Wellington Town Council

Town Mayor
Cllr R. Snell

Town Clerk/CEO
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MINUTES OF POLICY & RESOURCES COMMITTEE MEETING HELD ON 2 JUNE 2026 AT WELLINGTON TOWN COUNCIL OFFICES COMMENCING AT 7.00pm.

Present

Cllr P Davis, Chairman	Cllr G Cook	Cllr S de Launey	Cllr J Gorse	Cllr E Holding	Cllr G Luter

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

01/26 Election of Chair of Policy & Resources Committee
Cllr P Davis called for nominations for the election of Chair of Policy & Resources Committee for 2026/27. Cllr Luter proposed Cllr P Davis, seconded by Cllr Cook. The following members voted in favour Cllrs Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

There were no further nominations for Chair of Policy & Resources Committee for 2026/27.

02/26 Election of Vice Chair of Policy & Resources Committee
The Chairman called for nominations for the election of Vice Chair of Policy & Resources. Cllr Luter proposed Cllr Carter, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

There were no further nominations for Vice Chair of Policy & Resources Committee for 2026/27.

03/26 Welcome and Apologies for Absence
The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Carter and Cllr Snell (ex officio). The following members voted in favour of accepting the apologies, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

04/26 Declarations of interest
There were no declarations of interest indicated at this point in the meeting.

05/26 To approve the minutes and confidential minutes of the Policy & Resources Committee held on Tuesday 5 May 2026 (appendices 1 and 2)
The minutes and confidential minutes were proposed as a true and accurate record by Cllr Holding, seconded by Cllr de Launey. The following members voted in favour Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and no votes against.

06/26 Matters Arising
There were no matters arising from the previous minutes that are not covered on the agenda.

07/26 Nominations for Personnel Sub Committee (4 members)
The Chairman called for nominations for members of the Personnel Sub Committee. Cllr Luter proposed Cllrs Carter, P Davis and Holding, seconded by Cllr Cook. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter.

There were no abstentions and votes against.

Cllr de Launey proposed Cllr de Launey, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

08/26 Finance Reports

The RFO had provided the following reports:

- **8a Agree Finance Report for May 2026**
  Cllr de Launey proposed acceptance of item 8a, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **8b Agree Income & Expenditure Report for May 2026**
  Cllr de Launey proposed acceptance of item 8b, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **8c Agree Purchase Ledger Payments and Reconciliation Form May 2026**
  Cllr de Launey proposed acceptance of item 8c, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
  8d Agree the 2025-26 AGAR and Year End Accounts (appendix 3)
  Cllr de Launey proposed a recommendation to Full Council to accept item 8d, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **8e Agree the 2025-26 Internal Audit Report** (appendix 4)
  The RFO went through the 2025-26 Internal Audit report which had been concluded as moderate assurance, highlighting the areas for improvement are:
  - risk register to be measured via a risk matrix.
  - website to be kept up to date with all financial documentation and new policies being adopted over the next 12 months.
  - asset register methodology to be updated and to include assets from T&WC library transfer.

  The RFO said that guidance had been sort from the internal auditors on how to improve the outcome of the audit for 2026-27.
  Cllr P Davis proposed a recommendation to Full Council to accept item 8e, seconded by Cllr de Launey. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **8f Agree the Reserves Policy** (appendix 5)
  Cllr de Launey disagreed with the policy stating that devolved services could have an impact on the general reserve as the Town Council would not take on a service without a financial support package from Telford & Wrekin Council and suggested that the financial impact would only become an issue if the devolved service was introduced part way through the financial year. Cllr P Davis disagreed, stating that the wording is correct. Cllr de Launey agrees that the policy states Town Council does not have to have a minimum or maximum level of reserves. Cllr P Davis said that the Town Council chooses to have a reasonable level of reserve.
  Cllr de Launey proposed acceptance of item 8f, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **8g Agree Additional Bank Signatory**
  Cllr P Davis proposed that Cllr Joan Gorce and Cllr Stephen de Launey become additional bank signatories, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and no votes against.

Policy Reviews

09/26

- **9a Agree Draft Model Standing Orders** (appendix 6)
  Cllr P Davis proposed a recommendation to Full Council to adopt item 9a, seconded by Cllr de Launey. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **9b Agree Draft Data Protection Policy** (appendix 7)
  Cllr Luter proposed a recommendation to Full Council to adopt item 9b, seconded by Cllr de Launey. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **9c Agree Draft Information Sharing Policy** (appendix 8)
  Cllr P Davis asked what information sharing arrangements are in place for contracts with Town Council. The Town Clerk confirmed that there is a separate Data Sharing Policy as part of the T&W Council Payroll SLA. The T&WC ICT do not hold any personal information on Town Council employees and Councillors. Cllr P Davis asked if there is an information sharing policy as part of the Love Wellington contract. The Town Clerk said that they would investigate this.
  Cllr de Launey proposed a recommendation to Full Council to adopt item 9c, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **9d Agree Draft Password Management Policy** (appendix 9)
  Cllr Gorse asked what implications this policy had for Councillors. The Town Clerk said that passwords should be changed frequently for security reasons. Cllr Holding said that she had recently had issues with their ICT password which had to be raised with T&W Council ICT. Cllr P Davis said that KEEPPASS should be adopted to enhance password management at the Town Council and asked the Town Clerk to report back on this at the next meeting.
  Cllr Gorse proposed a recommendation to Full Council to accept item 9d, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **9e Draft Records Management Policy** (appendix 10)
  Cllr P Davis suggested that the standardise file naming criteria recommended in the Policy is adopted by the Town Council to enable files to be found more easily. The Town Clerk will adopt this as part of the ongoing Policy Review.
  Cllr P Davis proposed a recommendation to Full Council to accept item 9e, seconded by Cllr Gorse. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.
- **Update on Policy Reviews** (appendix 11)
  Cllr P Davis reminded Councillors that there would be additional policies and procedures needed when assets are transferred as part of the boundary changes recommended in the Corporate Governance Review, including play areas and allotments. It was recognised that these could have implications on the current staffing structure. Cllr Luter highlighted that there would be an automatic precept increase due to the boundary changes.
  Noted.

10/26 Agree the agenda for the Full Council meeting on 9 June 2026

Cllr Holding proposed the agenda for the Full Council on 9 June, seconded by Cllr Luter. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

11/26 Agree the date of the next meeting - Full Council Meeting Agenda dated 7 July 2026

Cllr de Launey proposed the date for the next Full Council meeting as 7pm on Tuesday 7 July 2026, seconded by Cllr P Davis. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and votes against.

Cllr de Launey requested that the membership of the Regeneration Partnership Board is agreed at the next meeting.

12/26 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 on the agenda, seconded by Cllr P Davis. The following members voted in favour, Cllrs P Davis, Cook, de Launey, Gorse, Holding and Luter. There were no abstentions and no votes against.

- **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.

- **Visit Shropshire**
  The Town Clerk updated Councillors on recent communication with Visit Shropshire and Visit Telford.

END

Signed: **Date: 7 July 2026**