

Wellington Town Council

Town Mayor
Cllr R. Snell



Town Clerk/CEO
Alison Hinks
Civic Offices, Larkin Way
Tan Bank, Wellington
Telford TF1 1LX
Tel: 01952 567697
Email: wellingtontowncouncil@telford.gov.uk
www.wellington-shropshire.gov.uk

Minutes of Policy & Resources Committee meeting held on 1 September 2026 at Wellington Town Council offices commencing at 7.00pm.

Present

Cllr P Davis, Chairman	Cllr S de Launey	Cllr J Gorse	Cllr E Holding	Cllr G Luter	Cllr R Snell (ex officio)
---------------------------	------------------	--------------	----------------	--------------	------------------------------

Also in attendance: Alison Hinks, Town Clerk/CEO and Lynne Skehand, RFO

24/26 Welcome and Apologies for Absence

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Carter. Cllr G Cook was not present at the meeting. The following members voted in favour of accepting the apologies, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

24/25 Declarations of interest

No declarations of interest were presented to the meeting.

25/26 To approve the minutes and confidential minutes of the Policy & Resources Committee held on Tuesday 7 July 2026 (appendices 1 and 2)

The minutes and confidential minutes were proposed as a true and accurate record by Cllr Holding, seconded by Cllr Gorse. The following members voted in favour of accepting the apologies, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

26/26 Matters Arising

There were no matters arising from the previous minutes that are not covered on the agenda.

27/26 Finance Reports

The RFO had provided the following reports:

- a) **Agree Finance Report for July 2026** (appendix 3)
Cllr P Davis proposed acceptance of the Finance Report for July 2026, seconded by Cllr de Launey. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- b) **Agree Income & Expenditure Report for July 2026** (appendix 4)
Cllr Holding proposed acceptance of the Income & Expenditure Report for July 2026, seconded by Cllr de Launey. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- c) **Agree Purchase Ledger Payments and Reconciliation Form July 2026** (appendix 5a/5b)
Cllr P Davis proposed acceptance of the Purchase Ledger Payments and Reconciliation Form for July 2026, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- d) **Agree AGAR and Notice for Completion of Account**
The RFO updated Councillors on the AGAR and Notice for Completion of Accounts which has not yet been returned from the external auditor despite being sent in June 2026. The external audit has until 15 September 2026 to return this paperwork. Cllr P Davis asked the RFO to chase the external auditor for an update. The RFO said the 2027-28 AGAR will be completed electronically and training for this is currently being

rolled out.

e) **Price increase to deliver This Is Our Wellington magazine**

The Town Clerk presented the revised figures for the increase to printing and distribution costs for TIOW magazine, from £3619.23 per edition to £4477.97 due to the increase by Royal Mail for the Business Mail for Letters service. Design costs are not included in this price. Cllr Snell pointed out that this is a 23.71% increase. Cllr de Launey asked for a total cost breakdown to produce TIOW magazine for the next Policy & Resources Committee. Cllr P Davis proposed that Business Mail for Letters are used for the printing and distribution of the October 2026 TIOW and quotes from local providers for this service to be presented to the next P&R Committee, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

28/26 Policy Reviews

a) The Chairman presented the following draft policies to Councillors which all employees had been consulted no, and no comments had been received:

- Draft Disciplinary Policy (appendix 3)
- Draft Flexible Working Policy (appendix 4)
- Draft Maternity & Family Friendly Policy (appendix 5)
- Draft Performance Management Policy (appendix 6)
- Draft Resolving Workplace Issues Policy (appendix 7)
- Draft Sexual Harassment Policy (appendix 8)
- Draft Sickness Absence Policy (appendix 9)
- Draft Special Leave

Cllr de Launey proposed that the Policy & Resources Committee recommend to Full Council on 8 September 2026 that all policies are adopted by the Town Council, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

b) The Chairman presented the draft Volunteer and Work Experience Programme (appendix 15a/15b/15c/15d/15e). Cllr Gorse proposed that the Policy & Resources Committee recommend to Full Council on 8 September 2026 that the policy is adopted by the Town Council, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

c) Update on Policy Reviews (appendix 16)
Noted.

29/26 Health & Safety

The Town Clerk updated Councillors on the building health & safety responsibilities of Wellington Town Council since taking over the running of Wellington Community Library and Residents Hub, including a Fire Risk Assessment and Health & Safety Audit of current practices and procedures. Cllr Holding proposed that the quotes received for both services are accepted, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

The Town Clerk confirmed that that Fire Risk Assessment and the Health & Safety Audit are annual assessments and need to be included in the 2027-28 base budget. The RFO to identify the budget from underspend in the 2026-27 assessments.

The Town Clerk updated Councillors on a recent fire evacuation which highlighted the need for an evac chair to be installed on the stairs at the rear of the library. Cllr Holding proposed that the quote received for the installation and training for the evac chair is accepted, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

30/26 Agree the agenda for the Full Council meeting on 8 September 2026

Cllr P Davis said that the winners of the Scarecrow competition would be presented at Full Council. Following this amendment, Cllr P Davis proposed the agenda for the Full Council on 8 September 2026, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, Gorse and Holding. There were no abstentions and votes against.

31/26 Agree the date of the next Policy & Resources Committee – Tuesday 6 October 2026

Cllr P Davis proposed the date for the next Policy & Resources Committee meetings as 7pm on Tuesday 6 October 2026, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, Gorse and Holding. There were no abstentions and votes against.

32/26 Closure of the Meeting – Cllr de Launey proposed to close the meeting in accordance with paragraphs 2 and 3 of the Local Government Act 1972 to discuss the remaining items on the agenda, seconded by Cllr P Davis. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

a) Update on proposals for 12A Duke Street and 14 Duke Street

Cllr P Davis updated Councillors on the progress with the building refurbishment and interested tenants for 12A Duke Street and 14 Duke Street.

b) Business Need Review

The Town Clerk updated Councillors on the recent review of the business needs of the Town Council. Cllr Luter proposed that the Policy & Resources Committee give delegated authority to the Personnel Sub Committee to action the outcomes of the business need review of the Town Council, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

c) Feedback on Community Grants

The Town Clerk presented feedback from the community grants awarded at the Policy & Resources Committee held on 7 July 2026. Cllr P Davis proposed that in 2027-28 H2A to receive £4,000pa from base budget toward 2 community events, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

d) Probationary Review of the CEO/Town Clerk

Cllr P Davis proposed that the Policy & Resources Committee should recommend to Full Council that the CEO/Town Clerk contract is made permanent following their 6-month probationary review, seconded by Cllr Holding. The following members voted in favour, Cllrs P Davis, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

END

Signed:

Date: 6 October 2026