

# Wellington Town Council

Town Mayor  
Cllr Phil Morris-Jones MBE



Town Clerk  
**Mrs K. L. Roper**  
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## POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday 7<sup>th</sup> February 2017** commencing at 7.00pm.

**Present:**

Cllr A Lowe – In the Chair	Cllr F Burns
Cllr D Allen - ex officio	Cllr S Hall
Cllr M Hosken	Cllr C Mason-Morris
Cllr L Carter	

**In attendance:** One member of the public and Karen Roper Town Clerk.

**108/16 Welcome** – Cllr Lowe took the Chair in the absence of Cllr deLauney.

**109/16 Apologies for Absence** - Were received from Cllrs P Morris-Jones and S. deLauney. Members accepted and agreed the apologies.

**110/16 Declarations of Interest** - None

**111/16 To approve the minutes of the Extraordinary Meeting held on Tuesday 17<sup>th</sup> January 2017** - It was proposed by Cllr Burns, seconded by Cllr Lowe and resolved that the minutes of the meeting held on Tuesday 17<sup>th</sup> January 2017 be approved and signed by the Chairman as a true and accurate record.

### **112/16 Matters Arising**

- a) **Visit from Britain First** – The Clerk had issued a written report of a meeting held on 2<sup>nd</sup> February and a letter to be sent to local businesses giving the latest known information from the Police regarding the intended visit on 25<sup>th</sup> February 2017. Members approved the letter which will be hand delivered by Frank Lauriello from the Chamber of Commerce. The Clerk brought to members attention an emailed complaint from a member of the public relating to a religious symbol on a shop sign in the high street. Members instructed the Clerk to respond stating the Council had been made aware of the comments made.
- b) **PCSO**- The Clerk reported that this joint project with Newport Town Council had stalled due to the view of the Police that parking enforcement is the Borough Council's responsibility. Discussions are currently taking place between the Police and the Borough. The Clerk reported a new PCSO had been very active initiating an Environmental Review and Working Lunch for Local Business to discuss their concerns. Members asked for confirmation of the time the PCSO would remain in place working in Wellington.
- c) **Adoption of ICT Policies** – The Clerk said she had not received any feedback from members relating to the circulated policies. It was proposed by Cllr Hosken and 2<sup>nd</sup> by Cllr Hall to make a recommendation to Full Council to adopt the following documents:

- Wellington Town Council Computer and information Security Policy
- Wellington Town Council Data Protection Policy

**d) Artefacts** – The Clerk displayed the following items that had been sent to the Council from Mr et Mme Turreff from France. The articles had been discovered in their loft and they had kindly donated them to be exhibited appropriately.

- One symbolic embellished and engraved ornamental key presented to Reverend Turreff on 29<sup>th</sup> April 1940 by the Architects Messrs James Hickman and Sons to commemorate the opening of the Wellington Council Chambers by Col. J. Baldwin Webb M.P.
- One heavily embellished certificate presented to the Reverend A. A.Turreff J.P. on his retirement from the Rural District Council on 28<sup>th</sup> March 1946.

The Mayor had previously expressed his view that they should be donated to Donnington and Muxton Parish Council as they have a greater affinity, their address being Turreff Hall, Turreff Avenue. It was proposed by Cllr Hosken 2<sup>nd</sup> by Cllr Hall and agreed by members to recommend that Full Council agree to bequeath the artefacts to Donnington and Muxton Parish Council.

#### **113/16 Finance**

It was proposed by Cllr Hosken, seconded by Cllr Carter and RESOLVED to accept and endorse items a-e on the agenda. A question relating to an entry entitled 'Wellington Boots' would be investigated by the Clerk and members informed of the outcome.

- Receipts for December 2016
- Payments for December 2016
- Payments to date for January 2017
- Details of Petty Cash payments for December 2016
- Receipts/Payments compared with budget as at 31<sup>st</sup> December 2016.

Cllr Mason Morris asked for confirmation that only 15% of the grant funding budget had been spent, the Clerk said this was correct. The Clerk was asked to promote the grants particularly on social media in an effort to increase take up.

**114/16 Bank Account Update** – The Clerk reported that due to lack of progress with the TSB Bank, Barclays had been approached by the Mayor and the Deputy Clerk. Following a meeting members were asked to make a clear resolution.

- It was proposed by Cllr Miles Hosken and seconded by Cllr Frank Burns and agreed by members to recommend to full council to appoint Barclays Bank PLC as the Town Councils' Bankers.
- It was proposed by Cllr Miles Hosken and seconded by Cllr Frank Burns and agreed by members to recommend to Full Council that the following members be appointed as the authorised signatories for Wellington Town Council.
  - Cllr Phil Morris-Jones
  - Cllr Patricia Fairclough
  - Cllr Ralph Perkins
  - Cllr Denis Allen

**115/16 Lower Library Office Move** – The Clerk reported a telephone conversation taking place on 26<sup>th</sup> January from the Breathe Easy Group meeting once a month on 4<sup>th</sup> Thursday 2-4pm. They have been meeting in the Council Chamber for many years and have 30-40 members with debilitating conditions who would find it extremely difficult to access the lower library. They would be very sad to leave us but would feel they had no choice if the move were to go ahead. Members suggested the Clerk contact the Borough to use the room directly or offer alternative such as the Watling Centre.

The Chairman gave the following report from Cllr deLauney.

**1) There is general agreement on the benefits of the move.**

*It provides an office location closer to the town centre with direct access from Walker Street; provides us with the additional office floor space that we require, a more appropriate configuration of office accommodation and removes us from the noise associated with the current location; replaces the current 'council chamber' with an almost identical floor space and gives us a much larger (and quiet) replacement for 'Lesley's Room'.*

*In addition, we are guaranteed free heating, lighting and cleaning services with no liability to business rates and we will be able to keep all the income generated from renting out our accommodation.*

*Finally, it will benefit Wellington residents by enabling the borough to provide enhanced leisure and fitness facilities in the centre.*

**2) We have agreement on the layout of the new office accommodation**

**3) There is agreement on the plans for the new council chamber.**

*This includes the provision of access to disabled toilet facilities but questions remain around whether the installation of an 'acoustic screen' costing £20,000 is the most appropriate method for providing access between the new offices, kitchen and toilet facilities, when the council chamber is being rented out to third parties.*

*A new requirement to provide storage space for tables and chairs has been identified, with the possibility of using the current 'switch room' located in the new council chamber area.*

**4) Opinion on the provision of kitchen facilities is less clear.**

*Given the very limited space and facilities available in the current library staff kitchen, I think there is more acceptance that some dedicated town council kitchen facilities are needed. Equally there remains considerable opposition to the current kitchen plans which restrict the size of the new 'Lesley's Room' and build across the glass archway, which is an architectural feature of the current library space. There is a need to rethink the kitchen location and layout.*

*From the borough's standpoint, they will be unable to undertake the work required to extend the gym until the town council move out of the current accommodation.*

*Potentially, the best way forward would be to undertake the lower library work in two phases*

**Phase 1**

*1) Construct the proposed new town council offices in the current lower library.*

*2) Construct the new council chamber, including access to the disabled toilet but do not install the proposed partition screen.*

*At this point the town council will be able to relocate to the new accommodation.*

**Phase 2**

*1) New options for the kitchen location will be considered and once agreed, the new Lesley's Room and kitchen will be constructed.*

*2) A further exercise will be undertaken to determine the best solution for providing access from our new offices to the toilet and kitchen facilities during the occasions when third parties are renting the council chamber.*

*Following a meeting between Karen, myself and Telford and Wrekin, the borough have now confirmed that they are willing to accept a phased approach and have further agreed that:*

- 1) The town council can access the 'switch room' for the storage of tables and chairs.*
- 2) Following completion of Phase 1 (tendered cost circa £81,000) they will transfer the balance of the current £108,000 total cost (circa £27,000) to the town council.*
- 3) The town council will use these funds to construct the new Lesley's Room and kitchen facilities and undertake whatever partitioning it deems appropriate in the council chamber.*

*The special meeting of P and R made a general recommendation to Full Council that we move to the Lower Library accommodation and I suggest that the recommendation be amended to include the detail above.*

*The final elements to the agreement relate to the lease arrangements which hopefully would be available for P and R.*

- 1) A variation to our existing lease which relates to the current accommodation. This is required to remove the tie between the lease and the management agreement with the borough.*
- 2) A new lease to us for the Lower Library area.*
- 3) A new lease to the borough of our current accommodation.*

*Following discussion, it was proposed by Cllr Burns 2<sup>nd</sup> by Cllr Hall and agreed by members to make the following recommendation to Full Council.*

***That the Town Council agree to a phased move of its office base to the Lower Library subject to the agreement of the leases and the following terms and conditions ;***

#### ***Phase 1***

- 1) Construct the proposed new town council offices in the current lower library.*
- 2) Construct the new council chamber, including access to the disabled toilet but do not install the proposed partition screen.*

*At this point the town council will relocate to the new accommodation.*

#### ***Phase 2***

- 1) Following completion of Phase 1 (tendered cost circa £81,000) T&W will transfer the balance of the current £108,000 total cost (circa £27,000) to the town council.*
- 2) The balance of £27,000 will be utilised fund an access solution from the offices to the toilets and a new Lesley's Room and kitchen at the Town Councils' discretion.*
- 3) The town council can access the 'switch room' for the storage of tables and chairs.*

**116/16 Wellington Environmental Services Team** – The Clerk gave a detailed report on the activities of the team. Cllr Hosken said that the crew were working well and identified a further area off Haygate Road / Old Shrewsbury Road that has needed attention since July last year. The Clerk was asked to contact Wrockwardine Parish Council to action this. He also suggested that a survey should identify where additional litter bins should be installed.

**117/16 Project Board** – The meeting due to take place this week has been cancelled. Cllr Mason Morris proposed the Pride In Your High Street funding of £6,000 (available due to the cancellation of both the Autumn Sizzle and the Spring Food Fayre) be transferred to the Festival Committee to deliver a food festival. This was seconded by Cllr Carter and the Clerk was asked to make enquiries to enable this to happen.

**118/16 Pride in Your High Street Project – Murals** – The Clerk reported she had received a request to send letters asking for permissions to mount the paintings and collect £50.00 donations from the owners of the premises. The first 2 paintings are to be erected on Saturday, subject to someone being able to fix them. The Clerk said she felt there was a lack of clarity around the expectation of the Town Council's role relating to this project. Cllr Carter asked for communications to be sent to him and he would seek clarification from T&W officers.

**119/16 Bowring Working Group** – Members received confidential minutes relating to negotiations on the future leasing arrangements of the Bowring Café and toilets.

**120/16 Anti Social Behaviour Working Party** - Members received notes to the meeting and the Clerk confirmed that Inspector Wade would be addressing Full Council on 14<sup>th</sup> February. Councillor Carter asked for the Town Council to a resolve to support the 'No Hate Here' campaign, the Clerk would add this to the Full Council Agenda.

**121/16 Malin Centre Closure** – Cllr Hosken requested a resolution be added to the Full Council agenda.

**122/16 To Receive Urgent Matters for Information Only** – The Clerk highlighted the following:

- SALC Year End Preparing for Audit for Parish and Town Councillors training session - noted
- Shropshire and Telford Autograss Racing Club (STAR) request to display vehicles in Market Square – Members agreed.

**123/16 The date and time of the next meeting** – was agreed as 7<sup>th</sup> March 2017 at 7.00pm

Signed .....7<sup>th</sup> March 2017