

Wellington Town Council

Town Mayor
Cllr Denis Allen



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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 3rd October 2017** commencing at **7.00pm**.

Cllr S. deLauney – Chairman	Cllr J. Gorse	Cllr A. Lowe
Cllr M. Hosken	Cllr P. Morris-Jones	Cllr F. Burns
Cllr C. Mason-Morris		

In attendance – Simone Whitfield and Kelly Davies – Wrekin Landlord’s Association, Cllr J Alvey and Andrew Roberts, Deputy Town Clerk.

- 57/17 Welcome** – Cllr deLauney welcomed everyone and asked Kelly Davies from the Wrekin Landlord’s Association (WLA) to address the meeting in relation to the Selective Licensing Scheme that is being proposed by Telford & Wrekin Council.
- 58/17 Selective Licensing Scheme** – Kelly Davies addressed the members on the proposed Selective Licensing Scheme that was proposed by Telford & Wrekin Council. Members noted that relevant information had been previously circulated to members of the Town Council by way of information. She outlined further details of the Selective Licensing Scheme that was proposed to be introduced within 5 selected New Town Areas, and outlined a number of their concerns, although discussions were being held with in particular Cllr Lee Carter. She further outlined the different types of licensing and regulation that could be introduced and that Selective Licensing would not solve all issues within the Borough. She further indicated that a wider scheme could be introduced which would enable many of the existing issues being resolved easier on a borough wide basis. She outlined that there were a number of other problems and issues that were being experienced which related to Houses in Multiple Occupation (HMO) a number of which were located within Wellington, would not be covered, by the proposed scheme. She indicated that there was a correlation between HMOs and the identified problems that had been outlined within the Selective Licensing Scheme which would remain. The WLA were proposing that a wider scheme should be introduced within Telford & Wrekin Council area.

Cllr Lowe enquired as to what the Town Council could do to assist the WLA, by way of response Kelly advised that further discussions would continue with Cllr Lee Carter, but she requested that Members could ensure that further details. The WLA acknowledged that discussions with Telford & Wrekin Council had been positive, but the developing national agenda in connection with Selective Licensing had taken a bit of a back seat as a result of other national pressures – i.e. General Election and Brexit negotiations. The WLA had concluded that there were other methods that should be tried before the introduction of the Selective Licensing Scheme using Education, Engagement and then Enforcement, and that the Borough Council should use already existing statutory provision than proceed with the proposed Selective Licensing Scheme but that discussions were on-going with Telford & Wrekin Council. Members were requested to keep informed about the proposals and that if there was a need to discuss further with the WLA, they were open to be contacted in the

future.

- 59/17 Apologies for Absence** – Cllr L Carter – work commitment. Apology accepted.
- 60/17 Declarations of Interest** – Cllr Gorse declared an interest in relation to Minute Number 63/17: Grant Application meeting on the basis that she was a named officer for an organisation who was applying for a Grant.
Cllr Morris-Jones declared an interest in relation to Minute Number 63/17L: Wellington United Charities on the grounds that his wife Mrs Jo Morris-Jones was a Trustee of Wellington United Charities.
- 61/17 Minutes of the meeting held on Tuesday 5th September 2017** – were proposed by Cllr Morris-Jones, seconded by Councillor Hosken and RESOLVED by members as a true and accurate record.
- 62/17 Matters arising from those minutes–**
- **Visioning & Governance Event** – the Deputy Clerk reminded of the arrangements of the forthcoming Visioning & Governance Event on Saturday 7th October 2017 between 10:00-2:30. Cllr Burns enquired as to whether there was a timetable for the event. The Deputy Clerk confirmed that he would check.
 - **Office Move** – The Deputy Clerk indicated that the draft lease documentation had been forwarded to the Town Council's solicitors but that his comments were still awaited. The Chair indicated that there had been some progress in relation to some of the proposed clauses mainly in relation to the termination re-instatement clause and that there would also be a Break Clause after 35 years. Cllr Morris-Jones enquired as to whether there had been any further developments on the proposed alterations. The Chair indicated that whilst an overall figure had been received a specific breakdown was still awaited before the matter could proceed. Cllr Morris-Jones commented that he was concerned about the current booking arrangements with a planned meeting that he had attended where the room had been double booked and further a meeting of the Wellington Local Agenda 21 Group that had not been booked at all. He commented that the Town Council was going to be responsible after the refurbishment works had been completed. Cllr Burns indicated that there may have been some transitional arrangements whilst the works were being undertaken. The Chair agreed to report back to a future meeting of the Committee.
 - **Team Wellington** – The Deputy Clerk indicated that he had circulated by way of email copies of the Team Wellington report for the information of members and further paper copies were tabled at the meeting. There was a general discussion in relation to the future regeneration of the Town and as to how it would be delivered in a sustainable way. It was agreed that the whole item of Town Centre regeneration should be an agenda item at the November 2017 meeting.
 - **Project Board** – The Deputy Clerk confirmed that the next planned meeting of the Project Board was scheduled to be held on Thursday 12 October, although confirmation was currently awaited for confirmation that Telford & Wrekin Council representatives were able to attend, which would be confirmed by the end of this week. If they were unavailable an alternative date would need to be arranged.
 - **Wellington Health Centre** – Members were referred to the attached letter provided with the agenda papers.
 - **Anti-Social Behaviour Order** – Members were referred to the attached letter provided with the agenda papers.

Cllr Burns wished to complement the Town Clerk on the letters that had been submitted recently on behalf of the Town Council.

63/17 Finance – Reports were presented for August 2017

Cllr Hosken proposed the accounts referenced a – e below for acceptance, this was seconded by Cllr Lowe and agreed by members.

- a. To agree receipts for August 2017
- b. To agree payments for August 2017
- c. To agree payments to date for September 2017
- d. To receive details of Petty Cash payments for August 2017
- e. To receive details of Receipts/Payments compared with budget as at 31st August 2017.

- **Banking arrangements** – the Deputy Clerk updated the members on the present position with Barclays Bank and that he was experiencing difficulties in talking with Barclays in order to discuss the future requirements of the Town Council who were insisting that one of the authorised signatories should converse with the bank. With this in mind his view was that Cllr Morris-Jones should speak directly with them. Cllr Morris-Jones agreed to deal with this in the future, and that a further update would be provided at the November meeting.
- **Un-presented Cheques** – the Deputy Clerk explained the situation in connection with the un-presented cheques and their appearance on the latest bank reconciliation statement and by way of an explanation informed members that the bank reconciliation was compared to the last received bank statement that had been received, which would in effect be a month behind. Members appreciated the explanation that was provided.
- **Wellington United Charities** – the Deputy Clerk confirmed that the Trustees had met recently and had made a partial distribution amounting to £800.00. The Trustees had requested the Clerk to undertake some more publicity inviting applicants to apply for the funds on completion of an application form which would then be considered at a further meeting to be held in January/February 2018 in order for a further distribution. Cllr Morris-Jones wished to express his thanks to the Deputy Clerk for dealing with this matter.
- **External Auditor Update** – the Deputy Clerk advised that the final External auditor's report for the year ending March 2017 had recently been received, and that copies were available for members. The report would be submitted for consideration by the Council's Audit Committee. Members were further informed that the Half Yearly Internal Audit would be held in November.
- **Budget Timetable reminder** – the Chair reminded members of the initial budget timetable that would be followed in that an initial budget proposal for 2017-2018 would be presented to the November 2017 P&R Committee meeting, with the January P&R Committee finalising the Budget for Full Council to approve at its January 2018 meeting.
- **Grant Application meeting** – it was reported that the Grants Panel had met earlier with 12 grants being recommended for approval at a total of £3,920.00 the Grant Panel report was proposed by Cllr Lowe and seconded by Cllr Morris-Jones and agreed by members accordingly.
- **Council Tax Support Grant and T&W Budget Comments** – as Cllr Carter was absent from the meeting this item was deferred.
- **Bridge House Invoice** – members were referred to this invoice copies of which had been circulated, for members consideration. Following a discussion it was proposed by Cllr Lowe, seconded by Morris-Jones, and following the exercise of the Chairman's casting vote because of an equality of votes it was RESOLVED to RECOMMEND that the invoice should be paid.

64/17 Bowring – Cllr Morris-Jones presented the minutes of the recent meeting of the Bowring Working Group held on the 18th September. Members were referred to the minutes of this meeting that was attached to the agenda papers. Cllr Morris-Jones advised members of a recent incident concerning a near-miss involving a young girl and a motor vehicle, which amplified why it was a reason as to why the access road should be placed at the rear of the kiosk. Members were referred to the notes concerning the current TPO on a mature oak which would prevent the diversion of the access road.

- 65/17 Pub-Watch** – members were referred to the minutes of the recent meeting of the Pubwatch meeting that was held on 7th September that had been attached to the agenda papers. The Deputy Town Clerk confirmed that the next meeting would be held on Wednesday 4th October and that he would attend in order to take notes and it was agreed that the provision of such administrative support would be clarified and a further update would be provided at the next P&R meeting.
- 66/17 Parking** – the Chair referred members to the last Full Council but understood that there had been a discussion that if the Town Council made a contribution to the acquisition of new car parking machines in the Town it might be possible to acquire a proportion of the car parking fines that were being levied. The Chair warned members that any proposed contribution would be a capital investment only and that if the Town Council pursued to request a contribution from the parking fines that the Borough Council may well then request for a financial contribution towards the running costs. Following a discussion it was proposed by Cllr deLauney and seconded by Cllr Morris-Jones that no further action is taken in requesting a contribution from the car parking fines from the Borough Council.
- 67/17 Flag Flying Policy** – it was proposed by Cllr deLauney, seconded by Cllr Lowe and agreed that this item would be deferred until the next meeting.
- 68/17 Opportunity for members to comment on the following documents** – it was proposed by Cllr deLauney, seconded by Cllr Lowe and agreed that this item would be deferred until the next meeting. There was a discussion in connection with the introduction of a policy that had been discussed at Promotions & Liaison Committee, which would be subsequently reported to Full Council.
- 69/17 To receive urgent matters for information only.**
- **Free Wi-Fi** – the Deputy Clerk reported receipt of information detailing the possible provision of free Wi-Fi within Dawley and had enquired whether the same could be provided in Wellington. Following a discussion it was agreed that the Deputy Clerk would make further enquiries and report back to a future meeting of P&R.
- 70/17 To agree date and time of next meeting** – Tuesday 7th November 2017 at 6.30pm. The Chair requested an earlier commencement time for the meeting to enable discussions to take place in relation to the Budget for 2017-2018.

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