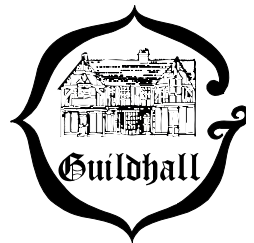


Newport (Shropshire) Town Council



The Guildhall, High Street, Newport, Shropshire. TF10 7TX
Miss D.L. Halliday, BSc., Town Clerk.
© 01952 814338 – Fax: 01952 825353

Town Mayor: Cllr Glyn Gratton

Ref: DLH/SFA

5 July 2007

Dear Sir / Madam

I hereby give you notice that there will be a meeting of the **TOWN COUNCIL** on **Wednesday 11 July 2007** at **7.00 p.m.** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

D. L. Halliday
Town Clerk

A G E N D A

1. To receive apologies for absence.
2. To vote to suspend the meeting for up to 30 minutes to take public questions.
3. To receive Declarations of Interest. Members need only declare any interest they may have in items of business on this Agenda.
4. To receive announcements. A list of the Town Mayor's engagements is **attached**.
5. To confirm the Minutes of a meetings held on 13 June & 20 June 2007 – copies **attached**.
6. To consider matters arising from the Minutes.

To consider matters as itemised under the following headings:

7. FINANCE

a. Finance Report

To approve the Finance Report for June 2007 – to follow.

b. Thank You Letters

Letters of thanks for grants awarded have been received from:

Newport P's & Q's
Telford & Wrekin Arthritis Support Group
Relate
County Air Ambulance

c. Audit 2006/07

(1) Association with External Auditor

To ascertain whether any member has any form of association with the external Auditors, Hacker Young of Vittoria Street, Birmingham.

(2) 2007 Annual Returns – Important Practical Points

To note the Instruction Sheet issued by the External Auditors Hacker Young – copy **attached**.

(3) Review of Effectiveness of Internal Control

To consider the system of internal control implemented by the Town Council. Members should bring to the meeting their copies of Financial Regulations.

(4) Review of Internal Audit Procedure

To consider the instructions laid down governing the internal audit procedure at Appendix 1 to the Financial Regulations.

(5) Internal Auditor's Report

To consider the Internal Auditor's Report to the council covering the Audit Period 2006/07 – to be distributed at the meeting.

(6) Year End Bank Reconciliation

To note the Year End Bank Reconciliation – to be distributed at the meeting.

(7) End of Year Accounts for Audit

To approve the End of Year Accounts 2006/07 to be submitted to the external auditors, Hacker Young – to be distributed at the meeting.

(8) External Auditor's Supplementary Governance Information

To note the supplementary information to be distributed at the meeting.

(9) Annual Governance Statement

To consider the Town Council's response to the Statement of Governance to be approved at the meeting by resolution – uncompleted copies **attached** for information.

(10) Authorisation by Town Mayor and Town Clerk

To formally approve the signing off of the Accounts and Annual Governance Statement by the Town Mayor and Town Clerk.

(11) Appointment of Internal Auditor 2007/08

Town Clerk to brief.

8. SHROPSHIRE ASSOCIATION / NATIONAL ASSOCIATION OF LOCAL COUNCILS (SALC / NALC)

a. Local Council Review (LCR) – July 2007

- Copy **attached**.

b. Training Courses

To note two course being run by SALC on the Freedom of Information Act 2000 and Budgets & Precept Setting – details **attached**.

9. EU MATTERS

10. NATIONAL & REGIONAL GOVERNMENT MATTERS

11. TELFORD & WREKIN COUNCIL (TWC) MATTERS

a. Working with Telford & Wrekin Council

To consider a letter from the Leader, Cllr Andrew Eade – copy **attached**.

b. Child Protection

As part of TWC “Every Child Matters” strategy, they have issued a briefing note to Parish and Town Councils on how child protection measures should be incorporated for groups seeking grant aid and other support in kind. This briefing note is **attached**. The procedure suggested is not mandatory and neither has it been suggested at national level.

This would certainly add constraints to groups, often small, seeking grant aid and add to the work in the Town Council’s offices verifying the information given. The Town Clerk seeks the views of the council on how it wishes this matter to be handled.

c. Public Toilets, Stafford Street Car Park, Newport

To consider any response to correspondence if received by the meeting.

12. RESOURCES & ADMINISTRATION

a. Emergency Committee – August Recess

To appoint four members to form an emergency committee to deal with issues arising during the August recess. Selected members must be able to sign cheques.

b. Staffing & Resources Sub-Committee

To appoint four members to look at administration / resources prior to the first full Budget Meeting scheduled for 24 October 2007.

The selected members should consist of 1 representative of each declared political party together with 1 independent member and none should be chairman of committees.

13. COMMUNITY SAFETY

a. Community Safety Committee Meeting – Minutes

To note the minutes of a meeting held on 27 June 2007 – copy **attached**.

b. Car Parking Facilities

Cllr Tony Forrester to introduce.

14. LEISURE & ENVIRONMENTAL SERVICES (L&ES)

a. Cemetery

To update members on issues following on from the very recent heavy rain.

b. Newport Cemetery Wildlife Enhancement Plan

To consider correspondence from the Shropshire Wildlife Trust – copy **attached**.

c. Future of Heart of England in Bloom (HEIB)

To note an e-mail from Les Goodman, a senior judge with HEIB regarding plans for 2008.

d. CPRE Countryside Voice – Summer 2007

To be tabled.

e. Connexion for Youth

To note an invitation to attend the Finale of the New Roots Project – copy **attached**.

f. Bench Naming

Town Clerk to brief on a letter received from Mrs Eva Allan – copy **attached**.

15. PLANNING & ECONOMIC DEVELOPMENT

a. Planning & Economic Development Committee Meeting – Minutes

To note the minutes of a meeting held on 13 June 2007 – previously circulated.

Distribution to:

All Town Councillors:

(Ashley, Carter, Flowers, Forrester, Meredith, Norton, Radcliffe, Scammell, Unwin, Walker - Gratton, Stanton).

Mark Pritchard – MP

Sgt. Derek Taylor
The Library

The Newport Advertiser
The Shropshire Star
BBC Radio Shropshire
Nova News (e-mail)