

Wellington Town Council

Town Mayor
Cllr Denis Allen



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 4th July 2017** commencing at **7.00pm**.

Cllr S deLauney – Chairman	Cllr P Morris-Jones	Cllr L Carter
Cllr F. Burns	Cllr J Gorse	Cllr A. Lowe
Cllr D. Allen ex-officio	Cllr M Hosken	Cllr C Mason-Morris

In attendance – Karen Roper Clerk and one member of the public.

- 16/17 Welcome and Election of Chairman** – Cllr deLauney welcomed everyone to the meeting.
- 17/17 Minutes of the meeting held on Tuesday 6th June 2017** - Were proposed Cllr Hosken, 2nd by Councillor Burns and **RESOLVED** by members as a true and accurate record.
- 18/17 Apologies for Absence** – None
- 19/17 Declarations of Interest** – None received at this time
- 20/17 Matters Arising** –
- 20.1.17 Defibrillator** – Members commented that a unit should be available 24hrs per day if possible and the right central installation position was essential. Cllr Carter said the review being undertaken by T&W would take this into consideration. The Clerk said she would clarify the position with the Bucktree Hotel's request for a unit.
- 20.2.17 Smell in town centre** – The Clerk reported both Severn Trent and the Telford and Wrekin Drainage Officer have now completed their work in the town to alleviate this problem. Cllr Hosken asked the Clerk to assist a business in New Street that was still suffering from the problem.
- 20.3.17 Pride in Your High Street - Murals Project**– The Clerk reported the next mural, 'The Cobbler' is now installed in Market Street. Members praised the work and agreed they were good for the town. The Clerk was asked to check how many more murals there was to come and where they would be installed.
- 20.4.17 Parking in Wellington** – The Clerk reported the parking machines are now live and although she had received some initial complaints which had been passed to T&W, the enquiries were now asking for information. Members felt that the scheme had worked better than expected and was freeing up the short stay car parks. Cllr Carter said there was a slight negative in that some people were now parking in side streets and the

numbers on the machines were very small. It was suggested that the next meeting of the parking working group was called shortly to discuss longer stay car parks.

20.5.17 Loo of the Year Award – The Clerk confirmed the application for the Parade toilets had been completed.

21/17 Finance –

21.1.17 Reports – Were presented for April/May but payments for June 2017 were not included and would be provided for the next meeting. Cllr Lowe moved items a, b, d & e on the agenda, 2nd by Cllr Hosken and agreed by members present to accept the reports.

21.2.17 Annual Audit – The Clerk informed members that the accounts had been advertised on notice boards and online for the public inspection period.

21.3.17 Appointment of Internal Auditor 2017/18 – Members expressed concern that the Auditor had not previously picked up the minor issues dating from last year's accounts. Following discussion, it was proposed by Cllr Hosken and 2nd By Cllr Burns to retain the current internal auditor. Cllr deLauney said that Financial Standing Orders would be amended ensure there was no repeat of the problems occurring this year.

21.4.17 Bank Account update – A written report was circulated by the Clerk backed up with research detailing the experiences of other Clerks. Cllr Mason-Morris proposed moving to the Unity Bank and was 2nd by Cllr Burns. Cllr deLauney suggested a cost analysis is done and Barclays are approached to see if their Business Account would be able to provide the flexibility needed by the Council rather than the current Community Account. This was seconded by Cllr Lowe and agreed by members.

22/17 Chewing Gum removal – Members were presented with a report detailing various options ranging from a complete deep clean, purchasing a machine, hiring labour to complete the task quickly and the possibility of renting a purchased machine to other authorities. Storage had been solved by an offer from the Police. Maintenance costs had been quoted at around £120.00 per annum. Cllr Mason Morris said the option of hiring the machine should be investigated and information brought back to the August meeting.

23/17 Allotments – The Clerk issued a report detailing the likely tasks that would be needed if the Town Council were to take over the Allotment site. Cllr Carter said at this time the Council is fully occupied with the redevelopment of the Town Centre. He proposed that it is suggested that a volunteer management committee of allotment holders is set up to manage the site into the future and was 2nd by Cllr Hosken. Members voted and were in agreement.

24/17 Bowring - Cllr Morris-Jones reported that he had visited the Bowring Café which was still showing signs of fire damage to walls and ceiling. T&W had now agreed to repair the flooring. An installation of a noticeboard had been suggested at the top end of the Park. He confirmed the Bowling green was available for the public to play and the café would hire equipment. It was proposed by Cllr Carter to buy 2 sets of bowls this was seconded by Cllr Burns and agreed by members. Cllr Morris Jones said that the flowers were looking wonderful.

25/17 PCSO / Anti-Social Behaviour – The Clerk had distributed the minutes of the 8th June meeting and reported that the next meeting is due on Thursday 6th July. There was a further meeting held last week to discuss what other groups are doing. There had been a reduction in anti social behaviour complaints, further information would be available following Thursday's meeting.

26/17 Visioning Event Next Steps – The Clerk said Professor Copus had not responded so she had been advised to contact Rob Francis. Rob was interested in the taking the project on and his fee would be £950.00 per day. He estimated it would be a day and a half of work. Cllr Burns said he would want to see very clear ambitions making clear recommendations to the Council if we decided to hold the event. Cllr deLauney suggested that this be an item on the August agenda that is given around 45 mins for discussion with the Mayor in the Chair.

Councillor Burns had asked staff to circulate his document giving his view of a way forward which could also be discussed at the next meeting.

27/17 Wellington Environmental Services Team – Cllr Carter said the PET teams were not originally set up to just deal with litter and it was felt that there should be a broader work schedule which would be discussed further at item 18 on the agenda.

28/17 Civic Pride - Cllr Hosken said he felt that Councillors were not supporting the Mayor and Civic functions. It was agreed that this be an item on matters arising at the full council meeting next week.

29/17 2020 Project Board – The Clerk had circulated the minutes of the last meeting.

30/17 Office Move – The Clerk had circulated the minutes from the last meeting and a drawing of the area including the suggested changes. Members agreed that the drawing should be costed and the project delivery time explored.

31/17 9.00 PM The Chairman closed the meeting to public and press at this point

32/17 Personnel Report – The Chairman reported the following recommendations

- Cllr Hosken proposed that the Apprentice should be retained to achieve level 3 City and Guilds Award, Certificate and Diploma in Work Based Horticulture. This was seconded by Cllr Lowe and agreed by members. Cllr Burns said it should be made clear that this offer is for an Apprentice role only.
- Members had agreed that Occupational Health would be contacted for one employee if appropriate
- Christmas Bonus – The Chairman said the Council had a record of paying a Christmas bonus policy for at least 12 years constituting custom and practice. Cllr Mason Morris disagreed stating this issue is brought to Council for decision every year so it constitutes an increase in pay.
- Cllr Hosken said this was a worthwhile gesture to show appreciation to staff which created goodwill between staff and members. He proposed that the cash payment of £50.00 should continue. Members voted in favour.
- Cllr Carter said he would like to understand staff roles and payscales so the Clerk would provide relevant information.

33/17 Next meeting date was agreed as Tuesday 1st August ay 7.00pm

Chairman.....Date.....