

# Wellington Town Council

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



**Town Clerk**  
KAREN ROPER  
B.A (HONS) DMS  
Civic Offices, Larkin Way  
Tan Bank, Wellington  
Telford TF1 1LX  
Tel: 01952 567697  
Fax: 01952 567690

Email: [wellingtontowncouncil@telford.gov.uk](mailto:wellingtontowncouncil@telford.gov.uk)  
[www.wellington-shropshire.gov.uk](http://www.wellington-shropshire.gov.uk)

## POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on Tuesday 1<sup>st</sup> March 2016 commencing at **7.00pm**.

**Present:**

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

**In attendance:** Karen Roper, Town Clerk.

**155/15 Welcome & Introductory Remarks** – The Chairman welcomed Members to the meeting.

**156/15 Apologies for Absence** – None

**157/15 Declarations of Interest** – None

**158/15 To approve the minutes of the meeting held on Tuesday 2<sup>nd</sup> February 2016**

It was proposed by Cllr Hosken, seconded by Cllr Perkins and resolved unanimously that the minutes be approved and signed by the Chairman as a true record.

**159/15 Matters arising from the minutes**

- **Visioning/Planning Event** – The Clerk said that she had another lead she was following to facilitate this event.
- **Bowring Pavilion Café** – The Clerk said that letters had been sent and received from the current tenant who had indicated she no longer wished to continue with the lease. Interest had been shown by another party and an advert had been placed in the Shropshire Star, Telford Journal, Newport and Market Drayton Advertiser. The Clerk agreed that she would place the advert on the website and on Destination Telford website.
- **Community Coffee Evening 23<sup>rd</sup> February** – Cllr Burns reported that the evening was again successful with groups networking and appreciating the opportunity to advertise on the new Council website. The Clerk would act as website gatekeeper. Cllr Gorse said that the groups were pleased to have the opportunity to share information.
- **Annual Town Assembly / Grants Evening** - The Chairman said that the Policy Group Meeting on 5<sup>th</sup> April would meet at 6.30pm and consider the grant applications. Discussion ensued regarding the format and date of the events. Cllr Gorse proposed that the Grants Cheque Presentation Evening is advertised as 19<sup>th</sup> April at 6.30pm to be followed by the Annual Town Council Assembly this was 2<sup>nd</sup> by Cllr Perkins and agreed by members. Members suggested this is well promoted on the Website and elsewhere.

Cllr Morris Jones commented he felt the Annual Town Council Assembly event should be revamped to try and attract more people in future, perhaps offering an opportunity to quiz Councillors.

- **Wellington Environmental Services** (formally PET) – The Chairman presented the initial budget to deliver the service. He explained that T&W had offered £17,500.

**Comments made were:**

- Cllr Morris Jones felt the vehicle quotations were on the low side. The Chairman said the figures were provided by Furrows and there were contingencies built into the budget including a figure for storage.
- Cllr Burns requested confirmation that T&W would continue to provide their current baseline environmental service – the Chairman said this service would continue.
- The Chairman said that every ward could be allocated £1,000 to be spent on improving the environment within their area. Cllr Hosken felt this was putting undue pressure on Councillors as decisions can be difficult to make between deserving causes. Other members were supportive of the idea commenting that it is an example of localism.
- Cllr Morris-Jones asked if T&W would be charging the Council for depositing rubbish. The Chairman said this service would remain free.
- Environmental projects, the intention would be that the team would undertake additional improvement work e.g. planting.
- Hot spots – Councillors would be able to identify and request attention to certain areas.
- Discussion relating to one off first year costs and allocation of management time ensued. The Chairman said project will provide a Man an Apprentice, a van and equipment that the town council would control. There was also an advantage of being more visible within the town. Cllr Hosken asked about responsibility for grass cutting. The Chairman responded that initially no, but ultimately the Town Council may decide to take over complete responsibility including grass cutting.

The Chairman proposed to accept the budget and Wellington Environmental Services Team proposal. Cllr Gorse thanked the Chairman for all his hard work on this project. Cllr Hosken asked how the figure had been arrived at i.e. £17,500 and requested the Chairman go back to negotiate for more money. He also asked where litter would be stored once collected. The Chairman explained how negotiations had taken place and that he did not have all of the answers at this point. Cllr Gorse proposed that the Committee agree the outlying proposal and budget this was seconded by Cllr Lowe and agreed by members to forward to Full Council for ratification next week. Cllr Morris-Jones asked about the choice of vehicle, the Clerk confirmed the Supervisor had indicated the Ford Transit would be most suitable vehicle for the task. The Clerk confirmed to members that he was also very supportive of the project plan.

**160/15 Pride in Your High Street Outcome** – Cllr deLauney said there was roughly £65,000 in the pot that we are waiting for confirmation of how to access it. Cllr Mason-Morris said the original paperwork was really difficult to use. The Chairman said he had discussed this with the Borough and they were looking at simplifying the forms.

The Clerk reported on a recent meeting with the Borough and Rob Francis regarding his successful bid which would see boards erected on buildings depicting characters from history. The Town Council may be asked to support the project by becoming the responsible body for maintenance and insurance of the images. The Borough had been asked to look at the legal situation regarding this.

**161/15 ICT Working Group** – Cllr Mason-Morris gave an overview of the progress of the working group. Key points covered:

- Low cost of equipment
- Insurance

- Quotations
- Training
- Service
- Recognition that not all Councillors will wish to take part

The working group is seeking the authority of the Committee for the working group to provisionally proceed with Leegomery computers and Cllr Mason Morris would prepare a report to take to the next full Council meeting. Members were in agreement.

**162/15 Office Accommodation** – The Clerk reported she had been asked to identify the needs of the Council. She said that the far end of the library had its problems of access to facilities and more staff would be required to cover the reception area. The current meeting room would act as a committee room and the Borough were looking a provision of a council chamber of a similar size as the current facility. Cllr Burns said this Council needs to be far more open to the public and this will mean more staff. He also commented that Breath Easy has asked if the current facilities will be available to them following the move.

It was agreed that the original plans would be sent to members. Cllr Hosken felt that the Borough should be approached to buy the council out and for the Town Council to purchase its own property. Cllr Lowe said this is a one-time opportunity to get a capital sum out of the Borough. The Chairman agreed to explore this but commented that the responsibility for maintenance and management may be prohibitive. Cllr Lowe asked if the new reception could incorporate a Tourist Information Office, the Chairman responded that this had not yet been agreed. Cllr Morris-Jones felt that the Borough was getting a good deal by gaining more square footage so the alteration and moving costs would need to be covered by them. Cllr Mason-Morris suggested that this should be a subject for discussion at the forthcoming Visioning Day, which was agreed by members. The Chairman said that further deliberation would happen when the Borough produce the plans.

**163/15 Bowring** – The Chairman proposed forming a working party to look at that future provision within the Bowring Park. Cllr Morris –Jones agreed to be Chairman of this group. The proposal was 2<sup>nd</sup> by Cllr Gorse and agreed by members.

**164/15 Wrekin News** – Chairman reported on a meeting held earlier today with Wrekin News who have offered a proposal for the Council to ‘sponsor’ 2 pages within the paper for £150.00 per issue for the first year. Local Community Groups would be invited to submit stories and there would be a further advantage that the papers’ journalists would write up the stories. Cllr Morris Jones complimented the Chairman on this deal he was very pleased with this outcome. The Chairman confirmed the new specification and distribution details. Cllr deLauney proposed to accept the quotation, this was 2<sup>nd</sup> by Cllr. Hosken, members all agreed to accept the proposal. It was agreed that the Chairman and Clerk would put information together for the first copy and members would decide how to progress. Cllr Mason-Morris asked that vacancies on the Wellington Festival Committee are advertised in the first edition.

**165/15 Finance - To receive written reports from Deputy Clerk –**

1. To update Financial Standing Orders
2. To agree receipts for January 2016
3. To agree payments for January 2016
4. To agree payments to date for February 2016
5. To receive details of Petty Cash payments for January 2016
6. To receive details of Receipts/Payments compared with budget for January 2016.

Cllr Lowe asked about the Architects invoice for the working drawings extensions. The Chairman commented that the invoice was for work already done and there would not be any further bills. Cllr Lowe asked if clock repairs are a regular expense, the Clerk said as

far as she was aware, this was not the case. There being no further questions, it was proposed by Cllr Perkins and seconded by Cllr Hosken and resolved by members to accept and agree items 2-6 above.

The Clerk asked members to consider revising Financial Standing Orders to raise the authority to spend for duly delegated Committees of the Council from £500 to £5,000. Cllr Morris-Jones asked the Committee to additionally consider raising the sum available for the Clerk to spend in an emergency, in conjunction with consultation with the Mayor or the appropriate Committee Chairman from £500 to £5,000. Members were in agreement that these proposals are taken to Full Council.

**166/15 To receive correspondence and urgent matters for information only**

The Clerk asked members if they were content for the Shropshire Wildlife Trust to present at Full Council on Tuesday, members agreed.

Cllr Burns asked for an update on the Parking issues. The Chairman would request that the Parking Working Group be asked to report to the next meeting of P&R.

Cllr Morris-Jones said that a premises in Charlton Street has vehicles parked both side of the street for servicing, this situation was now completely out of hand. Cllr Burns suggested that a letter from the Council should write to Gary Wade regarding this issue. This was agreed.

Cllr Morris-Jones reminded Councillors that Saturday 5<sup>th</sup> March is Wellingtons Market Charter Day.

The Little Business Directory was now available and the Clerk agreed to send this out to members by email.

**167/15 The date and time of next meeting was agreed as** Tuesday 5<sup>th</sup> April 2016 at 7.00pm.

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