



Great Dawley Town Council

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Minutes of the Executive Committee of Great Dawley Town Council held on **10th September 2018 at 18:30** at Dawley Town Hall.

PRESENT

Councillors: Davies, Dunne, Heighway, Lill, Randle, Sahota, Sekhon and Turley.

Staff: Clare Turner (Clerk)

There was one (1) members of the public present.

A quorum was present when decisions were made. Names present must be recorded.

Exe18 / 164	<p>Great Dawley Town Council Chair's Welcome</p> <p>Councillor Davies, Chair, opened the meeting and welcomed everyone.</p> <p>Councillor Davies asked Councillor Randle, Mayor, to provide the Committee with an update of Mayoral engagements.</p> <p>Councillor Randle, Mayor, provided the Committee with an update of the engagements that he had attended. The Clerk was asked by the Chair to send the Committee members a copy of the Mayoral engagements.</p>
Exe18 / 165	<p>Apologies for Absence and Reasons</p> <p>Proposed by Councillor Sahota, Seconded by Councillor Randle RESOLVED that the Committee accept the apologies and reasons for absence from Councillors:</p> <p style="text-align: center;">Parnaby, Pinter and Salter</p>
Exe18 / 166	<p>Code of Conduct <u>Disclosable Pecuniary and Other Interests.</u></p> <p>Councillors were reminded that they should declare any pecuniary interest in matters to be discussed at the meeting, which is not included in the register of interests.</p> <p>No declarations were made.</p>
Exe18 / 167	<p>Public Session</p> <p>Councillor Davies opened the public session. There was one (1) member of the public present, they did not want to raise anything with the Council. Councillor Davies closed the public session</p> <p>The meeting was reconvened.</p>
Exe18 / 168	<p>Minutes</p>

	<p>The Committee received the minutes for the Executive Committee meeting held on the 9th July 2018.</p> <p>Proposed by Councillor Sahota, Seconded by Councillor Turley RESOLVED that the Committee receive and accept the minutes of the Executive Committee meeting held on the 9th July 2018 as a true and accurate record of the business transacted at the meeting.</p>
Exe18 / 169	<p>Borough Councillors</p> <p>The Borough Councillors were given the opportunity to report to the Executive Committee and for the Town Council to question their Borough Councillors.</p> <p>Councillor Sahota informed the Committee on the case work within his borough area he had been dealing with and the issues that had been reported to Telford & Wrekin.</p> <p>Councillor Davies informed the Committee on the issues being addressed as part of the ward walks being completed and the work currently being completed as part of his role as leader of the Council.</p>
Exe18 / 170	<p>Cinderloo Project</p> <p>Councillor Davies welcomed Pete Jackson, Project Lead for the Cinderloo Project, to the Council meeting and asked him to provide the Committee with an over view of the Project.</p> <p>Pete Jackson gave the Committee an over view of the Cinderloo 1821 project and updated the Committee on the plans for the events in February 2021 to make the 200th anniversary of the events. Pete Jackson confirmed that the project had submitted a grant to the Heritage Lottery Fund. Pete Jackson thanked the Council for the £3,000.00 partnership Grant from the Town Council and confirmed that some of this money would be spend on posters/leaflets, a pop-up banner and to establish a website for the project.</p> <p>Pete Jackson informed that the project had received support from Telford & Wrekin as well as the Ironbridge Gorge Museum Trust for the project. Pete Jackson also confirmed that the Head of History at the University of Lancaster had expressed an interest in being involved. Pete Jackson confirmed that records for the events are were very slim, however, this was why the project had been set up to further investigate.</p> <p>Proposed by Councillor Turley, Seconded by Councillor Sahota RESOLVED that the Committee agree to release £1,000.00 from the £3,000.00 ringfenced Partnership Funding to the Cinderloo Project.</p> <p>Councillor Davies, on behalf of the Town Council, wished Pete Jackson and the Cinderloo Project good luck for the project.</p>
Exe18 / 170	<p>Grants</p> <p>Councillors reviewed the grant application forms received;</p> <p>(a) Voluntary Organisations</p> <p>The Committee reviewed the grant applications form from the Baptist Church for £250.00 towards holding a free community event, an alternative to Halloween.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Lill RESOLVED that the Committee agreed to award £250.00 grant to the Baptist Church to be used towards a free community event, an alternative to Halloween.</p> <p>The Committee reviewed the grant application from Telford & Wrekin Arthritis Support Group questing a grant of £250 to continual funding of hydrotherapy sessions at the PRH with a physiotherapist in attendance vey 2 weeks.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway RESOLVED that the Committee asked for the Town Council staff to ask for supporting documents for the grant, bank account information, copy of the constitution and an indication</p>

	<p>of the numbers of members of the group from Dawley & Malinslee area. For the grant to be presented to the Town Council at a future meeting once this information has been received.</p> <p>The Committee reviewed the grant application from STABLE requesting a grant of £250 to renew first aid training.</p> <p>Proposed by Councillor Sahota, Seconded by Councillor Turley RESOLVED that the Committee asked for the Town Council staff to ask for supporting documents for the grant, bank account information, copy of the constitution and an indication of the numbers of members of the group from Dawley & Malinslee area. For the grant to be presented to the Town Council at a future meeting once this information has been received.</p>
Exe18 / 171	<p>(b) Partnership Fund</p> <p>The Committee received an update report from the Deputy Clerk with regard to the grant application from The Royal British Legion- Dawley Branch regarding a contribution towards the £2,600 of the costs to eradicate their land of Japanese Knotweed, both at the front and in the car park. The Deputy Clerk confirmed to the Committee that a letter had been written to the Royal British Legion – Dawley Branch but not response had been received.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Randle RESOLVED that Committee acknowledge the letter sent to the Royal British Legion – Dawley Branch and that a further update would be presented to the Council at a future meeting, once an update had been received. The Council put a deadline of the end of October for the response to be received.</p>
Exe18 / 172	<p>(C) Ward Councillors Pride Fund</p> <p>No grant applications to be discussed</p>
Exe18 / 173	<p>(d) Shop Frontage Scheme</p> <p>No grant applications to be discussed</p>
Exe18 / 174	<p>Finance</p> <p>(a) The Council to receive and authorise Cheque List for July and August 2018 (014816 – 014903)</p> <p>(b) The Council to receive and authorise the AdvantEdge Reports for July and August 2018 Bank Account Reconciliation Statement – Current Account Financial Summary – Cashbook & Financial Statement</p> <p>Proposed by Councillor Randle, Seconded by Councillor Heighway RESOLVED that the Council receive and authorise Cheque List for July and August 2018 (014816 – 014903), agree and authorise the AdvantEdge Report for July and August 2018:</p> <ul style="list-style-type: none"> - Bank Account Reconciliation Statement – Current Account - Financial Summary – Cashbook & Financial Statement <p>(c) The Council to receive and authorise the GPC Card Statement. (d) There was no GPC Card Statement.</p>
Exe18 / 175	<p>Allocation of Reserves for 2018/19</p> <p>The Committee was asked to receive and review the report provided by the Deputy Clerk on the use of reserves for 2018/19.</p> <p>Proposed by Councillor Turley, Seconded by Councillor Sahota RESOLVED that the Committee agree and approve the use of £37,500.00 from the underspend to be used as match funding for the Telford @50 Building Legacy Fund and for the remaining of the underspend £1,522.58 to be redirected to the general reserve.</p>
Exe18 / 176	<p>Mayor Grant to Dawley Food Bank</p> <p>The Committee was asked to receive and review the report from the Mayor and the Clerk regarding a grant for the Dawley Food Bank from the Mayor of Great Dawley.</p>

	<p>Proposed by Councillor Randle, Seconded by Councillor Lill RESOLVED that the Committee agree and approve the £250.00 grant from the Mayoral Civic fund to be awarded to the Dawley Food Bank and for the Town Council staff to purchase the food using the GPC card so there is no delay in obtaining the food.</p>
Exe18 / 177	<p>Update on the PET Team Budget for 2018/19 The Committee received an update on the report provided by the Neighbourhood Officer giving details on the current value of the PET Team budget and the proposed use of this fund on improvements within the parish area.</p> <p>Proposed by Councillor Turley, Seconded by Councillor Sahota RESOLVED that the Committee agree and approve for the £21,647 PET Team budget to be transferred from Telford & Wrekin Council to Great Dawley Town Council and for this money to be earmarked for spend on environmental projects. To agree for the Clerk to have delegated authority to spend up to £21,647 on these projects and for the Clerk to obtain best value quotes when awarding work to suppliers. For a report to be presented a future Executive Committee meeting providing a breakdown of the costs of individual projects.</p>
Exe18 / 178	<p>Events Update The Committee received an update on the reports provided by the Clerk providing details on the following;</p> <ul style="list-style-type: none"> - Update following Dawley Day and Malinslee & Dawley Bank Day - Over 60's Christmas Party - Dawley Christmas Lights Switch-on - Malinslee Christmas Lights Switch-on <p>Proposed by Councillor Sahota, Seconded by Councillor Heighway RESOLVED that the Committee acknowledge and agree to the dated for the over 60's Christmas Party as the 7th, 8th, 9th December 2018. Acknowledge the feedback received from the community days held. To acknowledge the activities for the events and budgets for the Dawley Christmas Lights Switch-on and Malinslee Christmas Lights Switch-on.</p>
Exe18 / 179	<p>Great Dawley Breakfast Club Update The Committee received an update on the report provided by the Project Officer providing details on the Great Dawley Breakfast Club following the 6 weeks school holidays.</p> <p>Proposed by Councillor Sahota, Seconded by Councillor Heighway RESOLVED that the Committee acknowledge and agree the review of the Great Dawley Breakfast Club and any actions, to purchase the two volunteers a £50.00 gift voucher each totalling £100.00 and For the Clerk to sign and return the grant terms and conditions to Telford and Wrekin Council to receive the £2,500.00 funding.</p>
Exe18 / 180	<p>Update on the PCC Smartwater Project</p> <p>Councillor Dunne and Councillor Lill declared an interest in this agenda item due to living in one of the areas to potentially benefit from the project. Both Councillor Dunne and Councillor Lill both left the meeting.</p> <p>The Committee received an update on the report provided regarding the offer received from the Police and Crime Commissioner to a offer of 25% funding toward the cost of a Smartwater kit to be distributed to the Parish area. Three options were discussed and costs provided.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Turley RESOLVED that the committee agree to defer this decision due to offer having been made after the Town Council had agreed its budget for 2018/19, to review at the next budget round for 2019/20 and to complete an engagement process with the residents of the parish / areas identified.</p> <p>Councillor Dunne and Councillor Lill returned to the meeting.</p>
Exe18 / 181	<p>Citizens Advice Update</p>

	<p>The Committee received an update on the report by the Clerk regarding the Citizens Advice. The Clerk confirmed to the Committee that the manager was unable to attend the meeting due to the retirement of the manager.</p> <p>Proposed by Councillor Randle, Seconded by Councillor Sekhon RESOLVED that the Committee agree for this items to be adjourned until a future Council meeting where a representative from the Citizens Advice is able to attend and for the grant funding to be held until an update can be provided.</p>
Exe18 / 182	<p>50 Buildings for Telford@50 Project The Committee received an update on the report from the Clerk regarding the 50 Building for Telford@50 project. The Clerk confirmed Telford & Wrekin Council had confirmed for the Town Hall had been selected to be part of this project.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Sekhon RESOLVED that the Committee agree for Dawley Town Hall, to be filed as part of Telford & Wrekin Council's project - 50 Buildings for Telford@50 Project.</p>
Exe18 / 183	<p>Shropshire Wildlife Trust – Depave Project The Committee received an updated on the report from the Deputy Clerk regarding the Shropshire Wildlife Trust – Depave Project and enquiry made for the Town Council to be part of this project.</p> <p>Proposed by Councillor Turley, Seconded by Councillor Lill RESOLVED that the Committee agree for Great Dawley Town Council to work with the Shropshire Wildlife Trust to explore the possibly of sites / location within the parish area that could be depaved as part of this project.</p>
Exe18 / 184	<p>Health & Safety Update - Buildings The Committee received an update on the report from the Clerk regarding the incident at Dawley & Malinslee Community Library and the positive actions taken by the Town Council staff following this incident.</p> <p>The Committee noted the report and the actions taken by the Town Council staff.</p>
Exe18 / 185	<p>Flag Poles The Committee received an update on the report and the internal procedure for the use of flag poles at Dawley House in accordance with the Flag Institute's protocol for flying flags in the United Kingdo,</p> <p>Proposed by Councillor Randle, Seconded by Councillor Heighway RESOLVED that the Committee agree and for the Town Council to adopt the internal procedure for the use of flag poles at Dawley House.</p>
Exe18 / 186	<p>Clerks Report The Clerk provided the Committee with an update on the report provided for July and August 2018 and the Councillors were given an opportunity to ask the Clerk questions.</p>
Exe18 / 187	<p>Correspondence There were no correspondence for the Committee to receive.</p> <p>Councillor Heighway thanked the Councillors and Staff for the bereavement card he had received from the Town Council.</p>
Exe18 / 188	<p>Exclusion of Press and Public To resolve: That under Section 100(A) Local Government Act 1972, the press and public to be excluded from the remainder of the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in the Acts.</p>
Exe18 / 189	<p>Staffing Update The Clerk provided the Committee with an update on the report provided regarding the staff update.</p>
Exe18	Date of next meeting

/ 190	Full Council Meeting - 8 th October 2018 Dawley Town Hall
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Close of Meeting : 8.00pm

Signed :

Date :

Chair of the Executive Committee