

# 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, 6<sup>th</sup> September 2016** commencing at 7.00pm.

**Present:**

Cllr S deLauney, Chairman	Cllr C Mason-Morris
Cllr F Burns	Cllr M Hosken
Cllr S Hall	Cllr D Allen - ex officio
Cllr P Morris-Jones – ex officio	Cllr A Lowe

**In attendance:** Cllr J Gorse, Cllr R. Perkins and K. Roper, Town Clerk.

**41/16 Welcome** – The Chairman welcomed everyone to the meeting.

**42/16 Apologies for Absence** - Were accepted from Cllr L Carter

**43/16 Declarations of Interest** - Members need only declare any interests they may have in items of interest in the Agenda. None were declared.

**44/16 To approve the minutes of the meeting held on Tuesday 2<sup>nd</sup> August 2016**  
The minutes were proposed for approval by Cllr Hosken, seconded by Cllr Mason-Morris and members resolved that the minutes of the meeting held on Tuesday 2<sup>nd</sup> August 2016 are approved and signed by the Chairman as a true and accurate record.

### **45/16 Matters Arising**

**(a) ICT Project** - The Clerk reported that training had been delivered for members and Gary from Leegomery computers would be present from 6-7pm to assist at Full Council on 13<sup>th</sup> September.

**(b) Anti-Social Behaviour Order-** The Clerk reported that a meeting had been arranged in the afternoon of 13<sup>th</sup> to discuss this issue prior to Full Council .

**(c) Gasworks Bench** – The Clerk reported that the bench and plaques had been delivered to Telford and Wrekin who were identifying an installation date.

**(d) Wrekin News** – The Clerk distributed to members the draft article for the September issue

**(e) Parking** – The Clerk reported that T&W had indicated the ticket machines would be installed late September. Members made the following comments:

- There would still be no charge for parking for up to 3hrs
- Need to ensure that machines do not take up current parking spaces
- Clerk to request a copy of the installation plan
- Parking in King Street for the Church and its services still needs to be resolved

- Need ticket machines to be covered prior to usage launch date
- Need a coordinated plan to advertise the machines using all forms of media, notices on the building and on the car park, information in Wrekin News, Shropshire Radio and Shropshire Star.

The Clerk would report back to next meeting.

**46/16 Office Move** - The Chairman reported that Telford and Wrekin Council had agreed a budget of around £100k and their rough estimated costs were at £107,000. They were proposing to go out to tender including all of the requests made by the Town Council. Members mentioned the following items that need to be considered.

- The cost of physically moving
- Redecoration
- Blinds/Curtains
- Terms of Leases to include cleaning, maintenance and caretaking

It was proposed that the Lease of Terms is left initially at Officer Level for negotiation for members to review in in November. It was proposed by Cllr Hosken 2<sup>nd</sup> Cllr Mason Morris and RESOLVED that Telford and Wrekin Council should go out to tender and work should be done on the leases, reporting back to the November meeting.

**47/16 Finance**

It was proposed by Cllr Hosken and 2<sup>nd</sup> by Cllr Mason-Morris and RESOLVED to accept and endorse items 1-5 on the agenda.

- (i) To agree receipts for July 2016
- (ii) To agree payments for August 2016
- (iii) To agree payments to date for August 2016
- (iv) To receive details of Petty Cash payments for August 2016
- (v) To receive details of Receipts/Payments compared with budget as at 31.07.16.
- (vi) Bank Account Update - The Clerk issued a written report to members which Considered the Town Council's future banking arrangements. It was proposed by Cllr Lowe 2<sup>nd</sup> by Cllr Hosken and RESOLVED that the Council should move its Bank accounts to the Wellington Branch of TSB bank immediately.

**48/16 To receive recommendations from the Personnel Committee held at 6pm this evening.**

**a) Terms of Reference (TOR) for the Personnel Committee** – The Chairman reported the Committee had agreed their TOR.

**b) Employee Issues** – The Clerk reported that the role of Communications and Events Manager had been evaluated through the Telford & Wrekin Personnel Department. The role was scored and an appropriate offer would be made to the post holder.

**49/16 PCSO**

The Chairman reported that the partnership with Newport Town Council to share the cost of a PCSO over the next 6 years had been renegotiated to include a clause to allow a review of the contract should Civil Parking be invoked by the Borough. It was proposed by Cllr Hosken 2<sup>nd</sup> by Cllr Burns and RESOLVED to support the partnership as long as the PCSO can control parking. Cllr Burns wished to raise questions related to the PCSO posts with the Police and Crime Commissioner at Full Council, members commented these should be sent to him in writing prior to the meeting

**50/16 The Wellington Environmental Services Team**

**50.16.1 Vehicle** - The Chairman reported that negotiations had taken place to source a Toyota Hilux vehicle for purchase. He explained that this type of vehicle was preferred by Telford and Wrekin Services and therefore seemed most appropriate for the envisaged use of the Environmental Team.

The costs of purchasing a vehicle were weighed up against leasing costs, taking into account the 20 week wait for a lease vehicle plus the cost of hiring a vehicle during the waiting period. Comparisons had also been made with second hand vehicles. These findings made the deal on offer seem exceptional and hands were shaken as there was only one vehicle available at this price. The Committee was asked to endorse the action. Cllr Mason-Morris said she would have liked the opportunity to comment and to see a cost benefit analysis. She was also concerned that this action would not create a precedent for the future as the mandate the Council had agreed was on a lease vehicle which would not commit such a large amount of money in a single transaction. Cllr Lowe said he commended the action of purchasing an asset for the Council and that leasing would have been a much more expensive option in the longer term. The vehicle could be delivered later in the month if the Council agree to the purchase and then the cheque will be paid over. Members made the following points;

- A liner will need to be fitted to the back of the vehicle
- It will be sign written with the Council logo and contact details
- It will need a lock box for tools

Chairman proposed that the committee agree the purchase of the vehicle at £16,450 + VAT road fund tax included, this was seconded by Cllr Lowe and RESOLVED by the Committee. Cllr Mason-Morris abstained from the vote.

**50.16.2 Apprentice** - The Chairman said that Telford and Wrekin had recently appointed the latest group of Apprentices and that M. Talbot's son was amongst them. Interviews will need to be set up to appoint an apprentice to work with the Wellington Town Council's Environmental Services Team.

**50.16.3 Gum Removal** – The Chairman suggested this issue was deferred to the October agenda when more information was available.

**51.16 Bowring** – The Clerk had circulated a commercially sensitive report on the current position at the Café and toilets. The report was noted and the following points were made.

- The Clerk was asked to purchase picnic benches
- The Clerk was asked to look at TESCO bags of cash funding for landscaping
- The Clerk was asked to obtain quotations for landscaping work.
- The Clerk was asked to obtain a plaque to be placed on the building acknowledging the support of Wellington Town Council
- Members asked that the sub-committee plans and negotiates with Mr Beach to develop the park and buildings.

**52.16 Project Board** – The Chairman reported that the board had considered the 2<sup>nd</sup> round of applications for funding bids. The following 3 bids were considered, approved by the Board and forwarded for validation:-

- Market Company – to modernise their onsite toilets
- Shropshire Enterprise – to develop and promote the revitalisation of Wellington High Street
- The Autumn Sizzle – bid to hold an event to link with and launch with the Wellington Festival – (this bidder had since withdrawn but the event would still go ahead with Team Wellington)

The £5k Wellington Festival bid drawn up by Cllr Mason-Morris in March, was not forwarded due to a clerical error / misunderstanding. The Clerk apologised for the problem and assured members that the bid would go forward to apply for the remaining unspent funding.

The Clerk was asked to find out how much money was still available. There was some discussion about committed funding being subject to payment by results and clarification was requested. Cllr Mason-Morris said she was disappointed that community groups had not been sufficiently informed to put in applications.

The Chairman said the joint property purchase project was with officers at Borough level who were looking at potential returns on investment and there should be some further news next month.

**53/16 The date and time of the next meeting** – was agreed as Tuesday 4<sup>th</sup> October 2016 at 7.00pm.

Signed .....4<sup>th</sup> October 2016