

- 932/10 d. Councillor Rhodes proposed and Councillor Ellis seconded the proposal “That the minutes of the Town Council meeting held on the 11th May 2010, already circulated, be certified as a true record of the proceedings thereof”. The motion was carried and the Chairman was authorised to sign the minutes.

Councillor Goodchild joined the meeting.

- 933/10 e. Councillor Ellis proposed and Councillor Pearce seconded the proposal “To receive the draft minutes of the Public relations Working Group Meeting held on the 26th April 2010, already circulated, and for these minutes to be an agenda item for action at the next full Council Meeting”. The motion was carried and the minutes were received and any actions to be decided upon at the next full Council meeting.

5. SUSPENSION OF STANDING ORDERS

- 934/10 It was resolved that, under standing order 75, standing order 15 be suspended for the remainder of the meeting.

Councillor Rhodes had declared an interest in the agenda item 6 as a result of her Borough Council responsibilities and withdrew from the meeting at this point.

6. PLANNING APPLICATIONS

a. Applications for consideration

- 935/10 i. Electronic Application no TWC/2010/0090 Demolition of existing garage and erection of a new dwelling with associated vehicular access (outline). Address: 7 Hartshill Avenue, Oakengates, Telford, Shropshire, TF2 6AR. As requested at the previous meeting, the Town Clerk gave an update on the planning history of the site and nearby developments. The application was discussed it was proposed by Councillor Ellis and seconded by Councillor Rhodes that the application was supported. The motion was carried.

b. For Information – Applications Granted

- 936/10 **W2010/0072**, 77/79 Market Street, Oakengates. Erection of single storey rear extension.

c. For Information – Applications Refused

- 937/10 None have been advised.

Councillor Rhodes rejoined the meeting at this point.

7. FINANCE

938/10

As part of the financial reports, the bank reconciliation was tabled, having being validated and signed earlier in the day.

Oakengates Town Council			
Financial Year 2010 / 2011			
Current Account Bank Reconciliation on 30/04/2010			
Opening Bank Balance 01/04/2010			£ 9,687.13
Prior Year Cheques to be cleared on 01/04/2010		£ 5,164.05	
Effective Opening Bank Balance on 01/04/2010			£ 4,523.08
Transfers In from Deposit Account	£	15,000.00	
Miscellaneous Receipts	£	316.20	
Expenditure		£ 18,329.02	
Calculated Balance at 20/05/2010			£ 1,510.26
Uncleared Cheques at 20/05/2010			
23/02/2010	010528	£ 100.00	
29/04/2010	010590	£ 1,143.27	
			£ 1,243.27
			£ 2,753.53
Statement Print Preview dated 20/05/2010			£ 2,753.53
Entries Between 01/05/2010 and 20/05/2010			
DD			£ 172.58
Credit	£	10,000.00	
	010565		£ 200.00
	010580		£ 2,937.50
	010582		£ 691.49
	010583		£ 105.05
	010584		£ 66.78
	010588		£ 1,574.56
	010589		£ 832.38
	010585		£ 28.55
	010591		£ 296.14
	010578		£ 28.97
	010579		£ 193.88
	010586		£ 1,350.99
DD			£ 911.94
	010581		£ 1,357.22
	010587		£ 29.00
			£ 777.03
Calculated balance on 30/04/2010			£ 3,530.56
Statement Balance on 30/04/2010			£ 3,530.56
Bank Reconciliation Prepared by		Validated by	
<div style="border: 1px solid black; width: 200px; height: 30px;"></div>		<div style="border: 1px solid black; width: 200px; height: 30px;"></div>	
Michael Gledhill		Mayor Wood	
Responsible Financial Officer		Chairman of the meeting	
Monday the 24th May 2010		Monday the 24th May 2010	

- 939/10 a. To approve payment of invoices, salary and office expenses and to receive for information on the direct debits for May 2010. A detailed list was provided at the meeting.

Payments and Transactions to be authorised on 24/05/2010			
Date	Payee	Description	Cheque or Transaction Value
30/04/2010	Tiscali	broadband Mar 2010 payment	£ 23.49
04/05/2010	CFAF Ltd	Photocopier Lease	£ 172.58
17/05/2010	Telford & Wrekin Council	rent, service charges May 2010	£ 911.94
24/05/2010	Salvation Army Community Care	Citizen of the Year nominated charity	£ 100.00
24/05/2010	Salvation Army	Room hire on 11/05/2010	£ 60.00
24/05/2010	Crown Securities (UK) Ltd	alarm decommissioning invoices x 2	£ 159.80
24/05/2010	WPS Insurance Brokers	insurance changes - endorsement 01/04/10	£ 73.69
24/05/2010	Viking Direct	Stationery	£ 142.50
24/05/2010	Busy Bee Cleaning Ltd	April cleaning offices	£ 88.13
24/05/2010	Telford & Wrekin Council	Premises Licence	£ 70.00
24/05/2010	Telford & Wrekin Council	By election charges	£ 4,663.40
24/05/2010	Telford & Wrekin Council	Phone charges April 2010	£ 32.71
24/05/2010	Cleanit Cleaning Services Ltd	Cleaning public toilets April 2010	£ 691.45
24/05/2010	Severn Trent Water	Final Water bill for 22LW	£ 55.03
24/05/2010	Wallgate	Service agreement Apr10 to Mar11	£ 708.53
		Staff Costs (May2010)	£ 3,771.35
		Payments on 24/05/2010	£ 11,724.60
25/05/2010	Interbank	Internal transfer from deposit to current	-£ 11,000.00

Councillor Ellis proposed and Councillor Booth seconded the proposal “That the payments listed on the schedule having being validated by Councillor Maddy, be paid”. The motion was carried and the cheques were signed by two councillors.

- 940/10 b. Funds contained within the Oakengates Annual Appeal. The Town Clerk reported that at the present time there is over £900 in a Building society account. The origins of this and similar accounts go back to January 2005. Currently the rules and procedures for these accounts is unclear. The First one does mention the Mayor, but subsequent accounts are classed as Annual Appeal. The Town Clerk advised that it would be unwise for any of the funds to be utilised until the handling of the accounts is made clear. The Town Clerk is tasked with making further enquiries and reporting back.

941/10 **8. MAYOR’S CHARITY**

The Mayor’s selected Charity is “Help for Heroes”. The Town Clerk advised the members that in order to prevent problems such as the agenda item 7b it would be prudent to define how the funds should be accounted for. On a practical basis, it would be wise to set up a local account to which funds may be deposited. (Avoiding the need to make pay ins at Telford Town Centre). As most accounts have interest paid net of tax a mechanism should be in place to allow the tax to be reclaimed or for interest to be paid gross. Consideration should also be given to define the procedures that apply if the nominated charity changes, or there is a change of Mayor, what will happen to the funds at that point in time. Also to be considered is the possibility that if the nominated charity ceases to exist then what should happen to the designated funds. A report is to be prepared.

9. REVIEW OF COMMITTEES

- 942/10 a. To review the committee structure, limit of committee powers, frequency of meeting, membership number (excluding ex-officio members) and quorum, suitable for the current operational needs of the Town Council. After discussion the following committee structure was decided upon and resolved as a block decision:

Proposer and Seconder	Councillor Rhodes and Councillor Pearce
Committee Name	SOCIAL AND EVENTS COMMITTEE
Membership	7 (but to reduce to 6 if a member becomes ex-officio)
Quorum	3
Meeting Frequency	Bi-monthly or as needed
Powers	No financial powers

Proposer and Seconder	Councillor Ellis and Councillor Booth
Committee Name	PLANNING AND REGENERATION COMMITTEE
Membership	6
Quorum	3
Meeting Frequency	Bi-monthly or as needed
Powers	No financial powers

Proposer and Seconder	Councillor Ellis and Councillor Maddy
Committee Name	STANDING ORDERS COMMITTEE
Membership	5
Quorum	3
Meeting Frequency	As needed
Powers	No financial powers

Proposer and Seconder	Councillor Rhodes and Councillor Pearce
Committee Name	PUBLIC RELATIONS WORKING GROUP
Membership	5
Quorum	3
Meeting Frequency	As needed
Powers	No financial powers

Proposer and Seconder	Councillor Maddy and Councillor Rhodes
Committee Name	GRANTS COMMITTEE
Membership	6
Quorum	3
Meeting Frequency	Twice a year, February and September
Powers	Financial powers with budget remit

The need for the following two committees was agreed upon, but are to be decided upon on the ratification of the awaited recommendation from the Standing Orders Committee.

Committee Name	CODE OF CONDUCT COMMITTEE
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Committee Name	PERSONNEL COMMITTEE
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The above committee structure was resolved upon a show of hands.

943/10 b. To consider membership for any committees agreed upon.

Proposer and Seconder	Councillor Ellis and Councillor Maddy
Committee Name	SOCIAL AND EVENTS COMMITTEE
Membership	Councillors: Booth, Ellis, Maddy, Rhodes, Trafford, Whitehouse and Willis.
Proposer and Seconder	Councillor Ellis and Councillor Maddy
Committee Name	PLANNING AND REGENERATION COMMITTEE
Membership	Councillors: Ellis, Maddy, Pearce, Rhodes, Whitehouse and Willis.
Proposer and Seconder	Councillor Ellis and Councillor Maddy
Committee Name	STANDING ORDERS COMMITTEE
Membership	Councillors: Ellis, Hine, Norton, Rhodes and Trafford.
Proposer and Seconder	Councillor Ellis and Councillor Maddy
Committee Name	PUBLIC RELATIONS WORKING GROUP
Membership	Councillors: Booth, Ellis, Maddy, Norton and Whitehouse.
Proposer and Seconder	Councillor Ellis and Councillor Maddy
Committee Name	GRANTS COMMITTEE
Membership	Councillors: Hine, Maddy, Pearce, Rhodes, Whitehouse and Willis.

The above committee membership was resolved upon a show of hands.

944/10 As the time was 09:10 pm it was resolved to suspend standing orders and for the meeting to run to its conclusion.

10. Representation of the Town Council on external Committees and bodies

945/10 To appoint members as Town Council representatives, and or deputy representatives on external committees and bodies or organisations.

Role	Number Required	Representative	Deputy
Snow Warden	1	Hine	Wood
Parish Forum	1	Mayor and Town Clerk	Deputy Mayor and Deputy Town Clerk
Friends of Telford Town Park	Defer		
Community Safety	1	Maddy	Rhodes
Friends of Hartshill Park	1	Maddy	None
Public Transport - Bus User's Group & Shrewsbury-Wolverhampton Rail User's Group	2	Doody and Ellis	None
Oakengates Regeneration Partnership and Town Partnership	Defer		
Oakengates Chamber of Trade	1	Rhodes	Willis
Oakengates Rest Room	1	Doody	Rhodes
OLEC (now Associate membership Traders Pubwatch)	1	Maddy	Ellis
Markets	1	Wood	Maddy
Oakengates Children's Centre	1	Willis	None
TC Governor			
Wombridge Primary School	1	Whitehouse	None
TC Governor			
Any other roles /groups/organisations	None identified		

The above representatives were proposed by Councillor Maddy and seconded by Councillor Ellis. On a show of hands the proposal was accepted.

11. DATE AND LOCATION OF THE NEXT MEETINGS

946/10 The yearly plan for meeting dates was deferred to await the recommendations from the Standing Orders Committee.

12. CORRESPONDENCE

947/10 There was no urgent correspondence and this item was deferred to the next meeting.

There being no further business, the meeting was closed at 9:20 pm.

Chairman

Date