



NEWPORT (Shropshire) TOWN COUNCIL

MINUTES OF A MEETING

held on
Wednesday 9 June 2010
at
The Guildhall, High Street, Newport

PRESENT: Cllrs: Roy Scammell – Town Mayor
Dan Ashley
Eric Carter
Tony Forrester
Adrian Meredith
Tim Nelson
Phil Norton
Peter Scott
Bob Unwin

IN ATTENDANCE: Lee Jakeman – Town Clerk

APOLOGIES FOR ABSENCE were received from: Cllr Glyn Gratton (vacation) and Cllr Adam Stanton (work commitments).

27/10-11 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

28/10-11 HIGH STREET REGENERATION

Members welcomed Stewart Freeman from Telford & Wrekin Council who gave a brief and explanation on the final plans for the Regeneration of the High Street.

29/10-11 SUSPENSION OF MEETING

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

30/10-11 ANNOUNCEMENTS

a. A copy of the Town Mayor's & Deputy Mayor's engagements for May 2010 is **attached at Appendix 'A'**.

31/10-11 MINUTES

The Minutes of the meeting held on 12 May 2010 were approved as a true record.

MATTERS ARISING

32/10-11 Appointment of Standing Committees

Members were content with Cllr Ashley's substitution on the Planning & Economic Development Committee and the Community Safety Committee, replacing Cllrs Gratton and Unwin.

33/10-11 Newport Postal Sorting Office

Members noted a response from the MP Mark Pritchard, regarding the on-going situation with the uncertainty of the Postal sorting Office facility in Newport – **attached at Appendix 'B'**.

FINANCE

34/10-11 Finance Report

The Finance Report for May 2010 **attached at Appendix 'C'** was approved and the payments therein ratified.

Cllrs Meredith and Nelson were instructed to sign the cheques approved for payment at the meeting.

35/10-11 Bank Reconciliation

Cllr Forrester advised Members that he had undertaken a reconciliation of the Bank account statement as at 30 April 2010.

36/10-11 Association with External Auditor

All Members present confirmed no association with the external auditor, Mazar LLP, Regency House, 3 Grosvenor Square, Southampton, Hants.

37/10-11 Review of Effectiveness of Internal Control

Members examined the measures in place (primarily documented in Financial Regulations) to effect the system of internal control regarding the Council's finances. Members also considered the report produced by Cllrs Gratton and Forrester **attached at Appendix 'D'** and were content that the measures currently in place were effective.

38/10-11 Annual review of Internal Audit Procedure

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

39/10-11 Internal Auditor's Report

Members considered the Internal Auditor's report to the Council covering the audit period 2009/2010 and noted the comments **attached at Appendix 'E'**.

40/10-11 Year End Bank Reconciliation

Members noted the Year End Bank Reconciliation for 2009/2010 – **attached at Appendix 'F'**.

41/10-11 End of Year Accounts Audit

Members **RESOLVED to approve the End of Year accounts 2009/2010, attached at Appendix 'G'** for submission to the external auditor, Mazars LLP.

42/10-11 External Auditor's Additional Information Requests

Members noted the content list of additional information required by Mazars LLP **attached at Appendix 'H'**.

43/10-11 Annual Governance Statement

Members, **RESOLVED to submit the response to the Annual Governance Statement as detailed a Appendix 'J'**.

44/10-11 Authorisation by Town Mayor and Town Clerk

Members **RESOLVED to approve the signing of the 2009/2010 Accounts and Annual Governance statement / annual return by the Town Mayor and Town Clerk.**

45/10-11 Appointment of the Internal Auditor

Members considered the brief from the Town Clerk **attached at Appendix 'K'** and **RESOLVED to appoint JDH Business Services as the Internal Auditor of the Town Council for FY 2010/11.**

46/10-11 Member Allowance

Cllr Dan Ashley confirmed his intention to claim the annual councillor's allowance.

47/10-11 Grant Applications

No applications had been received.

48/10-11 Thank You Letters

Letters of thanks for grants previously awarded by the Town Council had been received from the:

The Loyal Newport Volunteers.

49/10-11 CCTV Purchase

Members considered the recommendation from the Community Safety committee meeting minutes (CSC/38/09-10) and **RESOLVED to purchase the CCTV equipment in October 2010 after the expiration of the lease.**

50/10-11 LEISURE & ENVIRONMENTAL SERVICES

Members noted the unsigned Minutes of a Leisure & Environmental Services Committee meeting held on 26 May 2010 **attached** at Appendix 'L'.

RESOURCES & ADMINISTRATION

51/10-11 Review of Standing Orders

Members considered the latest Model Standing Orders provided by NALC and **RESOLVED to appoint Cllrs Scammell, Unwin, Norton and Forrester to a sub-committee to review the current standing orders of this council, and propose adoption of any changes to new standing orders.**

TOWN PLANNING & ECONOMIC DEVELOPMENT

52/10-11 Planning & Economic Development Committee Meeting – Minutes

Members noted the unsigned Minutes of a meeting held on 12 May 2010 **attached** at **Appendix 'M'**.

53/10-11 Newport Regeneration Partnership (NRP)

Members received copy the Minutes of a Regeneration Partnership Meeting held on Tuesday 11 May 2010 **attached** at **Appendix 'N'**.

The NRP had recommended the support of a BTI grant application from the organisers of the Newport Nocturne for the provision of the lighting for the event.

EXCLUSION OF PRESS AND PUBLIC

54/10-11 It was **RESOLVED** that in view of the special nature of the business about to be transacted (that is consideration of Staffing Matters) it is in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.

Signed

Dated

