



Great Dawley Town Council
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Minutes of the Ordinary Council Meeting of Great Dawley Town Council held on 15th January 2018 at 18:30 at Dawley Town Hall

PRESENT: Councillors: Choudhary, Davies, Heighway, Lill, Parnaby, Pinter, Rice, Sahota and Sekhon.

Staff: C Turner (Clerk) S Eccelston (Deputy Clerk) I Preece (Community, Projects & Events Officer) S Houlston (Project Officer) C Morris (Asset & Facilities Officer)

There was one member of the public present.

A quorum was present when decisions were made.

OCM17 / 068	Mayor's Welcome The Mayor, Councillor Jane Pinter welcomed all present to the meeting and wished everyone a Happy New Year.
OCM17 / 069	Apologies for Absence and Reasons Proposed by Councillor Heighway, Seconded by Councillor Parnaby RESOLVED that the Council accept the apologies and reasons for absence from Councillors: <p style="text-align: center;">Randle, and Turley</p>
OCM17 / 070	Code of Conduct <u>Disclosable Pecuniary and other Interests.</u> 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. No declarations were made.
OCM17 / 071	Public Session The Mayor adjourned the meeting to enable to one member of the public present at the meeting to raise any issues with the Council. The resident raised concern regarding the bus stop on New Street being abandoned due to the building works being completed at the new house being built and the temporary traffic lights. The resident informed the Council that she had telephoned Arriva and they knew nothing about the issue and that she was worried for people getting to work and school, particularly the coach collection for Williams Brookes School. The Clerk was asked to contact Highways, Transport and Engineering Services at Telford & Wrekin Council regarding this issue and the resident was informed that Telford & Wrekin Council have a permit system for utility companies, even though they have powers to access services in the road ways, etc.

	<p>Councillor Choudhary asked the Clerk if the Town Council had been advised of this road closure. The Clerk confirmed that all road closures information would be sent to Councillors via email, but she would check the records to see if this once had been advised.</p> <p>The meeting was reconvened.</p>
OCM17 / 072	<p>Minutes Proposed by Councillor Lill, Seconded by Councillor Davies Abstained by Councillor Choudhary, Heighway, Rice, Sahota and Sekhon RESOLVED that the Council accept the minutes of the Ordinary Council meeting held on the 9th October 2017 as a true and accurate record of the business transacted at the meeting.</p>
OCM17 / 073	<p>Borough Councillors</p> <p>Councillor Pinter provided the Council with an update on the Mayoral Duties she had conducted over the Christmas period, including the Christmas Lights Switch-on events at both Dawley and Malinslee, attending the Beavers Christmas Party in December, and the over 60's Christmas Parties held at Dawley Town Hall, but not the Sunday event as this had been cancelled due to the inclement weather conditions.</p> <p>Councillor Davies provide the Council with an update on the Christmas events attended over the Christmas period, including the Christmas Lights Switch-on events at both Dawley and Malinslee and the over 60's Christmas Parties held at Dawley Town Hall.</p> <p>Councillor Davies informed Council that Telford & Wrekin Council had done an excellent job in getting and keeping Telford moving during the inclement weather and although not every road had been gritted the main roads and bus routes were a priority.</p> <p>Councillor Davies information Council that Telford & Wrekin Council were completing a lessons learnt for the service provided during this period in keeping Telford Moving but informed that the social media and information being reported on social media was excelled, with the social media being higher than Manchester and the Mayor of London during this period.</p> <p>Councillor Davies updated the Council on the work for Telford@50, the work being completed on the S106 monies at the old Every Ready site development, that there was good news regarding the last part of the development at Malinslee Centre, with news coming out shortly on this but would provide good social value to the area, the work being completed on the piece of green space where assurances and guarantees had been made that this would not be developed and partnership working would be completed with the Town Council, the school and Telford & Wrekin and the project for the old St Leonard's site was at its early stages.</p> <p>Councillor Choudhary raised a question if there were any plans for a Community Centre at the site.</p> <p>Councillor Davies informed that there were not, but was really pleased with the work completed to engage the community within Malinslee to use and attend events at Dawley Town Hall and Dawley House.</p>
OCM17 / 074	<p>Grants The Mayor informed the Council that some of the grants to be awarded were for organisation to hold Christmas Events and were due to be considered at the Executive Meeting in December 17, but due to the meeting being cancelled due to the inclement weather had not been approved.</p> <p>(a) <u>Voluntary Organisations</u> Proposed Councillor Parnaby, Seconded by Councillor Lill RESOLVED that the grant application form was deferred to a future meeting and the Clerk to contact Wellington Cottage Care Trust and ask if and how many people use the day care centre from the Great Dawley parish area.</p>

	<p>(b) <u>Partnership Fund</u> Proposed Councillor Davies, Seconded by Councillor Parnaby RESOLVED that the Council award Dawley Christian Centre a grant from the Community Partnership Fund of £3,000.00 as a contribution towards a replacement boiler a their premises in Dawley.</p> <p>Councillor Davies provided the Council with a statement of support for the grant informing that the Christian Centre is a central meeting place in the Hight Street with a vibrant café, that houses the Dawley Food Bank, the Remembrance Service for Dawley as well as many more events for the local community.</p> <p>(c) <u>Ward Councillors Pride Fund</u> There were no grants for the Council to consider.</p> <p>(d) <u>Shop Frontage Scheme</u> Proposed Councillor Rice, Seconded by Councillor Heighway RESOLVED that the Council award Rod & Gun a grant from the Shop Frontage Scheme of £250.00 towards improvements to their shop frontage.</p> <p>Proposed Councillor Davies, Seconded by Councillor Sekhon RESOLVED that the Council award The Jewel in the Crown a grant from the Shop Frontage Scheme of £250.00 towards improvements to their shop frontage.</p> <p>(e) Voluntary Organisations - Christmas Grants Councillor Choudhary asked the Clerk to ensure that the events had taken place prior to the grants being paid and if the event had been cancelled that the Council did not provide the grant.</p> <p>Proposed Councillor Lill, Seconded by Councillor Parnaby RESOLVED that the Council award The Ley Social Club a grant from the Voluntary Organisation – Christmas Grants Scheme of £250.00 towards their Christmas dinner for all their community.</p> <p>Proposed Councillor Davies, Seconded by Councillor Sekhon RESOLVED that the Council award The Wednesday Club a grant from the Voluntary Organisation – Christmas Grants Scheme of £250.00 towards their Christmas dinner and entertainment.</p> <p>Proposed Councillor Sekhon, Seconded by Councillor Parnaby RESOLVED that the Council award The Vicarage Grove Residents Fund a grant from the Voluntary Organisation – Christmas Grants Scheme of £250.00 towards their Christmas dinner.</p>
OCM17 / 075	Finance <p>(a) The Council to receive and authorise Cheque List for October 2017 (014554 – 014578) and Cheque List for November 2017 (014579 – 014594) Proposed by Councillor Heighway, Seconded by Councillor Rice</p> <p>(b) RESOLVED that the Council agreed and authorised the cheque list (014554 – 014578) and (014579 – 014594)</p> <p>(c) The Council to receive and authorise the AdvantEdge Reports for October 2017 and November 2017 Proposed by Councillor Heighway, Seconded by Councillor Lill RESOLVED that the Council agree and authorise the AdvantEdge Report for October and November 2017:</p> <ul style="list-style-type: none"> - Bank Account Reconciliation Statement – Current Account - Financial Summary – Cashbook & Financial Statement
OCM17 / 076	Draft Budget and Update on the Reserves Councillor Davies provided the Council with headlines on the proposed budget and informed the Council that the Executive Committee had reviewed the proposed budget on the 13 th

November 2017 and that the draft budget had not been voted down but the committee wanted some further work to be completed, this work had been completed and was due to be reviewed at the Executive Committee on the 11th December but this meeting had been cancelled due to adverse weather conditions.

Councillor Davies updated the Council that none of the core services provided by the Town Council had been removed or reduced, that Dawley Flix would not be funded through the budget and that this was funded through a grant, the Partnership Fund with Telford & Wrekin could continue to help fund the Library, Market and PCSO. The increase in expenditure was over £90k, which was reduced as discussed at the last Executive Committee, but this included the use of reserves, income and the partnership fund.

Councillor Davies updated the Council on the healthy position it was in and that it could continue with all services currently delivered. The rise in expenditure was reflected in the requirement for 2 & 3 to be renovated, the new toilet provision in the Hight street and included the statutory pay rise for staff at the National Joint Council for Local Government Serves (NJC) levels, although the agreement for 2018/19 onwards had not been set.

Councillor Davies confirmed to Council that the increase in council tax for band D properties was £20.72 per year, with the majority of houses within Great Dawley being band B properties with was £16.12 per year equating to 31 pence per week per household.

Councillor Davies updated the Council on the Council Tax Support Grant (CTSG) being reduced year on year. However, the Town Council base has reduced this year giving a benefit. This reduction was due to changes in the change in classification of properties in the Town Council parish area and with the reduction in the number of Wrekin Housing Trust properties with flats being replaced with bungalows. The CTSG is set on a specific date each year. The cost to the Town Council for 2018/19 would be circa £10k, however, we would get this reduction back next year.

Councillor Davies informed the Council that the work completed had been very proactive in reaching the proposed budget and a review of the income from treasury management, room hire and grants had been all considered at part of the proposal.

Councillor Choudhary raised a concern with the Council that the Town Council parish area was one of the most deprived areas in the Borough and his opinion was that the increase should be set at 0% with no increase at all. Councillor Choudhary raised a concern that it would be putting pressure on the residents at a time when a lot of people are using food banks to survive.

Councillor Davies acknowledged Councillor Choudhary's concern but raised the questions of where Councillor Choudhary thought the £45 to £50k reduction in the budget could be identified, or what his suggestion was on what the Council did not do or delivery to achieve this.

Councillor Davies informed the Council that he believed the Town Council performed very well and had invested in its staff and buildings and was very proud of the Town Council and what it delivered, and believed that each and everything was for the benefit of the Community.

Councillor Lill seconded what Councillor Davies said and wanted to add a thank you to the staff for their continue hard work and commitment and development of the community of Great Dawley. Councillor Lill informed the Council that Great Dawley was not a deprived area but was an under privileged area.

Councillor Choudhary informed the Council that the staff of Great Dawley were not to be criticized and wanted them to know they did a wonderful job for the Town Council and the Community of Great Dawley.

Councillor Heighway informed the Council that the Town Council was not a business but was there to provided services and work for the community.

	<p>Councillor Davies informed the Council that providing public services to its residents did come at a cost and believed that the Town Council and its staff did deliver these with value for money in mind.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway Against Councillor Choudhary RESOLVED that the Council agree and authorise the draft budget for 2018/19 and adopt this budget for 2018/19.</p> <p>Proposed by Councillor Davies, Seconded by Councillor Rice Against Councillor Choudhary RESOLVED that the Council agree and authorise the reserves for 2018/19 and adopt these reserves as part of the budget for 2018/19.</p>
OCM17 / 077	<p>To Set the Precept for 1st April 2018 to 31st March 2019</p> <p>Proposed by Councillor Davies, Seconded by Councillor Heighway Against Councillor Choudhary RESOLVED that the Council agree and set the Precept for Great Dawley Town Council for 1st April 2018 to the 31st March 2019 at £459,370.84 and for the Chair and the Clerk to sign the documentation on behalf of Great Dawley Town Council.</p>
OCM17 / 078	<p>Councillor Vacancy - Dawley Ward</p> <p>The Clerk provided the Council with an update regarding the Councillor Vacancy at Dawley Ward and confirmed that following on from the meeting on the 13th November 2017 only one of the individuals who made an expression of interest has confirmed they wish to continue with their interest in becoming a Councillor at Great Dawley.</p> <p>The Clerk confirmed that this individual automatically is co-opted as Councillor due to there being no other individual who has expressed an interest and the next stage in the process was to contact the individual and invite them to the next Ordinary Council meeting in March 2018.</p> <p>The Clerk confirmed at this stage the individual would be provided with a welcome pack and sign any papers required.</p>
OCM17 / 079	<p>Updated Information on Reserves</p> <p>A report and an update was provided by the Deputy Clerk regarding the information provided on the Town Council's reserves.</p> <p>Proposed by Councillor Sahota, Seconded by Councillor Randle RESOLVED that the Council approve the reserves for the new financial year and authorise the Deputy Clerk to input the agreed figures into the accounting system.</p>
OCM17 / 080	<p>Mobile Phones Contract Renewal</p> <p>The Deputy Clerk gave the Council an update on the report for mobile phone contract for the Town Council.</p> <p>Councillor Choudhary asked if the staff were happy with the current handset. The Deputy Clerk confirmed that each member of staff had been consulted as part of the process and they were happy to keep the current handsets.</p> <p>Proposed by Councillor Lill, Seconded by Councillor Parnaby RESOLVED that the Council approve and authorise the extension to the mobile phone contract with Vodafone for a further 12 months.</p>
OCM17 / 081	<p>Website Hosting Renewal</p> <p>The Deputy Clerk gave the Council an update on the report for the renewal of the Town Council's website hosting.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Sahota</p>

	<p>RESOLVED that the Council authorise the change of website hosting provider to Certa Hosting for the next 12 months.</p>
<p>OCM17 / 082</p>	<p>Dawley Town Hall - Recycling The Asset & Facilities Officer provided the Council with an update on the report giving details on the provision for general waste and recycling at Dawley Town Hall.</p> <p>Councillor Choudhary raised a question of if the service would include food waste, and that he felt that the Town Council should be at the for front for food waste recycling to set an example to the residents. The Asset & Facilities Officer confirmed that this contract did not include the recycling of food waste.</p> <p>The Asset and Facilities Officer confirmed that food waste was not included in this contract but would look in to extending our recycling provision to include food waste and would bring a report back to Council at a future meeting with the information and costs.</p> <p>Councillor Heighway wanted to confirm why the Town Council would want to spend extra on food waste.</p> <p>Councillor Davies informed the Council that the Town Council may have to pay a commercial rate for food waste in the short term as the Telford & Wrekin Contract would not include household food waste until 2020 with Veolia.</p> <p>Proposed by Councillor Rice, Seconded by Councillor Heighway Against Councillor Choudhary RESOLVED that the Council approve and authorise the contract for the waste collection from Dawley Town Hall with FCC extension and for the Asset & Facility Officer to to the mobile phone contract with Vodafone for a further 12 months.</p>
<p>OCM17 / 083</p>	<p>Dawley House Steps The Asset & Facilities Office provided the Council with the update on the report and near miss regarding the steps at Dawley House. It was explained that the steps require some work to widen these to allow a larger access using motorised scooters.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Sahota RESOLVED that the Council approve for the clerk to have delegated authority to spend up to £10,500 for the installation of new steps at Dawley House, for 3 quotes to be provided and for the clerk in consultation with the Chair to select the winning quote out of the 3 provided. The funding to be provided from the ear marked reserve "Community buildings r&m"</p> <p>The Mayor in formed the Council that there would be a 10 minute comfort break, the meeting was adjourned at 7.35pm.</p> <p>The Mayor reconvened the meeting at 7.45pm.</p>
<p>OCM17 / 084</p>	<p>Update on 3 & 4 New Street Dawley - Building Update The Project Officer provided the Council with an updated on the report regarding the proposed renovation of 3 & 4 New Street.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Lill RESOLVED that the Council approve for the clerk to have delegated authority to spend £1,250.00 for the concrete shed base, for Pryce Builders to be the chosen supplier to lay the concrete shed base, and for the Clerk to have delegated authority to spend £2,151.00 for the supply of the shed from Asgard and for the funds to be released from the General Reserve this would leave a balance of £8,180.62</p>
<p>OCM17 / 085</p>	<p>ICM Model Update - New Way of Working The Clerk provided the Council with an update on the report provided regarding the Integrated Community Management model (ICM), this included the new way of working with the partnership in the delivery of the ICM to deliver better results for the community.</p>

	<p>The Clerk confirmed that part of the new way of working was to hold a face to face meeting with the Partnership Team, Telford & Wrekin, Police and Town Council on a fortnightly meeting to update the ICM plan that included identifying actions for each item on the plan as part of the EPIC classification - Enforcement, Prosecution, Intelligence, & Communication.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Rice RESOLVED that the Council acknowledge the new way of working as part of the ICM model, for the Clerk to invite Chief Inspector Graham Preece, Paul Fenn and Jas Bedesha to the next Town Council meeting where they will be able to answer questions raised by Councillors, for the Clerk to insure that address this parking issues are part of the ICM model for the next 12 months with Chief Inspector Graham Preece and to agree for the ICM model and funding for the PCSO to for a further 12 months (2018/19).</p>
OCM17 / 086	<p>General Data Protection Regulations</p> <p>The Clerk provided the Council with an update on the report regarding the General Data Protection Regulations (GDPR) which will come in to force on the 25th May 2018 across the whole country.</p> <p>The Clerk identified many of the changes between current legislation and the new legislation and updated the Council on the Information Audit / review currently being undertaken in preparation for the GDPR.</p> <p>Councillor Davies informed the Council that at the Parish Charter meeting it was discussed with Telford & Wrekin Council for Town & Parish Council to have a dedicated resource with them to provide the service as Data Protection Officer.</p> <p>Proposed by Councillor Lill, Seconded by Councillor Rice RESOLVED that the Council authorise the Clerk to engage with Telford & Wrekin to explore the options as Data Protection Officer and for Telford & Wrekin Council to be the Town Council's Data Protection Officer for at least the first year, and for the Clerk to update the Council at a future meeting on progress on the GDPR Internal Audit and discussion with Telford & Wrekin. That the Council to acknowledge the work the Town Council must complete to comply with the new GDPR</p>
OCM17 / 087	<p>Weston Power</p> <p>The Clerk provided the Council with an update on the report regarding the Weston Power and the recent meeting with the Senior Engineer.</p> <p>The Clerk informed the Council of the request from Weston Power to use Dawley Town Hall community garden as a possible access route to the sub station at the rear of the Town Hall.</p> <p>Proposed by Councillor Rice, Seconded by Councillor Lill RESOLVED that the Council authorise the use of the rear garden of the Town Hall by Weston Power to gain access to the substation, when this is required, to authorise the Clerk to hold formal discussions with Weston Power on the cables that run under the rear extension of Dawley Town Hall and for the Clerk to speak to the insurance provider to ensure the Town Council and Dawley Town Hall are legally protected.</p>
OCM17 / 088	<p>Veolia Grant Application - Next Steps</p> <p>The Project Officer provide the Council with an update on the report regarding the Veolia Grant Funding and the application submitted. It was also explained that this report was due to be presented at the cancelled Council meeting in December.</p> <p>Proposed by Councillor Choudhary, Seconded by Councillor Lill RESOLVED that the Council authorise the Veolia bid application to be retrospectively agreed, the submission of the grant to Veolia. The Council authorised, upon the receipt of a successful bid, the use of £25,000.00 from the earmarked reserve to match fund the project and for the Clerk to have delegated authority to spend up to £100,000.00 for completion of the project. The Clerk to provide regular updates to the Council if successful on the progress of the delivery of the project.</p>
OCM17	Ward For High Street Improvements

/ 089	<p>Councillor Parnaby addressed the Council with a request for them to consider the Town Council putting themselves forward for awards relating to the developments completed in the High Street.</p> <p>Councillor Parnaby informed the Council that he was very proud of the work being completed in the High Street to improve the visual appearance as well as the work being completed with the businesses, market, etc.</p> <p>Councillor Davies informed the Council that there were also NALC awards that the Town Council could nominate themselves for.</p> <p>Proposed by Councillor Parnaby, Seconded by Councillor Lill RESOLVED that the Clerk research for awards the Town Council can nominate itself for relating to the High Street, the projects completed on the High Street and improvements made.</p>
OCM17 / 090	<p>Parish Charter Sub Group</p> <p>The Clerk provided the Council with an update on the report regarding a nomination from the Town Council for a representative in the Parish Charter Sub Group.</p> <p>Proposed by Councillor Pinter, Seconded by Councillor Choudhary RESOLVED that the Council nominate the Clerk to be the Town Council representative on the parish charter subgroup for updating the Parish Charter.</p>
OCM17 / 091	<p>Events Update</p> <p>The Community Project & Events Officer provided the Council with an update on the report giving details on the community events for the remainder of 2017/18 and the proposed events for 2018/19. The Council were informed that currently the Town Council have 107 events on the calendar for 2018/19 this includes the Great Dawley Dinner, tea dances, Summer Community Days, holiday kids clubs and more.</p> <p>Proposed by Councillor Heighway, Seconded by Councillor Sekhon RESOLVED that the Council agree and authorise the proposed dates for the 2018/19 community events for Great Dawley including the monthly community events, music in the market, May half term events, August half term events, Malinslee Day, Dawley Day, tea dances, Under 16's Disco, April half term events, Christmas Lights Switch On events at both Dawley and Malinslee, and over 60's Christmas parties. The Council agree to the 50 pence increase to the ticket price for the Great Dawley Dinner from April 2018 and the increase to the ticket price for the tea dances to be £4.50 per ticket.</p> <p>Proposed by Councillor Rice, Seconded by Councillor Lill RESOLVED that the Council agree and authorise the proposed dates for the 2017/18 community events for Great Dawley including the music in the market, February half term events, and under 16's Disco.</p> <p>The Community Project & Events Officer provided the Council with an update on the report for the rescheduling of the cancelled Over 60's Christmas Party in December 17 due to adverse weather. The 4 options were presented and discussed.</p> <p>Proposed by Councillor Lill, Seconded by Councillor Parnaby RESOLVED that the Council authorise for a full mirror party to take place for the cancelled Sunday event and for those who were unable to make the Friday and Saturday to also be contacted and invited. The date for this event to be Sunday 11th February 2018.</p> <p>Councillor Davies informed Council that the number of events Great Dawley Town Council is higher than any other Council, as far as he was aware, but felt the Town Council still needed to refresh them and learn from other events taking place in the Borough and elsewhere to ensure they still get the interest of the community.</p>
OCM17 / 092	<p>Clerks Report</p>

	The Clerk gave a verbal update on the Clerk's report for both November 2017 and December 2017 provided giving an outline of the Clerk's and Council's Staff actions and projects during these months.
OCM17 / 93	Correspondence No correspondence had been received.
OCM17 / 94	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.
OCM17 / 95	Staffing Update The Clerk gave an update on current staffing at the Town Council and tabled a report at the meeting.
OCM17 / 96	Date of Next Meeting Executive Committee Meeting – 12 th February 2018 Dawley Town Hall -

The meeting ended at 8.50pm

Signed by:

Date: