

# 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, 5<sup>th</sup> December 2017** commencing at **7.00pm**.

<b>Cllr A. Lowe – Chairman</b>	<b>Cllr J. Gorse</b>	<b>Cllr L. Carter</b>
<b>Cllr M. Hosken</b>	<b>Cllr P. Morris-Jones</b>	<b>Cllr F. Burns</b>

**In attendance – One member of the public and Karen Roper - Town Clerk.**

- 89/17 Welcome** – Cllr Lowe acted as Chairman for this meeting as Cllr deLauney was not present.
- 90/17 Apologies for Absence** – Cllr S. deLauney who was unable to attend due to holiday commitments. Apology accepted.
- 91/17 Declarations of Interest** – There were no declarations of interest at this point in the meeting.
- 92/17 Minutes of the meeting held on Tuesday 7<sup>th</sup> November 2017** – were proposed by Cllr Burns, seconded by Councillor Hosken and RESOLVED by members as a true and accurate record.
- 93/17 Matters arising from those minutes–**
- **Wellington Health Centre** – The Clerk said the letter to the CCG had again been acknowledged but no response had been received. Members said there is a level of interest outside of the Council the Clerk was asked to check the dates the letter was sent and push for a response.
  - **Traffic Flow and Parking** – The Clerk had approached Cllr McClements who was working with Officers to set up a meeting early January to discuss long stay parking and changing traffic flow to bring people into the town. Cllr Lowe said the traffic in Bridge Street was dangerous because it was moving too fast and there was no crossing, he felt a 20mph limit should be imposed. Cllr Carter asked that the impact on surrounding streets is considered.
- 94/17 Wellington Pub Watch / Integrated Community Management Team (ICM)** – The Clerk said there was a fight on Saturday night and further investigations were taking place including CCTV footage being sought. Cllr Carter, the Chief Superintendent and the Police and Crime Commissioner had awarded all money to buy the DISC software for the Pub Watch scheme. There would be a presentation at full council on the DISC and the work of the Integrated Community Management Team. The Clerk said that the ICM had now invited 3 members to join the group. It was agreed that Group Leaders will forward names to attend these 2 weekly meetings to full Council. Cllr Burns asked the Clerk to produce Terms of Reference for the ICM team.
- 95/17 Finance** – Reports were presented for October 2017, Cllr Hosken proposed the accounts referenced a – e below for acceptance, this was seconded by Cllr Gorse and agreed by members.

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

The following questions were asked:

- 2 un-presented cheques were showing on the report, Wellington Community Arts Venue of £1,000, and a cheque made out to an individual for £70.00 the Clerk was asked to investigate and if necessary rescind.
- A breakdown of the payment of cheque no 013312 was requested to ensure the public purse is properly spent in relation to the original contract/agreement. Members also asked for a correlation with disbursements from Telford and Wrekin and that this would be an agenda item to receive a full report brought to the next meeting. Cllr Morris-Jones suggested it would be good to periodically check payments to ensure the system is working properly.

**f. Banking arrangements** – The Clerk said the Deputy Clerk had now set up and tested electronic payments from the new Barclays account. She described the system set up to approve payments but this is not a ‘feeder account’ so balances should be checked on a daily basis. Cllr Hosken expressed the grateful thanks to Cllr Morris-Jones and the Deputy Clerk for all the work done to achieve this.

**g. Wellington United Charities** – The Clerk reported that some investigation into the history of the charities had been done and a former Clerk had been contacted for further information but it is an on-going task. It was suggested by Cllr Gorse that if the former Clerk can help then continue to investigate but otherwise suggested to continue to administer as had been done over the past years. The Clerk would report back to the January meeting.

**96/17 Visioning and Governance** – The Clerk said she had not had time to finish the action plan and would bring it to the next meeting.

**97/17 Office Works update** – The Clerk said that the building work would start in January 2018. Cllr Morris-Jones highlighted a double booking of the room at the Planning Committee meeting and asked why we are allowing this to happen in our own offices. He suggested Town Council staff should control the bookings as problems had happened previously. The Clerk said that the reception cover in the office is not full time and 7 days a week to be available for bookings and that it would mean that we would be setting up and cleaning the room. Cllr Carter suggested that Town Council staff check the booking system to ensure there are no further problems. One of the historic chairs was missing and the Clerk was asked to locate it.

**98/17 Bowring** – Cllr Morris-Jones said the Café tenant has said he can no longer afford to open the café throughout the week and is currently only operating at the weekend. Enquiries have been made to look at bringing extra activities such as car boot sales into the park but due to licensing laws this seems problematic. The road cannot be moved behind the kiosk because of the Tree Protection Order. Members commented that Telford and Wrekin had done a very good job of looking after the park; it has excellent and high quality children’s facilities, bowls, football and cricket facilities and is marvellous asset to Wellington but not enough people are using it. Cllr Hosken said this committee works hard and comes up with excellent ideas but sadly these are so often knocked back for various reasons, they will continue to try to encourage its greater use but not to compromise the quality of the facilities.

**99/17 Wellington Regeneration Board** – The Clerk distributed draft minutes and a draft Terms of Reference for information purposes. Members agreed that the project board would need to be subsumed into this committee.

- 100/17 Flag Flying Policy** – Cllr Morris Jones said the flag of St George should be flown in the event of the death of a serving Councillor. The Clerk would amend the Policy.
- 101/17 Community Engagement Strategy** – The Clerk had distributed the amended policy which was proposed by Cllr Hosken, seconded by Cllr Burns and agreed by members to recommend adoption at full council.
- 102/17 Matters for Information** - Cllr Gorse requested noticeboard(s) replace the notices currently displayed on the side office windows which look unsightly.
- 103/17 To agree date and time of next meeting** – As Tuesday 2<sup>nd</sup> January 2018 at 7.00pm.

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