



# 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 Sally Wiggin

Ref: DLH/SFA

3 February 2005

Dear Sir/Madam

I hereby give you notice that there will be a meeting of the **TOWN COUNCIL** at **7.00 p.m.** on **Wednesday 9 February 2005** 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 the meeting held on 12 January 2005 – copy **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 January 2005 – to follow. To also consider transfer of underspent specified capital projects money back into general capital funds.

**b. Thank You Letters**

To note a letter of thanks for pledged grant money in 2005/06 from Newport's Heart of England in Bloom Committee.

**c. Grant Applications**

Details of applications for grants from the Town Council are **attached**. There is £1090.00 available in Section 137 General Grant money and £500.00 available for Youth Grants.

**d. Breast-feeding Support Group**

To consider a letter from Newport's Health Visitors and determine the case for grant funding and also the possible need to press for greater financial assistance from the PCT.

**e. Financial Regulations**

The Town Council has received a copy of a new Model 2 Draft Financial Regulations for consideration for adoption. The Council's current Regulations were adopted in September 2002 as an appendix to Standing Orders and based on the first national model.

The new Model is quite different from the existing format and will require time for the Town Clerk and Finance Officer to compare and contrast and bring forward to the Town Council, it is suggested at the March 2005 meeting.

**f. Annual Risk Assessment Review**

To confirm the Risk Assessment Strategy – copy **attached**.

Royal Sun Alliance have conducted their own review and approved in house measures.

## 8. TELFORD & WREKIN BOROUGH MATTERS

### a. Car Parking Charges

To note a letter sent by Wellington Town Council to the Borough of Telford & Wrekin and the follow up letter from this Town Council authorised at the last meeting – copies **attached**.

## 9. RESOURCES & ADMINISTRATION

### a. Freedom of Information Act (FOIA) – Authorisation of Qualified Person

To note the directions of ODPM in respect of qualified persons to determine whether information is exempt from the FOIA. – copy **attached**. In difficult cases it is suggested that the Town Council has a small sub-committee of 3 members to apply the “public interest test”. This is further explained in the suggested policy to be adopted by the Town Council when handling requests, detailed below.

### b. FOIA – General Right of Access – Action Plan

The NALC Legal Update was circulated to members at the January Town Council Meeting. A suggested Action Plan to guide councillors and staff is **attached** for consideration.

### c. Meeting Dates 2005/06

To approve the Meeting Dates for 2005/06 as detailed in the **attached**. The list formalises a change to remove the combined Town Council / Community Safety Committee meetings. It will result in a decrease of 2 Community Safety Committee meetings to 4 per annum but it is felt that the Committee is now well established and its work can be adequately shared between the proposed 4 meetings.

### d. Annual Town Meeting 2004/05

The Annual Town Meeting will take place on Wednesday 6 April 2005 at the Cosy Hall commencing at 7.00 p.m. Members are asked to consider a suitable themed subject for the evening.

## 10. COMMUNITY SAFETY

### a. Footway Lighting – Newport

The Community Safety Committee tasked the Clerk to investigate taking on footway lighting in Newport, which is currently under the control of the Borough Council.

A copy of her letter to the Head of Mobility & Development is **attached**. The Clerk will also brief members of the number of properties encompassed under such a scheme and time frame for consideration if the Borough agrees to negotiate this issue.

**b. Rural Transport Strategy 2006 – 2011**

To note a letter from the Rural Transport Officer – copy **attached**.

**11. LEISURE & ENVIRONMENTAL SERVICES**

**a. Leisure & Environmental Services Committee – Minutes**

To note the Minutes of a meeting held on 26 January 2005 – copy **attached**.

**b. CPRE Shropshire Landscapes – Spring 2005**

- to be tabled.

**12. TOWN PLANNING & DEVELOPMENT**

**a. Planning & Economic Development Committee Meeting – Minutes**

To note the Minutes of the Meeting held on 12 January 2005 – previously circulated.

**b. Newport Regeneration Partnership**

To note dates for Partnership Meetings, copy **attached**.

**13. SHROPSHIRE ASSOCIATION / NATIONAL ASSOCIATION OF LOCAL COUNCIL (SALC / NALC)**

**a. SALC Lets Talk Training – Issue 1**

- to be tabled.

**b. NALC Policy Update – Planning Obligations**

- copy **attached**.

**c. Wrekin Area Committee – Minutes**

To note the Minutes of a meeting held on 16 December 2004 – copy **attached**.

**14. EU MATTERS**

**15. NATIONAL GOVERNMENT**

**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 consideration of new national salary scales for Clerks / Deputy Clerks and Assistant Clerks,) and matters relating to CCTV and Cemetery Land 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:

(Adams, Edwards, Evans I, Evans J, Franks, Flowers, Gratton, Holland, Meredith, Treagust, Unwin, Wiggin).

Cllr Eva Allan – District Councillor

Sgt. Derek Taylor  
The Library

The Newport Advertiser  
The Shropshire Star  
BBC Radio Shropshire  
Nova News  
Partnership Publishing