



1034/10 c). Councillor Rhodes proposed and Councillor Ellis seconded the proposal “That the minutes of the Town Council meeting held on the 14<sup>th</sup> June 2010, already circulated be certified as a true record of the proceedings thereof”. The motion was carried and the minutes were duly signed by the Chairman.

1035/10 d). Councillor Maddy proposed and Councillor Rhodes seconded the proposal “To receive the draft minutes of the Public Relations Working Group Meeting held on the 14<sup>th</sup> June 2010, already circulated and to consider their recommendations”. The motion was carried and the minutes were duly received and it was confirmed that the date of the summer outing was correct in the copy being printed.

#### **5. SUSPENSION OF STANDING ORDERS**

1036/10 It was resolved that, under standing order 75, standing order 15 be suspended for the remainder of the meeting.

#### **6. STANDING ORDER 15(F) – TO ANSWER QUESTIONS FROM COUNCILORS**

1037/10 No questions were posed to the Mayor

#### **7. MEMBERSHIP OF COMMITTEES, WORKING GROUPS AND OTHER REPRESENTATIVES**

1038/10 Clarification is to be obtained by the clerk regarding nominations for members to sit on a committee when they are absent from the nomination meeting. If there are nominations that fall into that category, and it is found to be permissible, then consideration will be given to increasing the membership of the relevant committee at a later meeting.  
To receive nominations for vacancies:-

i). Planning and Regeneration Committee – one vacancy  
1039/10 Councillor Ellis proposed and Councillor Maddy seconded the nomination of Councillor Booth. Councillor Booth confirmed that he was prepared to be nominated. There being no other nominations present, Councillor Booth is confirmed a member of the Planning and Regeneration Committee.

ii). Standing Orders Committee – one vacancy  
1040/10 Councillor Trafford proposed and Councillor Ellis seconded the nomination of Councillor Booth. Councillor Booth confirmed that he was prepared to be nominated. There being no other nominations present, Councillor Booth is confirmed a member of the Standing Orders Committee.

iii). Grants Committee– one vacancy  
1041/10 Councillor Maddy proposed and Councillor Rhodes seconded the nomination of Councillor Goodchild. Councillor Booth confirmed that he was prepared to be nominated. Councillor Willis proposed and Councillor Ellis seconded the nomination of Councillor Trafford. Councillor Trafford confirmed that he was prepared to be nominated.

There being no other nominations present, a vote was taken with 4 votes for Councillor Goodchild and 3 votes for Councillor Trafford. Councillor Goodchild was confirmed a member of the Standing Orders Committee.

iv). Oakengates Regeneration Partnership.  
1042/10 Correction was given in that the name is “Oakengates Town Partnership” and this is to be postponed to the next meeting.

Councillor Rhodes left the meeting.

## 8. PLANNING APPLICATIONS.

### a). Applications for consideration

- 1043/10 **i). TWC/2010/0157** Erection of flats and houses on land opposite The Pear Tree Bridge Inn, Holyhead Rd, Oakengates. After discussion it was resolved that the Town Council has concerns regarding this application: The cross roads are an accident blackspot and this development does not address the lack of visibility issues, the use of a retaining wall on the northern boundary is a concern as are the arrangement of parking of cars on it, due to the topography of the land there would seem to be surface drainage issues. Consideration should be given to section 106 monies to be provided to address road safety issues.
- 1044/10 **ii). TWC/2010/0192** Residential development of land adjacent to Churchill Drive, Ketley Bank. After discussion it was resolved that the Town Council has concerns regarding this application: With the increased residential traffic there is concern regarding visibility at the road junction.
- 1045/10 **iii). TWC/2010/0200** Capewell Works, Sommerfield Road, Trench Lock, Telford, Shropshire. Erection of 234 dwellings. After discussion it was resolved that the Town Council has major concerns regarding this application: with the scale of the development there is a lack of community facilities in the area such as shops and pubs and the area is not served by public transport. Consideration should be given to section 106 monies to be provided to address community facilities such as the rebuilding of the community facilities that was burnt down. Historically the road was known as Summerfelt Road and the correct name of the road should be verified.

### b). For Information – Applications Granted

- 1046/10 **i). TWC/2010/0160.** Application to replace extant Planning Permission
- 1047/10 **ii). W2007/0133** for demolition of existing garage and erection of a single storey side extension and erection of a double garage 21, Hill Top Road, Oakengates, Telford, Shropshire.

### c). For Information – Applications Refused

- 1048/10 None have been advised.


## 9. FINANCE

- 1049/10 A budget position report dated the 15<sup>th</sup> June 2010 was tabled and received.


<b>BUDGET POSITION AS AT 15/06/2010</b>			
<b>Budget Item</b>	<b>Expenditure to 15/06/2010</b>	<b>Budget</b>	<b>Remaining</b>
Office expenses	£ 199.10	£ 2,350.00	£ 2,150.90
Telephone	£ 143.30	£ 600.00	£ 456.70
Insurance	£ 3,845.10	£ 4,000.00	£ 154.90
Audit	£ -	£ 800.00	£ 800.00
Computer	£ -	£ 1,500.00	£ 1,500.00
Photocopier	£ 384.33	£ 1,000.00	£ 615.67
Elections	£ 4,663.40	£ 5,000.00	£ 336.60
Staff Costs	£ 7,539.67	£ 25,000.00	£ 17,460.33
Chairman's Allowance	£ -	£ 500.00	£ 500.00
Training and Conferences	£ -	£ 1,600.00	£ 1,600.00
Society of Local Council Clerks (Subscriptions)	£ 29.00	£ 200.00	£ 171.00
Publicity	£ 1,037.66	£ 7,500.00	£ 6,462.34
Ceremonial	£ -	£ 250.00	£ 250.00
Accommodation	£ 6,427.19	£ 48,000.00	£ 41,572.81
Community Activities	£ 2,644.30	£ 25,000.00	£ 22,355.70
Street Furniture	£ -	£ 500.00	£ 500.00
Public Toilets	£ 2,343.45	£ 8,000.00	£ 5,656.55
Youth Projects	£ -	£ 2,500.00	£ 2,500.00
Regeneration	£ -	£ 1,000.00	£ 1,000.00
Oakengates Market	£ -	£ 7,000.00	£ 7,000.00
Grants (Section 137)	£ 100.00	£ 2,000.00	£ 1,900.00
	<b>£ 29,356.50</b>	<b>£ 144,300.00</b>	<b>£ 114,943.50</b>

**Oakengates Town Council Minutes – Council Meeting dated Monday 28<sup>th</sup> June 2010**


1050/10 i). Councillor Ellis proposed and Councillor Willis seconded the motion “To approve payment of invoices, salary and office expenses and to receive for information any direct debits on the following list that had already been authorised, and validated by Councillor Maddy, and for the cheques to be signed”. The motion was carried and the cheques signed.

<b>Oakengates Town Council</b>				
<b>Financial Year 2010 / 2011</b>				
<b><u>Payments and Transactions to be authorised on 07/06/2010</u></b>				
Date	Payee	Description	Cheque or Transaction Value	Type/Chq r
07/06/2010	Limetree Landscape Services	watering apr / may	£ 58.75	010608
07/06/2010	Busy Bee	office cleaning may	£ 70.50	010609
	Cancelled			010610
07/06/2010	Cleanit	public toilets cleaning may	£ 691.45	010611
			<b>£ 820.70</b>	
Prepared By		Validated By		
		A Maddy		
Clerk / RFO		Councillor		

1051/10 Councillor Willis proposed and Councillor Pearce seconded the motion “To approve payment of invoices, salary and office expenses and to receive for information any direct debits on the following list that had already been validated by Councillor Rhodes, and for the cheques to be signed”. The motion was carried and the payments authorised and the cheques signed.

<b><u>Payments and Transactions to be authorised on 21/06/2010</u></b>				
Date	Payee	Description	Cheque or Transaction Value	Type/Chq no
	<b>Invoices</b>			
21/06/2010	Concept Industries Ltd	Toilet products	£ 161.47	010612
21/06/2010	SBM Digital Systems Ltd	black total 2083 colour 1112	£ 53.68	010613
21/06/2010	Telford & Wrekin Young Carers	Mayor's charity funds paid out	£ 316.20	010614
21/06/2010	Limetree Landscape Services & Nurseries Ltd	purchase of floral tower	£ 352.50	010615
21/06/2010	British Gas Business	Electricity final for 22LW	£ 68.06	010616
21/06/2010	Telford & Wrekin Council	Office PC Hardware	£ 529.57	010617
21/06/2010	St John Amulance	Replacement Cheque for 010325	£ 200.00	010618
21/06/2010	P S Promotions Ltd	Oakengates in the Park 24/07	£ 3,325.25	010619
21/06/2010	Mrs A M Thompson	Internal Audit Fees	£ 128.00	010620
		<b>Sub Total Invoices</b>	<b>£ 5,134.73</b>	
	<b>Staff Costs</b>			
				010621
				010622
				010623
				010624
		<b>Sub Total Staff Costs</b>	<b>£ 3,286.49</b>	
		<b>Expenditure Total</b>	<b>£ 8,421.22</b>	
21/06/2010	Interbank	Internal transfer from deposit to current	-£ 8,500.00	
Prepared By		Validated By		
		Hilda Rhodes		
Clerk / RFO		Councillor		

1052/10 Councillor Maddy proposed and Councillor Trafford seconded the motion “To approve payment of invoices, salary and office expenses and to receive for information any direct debits on the following list that had already been validated by Councillor Whitehouse, and for the cheques to be signed”. The motion was carried and the payments authorised and the cheques signed.

<b>Payments and Transactions to be authorised on 28/06/2010</b>				
Date	Payee	Description	Cheque or Transaction Value	Type/Chq no
<b>Invoices</b>				
28/06/2010	Peacock Landscapes Ltd	Supply 49 hanging baskets & plant planter	£ 1,280.98	010625
28/06/2010	Telford & Wrekin Council	Phone charges May 2010	£ 34.33	010626
28/06/2010	Cleanit Cleaning Services Ltd	Cleaning & repairs public toilets Jun 2010	£ 335.82	010627
<b>Sub Total Invoices</b>			<b>£ 1,651.13</b>	
<b>Staff Costs</b>				
<b>Sub Total Staff Costs</b>			<b>£ -</b>	
<b>Expenditure Total</b>			<b>£ 1,651.13</b>	
Interbank			Internal transfer from deposit to current	£ -
Prepared By		Validated By		
				
Clerk / RFO		Councillor		

1053/10 ii). A report on the ‘Oakengates Council Annual Appeal’ account at the the Leek United BS was received. Councillor Maddy proposed and Councillor Ellis seconded the proposal “That the monies should go to local charities and that each councillor should nominate a charity and for these nominations to be passed to the Grants Committee for them to arrange the distribution of the funds”. On a show of hands the motion was carried.

**10. PUBLIC TOILETS**

1054/10 Councillor Maddy proposed and Councillor Booth seconded the proposal “To receive the report presented below from Concept Steam Cleaning following them taking over from Cleanitt on Sunday 6<sup>th</sup> June and to authorise repairs identified”. On a show of hands the proposal was carried.

<b>Following figures based on e mail 14th June 2010 and report 8th June 2010</b>		
Item	Cost	
wall filler	£10.98	
Paint	£90.46	Industrial hard wearing £45.23 PER 5LTR
Toilet roll holders	£85.26	2 required
fireproof waste bins for ladies	£82.13	
Labour	£200.00	
	<b>£468.83</b>	

The provision of toilet roll holders is a basic requirement, not only to prevent pilferage of the toilet rolls, but will prevent the toilet rolls being used to block the toilets (over the last year this has occurred but we were not advised that there were no toilet roll holders). The Town Clerk has requested Concept to go ahead with the installation of the toilet roll holders without delay. His decision requires your ratification and consideration of the other items.

At present the leak in the disabled toilet remains and is being dealt with. Work to be authorised including ratification of the toilet roll holders.

## 11. MARKETS

1055/10 The Town Clerk gave a verbal report advising that Markets Manager vacancy was for 18.5 hours per week at £12,323 - £13,138 on a 12 month contract. The Markets Assistant vacancy was for 18.5 hours per week at £7,862 - £8,415 and on a 12 month contract.

The roles being dealt with by Telford and Wrekin Council are the establishing of a new markets management function and is looking for a Markets Manager and Markets Assistant. The new team will be responsible for the running and improvement of the Council's existing markets, as well as developing a programme of themed markets across the Borough. The Markets Manager is to have experience of markets management, be able to develop and implement ideas for improving the Borough's markets and have good project management skills. The Markets Assistant will have experience of working with contractors/traders, and will be able to develop and maintain good relationships with traders and be able to work both unsupervised and as part of a team. The Closing date for applications is Monday 28<sup>th</sup> June 2010 and the interview will be held w/c 5<sup>th</sup> July 2010. The current position is that 6 applications have been received for the Assistant post and 3 applications for the Manager post. The interviews have been rescheduled the 5<sup>th</sup> July for the Manager vacancy and the 9<sup>th</sup> July for the Assistant vacancy.

## 12. AUDIT

1056/10 i). Councillor Maddy proposed and Councillor Goodchild seconded the motion "That Oakengates Town Council approve the accounting statements for the year ending 31<sup>st</sup> March 2010 (section 1, Accounting statements of the annual return) and for the Chairman to sign section 1". On a show of hands the motion was carried and the Chairman signed section 1.

1057/10 ii) Councillor Maddy proposed and Councillor Goodchild seconded the motion "To agree to 'Yes' responses for items 1 to 8 inclusive and a 'N/A' to item 9 of section 2 annual governance statement and for the Chairman and Town Clerk to be authorised to sign the statement". On a show of hands the motion was carried and section 2 was completed and signed by both Chairman and Town Clerk.

1058/10 iii). Issues raised by the internal audit. Councillor Ellis proposed and by Councillor Maddy seconded the motion "That the Standing Orders committee continue with their review of standing orders and on completion undertake a review of financial regulations in conjunction with the financial risk assessment". On a show of hands the motion was carried. In respect of the need for an updating of the contract of employment the matter is postponed until the next meeting to allow for the setting up of the Personnel Committee.

## 13. OUT OF HOURS ACCESS TO THE OFFICES.

1059/10 The recommendation from the Town Clerk was considered.

Due to Health and Safety, Lone Working, Security (not just of the Chamber but the whole of the Theatre Complex) and duty of care, the following procedures should be adopted when the keys are signed out:

1. As there may be other people present on the first floor of the building (not just our office) the keyholder should have undertaken and received a certificate in the use of the "Evacuchair".
2. The keyholder prior to receiving the keys will have to receive a briefing on the alarming, not just of the first floor, but also that of the Theatre Complex. Together with the necessary checks on leaving the building.
3. All visitors (and the keyholder) should sign the visitors book including recording the time that they arrived and leave.
4. Care should be exercised to ensure that lone working without provision does not occur without the necessary safeguards being undertaken.
5. Any incidents that occur whilst holding the keys should be reported to the proper authority for action or recording.
6. The Council Chamber should not be used for any purpose that is contrary to the "Councillors Code of Conduct"

Councillor Ellis proposed and Councillor Trafford seconded the motion “That the Town Clerk undertake the trainer training in order that out ‘out of office hours’ training may be undertaken for the councillors and others who may require it”. On a show of hands the motion was carried.

**1060/10 SUSPEND STANDING ORDERS**

Councillor Ellis proposed and Councillor Pearce seconded the motion “that as the time was 9:00 pm that standing orders be suspended in order that the meeting may continue beyond 9:00pm to allow it to be concluded”. On a show of hands the motion was carried

**14. CORRESPONDENCE**

**1061/10** The following list of correspondence was tabled and noted at the meeting.

From	Description	
Littlethorpe	Brochure Quality Hardwood Bus shelters	
BTW	Telford Culturefest on 24/7/2010	Clash with Oakengates in the Park
WAC	Email chairs & clerks meeting wc 12/07/2010?	
Caroline Oaks	Email ideas to improve communication re resident associations	
Marc petty	Five towns trail Wellington, Oakengates, Dawley, Madeley and IronBridge advocate needed for oakengates	
Stephanie Jones	Suggestions needed for the scrutiny work programme	
David Fletcher	PC & Tc talking at plans board	
Matthew Cumberbatch	Abolish standards board regime	
DCK Beavers Ltd	Accounting for councils	
Cllrs Ian & Veronica Fletcher	Invite to civic service on 18/07/2010	
NALC	Local lobbying and influencing toolkit	
NALC	Employment Briefing	
NALC	Manifesto for the future of local councils	
ALC	Parish Pump	
SPFA	The Playing Field	
BTW	Tree Preservation Order at 25 Oldcroft	
Lilleshal & Donnington PC	Invite civic service on 24/10/2010	
ALC	Larger Council forum minutes 28/04/2010	
Ryder Partnership	Health & Safety Legal update on 15/07/2010	
Newport TC	Civic Sunday 27/06/2010	
Royal Victoria Hotel	New management – function room	
Donnington police	Grant request	
BTW	Street Collection permit for mayors charity	Returns to be returned to BTW by 27/07/2010 certified by a qualified accountant
NABMA	Markets conference	
Barker, Michael	Email Improved opportunities for community recycling	
<b>Gillian Richards</b>	Teagues Bridge representative	Is Cllr Hine still our r

Councillor Goodchild left the meeting

**15. COMMUNITY CENTRE**

1062/10 To discuss any issues raised regarding provision of a community centre. A draft project plan was tabled. Discussion then took place in respect of the option 1 site. The condition of the building was discussed including the need for full reroofing. The property is currently still in probate. Councillor Maddy proposed and councillor Ellis seconded the motion “That the valuation surveyor be instructed to make an offer on our behalf of £175,000.00,subject to survey”. On a show of hands the motion was carried.

Councillor Ellis left the meeting

**16. ROLL AND POWERS OF THE PLANNING AND REGENERATION COMMITTEE**

1063/10 Matter adjourned to the next meeting.

**1064/10 17. AGENDA ITEMS FOR THE NEXT MEETING**

- i). Invoice payments and salaries to be dealt with in August eventually look to financial regs to allow payments to be made for items agreed to be paid and then to be ratified by full council.
- ii). Evacuchair Training
- iii). Date and time:meeting on 6<sup>th</sup> July to be held on the Tuesday the13<sup>th</sup> July at 6:45 pm meeting after that to be on Monday 26<sup>th</sup> July at 7:00 pm. No full council meetings planned for August unless there is an emergency – if a planning need then the planning & regeneration will deal.

There being no further business, the meeting was closed at 9:15 pm.

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Chairman

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Date