

# Wellington Town Council

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



**Town Clerk**  
**Mrs K. L. Roper**  
*BA(Hons)DMS*  
Civic Offices, Larkin Way  
Tan Bank, Wellington  
Telford TF1 1LX  
Tel: 01952 567697  
Fax: 01952 567690

Email: [wellingtontowncouncil@telford.gov.uk](mailto:wellingtontowncouncil@telford.gov.uk)  
[www.wellington-shropshire.gov.uk](http://www.wellington-shropshire.gov.uk)

## **POLICY & RESOURCES COMMITTEE**

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 7<sup>th</sup> June 2016** commencing at 7.00pm.

**Present:** Cllr S deLauney, Chairman

Cllr F Burns  
Cllr S Hall  
Cllr R Perkins  
Cllr L Carter

Cllr M Hosken  
Cllr P Morris-Jones  
Cllr A Lowe  
Cllr D Allen

**In attendance:** One member of the public, Cllrs Gorse, McClements, Perkins and Karen Roper, Town Clerk.

### **01/16 Welcome**

The Chairman welcomed everyone to the meeting.

### **02/16 Election of Chairman**

It was proposed by Cllr Burns and seconded by Cllr Lowe that Cllr deLauney be re-elected as Chairman for the ensuing year. There were no other nominations so Cllr deLauney was duly elected as Chairmen of the Policy and Resources Committee 2016/17.

### **03/16 Election of Deputy Chairmen**

The Chairman said the appointment of 2 Deputy Chairmen last year worked well and proposed Cllr Lowe and Cllr Burns to serve as Deputy Chairmen for this year. This was seconded by Cllr Carter and agreed by members.

### **04/16 Watling / Arleston Community Centre**

The Chairman invited Cllr McClements to report on the project to retain the above community centre as an asset managed by the active residents group. Supporting papers had been provided to members and requests for assistance were explained including a bid for funding from Telford and Wrekin Council. Members were asked to support the project with a modest amount of funding from the Town Council and provision of assistance in running the payroll and audit. The Chairman suggested the grant could be spread over the next three years - £1,000 for the current year (2016/17), followed by £2,000 (2017/18) and £2,500 (2018/19) to provide kick start funding from the Town Council's Community Fund budget. The Mayor said that better marketing could help the centre become self-supporting; Cllr McClements said this issue was being addressed. The Chairman confirmed this item would be on the July agenda for P&R and the decision would be confirmed by Full Council on 12<sup>th</sup> July.

Cllr McClements left the meeting at this point

08.06.2016

**05/16 Apologies for Absence**

Were received from Cllr. Mason-Morris due to ill health.

**06/16 Declarations of Interest**

Members need only declare any interests they may have in items of interest in the Agenda. None were declared.

**07/16 To approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> May 2016**

The minutes were proposed for approval by Cllr Hosken, seconded by Cllr Hall and RESOLVED UNANIMOUSLY that the minutes of the meeting held on Tuesday 3<sup>rd</sup> May 2016 be approved and signed by the Chairman as a true and accurate record.

**08/16 Matters Arising**

**(a) Office Accommodation**

The Chairman reported that the Borough had determined they would fund up to £100k on the move to the lower library. He proposed that the Chairman, Mayor and 2 x Deputy Chairmen would form a working group to liaise with the Borough.

**(b) Area Around Pussycats**

The Clerk reported the response from the owner of Pussycats, following discussion, Cllr Carter suggested he would contact the Telford and Wrekin Environmental Services Team to deal with the issue.

**(c) ICT Project**

The Clerk reported that Leegomery Computers were asking for staff to populate the office 365 files. She suggested that the office is closed for a whole day to Councillors, public and any meetings on Thursday 23<sup>rd</sup> June to concentrate solely on this task with the assistance of Leegomery computers in the afternoon. Members were in agreement and a report will be made to the next Policy meeting to decide on an appropriate the launch date.

**(d) Wrekin News**

The Clerk distributed the newsletter. Cllr Burns said he would like exposure for the Environmental Team to be featured in Wrekin News to raise awareness with members of the public.

**09/16 Election of Personnel Committee**

The Chairman said that the Disciplinary policy appeal process had been reviewed. The first line of the appeal process is currently is to P&R and would involve the same people as on the Personnel Committee. Therefore, it was suggested that the group leaders should form the Personnel Committee without the Mayor or Deputy Mayor who then remain independent to form an appeal panel which would not include any member of the original Personnel Committee so there would be no conflict. The final stage would be heard by the Full Council. The Chairman therefore proposed that the Personnel Committee consists of Cllrs deLauney, Gorse and Hosken, this was seconded by Cllr Lowe and agreed by members. Cllr Burns commented that the number of Town Council Staff has and will continue to increase so it is very important to ensure the process/procedure is fair, appropriate and that there is a clear paper trail in place.

**10/16 Nominations to the 2020 Project Board**

The constitution of the above identifies the Chairman of P&R as Chairman of the Project Board so Cllr deLauney nominated the two Deputy Chairs to join him on the Board. This suggestion was seconded by Cllr Carter and agreed by the Members.

**7.40pm Councillor Carter left the meeting**

**11/16 Election of the Bowring Working Group**

The Mayor said he would like to continue as Chairman for this group and a Committee of 5 would be a manageable group. Cllr Morris-Jones proposed Cllrs Hosken, Hall and Burns, Cllr deLauney nominated Cllr Mason-Morris in her absence. This was seconded and agreed by members.

**(a) Café** – The Clerk updated members on the process used to award the lease. The applications were depersonalised and members were asked to score on agreed points. Without including the score of the question relating to the toilets there was still a clear winner. In consultation with the Mayor and the Chairman of P&R the decision to award the lease was made. The Café is now up and running.

**(b) Toilets** – The Mayor commented that all three toilets should be open and felt that keys should be made available to the Café lease holder. The Clerk commented that staff had now been asked to open the toilet during the day.

**(c) To approve purchase and installation of Picnic Benches** – The Chairman proposed that 2 picnic benches are purchased as previously agreed. Cllr Burns seconded the proposal to spend up to £500.00 on benches to be installed at the Bowring, members were in favour.

**12/16 Update from Team Wellington:** The Chairman proposed that as there was now a presentation from Team Wellington on the Full Council agenda that members leave this update to Full Council meeting next week. Members agreed.

### **13/16 Parking**

**a) On-street Parking and PCSO** - The Chairman reported on a recent meeting held with Newport Town Council to discuss the future funding of a possible shared PCSO post. The proposal is a 6 year deal struck with the Police Service. The Borough to fund the first 3yrs of a PCSO post then the final 3 years will be funded by the Town Councils. Cllr deLauney said he was happy to continue with negotiations and report back to the July meeting, members were in agreement.

Members requested that the issue of decriminalisation of parking by the Borough is followed up, in addition to reporting some anti-social behaviour highlighted by the Mayor. It was also suggested that the newly elected Police Commissioner be invited to a meeting of Wellington Town Council.

**b) Control of off Street Parking** – The Clerk reported she had asked for an update on this issue and had been informed that the project has had to go through the full procurement process. The figures will be presented to the Borough Councils' Finance committee next week which mean it will now be the summer for implementation of the ticket machines.

### **14/16 Finance**

The Chairman informed members that items 1-5 on the agenda are not available for this meeting and suggested these are deferred to the July meeting because of the end of year workload, members agreed. The Clerk had circulated the Internal Auditors' report and supporting papers. Cllr Burns asked that congratulations and thanks were passed on to the Team who had worked on the papers including Cllr Perkins who had spent time checking the entries. This view was enthusiastically echoed by Cllr Hosken.

It was proposed by Cllr Hosken and seconded by Cllr Burns that the Policy and Resources Committee recommend acceptance and endorsement of the accounts for the year ending 31st March 2016 and to authorise signature of the appropriate forms at the Full Council meeting to be held on 14<sup>th</sup> June.

It was proposed by Cllr deLauney, seconded by Cllr Burns and RESOLVED to accept the Internal Auditor's report for the year ending 31st March 2016 and to re-appoint Hajinder Atwal of HKA Accountax as the Councils' Internal Auditor for the next half-yearly internal audit of 2016. All were in favour.

- (i) **To arrange a date for the next meeting of the Town Council's Audit Committee.**  
The Clerk asked for the date of the Audit Committee meeting to be deferred until the External Auditor had issued his report. It was agreed that the meeting be deferred but the membership of the committee would be on the agenda for confirmation at the July meeting of the Council.
- (ii) **To approve the invoice for the Town Council's Insurance Policy for 2016/2017 in the sum of £5224.68.**  
The Clerk confirmed that the amount was slightly up on last year's figure because it included the laptops and insurance tax. She also reported that this was the final year of the 3 year agreement and as such the Council could go to tender for quotations next financial year.

**15/16 To receive urgent matters for information only.**

- **The Wellington Environmental Team** – The Chairman reported on the process of appointing Apprentices by the Borough. Currently the Borough has not received the appropriate number of applications for Apprentice posts and it was suggested that it may be appropriate to wait until the Autumn intake before making an appointment for Wellington..
- **The Bowring CCTV** - The PR promotion event date had not yet been agreed.
- **Banking** – The Clerk reported on the progress so far of finding a new Bank for the Town Council.
- **Loo of the Year Award** – The Clerk reported that staff were willing to go for the award but the cost was £145.00 per application. Members felt it was essential that the council continue to apply for the award.

**16/16 To agree date and time of next meeting – Tuesday 5th July 2016 at 7.00pm.**

Signed .....  
5th July 2016