



# NEWPORT (Shropshire) TOWN COUNCIL

## MINUTES OF A MEETING

held on  
**Wednesday 13 October 2010**  
at  
**The Guildhall, High Street, Newport**

**PRESENT:** Cllrs: Roy Scammell – Town Mayor  
Dan Ashley  
Eric Carter (in part)  
Tony Forrester  
Glyn Gratton  
Adrian Meredith (in part)  
Tim Nelson  
Phil Norton  
Adam Stanton  
Bob Unwin  
Sian Walker

**IN ATTENDANCE:** Lee Jakeman – Town Clerk

**APOLOGIES FOR ABSENCE:** Cllr Scott (Work commitment)

### **103/10-11 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **104/10-11 SUSPENSION OF MEETING**

It was **RESOLVED** to suspend the meeting for up to 30 minutes to hear representations from members of the public.

Details of questions and comments can be found at **Appendix 'A'**.

### **105/10-11 Amendment to Order of Agenda**

Members **RESOLVED** to move agenda item 10 forward in order that it could be discussed next.

### **106/10-11 Regeneration Partnership Minutes**

Members noted that the Minutes of the regeneration partnership meeting held on 14 September are available in the Read Folder. (Clerk's Note: Previously circulated electronically)  
Cllrs Nelson, Gratton and Carter provided a summary of the meeting the previous evening (for which the minutes will follow).

Of note was the fact that Telford & Wrekin Council were (following the refusal of a planning application at Mere Park) now looking to take forward the Water Lane Planning Statement, first issued in September 2008.

**107/10-11      Regeneration Partnership (High Street)**

Members received a verbal update from Cllr Gratton regarding the High Street Regeneration project. The High Street Project continues broadly on schedule. Funding had been secured to allow similar works to be undertaken in St. Mary Street during January for a period of approximately 6 weeks.

**108/10-11      ANNOUNCEMENTS**

1 A copy of the Town Mayor's & Deputy Mayor's engagements for September 2010 are **attached at Appendix 'B'**.

2. The Mayor informed the meeting that the Civic Ball was scheduled for 2 April 2011 and would take place at Harper Adams University College.

3. The Mayor informed members that the Army Cadet force would wish the Town Council to be represented at a ceremony to formally accept their new standard (for which the council had previously approved grant funding).

**109/10-11      MINUTES**

The Minutes of the meeting held on 8 September 2010 were approved as a true record.

**110/10-11      MATTERS ARISING**

There were no matters arising.

**FINANCE**

**111/10-11      Finance Report**

Members noted that the Newport Nocturne account was in deficit. The Clerk explained that earmarked funding (£5k) from Telford & Wrekin had not yet been received and this had not been identified until after a number of cheques for the event had been processed. The Clerk explained that he was in the process of resolving the issue to ensure that the approved funding was made available to the Town Council before the end of October.

The Finance Report for September 2010 **attached at Appendix 'C' and RESOLVED to approve the Finance Statement and the payments therein.**

**112/10-11 Bank Reconciliation**

Members noted that Cllr Stanton had conducted a bank reconciliation against the finance statement for May, June, July and August 2010.

Cllr Walker offered to visit the Guildhall during October to carry out the reconciliation of September's bank statement.

**113/10-11 Quarterly Budget Report**

Members received a summary of income and expenditure from 1 April to 30 September. Members were informed that expenditure broadly matched the budget other than with regards to the non-routine maintenance of street lights and would cover the matter in agenda item 15c (street lighting repairs).

**114/10-11 Grant Thank You Letters**

Members noted receipt of thank you letters from:

Church Aston Thursday Club  
The Saturday Club  
Newport Army Cadet Force  
Telford & Wrekin Senior Citizens Forum  
Newport Cottage Care Centre  
Nocturne

(Cllr Meredith arrived at the meeting and remained until its conclusion.)

**LEISURE & ENVIRONMENTAL SERVICES**

**115/10-11 Minutes of the Leisure & Environmental Services Committee**

Members noted the unsigned minutes of meeting held on 15 September 2010 attached at **Appendix 'D'**.

**116/10-11 Additional Allotment Expenditure**

Members considered a recommendation that up to £1500 be made available from balances to undertake the work proposed at the Leisure and Environmental Services Committee Meeting in September and **RESOLVED to approve the expenditure of up to £1500 from balances.**

**117/10-11 c. Christmas Light Display / Tree of Light**

Members considered a recommendation from the Clerk and **RESOLVED that the leyandii (within the Church Yard) remains in situ until the Christmas lighting display is taken down in January 2011 to avoid undesirable expenditure.**

The Clerk undertook to arrange for the removal of the tree immediately after the Christmas lighting display was taken down in January.

## **RESOURCES & ADMINISTRATION**

### **118/10-11 Routine Correspondence**

Members noted the list of routine correspondence received during September 2010 –copy **attached** at **Appendix 'E'**

### **119/10-11 Review of Standing Orders**

Members received a final draft **attached at Appendix 'F'** of revised Standing Orders in preparation for adoption at the November meeting of the Town Council. Members were requested to contact the Clerk or a member of the Working Group before the next meeting should they have any comments or questions.

### **120/10-11 HM the Queen's Diamond Jubilee (2012)**

Cllr Nelson suggested that an event in Victoria Park would be desirable. Members considered that a formal working group be constituted at the May Town Council Meeting to consider in detail proposals for the 2012 event and identify indicative costs in preparation for the budget setting process in the Autumn of 2011.

### **121/10-11 Committee Structure**

Members considered a recommendation from the Clerk, **and RESOLVED to:**

**Rename the Staffing Committee, the Resources & Finance Committee**

**And to**

**Approve the Terms of Reference of for the Resource and Finance Committee detailed at Appendix 'G'**

(Cllr Carter Departed the meeting to attend another engagement).

### **122/10-11 Past Mayor & Consort Badge**

Members considered the options presented and **RESOLVED:**

**To support the proposal in principle.**

***To Fund the purchase of a Mayor's consort's medal***

***To Fund the Purchase of Past Mayor's medals to previous Mayors of Newport Town Council.***

*For Both Medals to be of Silver Gilt.*

*For Future mayors to be presented with a Past Mayor's medal on relinquishment of the office.*

**Subject to detailed costings being made available at a subsequent Town Council meeting.**

**123/10-11 Appointment of Cemetery & Amenities Officer**

Members noted the appointment of Mrs Louise Tunks as the Cemetery & Amenities Officer for Newport Town Council.

**124/10-11 Annual Town Awards**

Cllr Scammell volunteered to co-ordinate the Town Awards which, will culminate in a presentation as part of the Annual Town meeting scheduled for 20 March 2011

**TOWN PLANNING & ECONOMIC DEVELOPMENT**

**125/10-11 Planning & Economic Development Committee Meeting - Minutes.**

Members noted the unsigned Minutes of a meeting held on 8 September 2010 – **attached at Appendix 'H'**

**126/10-11 Newport Sorting Office Closure**

Members considered a brief following a meeting held with the Royal Mail representatives on Wednesday 15<sup>th</sup> September **attached at Appendix 'I'**

Members were, in general, disappointed that the closure will still go ahead.

**ASSOCIATION / NATIONAL ASSOCIATION OF LOCAL COUNCILS (ALC / NALC)**

**127/10-11 Annual General Meeting**

Members noted an invitation to the Annual General Meeting of ALC on Saturday 6 November 2010 and **RESOLVED to approve the attendance of Cllrs Scammell and Unwin**

**128/10-11 Training Courses**

Members considered the availability of training courses, Fundamentals for Councillors and Fundamentals of Chairmanship Skills, and **RESOLVED to approve the attendance of Cllr Nelson (Fundamentals of Chairmanship) and Cllr Walker (Fundamentals for Councillors).**

**EU MATTERS – nil**

**NATIONAL / REGIONAL MATTERS – nil**

**TELFORD & WREKIN COUNCIL - nil**

**COMMUNITY SAFETY**

**129/10-11 Community Safety Committee - Minutes**

Members noted the unsigned minutes of a meeting held on 29 September 2010, **attached at appendix 'J'**.

**130/10-11 Speed Indicator Devices (SIDs)**

Members considered a recommendation from the Community safety committee that up to £3k be allocated from the special projects fund be made available to implement the SIDs Extra Programme and **RESOLVED that approval of expenditure be delegated to a working group comprising the Clerk and Cllr Forrester.**

**131/10-11 Street Lighting Repairs**

Members **RESOLVED to approve expenditure from balances to cover the cost of replacing a street light on Broadway (£1236) following a road traffic collision.**

**And**

**To vire an additional £5k from balances to the non-routine maintenance budget to ensure sufficient funding for the remainder of the current financial year.**

**132/10-11 The Joint Telford & Wrekin ASB Unit**

Members received an overview on the work of the ASB (anti-social behaviour) unit recently launched by Telford & Wrekin Council, from Cllr Tony Forrester following his attendance at a recent presentation held in the Civic Office.

Signed .....

Dated.....