

# 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 7<sup>th</sup> March 2017** commencing at 7.00pm.

**Present:**

Cllr deLauney – Chairman	Councillor Morris-Jones ex-officio
Cllr A Lowe	Cllr F Burns
Cllr D Allen - ex officio	Cllr S Hall
Cllr M Hosken	Cllr L Carter

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

**124/16 Welcome** – Cllr deLauney welcomed everyone to the meeting.

**125/16 Apologies for Absence** - Were received from Cllr C Mason-Morris. Members asked the Clerk to send good wishes from the Committee for a speedy recovery then accepted and agreed her apologies.

**126/16 Declarations of Interest** - None

**127/16 To approve the minutes of the Meeting held on Tuesday 7<sup>th</sup> February 2017** - It was proposed by Cllr Hosken, seconded by Cllr Carter and resolved that the minutes of the meeting held on Tuesday 7<sup>th</sup> February 2017 be approved and signed by the Chairman as a true and accurate record.

### **128/16 Matters Arising**

**a) Visit from Britain First** – Cllr Burns proposed that a letter of congratulations should be sent to the Police for the excellent way they dealt with the visit. This was seconded by Cllr Hosken and agreed by members.

**b) PCSO-** The Clerk reported that she had a further meeting on 8<sup>th</sup> March to discuss this joint project further.

**c) Artefacts** – The Clerk had informed the Clerk of Donnington and Muxton PC of the Town Councils decision to donate the artefacts to them. They are currently moving offices so it may take a little time to set up a hand over ceremony.

**d) PIYHS Murals** – The Clerk reported the first 2 murals were erected by H2A and had been well received by the public. Cllr Carter suggested that the Town Council be involved in any projects that are taken on by community groups from the beginning to ensure our role is clear from the outset.

**e) Anti-Social Behaviour** – The Environmental Audit had been completed and sent to members by email.

**f) Malin Health Centre** – Responses to the Clerk's letters had been circulated to members. The Borough Council had also sent strong objections relating to the decision to close the

Malin Health Centre. Discussion ensued and It was agreed that the Town Council would again express its whole hearted support against this decision.

**g) Project 2020** – The Chairman said the next meeting of the Project Board is due to take place on 9<sup>th</sup> March.

**h) Parking in Wellington** - The elected Chairman of the group was Andrew Gordon the Town Crier through the Chamber of Commerce. Members felt this project should be moved forward and the Town Council should be in the driving seat. The Mayor and the Clerk were asked to resolve this issue.

**129/16 Finance**

The reports were circulated to members and there were no questions. It was therefore proposed by Cllr Hosken, seconded by Cllr Carter and RESOLVED to accept and endorse items a-e on the agenda.

- a) Receipts for January 2017
- b) Payments for January 2017
- c) Payments to date for February 2017
- d) Details of Petty Cash payments for January 2017
- e) Receipts/Payments compared with budget as at 31<sup>st</sup> January 2017.

**130/16 Bank Account Update** – The Clerk reported that we were waiting for one member to present their details but they were unfortunately ill at the present time. Members agreed to wait 2 weeks.

**131/16 Grant Awards.**

The following grants were recommended for approval by the grants panel.

<b>ORGANISATION</b>	<b>AMOUNT REQUESTED</b>
1. Wellington Local Agenda 21 Group – (deferred Oct 2016)	250.00
2. Park Wrekin Gymnastics Club – (deferred Oct 2016)	250.00
3. Wellington Community Arts Venue – (deferred Oct 2016)	1,000.00
4. Clifton Community Arts Centre	250.00
5. Wellington Walkers are Welcome	250.00
6. Wellington Amateurs Football Club	250.00
7. 2nd Wellington “Old Boys”	350.00
8. Shropshire & Mid Wales Kidney Patient Association	200.00
9. Shropshire Prostate Cancer Support Group	200.00
10. Telford Lions Club	250.00
11. Age UK Shropshire, Telford & Wrekin	200.00
12. Wellington Local Agenda 21 Group	250.00
13. Telford Chin Woo	200.00
14. Wellington Cottage Care Trust	250.00
15. Wellington Civic Society	100.00
16. Wednesday Club – Union Free Church, Wellington	250.00
17. People of Wellington Celebration (POW)	500.00
18. Belmont Community Hall	250.00
19. Our Heroes	250.00
20. Wellington Remembers	200.00
21. Wellington District Guides	150.00
22. Centric Youth and Voluntary Club	100.00
23. Age Concern – Christ Church Day Centre	80.00
24. H2A	1,300.00
25. Telford and Wrekin Senior Citizens Forum	100.00

26. Jade Singers Female Community Choir	250.00
27. Arleston Residents Group	300.00
<b>TOTAL</b>	<b>£7,980.00</b>

The total amount requested was £30k against a budget of £9k. Cllr deLauney explained the process and reasons why some had been unsuccessful he then proposed the above for payment, this was seconded by Cllr Hall and agreed unanimously by members. The Clerk was asked to publicise the information and invite the 27 organisations to the Grants Presentation ceremony.

**132/16 Personnel Committee** - The Chairman gave the following verbal report

- **Personnel Committee Terms of Reference** – The draft document was agreed with amendments.
- **New Role** – Consideration was given to the Job Description and Person Specification drawn up for the new role of Receptionist, following discussion these documents were agreed and the Clerk was asked to circulate them to the Full Council.
- **Work Programme** - Cllr Carter said that he was concerned that the current programme of work being undertaken by Staff could lead to overwork and stress. It was proposed by Cllr deLauney, 2<sup>nd</sup> by Cllr Hosken and agreed by the Committee that members should refer requests for additional work to the Town Clerk and not directly approach staff for help. It was further agreed that Members should make appointments to visit the Office / Town Clerk not just 'drop in' as this would enable the staff to be more efficient with their time and set a good example to the Public. The new office layout and role of Receptionist will help in this matter. The Clerk would look at appropriate procedures.
- **Position At Risk** – Members were informed of an 'at risk' position resulting from the suggested business case changes relating to the Bowring café.

Options open to the Council are either redeployment or redundancy.

The current policies being used by Telford and Wrekin had been consulted and further research on the subject had been completed by the Clerk. Cllr Morris-Jones said he hated the idea of making anyone redundant when there was a feasible solution. Following discussion, it was proposed that the Town Clerk should formally interview the current post holder and if found suitable she should be offered the post rather than create a redundancy situation.

- **On-going Employment of Apprentice** - The Clerk was asked to provide a Job Description and Person Specification for a junior member of the Environmental Team for consideration at the next meeting.
- **Appraisal Report** - This item was deferred to next meeting.
- **Salaries** – It was proposed by Cllr Hosken, and agreed by members to recommend that the following actions are confirmed by the Full Council:
  - To agree the Statutory Annual NJC pay increases when indicated by NALC and SLCC can be paid to all employees without further reference to the Committee for 2017 - 18
  - To agree contractual increase for Town Clerk of one salary grade within agreed banding
  - To agree contractual increase for Environmental Team Worker of one salary grade within agreed banding
  - To agree contractual increase for Communications and Events Manager of one salary grade within agreed banding

- **Christmas bonus policy for 2017** – This item was deferred to next meeting.

**133/16 Lower Library Office Move** – The Clerk reported receipt of a letter from the Breathe Easy Group reiterating that their members would find it extremely difficult to access the lower library. Members suggested the Clerk invite the group to look at the accommodation and offer a trial period to see how they cope. Alternative venues would also be suggested.

The following points were made:

- The Flag Pole will need to be moved
- Storage is an unresolved problem
- The Kitchen has not yet been resolved
- The Bar facility has been lost
- The Clerk has not yet seen the legal paperwork (Cllr Carter to chase)
- We are gaining a Reception and more appropriate office layout
- Gaining a quiet place to work
- Equivalent space in Council Chamber
- Larger meeting room
- Receipt of approx. £27,000 under our control to complete the work.

**134/16 Wellington Environmental Services Team** – The Clerk gave a report on the activities of the team. Cllr Burns asked if any activities included gardening at the present time, the Clerk said not but the situation may change in the future.

**135/16 Bowring Working Group** – Cllr Morris-Jones reported on his negotiations on the future leasing arrangements of the Bowring Café and toilets. The new lease would be brought to P&R for approval, spanning at least 3 years, including maintenance and cleanliness of facilities and linking the opening times of the Café to the toilets. The Clerk reported on damage to the toilets found this week.

**136/16 Clerks Recommendations for Annual Town Assembly and the Annual meeting of the Council.**

The Annual Town Assembly and Grants Presentation evening is generally held on 3<sup>rd</sup> Tuesday in April so for this year it will be 18<sup>th</sup> April 2017. At this meeting the Clerk proposed that a written Annual Report is distributed to members of the public, the Mayor gives a verbal synopsis for the year and the Grants cheques are handed to recipients.

The Clerk suggested that at the April meeting of the Full Council a ‘Mayor and Deputy Mayor Elect’ are appointed and the cheques for the Mayors charities are presented. This would allow for the presentations to be made unhindered by the handing over of the Mayoral Chain (as experienced previously at Annual May meetings) and allow the Mayoral Diary to be administered in readiness for the incoming Mayor prior being appointed at the Annual meeting which will be 9<sup>th</sup> May 2017.

The above suggestion was proposed for recommendation by Cllr deLauney and 2<sup>nd</sup> by Cllr Burns, all members were in favour.

**137/16 The date and time of the next meeting** – was agreed as 4<sup>th</sup> April 2017 at 7.00pm

Signed .....4<sup>th</sup> April 2017