

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 3rd May 2016 commencing at 7.00 pm.

Present:

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

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

183/15 Welcome & Introductory Remarks – The Chairman welcomed everyone to the meeting.

184/15 Apologies for Absence – Cllr R Perkins and Cllr J Gorse

185/15 Declarations of Interest – None

186/15 To approve the minutes of the meeting held on Tuesday 5th April 2016

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

187/15 Matters arising from the minutes

- **Visioning/Planning Event** – The majority of Councillors seemed pleased with the event held on Saturday 30th April and look forward to receiving the report from Lindsay Barton which will be considered by the June P&R committee.
- **Bowring Pavilion Café** – The Clerk said that so far 2 applications had been received these would be emailed to members and scored accordingly to ensure a fair process. Any requests for additional equipment would be considered following the successful applicants appointment.
- **Environmental Issues** – Enquiries had been made and the area at Tan Bank around ‘Pussycats’ reported as needing attention is private land. Members asked the Clerk to write to the owner requesting action to clean it up
- **Wellington Environmental Services Team-** The Chairman reported that a meeting is to be set with the Borough to take this project forward. Cllr Mason Morris said the Town Council could appoint its own apprentice on an improved rate of pay. It was agreed to investigate the regulations around this suggestion. The vehicle was reported to have a 26 week waiting list so outright purchase was suggested as an alternative. Members commented that work is needed to identify how it would all work; the Chairman said a report would be made to the June P&R meeting.
- **Christmas Lights** – The Chairman informed members that our existing supplier is charging 4 months storage and servicing of the lights. Efforts had been made by staff to check original contract to see if these charges were previously agreed. It appears that renewal was agreed, for several years, without renewing/refreshing the original contract so the Deputy Clerk had been asked to pay. Cllr Hosken proposed the payment be

ratified this was seconded by Cllr Lowe and agreed by members. The Chairman said the new contract would be a tighter document and our new contractor, CMK, will be collecting the lights as soon as the cheque is cleared.

188/15 ICT Working Group – Councillor Mason-Morris reported she had spoken to Leegomery Computers who had purchased the equipment and would identify training dates for both staff and members during the last 2 weeks of May.

189/15 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.

190/15 Office Accommodation – The Chairman reported on a meeting with S. Davies and J. Rowe where he asked for confirmation of the finance to allow the office move to go ahead.

191/15 Wrekin News – The Chairman reported the Wrekin News was under new management and the May edition was a great improvement on the first article.

192/15 Pride in Your High Street (PIYHS)

- **Process** - The Chairman reported on a proposed 6 week timetable and simplified application form to access remaining PIYHS funding. Cllr Mason Morris said that Promotions and Liaison Committee had received a presentation indicating that that a 3-4 month window past the end of this financial year to spend the award would be acceptable. Confirmation of the above is awaited.
- **PIYHS Bid awarded to H2A** – Members discussed acting as banker for the H2A project and agreed that the Clerk check that the Internal Auditor was happy with the suggestion. Subject to her approval Cllr Lowe proposed that Wellington Town Council act as banker for the H2A project, Cllr deLauney 2nd the proposal and all were in agreement.

193/15 Vision 2020

- **Wellington Pop Up Patch** - The Chairman reported that Homebase had donated paint and volunteers had painted stalls in the Market. A launch event will take place at 10.00am on 17th May.
- **Team Wellington Bid** – The Chairman reported that the Team had been asked to identify monthly measurable objectives. One of the first initiatives was agreed to create a database of all property owners. Clarification was given on membership of both the Town Council and Borough on the Team.

194/15 Finance - To receive written financial reports from the Deputy Clerk –

- (i) To agree receipts for February and March 2016
- (ii) To agree payments for February and March 2016
- (iii) To agree payments to date for March and April 2016
- (iv) To receive details of Petty Cash payments for February and March 2016
- (v) To receive details of Receipts/Payments compared with budget for February and March 2016
- (vi) To be notified of and agree the LGPS Deficit Pensions Lump Sum payment of £2,000
- (vii) To note the date of the next internal audit on 7th June 2016.
- (viii) To note the date of the external audit as 30th June 2016.

Cllr Hosken proposed acceptance of the above reports and notifications, this was seconded by Cllr Lowe and agreed unanimously by members.

195/15 Insurance Policy renewal due on 1st June 2016 – Following discussion it was proposed by Cllr deLauney, 2nd by Cllr Hosken and agreed by members to renew the policy with WPS for one year.

196/15 Grant Funding Applications Deferred From April meeting.

- **Citizens Advice Bureaux** – Members considered the financial information supplied and noted that their assets had significantly increased in the last financial year. It was therefore proposed by Cllr deLauney, 2nd Cllr Hall not to donate at this time.
- **Wellington Civic Society** – Grant of £162.00 requested for room rental, it was proposed by Cllr Mason-Morris and seconded by Cllr Lowe to award this grant.
- **Polish Saturday School** – One TSB Treasurers Account Bank Statement had been received but no financial statements or accounts. Members suggested that this time a grant is refused but stress they are very welcome to apply in the future.
- **Clifton** – Grant of £1,000 had been requested. Profit and Loss account, balance sheet, and Bank statements had been received. Members considered the information and agreed that there was no specific project presently as the building had not been acquired. It was proposed by Cllr Lowe and 2nd by Cllr deLauney not to give a grant this time but to confirm support for the organisation.
- **Telford & Wrekin Singers** – A grant of £500.00 had been requested, it was proposed by Cllr Mason Morris and seconded by Cllr Lowe to pay the grant.
- **Wellington Theatre Company** – There had not been a response from this organisation.

197/15 To Discuss Funding for the Wellington Festival – Cllr. Mason-Morris confirmed she had applied for a grant of £5,000 for Pride in Your High Street (PIYHS) funding but the timing of the Festival and the funding may not work out. It was proposed by Cllr deLauney and seconded by Cllr Lowe to provide £5,000 subject to repayment if PIYHS funding is achieved.

198/15 To Consider Adoption of Grant funding Policy (previously emailed to members) – Cllr Mason Morris proposed adoption of the grant policy this was 2nd by Cllr Hosken and agreed by the meeting.

199/15 To Consider Changes to and Adoption of Amended Financial Standing orders (previously emailed to members) Cllr Hosken proposed adoption of the amended Financial Standing Orders this was 2nd by Cllr Mason Morris and agreed by members.

200/15 To receive correspondence and urgent matters for information only.

202/15 The date and time of next meeting of P&R was agreed as Tuesday 7th June 2016 at 7.00pm.

Chairman..... Dated 3rd May 2016