

# Wellington Town Council

**Town Mayor**  
Cllr Phil Morris-Jones MBE



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

Minutes of the meeting held at the Wellington Civic Offices on Tuesday 1<sup>st</sup> December 2015 commencing at **7.00pm**.

**Present:**

Cllr A Lowe Chairman	Cllr P Morris-Jones ex Officio
Cllr J Gorse	Cllr S Hall
Cllr F Burns ex Officio	Cllr R Perkins
Cllr C Mason-Morris	

**In attendance:** Karen Roper, Town Clerk, Cllr D Roberts, observer.

**117/15 Welcome & Introductory Remarks** - The Chairman welcomed Members and Cllr Roberts to the meeting. Cllr Burns also greeted Cllr Roberts. Cllr Roberts thanked both Councillors and Staff for the gifts and cards she had received relating to her recent bereavement.

**118/15 Apologies for Absence** - Were accepted from Cllr deLauney due to holiday and Cllr Hosken due to illness.

**119/15 Declarations of Interest** – None received

**120/15 To approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> November 2015.**  
It was proposed by Cllr Hall, seconded by Cllr Gorse and resolved unanimously that the minutes be approved and signed by the Chairman as a true record.

### **121/15 Matters arising from the minutes**

- **Christmas Leaflet** - It was reported that the Christmas events leaflet had not been delivered to every home. The Clerk asked for details of the areas where it had not been received so this could be investigated. Cllr Gorse said that no acknowledgement of the Town Council's support had been given on the front page of the leaflet. The Clerk said the Council was too late to request this as the document was already being printed. There was an acknowledgement on the back page.
- **Visioning/Planning Event** – The Clerk reported that an approach had been made to Professor Colin Copus of deMontford University, she had asked him for available dates and a quotation for the work.
- **Telford & Wrekin** – The Clerk informed members of and agreed to circulate a newsletter indicating that they would be talking to Parish and Town Councils about the future delivery of services.
- **Sound Proofing** – The Clerk reported that the Centre Manager was not in favour of installing a sound cut off device and was still waiting for quotations from specialist acoustic companies. Cllr Morris-Jones said this is a Health and Safety issue and further discussions should be held with the Centre Manager. Cllr Gorse asked for the sound level meter to be used to record at the Planning meeting tomorrow evening.
- **Wi-Fi** – The Clerk said that an agreement had been reached, installation was imminent and the project will be funded by Telford & Wrekin Council.

- **Memorial Bench** – The Clerk and Cllr Burns had been presented with £600.00 to purchase and install a memorial bench. The Clerk said she was waiting for the go ahead to purchase from Devon Peart who was in discussion with Telford and Wrekin. Cllr Burns said that the group would like a dedication service when everything is ready.
- **Office Accommodation** – The Clerk said she informed the Architect and had asked for a work timescale but had not received any further information. Members asked that this be chased and that the office is reorganised as it currently presents a Health and Safety hazard. Cllr Mason Morris suggested that important papers could be scanned and archived to save space.
- **List** - The Clerk gave the following list of items that we were waiting for action from the Borough.
  - Resolving the sound issues in Lesley's room, offices and Council meeting room.
  - Resolving the issues around the Bowring for which a site visit had been arranged for Monday morning to resolve;
    - Hand dryers – Cllr Morris-Jones asked for this to be done as soon as possible
    - Pipework boxing
    - Cupboard positioning
    - Sewers
    - Fly zapper
    - Fire detector
  - Resolving the issues around Market Street
    - Restricted weight sign needs to be placed in the junction of Vineyard Road
    - Overall reduction of traffic speed in the town centre 20MPH or lower, 15MPH, if possible.
    - Signage updated to indicate shared space area
    - The lines outside Nat West Bank should have been red to mean no stopping at all
    - Installation of a rumble strip after the bridge and before the bend to warn and slow down drivers approaching the shared space area.

**122/15 Car Parking Discussion** – Cllr Roberts asked to contribute on this issue as she was on the original working group. She said she did not agree with all of the figures presented and the real decision is about whether parking is being provided for workers or shoppers. Cllr Morris-Jones identified that the issue of on-street /selfish parking and disused taxi ranks had not been addressed by the report. Cllr Burns said the money to provide ticket machines is available in this financial year only. Cllr Gorse proposed that that the Council should vote to accept ticket machines without losing spaces and work out the finer details of time limits, positioning etc. at a later date. This was seconded by Cllr Mason Morris and agreed by members. Cllr Mason Morris suggested that the Town Council consult with residents and traders in the town through facebook and the website.

**123/15 Complaints Procedure** – The Chairman said that presently we do not have an adopted Complaints procedure in place. Members had been presented with a draft document, it was agreed this be circulated to the full council meeting for comment and further discussed at the January P&R meeting.

**124/15 Cllr P. McCarthy** – The Clerk had circulated to members a report and personal statement from Cllr McCarthy, this would also be circulated to Full Council. She informed members that a complaint had been received from a member of the public who considered the Code of Conduct had been broken. The Monitoring Officer had acknowledged its receipt.

**125/15 Chain of Office for Lady Mayoress** – The Clerk presented the quotations to members. Cllr Mason-Morris proposed that the current ‘Consort’ jewel be upgraded by purchasing a chain. This was seconded by Cllr Gorse and agreed by members.

**126/15 Website** - The Clerk confirmed the link to the new site had been sent to all Councillors but no comments had been received. Cllr Mason Morris felt that the new site was the ‘same old’, Cllr Roberts felt the old site was better and it was easier to find things. The Clerk said the new site was currently in ‘draft’ form and staff had to add a lot of useful information to it. Members agreed the new site should go live as soon as possible, and asked that the hours spent building the site are recorded and that external help should be considered if necessary.

**127/15 Finance - To receive written reports from Deputy Clerk –**

1. To agree receipts for October 2015
2. To agree payments for October 2015
3. To approve payment of Market Street Work invoice of £30.000
4. To receive details of Petty Cash payments for October 2015
5. To receive details of Receipts/Payments compared with budget as at 31.10.15

It was proposed by Cllr Perkins and 2<sup>nd</sup> by Cllr Gorse and resolved by members to accept and agree items 1-5 above.

**128/15 Personnel/Staffing** – The Clerk asked for the office to be closed to the public from 24<sup>th</sup> December – 4<sup>th</sup> January 2016, this was proposed by Cllr Perkins, seconded by Cllr Gorse and agreed by members. The Chairman said a Christmas gift of £50.00 had previously been given to all employees which this year would include toilet attendants. Following discussion and a vote, the Chairman gave his casting vote in favour of giving all members of staff a gift of £50.00. Cllr Mason Morris asked that her vote against this decision is recorded.

**129/15 Urgent Information** - Cllr Burns asked the Clerk to confirm the next date of the Leisure Centre Management Committee.

**130/15 ICT Working Group** – It was agreed that the Clerk circulates dates for this group to meet in January.

**131/15 The date and time of next meeting was agreed as** Tuesday 5<sup>th</sup> January 2016 at 7.00pm.

**Chairman..... Dated 5<sup>th</sup> January 2016**