

Wellington Town Council

Town Mayor
Cllr Denis Allen



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 1st August 2017** commencing at **7.00pm**.

Cllr S deLauney – Chairman	Cllr J Gorse	Cllr A. Lowe
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In attendance – Karen Roper Clerk and one member of the public.

- 34/17 Welcome - Chairman** – Cllr deLauney welcomed everyone to the meeting.
- 35/17 Minutes of the meeting held on Tuesday 4th July 2017** - Were proposed by Cllr deLauney, 2nd by Councillor Lowe and **RESOLVED** by members as a true and accurate record following removal of the words 'Election of Chairman' at minute ref: 16/17.
- 36/17 Apologies for Absence** – Were received and accepted from Cllr P Morris-Jones, Cllr L Carter, Cllr F. Burns, Cllr C Mason-Morris, Cllr D. Allen ex-officio and Cllr M Hosken.
- 37/17 Declarations of Interest** – None received at this time
- 38/17 Matters Arising** –
- 38.1.17 Defibrillator** – The Clerk had clarified the position with the Buckatree Hotel's request for a unit.
- 38.2.17 Parking in Wellington** – The Clerk reported the next meeting of the Parking Working Group would be held on Tuesday 8th August at 2.00pm to discuss progress and longer stay car parks.
- 38.3.17 Chewing Gum Removal** - The Clerk reported on an e mail from Cllr Carter stating that T&W have already purchased a machine and Wellington would be the pilot area. Further questions have been put about 'borrowing or renting the machine' or purchasing extra time.
- 38.4.17 Banking Arrangements** - A further written report detailing the cost analysis and approaches to Barclays to provide flexibility was circulated by the Clerk together with research detailing the experiences of other Clerks. Following discussion, Cllr Gorse proposed the Council moves its current account to Unity Bank. This was seconded by Cllr deLauney and agreed by all with reluctance due to Unity not having a branch in Wellington. The Clerk suggested that a new Unity account could be set up and used as a current account and further discussions could be held with Barclays to change the current community account to a reserve account, this was agreed by members.
- 38.5.17 Office Move** – The Clerk reported that:-
- Quotations for the extra work should be ready for the September meeting of P&R.
 - Members were shown the artwork for the front window graphics which they approved suggesting the telephone number and email address is added to the door screen together with office opening hours to the public which were agreed as Mon- Fri 10.30am – 3.00pm.
 - It was agreed that going forward members will need to make a timed appointment to see staff.

- 39/17 Finance** – Reports were presented for June/July 2017 and the following questions were asked.
- Page 657 Pitney Bowes Finance £51.67 DD went out twice on the same day for rental - this would be checked
 - Please provide an explanation why there are so many un-presented cheques some older than 6 months.

The Clerk said she would ask the Deputy Clerk on his return from holiday to answer the above questions.

Subject to the satisfactory responses to the questions Cllr Lowe proposed the accounts for acceptance this was 2nd Cllr Gorse and agreed by members.

40/17 Security, Structure, Visioning & Governance

General discussion was held making the following points:-

Security

- The Clerk suggested a further effort was made to encourage use of the Office 365 system because it offered generic email addresses not private ones and a greater access to files.
- Following several incidents involving members, the Clerk reported she had taken all home addresses off the website and contact would be through the Office or through the Office 365 system.
- Councillors' home Telephone numbers had also been removed from the website and telephone contact would be through the Office.
- Members requested further 365 training with a different trainer

Structure, Visioning and Governance

Members had a long discussion on the paper forwarded by Cllr Burns looking at restructure of the current committees, the following points were made.

- P&R with the current chair who is not affiliated to either of the two main parties works well so is there really a case for change?
- Planning meets every three weeks and doesn't have any further responsibilities could it take on more to relieve pressure on P&R?
- There could be other options such as the Vice Chairs of P&R taking on responsibilities for services.
- There could be a P&R away day to look at future services.
- Following discussion it was agreed that there should be a second visioning event to discuss structure and possible future service delivery such as the Library, Bowring or the Churchyard and possibly full responsibility for street cleaning etc.
- It was proposed by Cllr Lowe 2nd by Cllr Gorse and agreed that the Clerk contact Rob Francis to facilitate a further Visioning event suggesting Saturday 7th or 14th October.
- The Clerk said that there was a lot of work around Governance that she would like to get completed as soon as possible to enable the Council to apply for the Local Council Award Scheme but she was finding a problem with time as this was in addition to the day to day duties. It was proposed by Cllr Gorse 2nd by Cllr Lowe and agreed that the Clerk work from home to complete this work.

- 41/17** Next meeting date was agreed as Tuesday 5th September at 7.00pm

Chairman.....Date.....