

Wellington Town Council

Town Mayor
Cllr U. Ahmed



Town Clerk
KAREN ROPER
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POLICY & RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON 4th June 2024 at CIVIC OFFICES COMMENCING at 7.00pm.

Present

Cllr. Carter (Chairman)	Cllr. Luter	Cllr Cook
Cllr. Pierce	Cllr. Davis	

Also in attendance: Cllr Snell – Deputy Mayor, Cllr Gorse and Karen Roper CEO/Town Clerk.

- 01/24 Election of Chairman** – Cllr Carter called for nominations for Chairman for the ensuing year. Cllr Cook proposed Cllr Carter and he was seconded by Cllr Davis. The following members voted in favour, Cllrs Carter, Luter, Pierce, Davis and Cook there were no abstentions and votes against.
- 02/24 Welcome from the Chairman** – Cllr Carter welcomed everyone to the meeting and asked members to note the following matters were deferred to the July meeting.
- Election of 2 x Deputy Chairmen
 - 3 x members to the Personnel Committee
 - 3 x members to the Regeneration Partnership, from those appointed to elect the Regeneration Partnership Chairman
 - Election of 3 x members to authorise payments
 - Election of 3 x members to Be Unity Bank signatories
 - Election of 3 x members to be CCLA Bank signatories
- 03/24 Apologies for Absence** – Apologies were received from Cllrs de Launey and Cllr McGinn. The apologies were approved by Cllrs Carter, Luter, Pierce, Davis and Cook there were no abstentions and votes against.
- 04/24 Declarations of Interest** – There were no declarations of interest made at this point.
- 05/24 To approve the minutes of the meeting held on Tuesday 7th May 2024 and confidential minutes of 7th May 2024 (appendix 1 & 2).** These were proposed by Cllr Cook and seconded by Cllr Pierce as a true and accurate record. The following members voted in favour Cllrs Carter, Luter, Cook, Pierce and Davis there were no abstentions and no votes against.
- 06/24 Matters Arising**
- **DBS** – It was agreed that individual reminders would be sent to those who had applications that were still outstanding/incomplete.
 - **Christmas Lights** – The CEO/Town Clerk reported that a meeting had been organised for 10.00am on Friday with the preferred supplier, members, and staff.
 - **CPR Training** – Cllr Davis thanked Town Council Staff and Love Wellington for advertising, providing feedback and photos to promote these sessions. There would be a review in August to organise the promotion of the September events.

07/24 Finance Reports – The following reports were circulated prior to this meeting.

- a) **Receipts** for April 2024 - These were proposed for acceptance by Cllr Davies and seconded by Cllr Pierce. The following members voted in favour Cllrs Carter, Luter, Cook, Pierce and Davis there were no abstentions and no votes against.
- b) **Payments** for April 2024 - These were proposed for acceptance by Cllr Davies and seconded by Cllr Luter. The following members voted in favour Cllrs Carter, Luter, Cook, Pierce and Davis there were no abstentions and no votes against.

Bank Reconciliations – The CEO/Town Clerk had also circulated reconciliations for the present 6 x bank accounts explaining that these would be reduced to 4 accounts once the 'switching' process was complete with Unity Bank. Names with access to the accounts would be changed in favour of the newly appointed Finance Officer.

Cllr Pierce asked to see the invoices for electricity provided by Scottish Power in relation to the Parade toilets.

08/24 Insurance Renewal for 2024/25 – The Clerk informed members the Town Councils insurance was up for renewal. Our insurance brokers had tested the market and were reporting the best quotation was with Aviva at a cost of £7,536.37 exclusive of premium tax which is a small increase on last years' costs. We also have a Business Travel Policy at £459.79 exclusive of premium tax. Both policies are protected for 3 years against increases of no more than 5%. Cllr Carter proposed to support of the renewal as long as it was in line with the budget. Members were in agreement.

09/24 Internal Audit – The CEO/Town Clerk had circulated the report from the internal Auditor stating this had been a very thorough process and she was confident the position presented was accurate. More than 60 emails had been received requesting information and the process had taken 2 weeks to complete. The following comments and recommendations were given by the internal auditor.

- Appropriate computer records have been maintained,
 - Financial regulations have been met payments supported by invoices
 - VAT accounted for correctly.
 - Annual budget and precept has been carefully prepared and approved
 - Expenditure closely monitored on a monthly basis,
 - Income received and banked promptly,
 - Petty cash reconciled each month
 - Salaries paid and correct amounts of NI and income tax paid and sent to HMRC
 - Fixed assets are recorded
 - Bank statements are reviewed at monthly meetings see (e) below.
 - Accounting statements correctly prepared supported by audit trail
- a) Recommend implementation of a risk register
 - b) Recommend publish the notice of conclusion of audit by 30th September 2024.
 - c) Recommend the website is kept up to date to include budgets and end of year accounts
 - d) Ensure the internal audit report be posted with the Annual Returns statement
 - e) Ensure bank reconciliations are signed off by someone other than the person preparing.
 - f) Review the asset register

Cllr Davis requested that a timetable / action plan is provided by the next meeting to monitor progress with the recommendations made by the Internal Auditor. The CEO/Town Clerk said that work was already underway to meet the recommendations and action plan would be provided to track progress.

10/24 **End of Year Accounts** - The CEO/Town Clerk said that the 2023/24 AGAR and papers for the External Auditor are required by Monday 1st July 2024. The exercise of Public Rights period is from 1st July – 9th August 2024.

Cllr Davis proposed the following resolutions be made to Full Council and he was seconded by Cllr Cook.

That Full Council resolve to accept the recommendation from Policy and Resources Committee that Full Council approves and authorises the Mayor's signature on the Annual Accounting Statements for 2023/24.
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That Full Council resolve to accept the recommendation from Policy and Resources Committee that Full Council approves and authorises the Mayor's signature on the Annual Governance Accountability Return (AGAR) for 2023/24.
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The following members voted in favour Cllrs Carter, Luter, Cook, Pierce and Davis there were no abstentions and no votes against.

11/24 **Church Street Project** – Cllrs Pierce and Davis wished their thanks to be recorded for the officers at Telford and Wrekin who were managing the project. They the following comments.

- Members were happy with the proposals from Telford and Wrekin,
- There has been good engagement between the Town and Borough councils on this project.
- It was too late for changes to relocate the hanging baskets and alterations would be made for next year.
- Walk abouts had been undertaken.
- The project is in a heritage style and would be reflected in the choice of street lighting and furniture.
- The paving and design would echo Market Street.
- Cleansing of Market Square would be undertaken soon.
- Efforts would be made to minimise disruption to businesses and events.
- Communications with business owners is ongoing.
- It was great to see this investment coming into the Town.
- Wellington is lucky to have a lower % of empty shops than other areas.

12/24 **To Note the Full Regeneration Meeting Date** – Cllr Carter suggested the meeting is rescheduled to after the July Election, members were in agreement.

13/24 **The date of the next meeting was agreed as Tuesday 2nd July 2024.**

14/24 **To consider closure of the meeting in accordance with paragraphs 2 and 3 of the Local Government Act 1972, to discuss the remaining items on the agenda.** This was proposed by Cllr Davis, seconded by Cllr Pierce. Cllrs Carter, Cook, Pierce, Luter and Davis UNANIMOUSLY AGREED that the meeting would now move into closed session for the remaining items on the agenda.

Chairman..... 2nd July 2024