

Wellington Town Council

Town Mayor
Cllr U. Ahmed



Town Clerk
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POLICY & RESOURCES COMMITTEE

MINUTES OF THE MEETING HELD ON 6th August 2024 at CIVIC OFFICES COMMENCING at 7.00pm.

Present

Cllr. Davis (Deputy Chairman)	Cllr de Launey	Cllr Cook
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Also in attendance: Cllr Gorse and Karen Roper CEO/Town Clerk.

- 28/24 Welcome from the Deputy Chairman** – In the absence of the Chairman, Cllr Davis welcomed everyone to the meeting.
- 29/24 Apologies for Absence** – Apologies were received from Cllrs. Carter, Luter, Pierce and McGinn. The following members approved the apologies, Cllrs Davis, de Launey and Cook.
- 30/24 Declarations of Interest** – There were no declarations of interest made at this point in the meeting.
- 31/24 To approve the minutes of the meeting held on Tuesday 2nd July 2024.**
Minute Ref: 19/24, Cllr de Launey updated members by reporting the Borough had changed the way they engage with the Regeneration Partnership. The Partnership will be amending their terms of reference at their next meeting to reflect those changes. The amendments will lead to revisions in representation on the Partnership which will be reported to the September meeting of Policy and Resources.
The minutes of 2nd July were proposed by Cllr de Launey and seconded by Cllr Cook as a true and accurate record. The following members voted in favour Cllrs Davis, de Launey, and Cook there were no abstentions and no votes against.
- 32/24 Matters Arising**
- **DBS** – There were now 3 members who had not completed the process Cllr Davis said they would be reminded.
 - **Christmas Lights** – The CEO/Town Clerk reported she had received a pack of paperwork from Telford and Wrekin regarding the installation of the lights. This would be passed to our contractor for actioning.
 - **Bowring Park Winter Planting** – Members were informed that alternative quotations for supply would be sought.
 - **Parade Toilets** – The CEO/Town Clerk said the Nayax system had been investigated and outcome was that after all expenses are taken, the Town Council is owed £269.66. Members agreed this amount should be reclaimed. There was a general discussion about the future use of the building.
- 33/24 Income and Expenditure reports for April/May/June 2024 –**
A list of all invoices paid and income received for the 3 month period had been circulated with the agenda. Cllr de Launey explained that none of the payments had been entered into the accounts system for this year as the process to change budget headings to match

expenditure to budget was underway. Once the headings were agreed, entries onto the accounts system can be completed and the new style management accounts can be presented to P&R. The Clerk said that a huge amount of background work was being undertaken to improve the accounting systems. This included the acquisition of purchase ledger software and training to enable better reporting. Members asked that when the Finance Officer was ready and could produce the new set of accounts that she attended a P&R meeting to explain them and answer any questions from members.

Agenda Items 5 a + b, to agree receipts and payments – These were proposed for acceptance by Cllr Cook, he was seconded by Cllr deLauney. The following members voted in favour Cllrs Cook, de Launey and Davis, there were no abstentions and no votes against.

Agenda item 5 c External Audit – The CEO/Town Clerk informed members that the public inspection period ends on 9th August, so far no challenges had been received. Questions from the external auditors had been answered and we were waiting for their final responses.

34/24 Floral Hanging Basket Posts - The CEO/Town Clerk informed members of an incident where a post had failed. She had therefore asked for a quotation to check the remaining posts to ensure this did not happen again. Members said that the positioning of the baskets for next year was still to be confirmed and suggested all fixings may need to be checked. The CEO/Town Clerk agreed and said the fixings in Market Street were newly installed last year and next year the Church Street fittings would all be replaced. Cllr Gorse mentioned that some of the other street furniture benches and picnic benches may also need testing. The Clerk said some further work was required to identify those remaining fixtures that would be at risk and still in use next year so a report would be compiled.

35/24 Policy on Honouring Former Members - Cllr Davis proposed deferring this item to the next meeting as not all members have had a chance to consider its contents. He was seconded by Cllr Cook and the following members voted in favour Cllrs Davis, Cook and de Launey there were no abstentions and no votes against.

36/24 Report of the Personnel Committee – Cllr de Launey gave a verbal report from the meeting held earlier this evening.

The following recommendations were proposed:

- Confirmation of Adrienne Taylor's promotion from Events Assistant to Events and Regeneration Officer with pay increased to the appropriate pay scale.
- Confirmation of Hollie Worley's appointment as Events Assistant, paid on the appropriate pay scale.

Cllr Cook proposed acceptance of the above recommendations, he was seconded by Cllr de Launey, the following members voted in favour Cllrs Davis, de Launey and Cook, there were no abstentions and votes against.

37/24 The date of the next Full Regeneration Meeting was noted as 15^h July 2024.

38/24 The date of the next meeting was agreed as Tuesday 3rd September 2024.
Cllr Davis gave his apologies in advance of the meeting.

Chairman.....3rd September 2024

