

Wellington Town Council

Town Mayor
Cllr Denis Allen



Town Clerk
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POLICY & RESOURCES COMMITTEE

Minutes of the meeting held at the Wellington Civic Offices on **Tuesday, 2nd January 2018** commencing at **7.00pm**.

Cllr S. deLauney– Chairman	Cllr J. Gorse	Cllr L. Carter	Cllr A. Lowe
Cllr M. Hosken	Cllr P. Morris-Jones	Cllr F. Burns	

In attendance – One member of the public and Karen Roper - Town Clerk.

- 104/17 Welcome** – Cllr deLauney wished everyone a Happy New Year.
- 105/17 Apologies for Absence** – There were no apologies for absence.
- 106/17 Declarations of Interest** – There were no declarations of interest at this point in the meeting.
- 107/17 Minutes of the meeting held on Tuesday 5th December 2017** – were proposed by Cllr Hosken, seconded by Councillor Lowe and **RESOLVED** by members as a true and accurate record.
- 108/17 Matters arising from those minutes–**
- **Wellington Health Centre** – The Clerk said no response had been received. Members suggested the Chairman of the CCG group is contacted and asked for a response.
 - **Traffic Flow and Parking** – The Clerk had not yet received a meeting date to discuss long stay parking and changing traffic flow to bring people into the town. Cllr Carter would follow this up.
 - **Station Upgrade** – The Clerk had no further news on the progress of the joint letter.
 - **Pub Watch** – The Clerk reported the bank account was now open and the funding for the purchase of the software was now needed. Cllr Gorse commented that there seems to be less trouble in the night time economy recently. Cllr Carter suggested the evening economy should be considered and promoted now that Pussy Cats nightclub has closed.
 - **Office Move** – The Clerk reported work was to start on 8th January and at the costs are being met by the Borough Council except for some minor changes which have been requested by the Town and will therefore be charged accordingly. Cllr Carter suggested some publicity around this demonstrating this is a proactive modern town council working hard for the residents of the town and advertising opening hours etc. Cllr Morris-Jones asked about safe. The Clerk was asked to check the Insurance Policy to ensure the location of the safe is compliant with their recommendations.
- 109/17 Tourist Information Office** - Members asked about the WTC Office becoming a designated Tourist Office and requested discussion takes place with the Library. The Clerk said that information is generally available in the office already and she would look at provision elsewhere. It was commented that this is something P&L should discuss.

110/17 Wellington Pub Watch / Integrated Community Management Team (ICM) – The Clerk said there would be a presentation at the February meeting of Full Council.

111/17 Finance – Reports were presented for November 2017, there was no information provided for payments to date for December 2017 due to the crossover of the bank accounts. Cllr Hosken proposed the accounts referenced a,b,&d,e on the agenda for acceptance, this was seconded by Cllr Carter and agreed by members.

- a. To agree receipts for November 2017
- b. To agree payments for November 2017
- d. To receive details of Petty Cash payments for November 2017
- e. To receive details of Receipts/Payments compared with budget as at 31st November 2017.

The following points were made:

- o Cllr Morris Jones asked for confirmation that the old bank account is officially in the process of being closed
- o Cllr deLauney said that at least one extra signatory is needed for the Bank Account
- o There is still an un-presented cheque were showing on the report, Wellington Community Arts Venue of £1,000.
- o Cheque no 013312 was investigated and discussed with Telford and Wrekin a report would be brought to the next meeting.

f. Banking arrangements – The Clerk said the Deputy Clerk was making electronic payments from the new Barclays account. Cllr Hosken said thanks were due to the Deputy Clerk for all the work done to achieve this and for the excellent way he prepares the papers.

g. Wellington United Charities – The Clerk reported that a former Clerk had been unable to help with the history of the Charities. The archived papers go back to 1930. The Clerk was asked to carry on with the administration and she agreed. It was proposed by Cllr Gorse, 2nd by Cllr Hosken and agreed by members to continue to administer the charities.

112/17 Budget 2018/19 –

Following discussion, Cllr deLauney presented the Budget for 2018/2019, the following comments were made:

- Wellington Festival budget increases from £11,000 to £13,000 but should raise more funds from events
- PCSO decision has been deferred for 12 months therefore releasing funds of £7.5k
- The communication budget has therefore been increased to £6,500
- 3,000k used to create an uncommitted expenditure pot
- Bid grant costs of £3,000 used elsewhere in P&L budget

It was proposed by Cllr deLauney, seconded by Cllr Burns and UNANIMOUSLY RESOLVED to recommend that the Town Council accepts, approves and adopts the draft budget for 2018/19 and in consequence, raises a precept of £399,060.

113/17 Loan- Cllr deLauney said that research was underway looking at borrowing from the Public Loan Board to purchase property so investment in the town can go ahead. The permission needs to be obtained within this financial year, both because of the accounts and to avoid higher interest rates therefore by March 2018. For this to happen we need to show we have public support so members agreed that they would assist with the public consultation. Cllr Carter suggested that staff consult with Borough Council Officers who were experienced in this role and may be able to help to find the most efficient route through the process.

114/17 Ward Funds – Cllr Carter said his ward funding could be used for improving gateways and signage. It was agreed that the Town Council could match fund. Borough Councillors all

have ward funds to spend as they see fit. Cllr Hosken said he currently funds the Bowring Park licence and the equipment used in the swimming pool to lower less able people into the water.

115/17 Communications

Town Council Newsletter –The Clerk gave details of the quotations received for both printing and distribution. It was proposed by Cllr Hosken, 2nd by Cllr deLauney and agreed by members that £2,000.00 is found from this year’s budget and will be allocated for printing and distributing 12,000 copies. Cllr Lowe asked that the better quality paper is used so it stands out from other leaflets. Cllr Burns asked about the production of the newsletter and how it would be edited and produced. The Clerk said she felt the first issue should be the Annual Report and asking for the views of the electorate. Cllr Carter asked that a draft is provided for the next meeting.

Social Media – Cllr Carter asked that money is allocated for training staff in this important area.

Website – It was agreed that this should be improved.

116/17 Visioning and Governance – The Clerk distributed the draft action plan and asked members for comments by email. Members thanked the Clerk for the work done on this report and asked for this to be on the agenda for the next meeting.

117/17 Friends of Groups – Discussion ensued about the form and function of ‘Friends of Groups’. Members commented that we have an active ‘Friends of Wellington Station Group’ and the Bowring Park Working Group are considering the formation of such a group. It was pointed out that there are many other volunteer groups in Wellington that are struggling for active members. Cllr Hosken said he did not feel this route was appropriate as decisions are taken through the elected body of the Council. The Clerk said as the elected first tier of local government she was not aware of other local authorities forming ‘Friends of’ groups.

118/17 Current Structure – The Clerk presented a current structure document which requires at least 135 meetings a year. She asked for comments and suggested improvements from members. The document will be brought back to the February meeting for discussion.

119/17 Lost Property Protocol - The Clerk presented a draft policy, members were asked to feed in comments and suggestions for improvements. The document will be brought back to the February meeting for approval.

120/17 To agree date and time of next meeting – As Tuesday 6th February 2018 at 7.00pm.

Chairman.....Date.....