

Wellington Town Council

Town Mayor
Cllr Anthony Lowe
 B.A. (Hons)



Town Clerk
KAREN ROPER
 B.A (HONS) DMS FILCM
 Civic Offices, Larkin Way
 Tan Bank, Wellington
 Telford TF1 1LX
 Tel: 01952 567697

wellingtontowncouncil@telford.gov.uk
www.wellington-shropshire.gov.uk

FULL COUNCIL MEETING

Minutes of the Full Council Meeting held at the Wellington Civic Offices on Tuesday 10th September 2019 commencing at 7.00pm.

Present:

Cllr A. Lowe - Mayor	Cllr. J. Latter	Cllr J. Gorse
Cllr P. Fairclough - Deputy Mayor	Cllr J. Alvey	Cllr G. Luter
Cllr P. Morris-Jones	Cllr F. Burns	Cllr A. McClements
Cllr S. de Launey	Cllr S. Hall	Cllr L. Jinks
Cllr M. Hosken	Cllr L. Carter	Cllr C. Brittain
Cllr P. Davis	Cllr J. Pierce	Cllr U. Ahmed.
Cllr K. Tomlinson	Cllr G. Cook	

In attendance: Rev. Tim Carter, 3 Members of the public and Karen Roper, Town Clerk.

42/19 Welcome – The Mayor, Cllr A. Lowe, warmly welcomed everyone to the meeting and called upon Rev. Carter to lead prayers.

43/19 Mayor's Engagements – The Mayor informed members of his events. The following list details the mayor's engagements from June to September 2019.

June	
24 th	Festival committee
26 th	Regeneration and P&L
27 th	CMK meeting
30 th	Bowring picnic, dog show, Civic Service with awards
July	
1 st	Orbit meeting Love Wellington
9 th	Full Council
10 th	Old Hall School Celebration Day
16 th	ICM
21 st	T&W Civic Service Wrockwardine Wood Church
22 nd	Walnut Networking event
August	
1 st	Holly project at Methodist Church
2 nd	Joe Talbot City & Guilds presentation & meeting with Claire Dempsey reading for adults
3 rd	Opening of Nanny's Bulgarian Baker
6 th	P&R
8 th	Meeting Love Wellington U3A 5 th birthday tea party at Belmont Hall
11 th	Mayor of Shrewsbury summer lunch
12 th	Meeting Wool Magic
13 th	Bowring Fun Day set up , Severn Hospice Coffee Morning
14 th	Remembrance Sunday planning meeting, Love Wellington Meeting
16 th	Val Dawson Care for Carers
17 th	Spec Savers 20 th Birthday party and cake cutting
19 th	John Campion Newport Meeting PCC
20 th	Bowring Fun day set up , ICM Lita and Holly at Holly Project
21 st	Regen Board, Christmas Lights Meeting, Citizenship Ceremony – he commented it was difficult and expensive to become a British citizen
24 th	Ken Francis Butchers Retirement – Tributes were paid to Ken Francis on his retirement
26 th	Plant watering at Bowring Park
27 th	Festival Committee
28 th	GBHS Rising Star Briefing
30 th	Wellington Rotary Lunch

31 st	Street Pastors Outing Night Shift – The Mayor said he was extremely humbled by this experience and described the work of the Pastors. He also brought to members attention the issues around our night time economy including boy racers, inebriated individuals and predatory people being present when the night clubs close.
September	
2	Shawbirch Green Meeting
3	P&R
5	Great British High Street Rising Star Judges Visit – The Mayor commented that the Judges were really impressed with the town, he thanked Councillors for attending and the enormous efforts made by volunteers and staff on the day, putting up gazebos etc. The Borough had also massively supported the venture and provided the staff and the budget to purchase bunting, food , posters, badges etc. Overall, feedback was saying it was a most successful event and he urged everyone to vote for Wellington every day from every email address they have explaining that the public vote is worth 20% of the outcome. Cllrs Pierce and Latter said the volunteers at the Train Station also did a fantastic job on the day making a good impression to judges and asked that this also be acknowledged.
7	Wellington Unity Event and Launch of Wellington Festival
9	Wellington Festival Wrekin Litter Pick Wellington Boxing Academy new premises
10	Meeting Fliss Mercer and Paul Davis re Water Refill project Meeting Shrewsbury Clerks and Mayors

7.25pm Rev Carter left the meeting.

44/19 Apologies - There were apologies received from Cllr D. Roberts due to annual leave. Members approved the apology.

45/19 Declarations of Interest – None were received at this point in the meeting.

46/19 To Receive and Approve Minutes of the Meeting Held 9th July 2019

Cllr Alvey proposed the minutes for acceptance and was 2nd by Cllr Gorse. Members voted unanimously to approve the minutes as a true and accurate account.

47/19 Matters Arising from the Above Minutes

- **Friends of Dothill** - The Clerk said she had sent a grant application form to the group to apply for grant funding to cover the public liability insurance costs.
- **Police and Crime Commissioner** – The Clerk informed members that John Campion, the Police and Crime Commissioner had accepted an invitation to attend the Full Council meeting in January 2020. Cllr Alvey asked about the process for putting questions to the PCC and members agreed that points should be made for the good of the town and not for political gain.
- **Conservation Group Meeting held on 21st August 2018** - Cllr Tomlinson asked about the committee minutes, the Clerk said these had been missed and would be circulated to members.

48/19 To receive and note the Minutes of Wellington Town Council Committees and to consider and deal with the recommendations.

A. Policy and Resources meetings dated 06.08.19 & 03.09.19

Cllr de Launey presented the minutes of the above Policy and Resources Committee meetings highlighting the following issues to full Council.

- **Environmental** – Cllr Gorse asked if Idverde had been notified of the continual problems with the condition of the steps leading from the Station to the town. The Clerk confirmed this had been done.
- **Bowring Park Tenancy agreement for the Café** – Cllr de Launey said the document had been referred to the Town Council's Solicitor and we were waiting for his response. Cllr Jinks said she was grateful that this action has been taken because she felt the previous document was badly written and in places unlawful. Cllr de Launey said the lease offered would be for 5 years, through to 31st December 2023 and would include break clauses. It had also been agreed to have a commercial market rent valuation done.

- **Metal Storage Shed** – The West Team need a storage facility for tools and equipment thanks were given to Cllr Hosken for donating his ward fund.
- **Internal Auditors** – Cllr de Launey reported that the Internal Auditor had found that VAT had not been reclaimed on the petty cash account. This involved minor sums of money and had now been resolved.
- **External Auditor** – Cllr de Launey reported that the external auditor has reached the following conclusions in relation to the public challenge to the 2018 /19 accounts, the following extract is the concluding paragraph from the letter sent to the Town Council from PKF Littlejohn LLP dated 20th August 2019.

It is our view that:

- ❖ *WTC has provided evidence to demonstrate that professional advice was sought in relation to the transfer of accommodation.*
- ❖ *Whilst the transfer of accommodation between WTC and T&WC physically occurred in 2016, the lease agreement has not been formally completed and no financial transactions have taken place during 2017/18. Consequently, there is no expenditure item in relation to the objection made hence the request to consider the lawfulness of any transactions cannot be considered further.*
- ❖ *WTC did not have an Asset Management Policy in place in 2017/18. Inaccuracies identified in the Fixed Asset Register (FAR) in respect of additions in the year and the lack of policy in place render the figures in Section 2 Box 9 of the AGAR for 2016/17 and 2017/18 inaccurate.*
- ❖ *We are minded to raise the following issues as recommendations in our external auditor report for 2017/18, WTC should:*
 - *resolve to approve and publish an asset valuation policy and carry out an appropriate valuation of all assets held;*
 - *commit to reviewing its FAR and the valuation of assets at least annually; and*
 - *consider maintaining the FAR in Excel to provide an additional numerical check.*
- ❖ *With regard to the items that we have decided not to accept for consideration at Step 3, you have a right to appeal our decision not to apply for a declaration under section 28(3) of the Local Audit and Accountability Act 2014. Please note that there is no right of appeal against a decision not to issue a public interest report. Should you wish to do so, you must issue your appeal with the High Court within the period of 21 days beginning with the day after you receive this statement of written reasons.*
- **Councillors Allowances** – members said they were not sure when the allowances are due to be paid and some had not received the appropriate paperwork relating to tax deductions. The Clerk reminded members that information was available in the Councillors induction pack sent to all members electronically. It was proposed by Cllr Hosken 2nd by Cllr Burns and agreed by members to review the process and amount of allowances for members, for the Mayor, Deputy Mayor and Committee Chairmen. The Clerk would add this item to the P&R agenda.
- **Tourist Information** - Cllr Pierce requested the council consider provision of a tourist information point; the following comments were made;
 - The Town Council Office would struggle with space and staffing should the suggestion be located there
 - Currently it is not included in the budget projections
 - The town maps are being refreshed and there should be somewhere for people to collect them
 - Members suggested the library would be the ideal place
 - The highway signs already indicate provision of a Tourist Information office

- The use of the electronic board could help
- Cllr Carter suggested this item be put on the agenda for discussion at P&L.

The recommendations / actions recorded in the Policy and Resources committee minutes were proposed for acceptance and agreed by the Full Council.

B. Planning Committee Meetings held on 10.07.19, 31.07.19 and 21.08.19 - Cllr Alvey proposed the minutes of the above meetings be noted by Full Council, he paid tribute to the members of this committee for their due diligence.

C. Promotions and Liaison – No meeting had been held but the Mayor reported on the Festival Committee held on 27th August making the following points:

- The Committee had received 2 resignations from volunteers
- Cllr Tomlinson said this was sad if they felt their views did not count
- Cllr Fairclough agreed with Cllr Tomlinson and said it was understood that volunteers cannot vote on financial decisions but can influence the programme and the venues. She felt that there have been many changes which perhaps have not been consistent but considered that it was extremely important to make people feel included and hear what they have to say.
- Cllr Alvey said it was concerning that committee members appear to be falling away but he felt there were others out there who would be able to contribute.
- The Mayor said Claire Dempsey from the new Telford adult literacy project 'Read Easy' gave a brief overview of the project to members.
- There were 185 entries to the poetry competition
- No tickets would be issued this year – the events would operate on a first come first served basis and number 'clicked' as they arrive for fire capacity reasons
- The Festival coincides with VE day and a twinning visit so it will be a 'party' weekend

49/19 End of Year Accounts / Annual Audit – Cllr Hosken proposed acceptance of the internal auditors' report and approval / authorisation of the Town Council's accounts for 2018/19 which included the following documents;

- Annual Governance Statement for 2018/19 and the
- Annual Accounting Statement for 2018/19

Paper copies were available at the meeting and electronic copies had previously been sent to members by email.

The proposal was seconded by Cllr Gorse.

Members RESOLVED unanimously to accept the Statements and instructed the Mayor and the Clerk to sign the Governance and Accounting Statements for 2018/19, witnessed by members present at the meeting.

50/19 ICM Meeting held 20th August 2019 – Members had received a written report from the meeting. Cllr Alvey asked who attends this meeting and how they are appointed. Cllr Burns explained it is a practical working group and two elected members are appointed from P&R.

51/19 Wellington Environmental Services Team (WEST) – Members had received a written report and no further comments were made.

52/19 Regeneration Report – members had received a written report which was moved for acceptance by Cllr Hosken 2nd by Cllr Burns and noted by members.

53/19 To Approve the Asset Register Policy - Members had received an electronic copy of the document and paper copies were available at the meeting. No further comments were made so Cllr de Launey proposed the policy for approval, this was seconded by Cllr Tomlinson and agreed unanimously by the Council.

54/19 To Approve the Disclosure and Barring Service Policy (DRB) – Members had received an electronic copy of the document and paper copies were available at the meeting. No further comments were made so Cllr Alvey proposed the policy for approval, this was seconded by Cllr Davis and agreed unanimously by the Council.

55/19 Water Refill Project – Cllr Davis reported on a meeting held today with the Borough looking at what can be done in Wellington to stop the ‘single use plastics’. An app is being developed to identify where people can go to refill their water bottles free of charge. Work had already been done to identify business owners willing to help and the Borough would be launching an Action Day in Wellington in October. The Borough Council would be able to offer support through their Comms team as well as a small budget for promotional materials. Cllr Pierce said she felt it was another string to the Town Council’s bow. Cllr Davis proposed the project go ahead, this was seconded by Cllr Luter and agreed by members of the Town Council.

56/19 PCC Speed Indicator Device (SID) - The Clerk said she had received notification that the PCC were going to fund a mobile SID for Wellington. Members made the following comments;

- Cllr McClements reported there had been a recent fatality in Arleston and she hoped the device would be positioned where the data indicated the need.
- Cllr Jinks said Dothill has 3 x primary schools and although there have not been any fatalities the device is certainly needed in her ward
- Cllr Carter said this issue needs a proper plan to look at the locations and take into account the available data
- Cllr Alvey said it is a matter of checks and balances taking needs into account.

57/19 Town Crier – The Clerk reported the uniform had been returned.

58/10 Comments for information

- Cllr Alvey reported that the Market had been sold, he felt this to be good news
- Some members asked that the Mayor issue a written list of his events for future meetings

59/19 The next meeting date was agreed as Tuesday 8th October starting at 7.00pm

The Mayor thanked everyone for their contributions and closed the meeting at 8.29pm.

Chairman.....8th October 2019