

# Wellington Town Council

**Town Mayor**  
Cllr Phil Morris-Jones MBE



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

Minutes of the meeting held at the Wellington Civic Offices on Tuesday 3<sup>rd</sup> November 2015 commencing at **7.00pm**.

**Present:**

Cllr S deLauney, Chairman	Cllr P Morris-Jones
Cllr J Gorse	Cllr S Hall
Cllr M Hosken	Cllr A Lowe
Cllr C Mason-Morris	Cllr F Burns

**In attendance:** Karen Roper, Town Clerk, Fay Easton presenting the 'Little Business Directory'

**92/15 Welcome & Introductory Remarks** - The Chairman welcomed Members and Fay Easton to the meeting. He invited Fay to present the 'Little Business Directory'.

An application had been made to the grants panel and members had delayed their decision depending on the outcome of the Pride in the High Street Bid process. Fay informed members that she had an affinity for Wellington and had spent time working with the traders in the town. She had found that 65% of them do not have an email address and that all the ingredients were there to rebrand and market the town's offer successfully. She needed seed corn funding to print the booklet was giving her time free of charge. She left the meeting at 7.23pm

**93/15 Apologies for Absence:** . Cllr R Perkins

**94/15 Declarations of Interest** – None received

**95/15 To approve the minutes of the meeting held on Tuesday 6<sup>th</sup> October 2015.**

It was proposed by Cllr Gorse, seconded by Cllr Hosken and resolved unanimously that the minutes be approved and signed by the Chairman as a true record.

**96/15 Matters arising from the minutes**

- **Visioning/Planning Event** – The Clerk reported that she had received a quotation from Chris Rolly Associates for £1,600, members agreed that she continue to obtain quotations for the work.
- **Sound Proofing** – The Clerk reported that the Centre Manager was still waiting for quotations from Telford and Wrekin.
- **Wi-Fi** – The Clerk said that a quotation has been received which was almost double the original cost and offering less equipment. The Centre Manager was still investigating this.
- **List** - Members asked the Clerk to compile a list of items that we were waiting for from the Borough. Cllr Gorse commented that there are fewer and fewer staff at the Borough to take on the work.

- 97/15 Market Street Works** - Cllr Burns reported that he had received compliments about the work done in Market Street. Members agreed the following list of final actions;
- Restricted weight sign needs to be placed in the junction of Vineyard Road
  - Overall reduction of traffic speed in the town centre 20MPH or lower, 15MPH, if possible.
  - Signage updated to indicate shared space area
  - The lines outside Nat West Bank should have been red to mean no stopping at all
  - Installation of a rumble strip after the bridge and before the bend to warn and slow down drivers approaching the shared space area.

Councillor McClements had been informed of the above list and Cllr deLauney said he would be happy to pay the bill with her assurance that the listed issues will be done.

- 98/15 Office Accommodation** – The Clerk said she had not received any further quotations for detailed drawings. It was proposed by Cllr deLauney and 2<sup>nd</sup> by Cllr Gorse to accept the quotation received at £1,850.00 + VAT and ask for a timescale for completion.
- 99/15 Little Business Directory** – Following the earlier presentation it was proposed by J Gorse 2<sup>nd</sup> by A. Lowe and Resolved to provide the seed corn funding of £1,000 as requested.
- 100/15 Chamber of Commerce** – Team Wellington and the Chamber of Commerce have asked for their meeting room to be provided Free of Charge. Following consideration members asked the Clerk to invite them to apply for a grant.
- 101/15 Chain of Office for Mayoress** – The Clerk confirmed that quotations had been requested for a jewel and chain.
- 102/15 Memorial Bench** – Cllr Burns reported that he and PC Ryan Forster had reached agreement for the positioning of the bench and he hoped the Council would support this initiative. It was proposed by Cllr deLauney and seconded by Cllr Gorse to donate up to £300.00 and agreed that staff would project manage the installation of the bench and tree.
- 103/15 Grant Funding Evening 28<sup>th</sup> October** – The comments made at the event about not all recipients attending to collect cheques were deemed unhelpful in a public meeting. Members asked that it be stressed within the grant making policy that beneficiaries of public money should indicate how it would be used.
- 104/15 Wrekin News** - The Chairman and Clerk had met with Dave Gregory (DG) of the Wrekin News. The quotation previously received was high because the printing equipment would need to be altered for the change of name to the 'Wellington News'. The cost is estimated as around £20,000 per annum including delivery. The print deadline for the Christmas lights switch on had been missed. DG was asked to consider other options and a further meeting would be held for further discussion.
- 105/15 Website** - The Clerk explained at length her proposed requirements of the new website which included;
- Automated booking system for the Lit Fest
  - Community area and directory for community groups
  - Full index to search
  - Comments / consultations area
- Two meetings had been held with website providers and our current supplier was less expensive and responsive to our needs. It is anticipated that we would have a demonstration of the new site shortly.
- 106/15 Draft Christmas Events Leaflet** – The Clerk handed around the leaflet designed by Rob Francis, printing costs are around £500.00. Members agreed to support and deliver this to every home in Wellington provided the first page carries an acknowledgement of support from the Town Council.
- 107/15 Bowring Toilets and Café** - The Chairman proposed that in view of the lack of time this item is referred to the December agenda.

**108/15 Parish Environmental Team (PET) Review** – The Chairman reported on two very positive informal meetings with our Senior Street Warden. It was proposed by Cllr deLauney and seconded by Cllr Hosken and resolved to continue negotiations with Telford and Wrekin and present a fully costed report to the January meeting

**109/15 Dominoes Pizza** – The Chairman informed the meeting that their car park area had been cleaned following the Clerk's letter. It was agreed that they would be thanked for their efforts.

**110/15 Finance - To receive written reports from Deputy Clerk –**

1. To agree receipts for September 2015
2. To agree payments for September 2015
3. To agree payments to date for October 2015
4. To approve payment of Market Street Work invoice of £30,000
5. To receive details of Petty Cash payments for September 2015
6. To receive details of Receipts/Payments compared with budget as at 30.09.15

It was proposed by Cllr Hosken and 2<sup>nd</sup> by Cllr Lowe and resolved by members to accept and agree items 1-6 above.

**111/15 Budget 2016/17:** - The Chairman introduced the draft budget explaining that work had been done on the presentation and appropriately apportioning costs to services. Highlights were;

- Column comparisons with previous years reduced
- £15,000 allocated to general projects
- CTRS grant likely to decrease
- Communication budget increased from £2,000 to £10,000
- Overall budget increase £10,000

Members were asked to consult with their groups and bring comments back to the January P&R meeting. The final budget will be agreed at the Full Council meeting in January 2016, and precept figure identified. The following comments were made:

- The budget is easier to read in this format
- Cllr Morris- Jones asked for the word 'Liaison' to be put back into the document rather than the current Promotions and Tourism heading.
- Members agreed that the document was a 'good job' and congratulated the Chairman and Deputy Clerk.

**112/15 Audit / Audit Committee** - The Clerk reported the Internal Audit will take place on 04.11.15 and the Audit Committee Report would be circulated to members for comment.

**113/15 Pride in High Street Fund** – The Clerk confirmed questions had been received from the Borough but no results were known. Members asked what would happen if the bid is unsuccessful, Cllr deLauney said the Council could consider taking on a further loan to deliver the project. Cllr Morris-Jones commented that it may be more important to encourage and support businesses, because there is no point having closed premises/shops in an upgraded street.

**114/15 Dorthill School 16/11/15 9.30- 12.00 noon**– Cllr Burns asked for use of the Council Chamber and to borrow the Mayoral Chain to deliver a lesson to year 6 pupils looking at how Local Councils work. The Mayor offered to assist, Cllr Burns declined.

**115/15 Remembrance Sunday** – Cllr Burns requested that details are forwarded to all Councillors for the event taking place on the 8<sup>th</sup> November 2015.

**116/15 The date and time of next meeting was agreed as** Tuesday 1<sup>st</sup> December 2015 at 7.00pm.

**Chairman..... dated 1<sup>st</sup> December 2015**