



MINUTES OF A MEETING

held on
Wednesday 9 July 2008
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Adam Stanton – Town Mayor
Roy Scammell – Deputy Town Mayor
Eric Carter
Brenda Flowers
Tony Forrester
Glyn Gratton
Dan Ashley
Tim Nelson
Phil Norton
Siân Walker

IN ATTENDANCE: Lee Jakeman – Town Clerk

APOLOGIES FOR ABSENCE were received from Cllr Bob Unwin (vacation) and from Cllr Adrian Meredith (Borough Council Scrutiny Ctte Meeting).

60/08-09 DECLARATIONS OF INTEREST

The following Members declared an interest in item 7c, a grant for the Newport Plastic Bag Free campaign:

Prejudicial Interest:

Cllr Stanton
Cllr Nelson

Personal Interest:

Cllr Gratton
Cllr Norton
Cllr Scammell

61/08-09 SUSPENSION OF MEETING

There being no members of the public present wishing to raise questions, the meeting continued.

62/08-09 ANNOUNCEMENTS

- a. A list of the Town Mayor's engagements is **attached** at **appendix 'A'**.
- b. A report is **attached** at **Appendix 'B'** from Cllr Flowers as a result of her attendance at the most recent Boughey Rodham Housing Association meeting
- c. Cllr Gratton wished to extend thanks to the Guildhall staff for their continued commitment over recent months, a sentiment echoed by all.

63/08-09 MINUTES

The Minutes of meeting held on 11 June 2008 were approved as a true record.

64/08-09 MATTERS ARISING

- a. Item 40/08-09 (Members' Allowances) refers. Cllrs Ashley and Meredith had confirmed their desire to receive the councillors allowance for the FY 08/09. (Item closed)
- b. Item 51/08-09 (Land Adjacent to the Cemetery). A response had yet to be received, Cllr Carter advised that he would ensure a formal response within the next week.
- c. Item 54/08-09 (Newport Play and Youth Facilities). The Town Clerk advised that David Ottley, Sport and Recreation Manager within Community Services had been unable to accept an invite to the meeting. He will however attend the meeting of the Leisure and Environmental Services on Wed 16 July 2008.
- d. Item 55/08-09 (Polyclinics and Newport Surgeries). The Town Clerk advised that MP Mark Pritchard had responded **Appendix 'C'** to a letter from the Town Clerk, acknowledging the Town Council's view, in which he advises that he is completely opposed to the proposals.
- e. Item 57/08-09 (CCTV). The Town Clerk advised that he had been placed in contact with Mr John Gregory, Principal Anti-Social Behaviour Officer for Telford & Wrekin with responsibility for CCTV strategy. Mr Gregory had agreed to visit Newport in the near future to identify the current CCTV capability, advise on the Borough Strategy and consider if there is benefit from Newport being involved either at an early or later stage of the Strategic Plan.

- f. Members **RESOLVED** to invite John Gregory to the next meeting of the Town Council to receive an update and direction as there may well be a financial impact.

FINANCE

65/08-09 Finance Statement

The Finance Statement for June 2008 **attached** at **appendix 'C'** and the payments therein, were approved/ratified.

66/08-09 Association with External Auditor

All members present confirmed no form of association with the External Auditors, Mazar LLP, regency House, 3 Grosvenor Square, Southampton, Hants.

67/08-09 Review of Effectiveness of Internal Audit

Members examined the measures in place to effect the System of internal control regarding the Council's finances. The Staffing structure, random council signatories for cheques, monthly finance statements and the detailed Financial Regulations forming an Annex to the Standing Orders were considered appropriate for internal control.

68/08-09 Annual Review of Internal Audit

Members considered the instructions laid down, governing the internal audit procedure at Appendix 1 to the Financial Regulations and found them to be appropriate and not necessary to change.

69/08-09 Internal Auditor's Report

Members considered the Internal Auditor's Report for the Audit 2007/08 and accepted the comments **attached** at **Appendix 'D'**.

70/08-09 Year End Bank Reconciliation

Members noted and approved the Year End Bank Reconciliation **attached** at **Appendix 'E'**.

71/08-09 End of Year Accounts for Audit

Members **RESOLVED** to **approve the End of year Accounts 2007/08, attached at Appendix 'F' for submission to Mazars LLP.**

72/08-09 External Auditor's Additional Information Requests

Members noted and approved the content list of Additional Information required by Mazars LLP attached at Appendix 'G'.

73/08-09 Annual Governance Statement

Members considered, formulated and **RESOLVED** to submit the responses to the Annual Governance Statement as detailed at Appendix 'H'.

74/08-09 Authorisation By Town Mayor and Town Clerk

It was **RESOLVED** to approve the signing of the 2007/08 Accounts and Annual return by the Town Mayor and Town Clerk.

75/08-09 Appointment of Internal Auditor

It was **RESLOVED** to reappoint Mr R E Bennett (CPFA) as Internal Auditor of the Town Council.

76/08-09 Grant Applications

It was **RESOLVED** to move agenda item 7c (Grant Application) to item 8d.

COMMUNITY SAFETY

77/08-09 Community Safety Committee Meeting Minutes

Members noted the Minutes of the Meeting held on 25 June 2008, previously circulated

78/08-09 Street Signage – The Maltings (off Forton Road)

The Town Clerk informed the meeting that there were indeed 2 residential sites in Newport named the Maltings (one off Forton Road and one on Springfields). No road was actually named the Maltings. The site off Forton Road was on a private road that did not have clear signage; it is unfortunate that numbers, 1 to 5 the Maltings, Forton Road were in close proximity to numbers, 1 to 5 Forton Road. Cllr Forrester will follow up with the residents.

RESOURCES & ADMINISTRATION

79/08-09 Routine Correspondence

Members noted the list of routine correspondence received during June 2008, copy **attached** at **Appendix 'J'**.

80/08-09 Emergency Committee – August Recess

It was **RESOLVED** to appoint the following members to form the **Emergency Committee to deal with matters on behalf of the Council during the August recess:**

**Cllr Scammell
Cllr Ashley
Cllr Flowers
Cllr Gratton**

81/08-09 Plastic Bag Free Newport

Cllr Tim Nelson and Cllr Adam Stanton provided an update on the subject. There had been 140 entrants to the design a motif campaign and the winning design had been chosen at the recent Town Carnival. Sponsors had been approached to finance the project and some had already committed funds. It was hoped that the first bags would be available during August.

82/08-09 Grant Application

Members considered a grant application from the Newport Plastic Bag Free Newport campaign, detailed at **Appendix 'K'** and **RESOLVED** to award a **section 137 Grant of £500**.

LEISURE & ENVIRONMENTAL SERVICES

83/08-09 Re-arranged Leisure and Environmental Services Meeting

Members noted that the re-arranged Leisure and Environmental Services meeting (to include the Cemetery inspection) will take place on Wednesday 16 July 2008.

84/08-09 Heart of England in Bloom

Cllr Gratton informed the Council that the regional judges would be visiting on Friday 11 July 2008. Telford & Wrekin Environmental Services had completed much timely work in recent weeks and Newport Town Council and the Mayor had proven to be significant supporters of the event.

The recent open gardens event had raised approximately £1700, much activity has taken place including, the clearance of Hutchinson Way. St Nicholas's Church will be holding a floral and art display over the weekend which will serve as a focal point for the judges.

TOWN PLANNING & ECONOMIC DEVELOPMENT

85/08-09 Planning & Economic Development Committee Meeting - Minutes

Members noted the Minutes of a meeting held on 11 June 2008, previously circulated.

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

86/08-09 Local Council Review (LCR)

Members noted a copy of the LCR for July 2008, previously circulated.

EU MATTERS

NATIONAL/REGIONAL MATTERS

TELFORD & WREKIN COUNCIL (TWC) AREA MATTERS

87/08-09 Farmers Market

Cllr Scammell advised members that the Town Clerk was in the process of submitting a draft plan for consideration. The Plan proposes sighting a small but high quality market of around 6 stalls on the Town Square on the fourth Saturday of each month. It is hoped that approval would be given to enable a start date of 23 August 2008.

Cllr Scammell suggested that once the Market was up and running then consideration should be given to holding craft and or food fairs, to which the Council were supportive.

EXCLUSION OF PRESS & PUBLIC

88/08-09 It was **RESOLVED** that in view of the special nature of the business about to be transacted (that is to consider staffing issues and working practices) it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.

Signed

Dated