

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 4th April 2017** commencing at 7.00pm.

Present:

Cllr deLauney – Chairman	Cllr P Morris-Jones ex-officio
Cllr F Burns	Cllr C Mason-Morris
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.

138/16 Welcome – Cllr deLauney welcomed everyone to the meeting.

139/16 Apologies for Absence - Were received from Cllr A. Lowe members accepted and agreed his apologies.

140/16 Declarations of Interest - None

141/16 To approve the minutes of the Meeting held on Tuesday 7th March 2017 - It was proposed by Cllr Hosken, seconded by Cllr Hall and resolved that the minutes of the meeting held on Tuesday 7th March 2017 be approved and signed by the Chairman as a true and accurate record.

142/16 Matters Arising

a) PCSO - The Clerk reported on a meeting with a new PCSO involved with the Integrated Community Management Team Project to discuss how this will work during the 12 month trial period. A further meeting with our current PCSO resulted in calling a meeting of the ASBO Group on 20th April at 3pm to discuss the findings of her environmental Audit and progress on other initiatives.

b) Artefacts – The Clerk of Donnington and Muxton PC is suggesting a handing over ceremony on 8th May, further details to follow.

c) PIYHS Murals – The Clerk reported the 2nd payment of £1,000 had been requested and that a form be sent from the Town Council to property owners attempting to set out the relationship between the Town Council the Property owner and the Murals. Copies of the form were circulated and members raised questions but felt it was a good idea to try and clarify responsibilities. It was agreed that the Councils Solicitor should be asked for an opinion.

d) PIYHS Toilets – The Mayor reported he had opened the refurbished toilets in the Market.

e) Mallin Health Centre – The Clerk reported that the Chief Executive of the CCG and his Deputy had agreed to attend Full Council Next week

f) Project 2020 – The Chairman said there were difficulties with the sale and purchase of Wrekin House as the contract with the Little Dessert Company had fallen through. Discussions were taking place with Agents and the entire building was now empty.

g) Parking in Wellington - Members were informed that the Chairman of the group was now the Mayor. The Clerk gave a general report on the work done so far and was asked to update full council on the timescale for implementation of the ticket machines.

143/16 Finance

The reports were circulated to members and it was proposed by Cllr Hosken, seconded by Cllr Hall and RESOLVED to accept and endorse items a-e on the agenda. Cllr Hosken asked the Clerk to find out the average mileage and fuel costs of the vehicle.

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

144/16 Bank Account Update – The Clerk reported the Barclays Bank account was now open and 2 members had received documents and card readers to operate the account. The Clerk said that NAT West had put charges on the account for last month for the first time. At this time Barclays were not charging to operate the new account. The Clerk said the money had not yet been transferred because the new account operated differently and we needed to understand the safeguarding measures. The 3rd signatory reported he had not received any paperwork from Barclays and this would be investigated.

145/16 Personnel Committee - The Clerk gave the following verbal report

- **New Role** – The Job Description and Person Specification and circulated to the Full Council.
- **Position At Risk** – Cllr Mason Morris said that all toilet staff did the same job and should be informed they were all in an ‘at risk’ position resulting from the suggested business case changes relating to the Bowring café. She also questioned if this was a redundancy situation as the work was still being done by the Café Tenant. Cllr Mason Morris further commented that any appointment may be subject to TUPE regulations.

The Clerk said that only one employee had a contract of employment stating the Bowring as their place of work and that the redundancy situation was because the business model had changed to improve efficiency. She agreed to obtain further clarification from Telford and Wrekin Personnel Department.

- **On-going Employment of Apprentice** - The Clerk had made enquires and there was an option to retain our apprentice for a further year expanding his experience and developing his skills. Telford and Wrekin would be willing to part pay the costs relating to this so the Clerk was asked to firm up the proposal for consideration at the next meeting.
- **Appraisal Report** – The Personnel Committee had received the Clerks report and agreed the administrative requests.

146/16 Lower Library Office Move – The Clerk reported that the moving date of 24th April is still the target although staff had a lot of work to do before then. Members agreed that staff make the decisions on where items are placed in the new area. Cllr Burns said he had visited the site and felt that any walls installed at the bottom of the stairs would restrict light

and suggested the glass partitions would help with this. The Antique tables and chairs were discussed and it was agreed that they be auctioned off and the money given to the Mayors' charity.

The member of the public present said the doors to the Council Chamber were single and asked if they were compliant with Health and Safety / wheelchair regulations. The Clerk would check with the Architect.

147/16 Wellington Environmental Services Team – The Clerk gave members a written report on the activities of the team. Cllr Carter asked the Clerk to contact Jaz Bedesha in relation to the work being done in the Millfields Park area. The Clerk confirmed payment for the project had not yet been received from the Borough, Cllr Carter said he would chase this.

148/16 Bowring Working Group – Cllr Morris-Jones reported on negotiations on the future leasing arrangements of the Bowring Café and toilets. The new 3 year lease would include maintenance and cleanliness of facilities and linking the opening times of the Café to the toilets. The Council would supply consumables and cleaning materials achieving an overall saving of around £3k per annum. There were concerns over winter opening hours but agreement had been reached. The Borough had been approached to give special consideration to allow some advertising for the Café as previously his promotional posters and banners had been removed. The Mayor said he felt let down by one T&W officer as the insurance repairs from the fire had still not been completed.

149/16 Annual Town Assembly – Consider the draft report.

The Clerk had circulated a draft report and asked for comments/ amendments. Cllr Carter asked that branding is added to the document. Members were asked to feed in any amendments by email and were informed that a separate page will be added for the Festival and other events. It was proposed by Cllr Hosken and 2nd by deLauney to accept the draft document with amendments.

150/16 Allotments – The Clerk reported on an email from the Borough asking for the council to consider taking over the local Allotments, she had downloaded some information for members. The Clerk was asked to find out more details about officer time and bring a report back to the next meeting.

151/16 Councillor Vacancies – The Clerk reported the Election Date had been notified as 18th May.

152/16 Marketing Budget – The Clerk had been approached by P&L to ask P&R to identify a marketing budget. Cllr Carter said things had changed since this agenda was written, an independent bid writing project had been funded and savings had been made so this item was no longer relevant.

153/16 Insurance Renewal – The Clerk said the Brokers had been asked to compare 3 x quotations for our cover which is due for renewal on 1st June 2017.

154/16 Information Only - Members asked the Clerk to look at an opening on the new offices ceremony.

155/16 The date and time of the next meeting – was agreed as 2nd May 2017 at 7.00pm

Signed2nd May 2017