



# NEWPORT (Shropshire) TOWN COUNCIL

Ref: LJ / sfa

3 June 2011

Dear Sir / Madam

I hereby give you notice that there will be a meeting of the **TOWN COUNCIL** at **7.15 p.m.** on **WEDNESDAY 8<sup>th</sup> June 2011** at **The Guildhall, High Street, Newport.**

Your attendance is requested.

Yours faithfully

L. S. Jakeman  
Town Clerk

## A G E N D A

1. To receive apologies for absence.
2. To receive Declarations of Interest.
3. To vote to suspend the meeting for up to 30 minutes to permit members of the public to make representations, answer questions and give evidence in respect of any item of business included on the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes. Standing order 1 d. & e. refers.

#### 4. **Co-option**

To consider letters of interest received regarding co-option to the Town Council. There are currently 5 vacancies on the Town Council and the deadline for applications is Tuesday 7th June. Letters of interest will be tabled at the meeting.

Where there are 5 or less applications, members can choose to either accept all of the applicants en masse or vote on each individual candidate.

Where there are more than 5 applicants each vacancy will need to be voted on individually.

Co-opted members, once voted in, are required to sign a declaration of acceptance office. They will then join the meeting until its conclusion.

5. To receive announcements. Mayor engagements to be tabled.

**a. Newport S.A.F.E.R Scheme**

To note that West Midlands Ambulance Service will be holding an awareness day on Saturday 18<sup>th</sup> June in the square area of the High Street, with the intention of raising the profile of West Midland Ambulance and the Emergency Response Team based in Newport.

6. To confirm the Minutes of the meeting held on 18th May 2011 - **copy attached.**
7. To consider matters arising from the Minutes.

**8. Committees**

Should the Town Council co-opt additional members under item 4 above, then the Town Council may wish to revisit membership of the committees to allow new members to be fully involved.

**To consider matters as itemised under the following headings:-**

**9. FINANCE**

**a. Finance Report**

To ratify the Finance Report for May 2011 - copy **attached.**

**b. Bank Reconciliation**

To confirm that the balances presented in the April 2011 finance statement have been reconciled against the Bank Statements by a councillor prior to the meeting and identify a councillor to undertake the reconciliation for May 2011.

**c. Audit 2010/2011**

**Note:** A copy of the partially completed Annual Return is **attached** for Members.

**1. Association with External Auditor**

To ascertain whether any member has any form of association with the external auditor, Mazar LLP, Regency House, 3 Grosvenor Square, Southampton, Hants.

**2. 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).

### **3. Annual review of Internal Audit Procedure**

To consider the instructions laid down governing the internal audit procedure at Appendix 2 to the Financial Regulations.

### **4. Internal Auditor's Report**

To consider the Internal Auditor's report to the Council covering the audit period 2010/2011 – copy **attached** – see section 4 of the Annual Return.

### **5. Year End bank Reconciliation**

To note the Year End reconciliation for 2010/2011 – copy **attached**

### **6. End of Year Accounts Audit**

To approve the end of year accounts 2010/2011 to be submitted to the external auditor, Mazars LLP – copy **attached**.

### **7. External Auditor's Additional Information Requests**

To note the additional information required by the External Auditor – copy **attached**.

### **8. Annual Governance Statement**

To consider and approve the Town Council's response to the Statement of Governance–uncompleted copy **attached** for information see section 2 of the Annual Return.

### **9. Authorisation by Town Mayor and Town Clerk**

To formally approve the signing-off, of the 2010/2011 Accounts and Annual Governance statement by the Town Mayor and Town Clerk.

### **10. Appointment of the Internal Auditor**

To consider the re-appointment of JDH Business Services as the internal Auditor for Newport Town Council for the FY 2011/12. .

#### **d. Grant Applications**

Details of applications for grants requested from the Town Council are **attached**. There is £5000 available in General Grants (Incl. Section 137), £1850 available in Recreation (Section 19 grants) and £1500 available in Youth Grants.

Applications received after the issue of this Agenda may be tabled.

#### **e. Thank You Letters**

Letters of thanks for grants awarded have been received from:

- Heart of England In Bloom (Newport)
- Newport Crucial Crew

## 10. (SHROPSHIRE) ASSOCIATION / NATIONAL ASSOCIATION OF LOCAL COUNCILS (ALC / NALC)

To consider training courses and conferences available to members and identify attendees:

Are we ready for Localism? Wed 29 Jun 9.30 to 4pm Shirehall (£15 per delegate) – **flyer attached**. (Cllrs Scammell and Pitt have already indicated their willingness to attend).

A list of upcoming ALC training courses is **attached**. Members should identify which courses they would wish to undertake. Attendance on the Fundamentals for Councillors course Wednesday 27<sup>th</sup> July is highly recommended by the Clerk to all members.

**Note:** £400 available in Councillor Training Budget (N/L 4034)

## 11. TELFORD & WREKIN COUNCIL

To receive correspondence –**copy attached** - from Cllr Shaun Davies inviting members to the Town and Parishes Forum which will take place on Tuesday 21 June at 7pm in the reception suite at civic offices Telford.

Members will wish to consider who should attend.

## 12. COMMUNITY SAFETY

## 13. LEISURE & ENVIRONMENTAL SERVICES

### a. Minutes

To note the unsigned Minutes of a meeting held on 25 May 2011, copy **attached**

### b. HM Queen's Diamond Jubilee Preparations June 2012

To reconsider correspondence from the Lord-Lieutenant of Shropshire and the Department for Culture, Media and Sport, regarding possible celebrations to mark the subject event.

## 14. RESOURCES & ADMINISTRATION

### a. Resource & Finance Committee Meeting- Minutes.

To note the unsigned Minutes of a meeting held on 1 June 2011 – copy **attached**.

### b. Nominations to Outside Bodies

To reconsider those appointments that remain vacant following the council meeting on the 18<sup>th</sup> of May - **list attached**.

## 15. TOWN PLANNING & ECONOMIC DEVELOPMENT

### a. Pre-consultation with Communities: a basic guide

To note correspondence from the department of Communities and Local Government relating to the Localism Bill **copy attached**.

### b. Consultation by Developers on Pre-Application discussion

To consider a proposal from Cllr Roy Scammell that **the Town Council does not, in the future, discuss proposed developments with developers, as councillors are able to attend public consultations, to obtain details of proposed major developments.**

### c. 2 – 4 High Street

To note correspondence from David Adams, Cartographer, regarding the condition of premises at 2 - 4 High Street. – copy **attached**.

### e. Regeneration Partnership

To receive any update from Town Council representatives and the Clerk.

## 16. EXCLUSION OF PRESS AND PUBLIC

To consider a resolution “that in view of the special nature of the business about to be conducted, that is Christmas lighting Contract, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”.

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Distribution to:

All Town Councillors:  
All applicants for co-option  
Sgt. Chris Munro  
The Library  
The Newport Advertiser  
The Shropshire Star  
Nova News (e-mail)