



*H aec sunt nostra robora.*

# Oakengates Town Council

Oakengates Town Hall, The Place Theatre Square, Limes Walk, Oakengates,  
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## Summons to a Town Council Meeting

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Members are hereby summoned to attend a meeting of the Town Council which will take place in the Community Room, The Place, Theatre Square, Oakengates, Telford, on Tuesday the 2<sup>nd</sup> March 2010 at 7:00 pm for the transaction of the following business;

MEMBERS ARE REQUESTED TO NOTE THAT THIS MEETING WILL START WITH A PUBLIC SESSION AT <u>6:45 PM</u>
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**1. Welcome by the Chairman**

The chairman will welcome any guests and those present.

**2. Apologies for absence and reasons**

To receive, consider and accept as appropriate, any apologies for absence in accordance with the terms of Section 85(1) of the Local Government Act 1972

**3. Declarations of interest**

To receive any disclosures of Members' personal and/or prejudicial interests.

**4. Minutes**

- a. That the minutes of the Town Council meeting held in public session on the 23<sup>rd</sup> February 2010 having been circulated, be certified as a true record of the proceedings thereof.

**5. Suspension of Standing Orders**

RECOMMENDED that, under standing order 75, standing order 15 be suspended for the remainder of the meeting.

**6. Police Matters**

(Members are advised that, unless notice of specific items has been given, the Council should not take decisions that might have legal or financial implications for the Council).

**7. Standing Order 15(C) – to deal with business expressly required by statute to be done.**

None identified

**8. Standing Order 15(D) – to dispose of any business, if any, remains from the previous meeting.**

All agenda items were completed.

**9. Standing Order 15(E) – to receive such communications as the Chairman may wish to lay before the Council.**

(Members are advised that, unless notice of specific items has been given, the Council should not take decisions that might have legal or financial implications for the Council).

**10. Standing Order 15(F) – to answer questions from Councillors.**

No questions have been posed.

**11. Standing Order 15(G) – to receive and consider reports and minutes of committees.**

- a. That the draft minutes of the Standing Orders Committee meeting held on the 23<sup>rd</sup> February 2010 having been circulated, be received and noted.
- b. That the draft minutes of the Social and Events Committee meeting held on the 8<sup>th</sup> February 2010 having been circulated, be received and noted.

**12. Standing Order 15(H) – to receive and consider reports and minutes of Officers of the Council.**

No reports or minutes are applicable.

**13. Planning applications.**

**a. Applications for consideration**

- i. Application no W2009/0026 Display of Notice Board – Community Centre, Main Road, Ketley. Request to formally register application. Applicant Oakengates Town Council.
- ii. Application no W2009/0027 Display of Notice Board – 213/217 The Co-operative, Wombidge Road, Trench. Request to formally register application. Applicant Oakengates Town Council.

**b. For Information – Applications Granted**

- i. Application W2009/1013. Erection of a single storey side extension to 45 Trenleigh Gardens, Trench. Granted 12/02/2010
- ii. Application W2009/1103. Application to replace extant planning permission W2004/1345 for erection of a 3no. bedroom 2 story dwelling. Location, 59 West Road, Ketley Bank. Granted 11/02/2010

**c. For Information – Applications Refused**

None

**d. Street trading Consent**

Application from Mrs L Wheatley, 1 The Grove Estate, St Georges, Telford to set up a catering trailer at the above site. The applicant has already gained the correct planning permission. Comments are requested from the Town Council.

#### 14. Standing Order 15(I) – to authorise the sealing of documents.

There are no documents for sealing.

#### 15. Standing Order 15(I) – to authorise the signing of orders for payment.

##### a. Authority Requested

To enter into a 5 year lease agreement with SBM Digital Systems for the provision of a multifunctional Printer / Copier / Scanner / Fax machine.

CHANGE OF PHOTOCOPIER / SCANNER / PRINTER			
	Costs Quoted by Telford & Wrekin Council	SBM Quoted	Current Charges (Black only no scanning or fax)
Lease per quarter	£ 241.84	£ 204.26	£ 146.88
Copy Charges per 1000			
Black and White	£ 4.40	£ 3.74	
Colour	£ 39.00	£ 33.19	
Min Monthly copy charge	£ -	£ -	£ 25.46
Over 2000 copies per month charge per 1000	£ -	£ -	£ 95.10
Overall Yearly Cost assuming 3000 copies per month (black/white only)	£ 1,125.76	£ 951.85	£ 2,034.24

##### b. Payments

Invoices for payment to the value of £6,693.18 are presented for payment, together with automated payments to the value of £22.99.

Payments to be authorised for payment on 02/03/2010			
Payee	Reason	Cheque Value	VAT
S Ball	removal Expenses	£100.00	£ -
Cleanit Cleaning Services	Office & Toilet cleaning	£754.58	£ 112.38
Elementary Technology	Projection equipment Council Chamber	£2,757.75	£ 410.75
Chrisbeon / G E Heller	Office furniture Council Office	£2,934.07	£ 436.99
British Gas Business	Electricity	£111.78	£ 5.32
NALC	Code of Conduct	£35.00	
	<b>Total external Cheques Value</b>	<b>£6,693.18</b>	
	<b>Anticipated Direct Debits / Standing Orders</b>		
Tiscali billing (Broadband)	Due 1st Monthly	£22.99	
	<b>Total Automated Payments</b>	<b>£22.99</b>	
	<b>TOTAL PAYMENTS</b>	<b>£6,716.17</b>	
(A transfer into the current account to cover these payments will be done prior to the cheques being issued)	<b>Inter Account Transfer Value</b>	<b>6,600.00</b>	
Cheques stopped and replaced	Cheque no 010527	£ 471.97	
	Cheque no 010407	£ 100.00	

## **16. Standing Order 15(K) – to consider resolutions or recommendations in the order in which they have been notified.**

(Under standing order 17, no resolution may be moved unless the business has been put on the agenda or the mover has delivered written notice to the Clerk at least seven clear days before the meeting).

### **a. Roll of Honour**

To consider suitable methods of recording past Mayors other than the option to engrave the Mayoral Chain.

### **b. Citizen of the Year**

To decide upon the method for receiving nomination for the current year.

### **c. Newsletter**

To decide upon the required contents, date and method of delivery.

### **d. visitoakengates.com**

To discuss the presentation given in the public session regarding this initiative and to decide upon any action to be taken by the Town Council.

## **17. Standing Order 15(L) – to consider any other business specified in this summons.**

No such business has been identified.

## **18. Market**

(This item appears as a standing item at the request of the Council).

An update has been requested from Steve McWalters regarding his presentation to cabinet. Any updates will be tabled at the meeting.

## **19. REGENERATION**

An offer is being made to David Orr, the Regeneration Consultant to provide ad-hoc office accommodation whilst he is working in Oakengates. Consideration to be given to any issues that may need to be brought to his attention.

## **20. TRAINING**

Please note the following training dates:

<b>Date</b>	<b>Topic</b>	<b>Start Time</b>
Monday 15/03/2010	Line Management and the Power of Well Being {Meera Tharmarajah}	6:30 for 7:00 pm
Monday 22/03/2010	General Financial Clinic and Update on Recent Developments (including 'Internet Banking') {Peter Lacey}	5:00 for 5:30 pm
Thursday 22/04/2010	Planning {Michael Barker}	6:30 for 7:00 pm

Please inform the clerk if you wish to attend any training sessions. The Planning Training Session is a free event.

**21. COMMUNICATIONS**

A list of communications will be tabled at the meeting.

**22. Next Meeting**

**a. Items for next meeting**

Items to be considered for the next or future meetings.

**b. Date of next Town Council meeting**

Monday the 15<sup>th</sup> March 2010 at 7:00 pm

**23. Private Session**

To resolve that the public and press be now excluded from the meeting under Section 100A(4) of the Local Government Act 1972, as adopted by Standing Order 25, on the ground that the items to be considered involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A thereof (as amended), by virtue of, respectively, descriptions 1, 2,3 and 4 referred to therein

**IN CLOSED SESSION**

**24. Minutes**

That the minutes of the Town Council meeting held in private session on the 23<sup>rd</sup> February 2010 having been circulated, be certified as a true record of the proceedings thereof.

**25. Oakengates Chamber of Trade**

In accordance with minute number 738/09 to undertake ratification of the action "That the Town Clerk should write to Oakengates Chamber of Trade at their correspondence address regarding the contents of her letter, and in particular to point out that meetings by individual Councillors, whether in secret or not, are not illegal providing that the members of the council adhere to the Code of Conduct when Council matters are decided upon in Council meetings, and that if Ms Orford has criticism of individual councillors, then that is a matter for the Standards Board and is not a matter that may be dealt with by the Town Council. And, that if a recorded vote is requested for the motion, then it will be undertaken during the show of hands."



Signed.....  
**Michael Gledhill**  
Town Clerk

**Date: Friday the 26<sup>th</sup> February 2010**