **33/11 To agree and receive an update on the replacement of the town clock and box containing the striking mechanism in Market Square.**

The Clerk reported receipt of a planning consent dated 5th August 2011 to approve the placing of the clock in the proposed new location in Market Square. The request of the Town Council to place the boxes to contain the striking mechanism against the wall of the HSBC Bank (Option 1) had been passed to the Borough Council who were undertaking explanatory drillings to ensure no pipes, wires, ducting or cellarage lay beneath the footpath at this point. This had been delayed due to work in the cleaning and sealing of the new paviers. It was a condition of the planning consent that the local planning authority gave written approval to the final proposed location of the box. The Clerk was awaiting formal approval to Option 1 and the preparation of a detailed plan by the Borough Council to submit to the local planning authority. In the meantime, the clock and mechanism had each been serviced and a template for the base of the clock had been taken to enable a new full concrete base to be made. Noted and agreed.

The Clerk mentioned Prem Kular, the Site Engineer had recently left the employment of the Borough Council. Members requested a letter of thanks and appreciation be sent to him for his hard work in Wellington.

### **34/11 Town Council Mechanical Condition Survey for the Civic Centre.**

The Clerk reported receipt of a Conditions Survey prepared by the Borough Council on the Town Council's property at the Civic and Leisure Centre. This had followed the appearance of stains marks on the internal ceiling tiles. The survey recommend the renewal of four Daikin ceiling mounted heat pumps at £17,000 and the renewal of two 'Belgravia' floor standing convector heaters for the Town Council Chamber at £2,750. Members agreed this matter should be considered in more detail and referred it to the next meeting of the Civic & Leisure Centre Management Committee to consider.

### **35/11 To receive the minutes of the meeting of the Civic & Leisure Centre Management Committee meeting held on 20th July 2011.**

Copies of the minutes were circulated to each member. It was proposed by Cllr Hosken, seconded by Cllr deLauney and RESOLVED to RECOMMEND the Town Council to note and approve these minutes.

### **36/11 To recommend approval to the refurbishment of the Mayoress's jewel and Deputy Mayor's jewel.**

Proposed by Cllr Hosken, seconded by Cllr Burns and RESOLVED to RECOMMEND the Town Council to approve the following quotation received from Vaughton's of Birmingham for this work:

- Mayoress's jewels £20.00 + VAT
- Deputy Mayor's jewel £70.00 + VAT

The cost of carriage/delivery was to be added to these figures.

**37/11 2011 Floral displays.**

- (i) **New brackets for poles in Walker Street:** It was agreed Cllr Hosken obtain a quotation for the supply of four new metal brackets to fit on the new traffic signposts in Walker Street for next year's floral displays.
- (ii) **Replacement brackets for 2011/2012:** Limetree Nurseries had submitted an additional invoice for five baskets made up but not used to cover theft or vandalism. The sum involved was £528.00 and had not been accepted as part of the original quotation to the Council. It was agreed to RECOMMEND the Town Council not to approve payment of this invoice.
- (iii) **Original poles: Storage and painting:** It was agreed to RECOMMEND the Council to meet the additional cost of £144.00 to cover painting, storage and removal of all the original metal poles used in the 2011/2012 floral displays by Limetree Nurseries.

**38/11 To receive and approve the recommendations of the Audit Committee meeting of 8th July 2011.**

Copies of the minutes had been circulated to each member. It was proposed by Cllr Hosken, seconded by Cllr Burns and RESOLVED UNANIMOUSLY the recommendations contained therein be submitted to and approved by the Town Council.

**39/11 Staffing Training and First Aid.**

Proposed by Cllr Hosken, seconded by Cllr Perkins and RESOLVED to RECOMMEND the Council to meet the cost of Anni Potts' studying for the CiLCA Examination at £150.00. The Council also confirmed the action of their Chairman in authorising the renewal of Ms Potts' First Aider certificate at £75.00.

**40/11 To accept and recommend approval to a quotation to provide banners and brackets to advertise community events in Wellington.**

After a full discussion, it was proposed by Cllr Burns, seconded by Cllr Hosken and RESOLVED UNANIMOUSLY to RECOMMEND the Town Council to accept a quotation in the sum of £1,050 + VAT from Bay Media for the printing, supply and erection of six banners to advertise the Wellington Literary Festival, this work to be carried out as soon as possible.

**41/11 To authorise the purchase of a small laminator for the office.**

It was agreed to RECOMMEND the Council authorise the purchase of a new laminator at a cost not exceeding £50.00

**42/11 To receive urgent matters for information only.**

Bollards in Walker Street: It was agreed to approach Telford & Wrekin Council with an urgent request for them to provide bollards for traffic control on both sides of the newly paved square in Walker Street at its junction with Larkin Way.

**43/11 To agree date and time of next meeting.**

These were agreed as follows:-

- Grants Panel: 27th September 2011
- Grants Presentation Evening: 26th October 2011
- Policy & Resources Committee: 4th October 2011

Signed .....  
4th October 2011