

Wellington Town Council

Town Mayor
Cllr Anthony Lowe



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on Tuesday 2nd July 2019 commencing at 7.00pm.

Cllr S. de Launey (SDL)	Cllr. F. Burns (FB)	Cllr S. Hall (SH)
Cllr J. Gorse (JG)	Cllr. L. Carter (LC)	

In attendance – Karen Roper- Town Clerk (KR).

- 16/19 Chairman** - Cllr de Launey welcomed everyone to the meeting.
- 17/19 Apologies for Absence** – Cllr Hosken, Cllr Morris-Jones and Cllr Lowe (ex officio) gave their apologies for absence due to annual leave.
- 18/19 Declaration of Interest** – None were declared at this point.
- 19/19 Election of Regeneration Board Members**- Cllr de Launey proposed that the current three members remain in place, this was seconded by Cllr Gorse and agreed by members.
- 20/19 To approve the minutes of the meetings held on 4th June 2019** – The minutes were proposed by Cllr Burns, seconded by Cllr Hall and RESOLVED by members to be a true and accurate record.
- 21/19 Matters Arising**
- a. **Staffing** – The Clerk reported that one member of staff was ill and at this point there was no foreseeable return to work date. Members agreed the following actions:-
- The group leaders would inform their members of the situation
 - Annual Leave commitments, one member of staff would be on their own for 4 days, 16th – 19th July. Members agreed that for this period the office would not be open to the public and a note would be put on the door.
 - Committee Chairman would review meeting arrangements with remaining staff to try and relieve pressure.
 - Parade toilets would be closed if no alternative solution could be found, again an explanatory note would be put on the doors.
 - The Clerk would keep members informed
- b. **Rough Sleepers** – The Clerk said she had no further news on this – no reports had come into the office.
- 22/19 Finance**
New style reports were presented for May 2019.
Items, 7a & b on the agenda were proposed for acceptance by Cllr de Launey, seconded by Cllr Gorse and approved by members.
Item 7c on the agenda, Petty Cash report, was not available. The Chairman said he would discuss future reporting arrangements with the Deputy Clerk.
Item 7d on the agenda was proposed for acceptance by Cllr de Launey, 2nd by Cllr Burns and approved by members.
Item 7e on the agenda, External Auditor, the Clerk said there was no further news regarding this item.

Item 7f on the agenda, Council Chamber room hire income, the Clerk reported the amount of rent received for 2018-2019 was £6,067.35.

23/19 To receive and approve the Asset Register Policy

A draft policy had been circulated electronically – hard copies including the current Asset Register were available at the meeting. Following discussion members agreed that **NALC should be contacted and advice sought from Derek Kemp.**

24/19 To receive and approve the DBS policy Document

A draft policy had been circulated electronically – hard copies were available at the meeting. Following discussion members agreed that the document should be amended at 4.3 to include acceptance of Disclosures from Telford and Wrekin only. The Clerk confirmed her understanding that all members of Wellington Town Council and its Committees will be expected to undertake a DBS check.

25/19 Bowring

Tenancy Agreement – The Clerk circulated to members her response to the tenant's questions for information.

Further negotiations would take place, members expressed their views on public money supporting a private business and ultimately agreed that they did not wish to lose the tenants.

Cllr Gorse said she was disappointed they had considered DBS checks as 'aspirational' because they were in contact with young / vulnerable people daily and this was an important issue. Members discussed legal requirements and consistency when dealing with outside contractors and agreed the tenants were not breaking the law.

26/19 To receive a report from the Regeneration Board

A paper copy of the above report was circulated to members. The following points were highlighted:

- Katherine Kynaston was asked for an update on potential redevelopment sites
- Coco's dessert shop was now open
- Beatons Tea shop would be opening shortly
- The Walnut Tree was now open and had expressed a wish to bring businesses together so a meeting had been set up by Kirsty for this to happen
- A refresh of the Vision 2020 documents was discussed but it was felt that the outcome of the High Street fund needs to be known first.
- Dream Rooms franchise had received a grant and would be opening shortly
- 27 flats and units to be developed above the shops in Market Square
- The new shop fronts project was underway

The Chairman said Sally Themans had completed 6 months in post and the Board had recommended to continue with Sally's contract up to the end of the financial year (31st March 2020) at a cost of £16,000.

Members asked if there was evidence of progress and what the short term vision would be. Cllr Carter said in his view it would be madness not to continue with the contract just as things were starting to happen and listed the following achievements.

- Brought local groups together
- Set up Love Wellington
- Was talking to businesses including the Market
- Put in a Bright Stars Bid
- Improved PR & physical media including a 2 x page spread in the Wrekin News
- Is connected Nationally on boards advising Government on High Street rejuvenation
- Developed a good relationship with Borough officers

It was agreed to work with Sally to set out goals for the remaining period of the contract dependent on the outcome of the High Street Fund.

Cllr de Launey formally proposed that Policy and Resources Committee meet the Regeneration Boards request to continue with the contract for Sally Themans up to the end of the Financial Year (31st March 2020) at a cost of £16,000. He was seconded by Cllr Gorse and all members were in favour.

27/19 Wellington Environmental Working Party

The Clerk had distributed rough notes from the meeting held on 14th June with idverde, T&W, Cllrs; deLauney, Lowe and Burns. Further discussions would be held and the Clerk confirmed our Environmental Team are fully committed presently.

- **Members asked for reports on the work of the Environmental Team to be reinstated**

28/19 ICM Meeting 11th June 2019

Members were given the Clerks notes and the Police report relating to this meeting. The importance of the public calling 101 for every incident they see was highlighted because issues are then logged otherwise they go unrecorded. It was also agreed that communications need to be stepped up.

- **Members asked for communications to be on the August agenda**

29/19 To consider purchase of past Mayor's medals and award shields.

Members instructed the Clerk to go ahead and purchase the items.

30/19 To agree date and time of the next meeting as Tuesday 6th August 2019 at 7.00pm

Chairman.....6th August 2019