

Wellington Town Council

Town Mayor
Cllr Phil Morris-Jones MBE



Town Clerk
KAREN ROPER
B.A (HONS) DMS
Civic Offices, Larkin Way
Tan Bank, Wellington
Telford TF1 1LX
Tel: 01952 567697
Fax: 01952 567690

Email: wellingtontowncouncil@telford.gov.uk
www.wellington-shropshire.gov.uk

POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on Tuesday 5th April 2016 commencing at 7.25 pm.

Present:

Cllr S de Launey-Chairman	Cllr P Morris-Jones ex Officio
Cllr J Gorse	Cllr S Hall
Cllr F Burns ex Officio	Cllr C Mason-Morris
Cllr A Lowe	Cllr M Hosken
Cllr R Perkins	

In attendance: One member of the public, Fay Easton and Karen Roper, Town Clerk.

168/15 Welcome & Introductory Remarks – The Chairman welcomed everyone to the meeting and introduced Fay Easton from Team Wellington. Members were in agreement that she circulated a leaflet and gave an explanation identifying two proposals which would help to deliver some of the objectives of Vision 2020. Members asked questions and indicated their support, the Chairman thanked her for attending the meeting and she left.

169/15 Apologies for Absence – None

170/15 Declarations of Interest – None

171/15 To approve the minutes of the meeting held on Tuesday 1st March 2016

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

172/15 Matters arising from the minutes

- **Visioning/Planning Event** – The Clerk reported that the date of the event had been identified as Saturday 30th April running from 10am – 3pm with a working lunch. An agenda would be emailed to all Councillors.
- **Bowring Pavilion Café** – The Clerk said that so far no applications had been received. The closing date had been extended to 13th April. Further financial information had been given to applicants. Members suggested that more advertising is done via Radio Shropshire, Wellington News and Team Wellington.
- **Wellington Environmental Services** (formally PET) – The Chairman reported he had secured further funds from T&W amounting totalling £25,000. The area at Tan Bank around ‘Pussycats’ was reported as needing attention, staff would action this and care would be taken because of the likelihood of dangerous waste.

173/15 ICT Working Group – The Clerk had circulated to members a report from Cllr Mason-Morris. Members congratulated her on the document and asked for it to be circulated to Full Council.

174/15 Grants Consideration meeting – The Chairman proposed acceptance of the Grants

approved by the earlier committee meeting, this was seconded by Cllr Lowe and agreed by members.

175/15 Office Accommodation – The Clerk had circulated updated plans from T&W which included a temporary screen to form a walkway for staff to access facilities whilst the Council Chamber is in use, a kitchen area and door through to the T&W waiting area to access disabled toilets. Members requested one of the office doors are moved so that the Public do not have direct access.

There was discussion on:

- Negotiation of 2 leases
- Clarification on costs
- Increased staffing needs,
- Lesley's room proposal for use as a storage area.
- Planting directly under office windows and use of opaque glass or film to provide some privacy.

The Chairman reported that the Borough had indicated they had no interest in purchasing the Town Council's side of the building. It was proposed by Cllr Hosken and 2nd by Cllr Lowe and agreed unanimously to continue with negotiations.

176/15 Wrekin News – The Clerk circulated copies of the Wrekin News containing the first article from the Town Council. Members made the following points;

- This is not what was asked for
- Its wishy washy
- Fonts were poor
- No strong theme
- The strapline should go across the 2 pages page with the scene at the top and the black line on the bottom.
- The 'dates for your diary' were incorrect, this and other corrections requested by Council staff were not done.

The Clerk was requested to give this feedback to Wellington News.

177/15 Pride in Your High Street (PIYHS)

- **Process** - The Chairman reported on a proposed process from the Borough to access remaining PIYHS funding. Cllr Mason Morris suggested the application form should be simplified and slanted towards Town/Parish Councils. Negotiation with Officers and Borough Council members were continuing.
- **PIYHS Bid awarded to H2A** – Query relating to ownership of images following erection on to buildings. The Clerk confirmed receipt of an email from the Business Support and Skills Team Leader who confirmed that the owner of the building is responsible for the image and any liability.

178/15 Vision 2020

- **Wellington Pop Up Patch and Team wellington Bid.**
The Chairman referred members to the earlier presentation by Fay Easton and explained his view that the Pop Up Patch was one off seed corn funding of £1,700.00. The Team Wellington Bid request was for £15,000 and offered an affordable way of providing Wellington with a form of Town Centre Management.
Members' comments were:
 - Lack of transparency
 - No competitive process
 - No vetting process carried out

- No background checks made
- Remarkable efforts had made upfront and without funding
- Need built in safeguards
- Regular reviews needed
- Displayed exceptional local knowledge and commitment

The Chairman assured members that payments would be made on a results basis. The original document was longer in length and may have explained some of the questions being posed but it was cut down to make it easier for members. The Chairman proposed awarding the bid on a payment by results basis. This was 2nd by Cllr Lowe and agreed by the committee.

179/15 Finance - To receive written reports from Deputy Clerk –

The Clerk requested this item be deferred to the May meeting as she did not have the reports available for members. It was agreed that they be emailed when available.

180/15 To receive correspondence and urgent matters for information only

The Clerk had received a request from Donnington and Muxton Parish Council for use of the Wellington Rural District Council chain of office. Following discussion members agreed that the chain should not be lent out to other parishes.

The meeting was closed to the public and press at this point and the member of the public left.

181/15 Personnel Issues

The Chairman explained a request from the Clerk not to circulate the confidential minutes which contained personal information, it was agreed that P&R minutes would contain the following précis of the relevant points.

- **Street Wardens.** A draft letter was agreed setting out new rates of pay and working patterns.
- **Cleaning Operatives** A draft Contract of Employment was agreed which specified pay and conditions
- **Assistant to the Town Clerk** – Additional hours were offered to this employee but were not taken up at this time. It was agreed this post would be renamed as Communication and Events Manager to better reflect the role.
- **Town Clerk** – Members agreed the Town Clerk would move up one pay scale point in line with her contract.
- **Deputy Town Clerk.** – It was suggested that the role title for this post could be more appropriately called Service Manager, recognising the management responsibility for the additional services provided now and in the future by the Town Council.
- **The next Sub-Committee meeting** - Would be held on a date to be arranged and will review progress following 2016 staff appraisals.

Members requested amendments to the Personnel minutes which would be done at their next meeting. The above actions were proposed for acceptance by Cllr Gorse 2nd by Cllr deLauney.

182/15 The date and time of next meeting of P&R was agreed as Tuesday 3rd May 2016 at 7.00pm.

Chairman..... Dated 3rd May 2016