

Wellington Town Council

Town Mayor
Cllr R. Snell



Town Clerk
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MINUTES OF POLICY & RESOURCES COMMITTEE MEETING HELD ON 3rd June 2025 at CIVIC OFFICES COMMENCING at 7.00pm.

Present

Cllr. Davis	Cllr. Holding	Cllr. Gorse	Cllr. Luter	Cllr. Pierce
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Also in attendance: Cllrs McGinn and Snell, Karen Roper CEO/Town Clerk and Lynne Skehan RFO.

- 01/25 Election of Chairman** – Cllr Davis called for nominations, Cllr Luter proposed Cllr Davis and he was seconded by Cllr Holding. The following members voted in favour, Cllrs Davis, Holding, Gorse, Luter and Pierce. There were no abstentions and no votes against.
- 02/25 Election of Deputy Chairmen** - Cllr Gorse proposed Cllrs Carter and de Launey, she was seconded by Cllr Pierce. The following members voted in favour, Cllrs Davis, Holding, Gorse, Luter and Pierce. There were no abstentions and no votes against.
- 03/25 Apologies for absence** – Apologies were received and approved from Cllrs. de Launey and Carter.
- 04/25 Declarations of interest** – No declarations of interest were declared on any item on the agenda at this point in the meeting.
- 05/25 To approve the minutes and Confidential minutes of the meeting held on Tuesday 6th May 2025.** The minutes were proposed as a true and accurate record by Cllr Pierce and she was seconded by Cllr Davis. The following members voted in favour, Cllrs Davis, Holding, Gorse, Luter and Pierce. There were no abstentions and no votes against.
- 06/25 Matters Arising**
- a) **Vehicle** - The Clerk had distributed information to members by email confirming that the insurance company would pay for the repair and the garage had requested the money for the parts.
 - b) **Governance Review** – Cllr Davis reported that phase one was now complete, and the draft proposals were out for the public to comment. The consultation closes on 14th July and members asked that this matter is on the agenda for 1st July meeting to make a Town Council submission.
 - c) **Bus Shelter** – Dawley Road - The Clerk said the shelter had been removed. Members discussed the possibility of a replacement, and the Clerk was asked to seek information on the numbers of people using the bus route and the bus stop, the price of replacement and the cost of planting to fill the gap left by the old shelter.
 - d) **Property Update** – The Town Clerk had contacted Andrew Dixon for an update but there was no news presently. Members asked the Clerk to seek a timescale on the Board meetings.

07/25 Finance Reports

Cllr Davis thanked RFO for the clear and up to date presentation of the reports and accounts – all members agreed that she was doing a fantastic job.

a&b) To agree reports for May 2025 – Cllr Davis proposed acceptance of the reports marked a & b on the agenda for May 2025, he was seconded by Cllr Pierce. The following members voted in favour, Cllrs Davis, Holding, Gorse, Luter and Pierce. There were no abstentions and no votes against.

The following questions were raised by members.

- Cllr Pierce asked why the Town Council were paying for water when there was a kitchen and a tap available. KR said staff were being asked for water at meetings and had to buy bottled water as the kitchen tap water was unpalatable. The Staff had said they were happy to pay for the water themselves and the £95.00 deposit for the cooling equipment was refundable at the end of the contract. Members agreed that the staff should not have to pay for the water and that the CEO/Town Clerk had the authority within financial standing orders to purchase items up to £5k that improved the health and safety conditions for staff.
- Cllrs Holding and Gorse asked about the additional social media payments to Love Wellington. They also asked who monitored and had responsibility for the outputs. The CEO/Town Clerk said these were retrospective payments from when Holly had left the organisation and Adrienne was ill last year. Good to Great had offered additional services to assist with keeping the Social Media accounts going but invoices were not received at the time. The CEO/Town Clerk added that she was no longer on Regeneration Committee but was aware the Good to Great contract had expired on 31st March 2025 so going forward there was a wider discussion needed at Regeneration regarding the main contract and additional social media provision. Cllr Davis said that Regeneration needed to bring forward a proposal to P&R for a new contract with Good to Great.
- The RFO reported that payment of £450k had been received from Telford and Wrekin for the 3 year running costs of the Library.

c) Insurance Renewal - The CEO/Town Clerk said that things had changed this year because we now have extra employees from the library and a bigger precept, so we are waiting for a new quotation. She confirmed the current insurance still covers the town council and we are in the middle of a 3 year deal. Members would be sent the renewal when received.

d) External Audit Information – The Town Clerk/CEO said the RFO had provided the end of year accounts and AGAR information, paper copies were given to members. She asked that members agree the End of year accounts for 2024/25 and resolve to confirm the Mayors' signature on the following documents. (appendix 7 & 8)

Cllr Davis proposed the following resolutions and was seconded by Cllr Holding.

To recommend that Full council resolve to accept the resolution from Policy and Resources committee and authorises the Mayors' signature on the Annual Accounting Statements for 2024/25.

To recommend that Full council resolve to accept the resolution from Policy and Resources committee and authorises the Mayors' signature on the Annual Governance Accountability Return (AGAR) for 2024/25.

The following members voted in favour, Cllrs Davis, Holding, Gorse, Luter and Pierce. There were no abstentions and no votes against.

- 08/25 Signing of the Library Contract** – The CEO/Town Clerk reported all items on the snagging list were now resolved and the Borough had suggested the Town Council take on various maintenance contracts. Quotations were still being sought for the maintenance and repair of the lift. Members expressed their concern that the lift is still out of order and in the meantime suggested signage was looked at to indicate to the public that the Staff could assist. They also asked who holds the key and has the responsibility to close the lift when needed. The Clerk would follow up on the repair quotes and find out who holds the key. Cllr Gorse proposed signing the contract for the Library she was seconded by Cllr Davis the following members voted in favour, Cllrs Davis, Holding, Gorse, Luter and Pierce. There were no abstentions and no votes against.
- 09/25 To Agree the Full Council Agenda for 10th June 2025.** Members considered the draft copy and agreed additional items and amendments.
- 10/25 Next Meeting Date** – was agreed as Tuesday 1st July 2025

Chairman.....1st July 2025