

# Wellington Town Council

**Town Mayor**  
**Cllr Anthony Lowe**  
B.A (HONS)



**Town Clerk**  
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## POLICY & RESOURCES COMMITTEE

Minutes of the virtual meeting held via Zoom on Tuesday 1<sup>st</sup> September 2020 commencing at 7.11pm

### Present

<b>Cllr S. de Launey (SDL) Chairman</b>	<b>Cllr A. McClements (AM)</b>	<b>Cllr S. Hall (SH)</b>
<b>Cllr P. Morris-Jones MBE (PMJ)</b>	<b>Cllr M. Hosken (MH)</b>	<b>Cllr J. Gorse (JG)</b>
<b>Cllr L. Carter (LC)</b>		

**In attendance – Cllr. Lowe, Cllr Fairclough, Andrew Roberts- Deputy Town Clerk and Karen Roper – Town Clerk (KR).**

- 199/19 Chairman's Welcome** – Cllr. de Launey welcomed everyone to this virtual meeting of P&R. He explained we were experiencing technical problems meaning that members had encountered difficulties signing in and we are unable to livestream the meeting. It was agreed that an apology would be issued on all Social Media sites and if possible a recording of the meeting would be made available.
- 200/19 Apologies for Absence** – There were no apologies for absence.
- 201/19 Declaration of Interest** – There were no declarations of Interest made at this point.
- 202/19 Approval of the Minutes of the meeting held on 4<sup>th</sup> August 2020** – Cllr Morris-Jones MBE proposed an amendment to minute Ref: 192 (d) regarding applications for licences to place tables and chairs outside at the cost of £25.00 for August and not £50.00 as recorded in the minutes. He also mentioned that increased levels of insurance seem to be required by the licensing dept. which was being investigated by Cllr Carter. Taking into account the above amendment the minutes were proposed for acceptance by Cllr Morris Jones MBE, seconded by Cllr Gorse and agreed by members as a true record.
- 203/19 Matters Arising from the above Minutes**
- Speed Indicator Device (SID)** – The Clerk reported the unit was presently still situated on North Road and would be moved to Dawley Road once a suitable lamppost could be identified. The order for a second device had been placed.
  - Gateway Signs** – The Clerk reported that the order for the signs on the Holyhead / Haygate Road junction and the Dawley Road had been placed with the contractor and Idverde were dealing with the trees obscuring the Apley Road sign.
  - Commemorative Planters Outside the Town Council Offices** – These had been installed and dedication plaques were being engraved.

d. **Re-Opening the Retail Sector** – The Clerk said that traffic flow was being monitored in Market Street and the planters would be in place within 2 weeks.

**204/19 Finance** – Members had received papers and the following points were raised

- **Wenlock Water** – Cllr Lowe commented that we are paying £8.88 per month to hire the water dispenser and his view was that this contract should be terminated to fall in line with the water refill project. The Chairman said this would be discussed at a later date.
- **Website** – Cllr Lowe questioned the £40.00 per month payment under festival events and promotions and a further amount of £80.00 under general office expenditure. The Deputy Clerk said the coding would be checked on these entries.
- **Petty Cash** – The deputy Clerk reported there had been no petty cash expenditure for this month.

Taking into account the above questions Cllr Hosken proposed the finance reports referenced 6a – 6c be accepted, this was seconded by Cllr Hall and Members voted unanimously in favour.

**205/19 Parade Toilet Facilities** - The Chairman said he had hoped for a written report from Healthmatic but they work to a monthly timetable and as it was 1<sup>st</sup> September today it was too early for a report with details for August. The Deputy Clerk said he had inspected the toilets regularly since Healthmatic had taken over and they had always been in an exceptional condition. He had attended a site meeting with the contractor who was reporting that footfall was currently very light and there had been no serious issues of vandalism. Healthmatic had also taken over the Bowring toilets and so far there were no reported problems. Members reported they had not received any complaints directly but commented that footfall levels were not yet 'normal' so we have yet to know how things will be when more people are venturing out. Cllr McClements requested there are regular communications issued over the next 2 months to let people know the toilets are now open.

**206/19 Terms of Reference (TOR) for the Events and Communications Committee (ECC)**– A draft had been circulated to members and the following comments were made:

- Outside organisations and volunteers had previously given valuable contributions to the P&L committee. The Chairman explained that the TOR do not yet specify the liaison function which is yet to be formally agreed.
- The new Committee will be elected at the Annual Meeting and they will decide how to liaise with community groups.
- Cllr Lowe said that Staff had been compiling a list of contact details for community organisations. He also said that Sally Themans would be assisting with the liaison for the Voluntary and Community sector and had suggested an event on 10th September to get things moving.
- Ward Members commented that they would like to be involved and that they were unaware of the meeting.
- The Chairman said nothing had been decided and the newly elected committee would be able to develop their own ideas of how liaison/ inclusivity will be tackled.

- Cllr Carter said he supported the evolution of the committee and felt they should clearly identify outputs
- Cllr McClements said she agreed in principle with the TOR and that the liaison function should evolve.
- Cllr Morris-Jones MBE said this was a good time for a review and a shakeup of this committee.
- Cllr de Launey said the Committee would be able to review its own terms of reference and put amendments to full council.

Cllr de Launey proposed to accept the TOR and was seconded by Cllr Gorse. All members voted in favour.

**207/19 Report from the Emergency Climate Change Working Party** – Members had received a written report of the meeting. Cllr Lowe said he was heartened by the declaration made at the last Full Council meeting and with the enthusiasm of those attending the preliminary working party. He envisaged that a communication strategy / a list of tasks and events will need to be developed with progress to be logged and reported. Cllr Gorse asked how the allocation of staff time will be decided. It was stated that once the new committee is elected at the Annual Meeting those members can assess what is needed and request the required resources.

**208/19 Grievance Policy Update** – The Chairman explained that the policy update proposed that Appeals Panel will be elected at the Annual Meeting and chaired by the Mayor. Those members would be totally independent having no previous involvement in the case. He then proposed the new policy for acceptance, was seconded by Cllr McClements and unanimously agreed by members.

**209/19 Support for the 10 year anniversary for Walkers Are Welcome (WAW)** – Cllr de Launey said Full Council discussed support for the above in March before the lockdown. He proposed up to £100.00 be granted from the Community Grants fund, this was seconded by Cllr Hosken and agreed by all present.

**210/19 Annual Council Meeting** – The Clerk said the meeting will start at 6.30pm to accommodate the presentations of shields to worthy recipients. Cllr Lowe said a new award of a key will be presented by the new Mayor at a later date. Four keys had been ordered at a total cost of £145.00.

Members said they were not aware of the new award and asked that the Mayors' Portfolio document is updated.

**211/19 Date of Next Meeting** – was agreed as 6<sup>th</sup> October 2020.

Chairman.....6<sup>th</sup> October 2020

186/19